



# **Berea Middle School**

## **Faculty/Staff Handbook**

**2020-2021**

**“Together We Can, Together We Stand”**

This handbook is intended to provide guidance to Greenville County School District Employees located at Berea Middle School. This handbook does not create an employment contract between the employee and the school district. The school district reserves the right to revise this handbook in whole or part at any time. Employees understand it is their responsibility to follow the policies and procedures of the school and district and become familiar with the contents of this handbook.

## **DISCLAIMER**

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO GREENVILLE COUNTY SCHOOL DISTRICT EMPLOYEES. THIS HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REVISE THIS HANDBOOK IN WHOLE OR IN PART AT ANY TIME.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL DISTRICT AND BECOME FAMILIAR WITH THIS HANDBOOK.

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **FORWARD**

Welcome to the 2020-2021 school year at Berea Middle School where we will be in the business of “Building Relationships and Shaping Leaders.” Please take time to review/study the faculty handbook to ensure understanding of our policies and procedures. This handbook is designed to be a quick reference; however, no handbook can answer all questions that may arise. If you have questions concerning the handbook, please see an administrator any time. It is vital to the overall operation of the school that all teachers comply with these policies, expectations and regulations.

Again, we encourage all teachers (new and returning) to review the handbook for important information.

To maintain effective lines of communication, a variety of items will be covered during the school year via administrative memos and e-mails. When appropriate, memos/e-mails should be covered in detail with your students and parents.

Our driving theme for 2019-2020 is “Getting Culturized” As we begin our book study on *Culturize by Jimmy Casas*, you will see various themes that we hope to implement here at Berea Middle School. My goal is to create a positive and productive environment for our students, teachers, parents and community. As we take our seats on this bus, we will

Best wishes for a great year,

Corey Collington, M.ED  
Principal

# **Mission Statement of Greenville County Schools:**

We provide educational experiences, in cooperation with the home and community that prepare students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

## **Philosophy**

### **We Believe...**

- All students can learn.
- Students are the center of the educational process.
- Students learn best in a safe, orderly, and inviting environment.
- Students should have competent teachers, principals, and support personnel.
- Parent involvement and volunteer services support and enhance the teaching and learning process.
- Students should have equal access to educational opportunities.
- Students have the responsibility to be active learners.
- Curriculum and instruction should meet the needs of all students.
- Educational experiences should enable students to learn to communicate effectively, solve problems competently, think critically and creatively, and act responsibly.
- Education is the shared responsibility of home, school, and community.

### **Our Vision**

To become an exemplary school district in which every child achieves to his or her maximum ability through a rigorous, engaging curriculum and systems of support that cultivate the potential and promote the well-being of every individual child.

## ***Mission Statement of Berea Middle School: Building Relationships Shaping Leaders***

## **Absences: Parent Notes**

According to the GCSD policy, students who are absent from school are to bring a note from their parents or a doctor's excuse to the welcome center within 2 days of the absence. The attendance clerk is responsible for placing the excuse in the student's file.

## **Absences: Unlawful**

Unlawful absences are absences involving the following:

- A willful absence from school by the student without the knowledge of the student's parent or guardian.
- A willful absence from school by the student with the knowledge of the student's parent or guardian but for a reason that is not considered lawful.
- A forged excuse.
- Any absence from school by a student that does not meet the criteria for a lawful absence.

## **Administrative Visits to Schools**

The superintendent and representatives from his staff plan to visit each school periodically. Included among the areas to be carefully reviewed are:

- General conditions of the building and grounds
- Grade books kept by teachers-numbers of grades recorded per grading period
- Samples of teacher-made tests and other resources used by the teacher in the teaching-learning process
- Substitute teacher folder and teacher's lesson plans
- General condition of the teaching-learning environment in the classroom
- The school administration will conduct both formal and informal evaluations.
- Current student work is displayed.
- Rooms and work spaces are clean and neat.
- Safety and security practices are observed and enforced at all times.

## **Attendance: Instructions for Completing**

**The first week of school:**

1. The first day of school, we must know which students who are enrolled actually report to school. That means the student is physically present in your class. To indicate this, place an "E" on the class roster sheet provided to you by the office, in pencil. **Make no mark at all if the student is not physically present in your class. This will be entered as a no-show at the end of the day.**
2. The second day of school, take attendance and show any new enrollees. For students who were present the first day, those who have an "E" by their names, mark their presence with a "dot". This will show the attendance clerk that you credit each child present. If the student received an "E" the first day but is not present the second or later days, then mark the column by his name with an "A" (in pencil). This same process will be continued each day.
3. Students who have not been physically present in your class will show no mark at all. They cannot be counted absent until they have enrolled and have an "E" by their name. If a student did not show up the first day but is physically present the second or

later days, then mark the column with an “E”. After he is enrolled, his attendance is taken as stated above.

4. Once a student has been enrolled (marked with an “E”), the only two markings you need to use are a “.” or an “A”. Our attendance clerk will mark your card appropriately when attendance is taken from ISS or OSS.

### **During the Year**

5. If a student is not sitting in your homeroom class (even if you believe he or she is on a trip), mark the student present. The attendance clerk will make these corrections to your attendance.
6. Late arrivals/tardy – If a student arrives late to your class he/she should have a pass. Late arrivals will be recorded in the Welcome Center. If the student does not have a pass when reporting to homeroom, please have the student report to the main office. A student will not be marked tardy in the computer unless they are late to school.
7. Excuses for absences – Students have two days to bring an excuse for an absence. Referrals on attendance problems are made on absences for which we have no excuses. Acceptable excuses are sickness, death in the family, or required court appearances. Family or church trips are not excused. Any excuse in excess of 10 will not be counted unless approved by the principal.
8. Attendance in Power School will be done EVERY period. Attendance in homeroom will NOT be taken in PowerSchool.

## **Assistance Team**

A-Team is a school team, in partnership with the parents, whose purpose is to provide the necessary educational support to promote individual student success. The focus is to provide support for the student in the regular education setting at the appropriate level (tier). Tier I involves differentiated instruction in the regular classroom setting. Tier II provides small group targeted instruction with frequent progress checks, and Tier III is an individualized intervention. A student may reach a successful support level at any tier. If a disability is suspected after all tier interventions, the SAT team may decide to refer the student to Student Services for testing to determine if the student meets IDEIA eligibility criteria. Referring a student to the SAT team does not guarantee that a student will be referred on to Student Services for additional testing; nor does it guarantee or necessarily lead to a special education placement.

## **Beginning the Year**

The beginning of the year is a critical time for classroom management. Effective managers use the first of the year to help students learn appropriate behavior. Typically the first day begins with:

- Being in charge at the opening bell and staying in charge
- A discussion of classroom rules and procedures. This discussion often takes place in the context of introducing requirements and teacher expectations. It includes a clear explanation of what is expected and what is not allowed. For example: sharpening pencils, collecting papers, etc.
- Establishing acceptable standards for behavior (talking and whispering, moving, dismissing, etc.).
- Giving the students something constructive to do (work with your team on this)
- Keeping the students on task - do NOT give them the opportunity to misbehave.

**Some do's and don'ts can make the beginning of the year more efficient:**

- **Do** have a list of expectations clearly visible to students at all times.
- **Do** go over the student handbook during homeroom.
- **Do** consider individual differences by designing activities in which students can succeed.
- **Do** maintain control; be visible, helpful and encouraging.
- **Do** monitor student behavior and provide corrective feedback when needed.
- **Do** show enthusiasm about the exciting things that students will learn in class.
- **Do** show that you are organized and prepared for students when they enter the classroom.
- **Don't** force students to guess what they are allowed to do or not do.
- **Don't** assign difficult work at the beginning of the year until you know the students and are prepared to help those who need it.
- **Don't** use complex or unusual activities until students have settled into regular classroom routines.
- **Don't** ignore problems until they become disruptive.
- **Don't** give students busy work assignments just to keep them occupied.

Your general attitude, facial expressions, **your tone of voice (appropriate indoor speak)**, the way you plan and organize, the way you set and enforce standards – all of these are important. Planning, organization, and a strong sense of purpose encourage good discipline. A lack of them breeds poor discipline. Children must sense a strong hand at the wheel; otherwise, they are tempted to take over and steer for themselves.

From the beginning, be sure you are in step with the rest of the school. Study rules, regulations, and procedures that have been established for general use.

Be familiar with schedules, lunchroom procedures, attendance procedures, accepted punishment, and routing for referrals. Don't be in a position where you rely on students to tell you how the school operates. You are in charge – **you tell them**.

Get to know your students as soon as possible. Make a seating chart and use it to help you learn their names. Study their records. Find out about their interests, their abilities, their problems; but remember, ***you are their teacher not their buddy***.

From the very first day, be firm, but fair with your students. Tell them at once what you expect. **Adhere to the school wide discipline plan** and the procedures that you have set up. You will need to go over them again and again throughout the year, but don't compromise. Don't worry if your students call you strict or crabby. It is much easier to loosen-up than to tighten-up. Help them to see how everyone benefits by following the rules. Point this out and praise them when they show progress. Also, use parents to your advantage. Contact them at the first sign of trouble before the behavior gets out of hand.

Planning and organization are especially important during the first few weeks of school. **Never start anything new, no matter how obvious it may seem, unless you have planned ahead both with yourself and with your class.** Don't take it for granted that they know how to act – practice and be sure. It's better to be safe than sorry.

You may hate to spend so much time setting the stage, but you can't start over, and it's important to start right; do your relaxing later, after good habits are firmly established.

## **Bereavement Leave**

Whenever an employee needs to be absent related to bereavement, the GCSD provides time using a specific set of criteria. Please consult with the school secretary and the district website.

## **Book Price List**

A current price list will be emailed at the beginning of the year. Costs are determined by the South Carolina Department of Education. In order for a student to receive a new textbook, he/she must pay for a lost book.

## **Building and Grounds**

School staff members are asked to maintain a clean and orderly work area. Staff members should encourage students to take care of the environment and maintain a clean and orderly school. The administration asks staff members to keep bulletin boards up to date, pick up garbage and rid rooms of unnecessary clutter or debris that may affect the productivity of the classroom. Additionally, rooms should be orderly, neat, attractive, and inviting to student learning. Teachers are responsible for instructing students in proper care of all school property. Damage to school owned property and equipment will be assessed to the responsible party for the damages and problems.

## **Cafeteria and Procedures**

It is very important that each class arrive and leave the cafeteria on time. If one class is late, this will alter the schedule of all other classes. Teachers should accompany students to the serving line and monitor them until they are seated. All teachers are responsible for lunchroom supervision. If you need to leave the lunchroom, please wait until your class is seated and ask another teacher to supervise.

Students are allowed to talk quietly. Loud talking and playing should not be permitted. Every student must leave his/her eating area free from food and paper. No food/drinks is to be taken out of the cafeteria by students

Cafeteria Manager requests that any meals you select be paid for that day or you may set up a pre-paid account. Procedures are in place to allow all students to eat. Please help with sending reminders to parents if their child's account is past due.

## **Cell Phone Usage by Staff Members**

Cell phone usage during instructional time is prohibited by all staff members. This includes but is not limited to calls, texting, and communication via electronic means. Cell phone usage should never occur in the presence or sight of students. Encourage potential callers to contact you through your classroom voice mail system or when possible by utilizing your e-mail accounts. Likewise, staff members will refrain from leaving meetings to answer cell phones. Staff members are discouraged from giving their personal cell phone number to

Note: This handbook is not a contract.



conduct school business. Students should never have opportunity to use a staff members cell phone for any reason.

## **Certification (renewals)**

You must obtain prior approval for recertification points, classes, etc. If your items were not pre-approved prior to completion, the principal cannot (will not) sign off on them. If you are considering completing classes for recertification points, seek prior approval before enrolling if you wish to use the courses for recertification points or to help meet your professional development goals.

All staff must maintain a current certification. Failure to do so could result in termination. It is the employee's responsibility to ensure certification is current and accurate for the assignment of teaching duties.

Please see the principal if you have any specific questions.

## **Changes to Daily Schedule**

The administration recognizes that from time to time there may be a need to change the schedule and modify class times and activities. Whenever a deviation from the prescribed school schedule is necessary, the grade level administrator should first approve it. The grade level administrator will then get approval from the school principal. After approval is gained, the schedule should be provided to the front office so that reception staff will know the schedule in case of looking for students.

## **Classification of Employees: Separation (GBN):**

The Board expects all employees to act in a professional manner and serve as a positive example for students. Employees should be aware that inappropriate or unprofessional actions at school and away from school may impair their ability to perform their job. Employees should recognize that misconduct or continued performance concerns may lead to discipline, including possible termination. Employees, both certified as well as noncertified, have appellate procedures for termination. These procedures are outlined in this policy and corresponding administrative rule.

Employees must immediately report any criminal arrest to their supervisor.

## **Classroom/Building and Appearance**

Your cooperation in keeping your room neat and orderly is appreciated.

- Please check your room daily.
- All lights should be turned off when not in the room.
- Doors are to be kept locked
- Each class should be held responsible for the cleanliness of the classroom before they are dismissed.
- Students are not to be allowed to eat or drink in the classroom other than an approved water bottle.

- Please keep the administrators informed on the cleanliness of your room, the halls, and the restrooms near your room.
- Microwaves and other personal appliances are not permitted in the classrooms.
- Student work with standards attached must be displayed at all times.
- Email cleaning requests/needs to be reported to the Plant Engineer.

Teachers are encouraged to create a comfortable and inviting environment. However, items that detract from learning will be removed. **Sofas and loveseats, as well as excessive furniture, are not permitted.**

**Current student work** is to be displayed in the room and in the hallways. When displaying student work, teachers should **include the standard that the work covers as well as the due date or the date assigned** so as to promote a standards based educational system in which students know why they are learning and completing the activities. Work should be rotated regularly and not to be up on the walls for greater than 3 weeks.

## **Classroom Teacher (general information)**

The classroom teacher is the key to a good school and quality education. The school is only as good as **WE** make it. The basic requirements of a good school are good teachers, sound leadership, adequate physical facilities, and a strong educational program.

The classroom teacher should create an environment, which is constructive for the development of **each pupil**. To create this atmosphere the following ingredients are essential:

### **Preparation**

Each of us must be physically, mentally, and emotionally ready to fulfill our daily duties when we arrive at school each morning.

### **Supervision**

Each of us must accept the responsibility of supervising all students in and around the school building and grounds. The students should see us as a team, that any of us will interact with them whether we teach them or not. Be visible in the hallways. Also, you are advised to never be alone with a student in your classroom. All staff members must wear ID cards at all times. Staff members are expected to be at appointed duty stations and remain at said duty stations during required times.

### **Discipline**

Order and respect are essential ingredients in the educational process. The first responsibility for each of us is to establish good discipline that will set the climate for learning. Discipline, in its broadest sense, is a form of education. Means of discipline should be carefully devised to fit the needs of the individual as other types of instruction are devised.

### **Loyalty**

Loyalty to the school and to each other is essential. We should all be working toward the same goal, and we are all qualified professionals. **Never** criticize a co-worker or

the school. Remember, **you are a part of it**. If there is a problem, there is a proper place to discuss it.

### **Punctuality**

*Be Punctual!* Teachers take a dim view of tardy students. But are you on time for your class, faculty meetings, committee meetings, and duties? Finish your work on time. Be sure you complete your work for reports, grades, records, etc. by their assigned due dates and deadlines.

## **Conference Rooms**

Teachers may sign up for the conference rooms through Ms. Collins or Ms. Massey. Priority use will be given to those who sign up for the conference room, not those occupying it.

Calendars will be maintained for conference rooms as follows:

Media Center Conference Room-	Ms. Massey
Main Office Conference Room-	Ms. Collins

## **Copy Machines**

- The copiers in the offices and workrooms may be used for tests, exams, etc.
- You must use your personal code to operate the machines.
- **Do not attempt to repair the machines yourself. Please ask the office personnel for help.**
- Black pens and typewritten sheets make the best copies.
- Copies should be made during your planning period or before and after school.
- Please show proper consideration for others when copying large quantities of work.
- **Do NOT send students to the office to run copies. No student may use the copy machines.**
- Personal copies are not allowed unless you pay for them and only use the Media Center copier.
- Do NOT give out your copier code
- All staff members are given a limited number of copies and prints during a monthly period. If the limit is reached, additional copies will only be approved by the principal.

Copies should be done wisely. Be conscientious and use the front and back of paper when making copies. Back and front count as two copies. Copier codes will be reset each month.

## **Copyright Laws**

Every district employee is expected to adhere to copyright laws as outlined on the district website at: <http://www.greenville.k12.sc.us/district/web/policy/copyrgt.asp>. These guidelines apply to written text or images, internet material and computer software.

## **Curriculum and Instruction**

Teacher should follow the curriculum and instruction guidelines for the Greenville County School District. Teachers should formulate lessons and activities using the requirements of the district curriculum and the state of South Carolina Course Standards. Teachers should

refrain from relying on a textbook for the basis of instruction. Instruction should be build using the support documents for the course standards available at ed.sc.gov and via the Greenville County School District curriculum resource center.

## **Daily Schedule for Employees**

All teachers are expected to be in their classroom each day at 8:00 a.m. If you are going to be late or absent, you must call your grade level administrator. All teachers will be dismissed at 3:45pm unless otherwise noted and required due to meetings, obligations, or duties.

Other employees will be given specific work hours. Staff members who do not work the required work hours will have it noted in the absent employee system and could have time reduced by the district.

## **Data Security and Use of Technology (EFE):**

Employees are expected to use technology in a responsible and respectful manner. Compliance with laws pertaining to technology, including, but not limited to, the Family Educational Rights and Privacy Act and the Children's Online Privacy Protection Act is required at all times. Employees do not have an expectation of privacy in the use of District equipment, resources or email. Employees must refrain from using District technology, including email, for personal use in accordance with the limitations and requirements contained in Administrative Rule EFE.

## **Department of Social Services and Law Enforcement**

All employees are required by local, state, and federal law to report issues or concerns for the safety, wellbeing, and welfare of a child. Failure to do so can result in criminal charges or other disciplinary procedures. In the event the staff member has direct information or suspects a child is being mistreated, crimes being committed, or other reportable offenses, the employee should consult with his/her direct supervisor AND contact the appropriate service such as DSS or Police.

## **Detentions Served For a Teacher**

After School Detentions are a great tool to handle discipline within your team. It is strongly encouraged that each team have detention as an option before writing a referral to administration. Remember if you issue a detention, please give students and parents at least 24 hours to arrange pick up. Parental contact MUST be made before a student can stay for detention. Teachers must stay with the child until the student is picked up.

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## **Dress Code (Staff)**

All employees are expected to contribute to a professional atmosphere that enhances learning, prevents disruptions, avoids safety hazards, and serves as a positive example for students. All employees in the performance of their employment are expected to dress professionally and

appropriately at all times. Accordingly, the District has adopted the following requirements to ensure an educational atmosphere that is conducive to learning:

- There is professional and appropriate attire for every position. Employees must dress in a neat, clean, and well-groomed manner.
- Appropriate attire includes suits, collared shirts with or without ties, skirts, dresses, slacks, khakis, blouses, knit tops, jackets/blazers, appropriate shoes, and clothing with District or school insignia. Dress shirts should be tucked in at all times. Depending on the position, uniforms may be worn and/or provided. Jeans are not appropriate attire and may only be worn at the discretion of the supervisor under limited circumstances.
- Inappropriate attire includes flip flops/slippers, shower shoes, leggings worn solely as pants, jeggings, sweatpants, yoga/exercise pants, see-through clothing, tank tops and other tops that do not have modest necklines, and short dresses and skirts. Shorts, sweatpants, coveralls, and other job specific clothing may be worn if professional in appearance and acceptable to the position for that employee. For example, it is permissible for a physical education teacher to wear shorts or an automotive instructor to wear coveralls.
- Clothing must not be revealing in nature and undergarments must never be exposed.
- Employees are prohibited from having visible piercings or tattoos that serve as an instructional distraction, may foreseeably disrupt the school environment, or present a safety hazard.
- Professional attire consistent with the above requirements is expected during all employment activities unless otherwise specifically approved by a supervisor.
- Supervisors may make exceptions to the above requirements for special circumstances such as field trips, teacher workdays, and special school events. All exceptions must receive prior approval.

The enforcement of these requirements shall be the responsibility of the school principal or supervisor. The above requirements cannot capture all employee attire, and principals and supervisors retain the ability to address employee dress that is unprofessional. An immediate supervisor, in consultation with Human Resources, may make an exception to this administrative rule to accommodate an employee's legitimate medical or religious concerns.

## **Dress Code (students)**

All teachers need to enforce the school and district students' dress code. If you see a problem, address it first thing in the morning. There is a Tardy/Dress Code slip that you may fill out and send to the ISS Coordinator. If necessary, have the student come to the office to use the telephone to call their parent. Instructional time will not be lost with students "waiting" in the office.

We do have a clothing closet that will be managed by our ISS teacher. The student will be sent back to class once the call has been made. Student dress and grooming must be neat and clean.

**SHIRTS:** All shirts must be of a **SOLID** color and collared. Students can wear any color collared shirt. All collared shirts can be either polo-style or a dress shirt. Students may also elect to wear "Berea" logo t-shirts in lieu of a collared shirt, in any color of their choice. In addition to local retail stores, "Berea" logo t-shirts may be purchased in our school store and come in a variety of colors. Pocket logos (ex. Polo, Izod, etc) may be on the shirt. All shirts must have sleeves. Undershirts and other undergarments can be in any color. All shirts must cover all skin at the midriff, especially when sitting or raising hands.

**PANTS & SHORTS:** Students may wear khaki or cargo style pants or shorts. They can be of any color. Denim pants or any denim-like materials are not allowed. Pants must fit and be worn at the hip. Pants may not expose underwear. Shorts must be within three inches from the top of the knee or longer. Students may not wear pants with holes unless there are articles of clothing underneath the skin. No leggings or jeggings are allowed unless they are underneath pants in covering a hole on the pants.

**SKIRTS & JUMPERS:** Skirts and jumpers may be worn. Skirts and jumpers must be within three inches from the top of the knee or longer.

**COATS / JACKETS / HOODIES:** Students may wear any coat, jacket, or hoodie to school. However, coats may not be worn to class. Jackets and/or hoodies that are worn inside of the building must be solid colored.

**SHOES:** Shoes must be worn at all times. Flip-flops, slides, bedroom shows or crocks are not allowed. All shoes must have a back strap on them.

**CLOTHING CLOSET:** Students that are not in uniform dress code may be asked to wear a shirt or pants from the clothing closet. These clothes are washed daily and returned back to the school at the end of the day.

\*On special dress up days, the principal will announce the day's specific dress code guidelines. When not dressed in uniform, we follow the Greenville County School District Student Dress Code Policy.

\* Students who come to school outside of the uniform guidelines will be given consequences that can include the following (not in any particular order).

1. Change of clothing as dictated from administrator
2. Removal from class/In School Suspension
3. Parent Conference
4. Out of School Suspension

\*\* If there is a financial strain in purchasing the necessary uniform for your child, please get in contact with our Parent /Family Involvement Coordinator Ms. Natalia Restrepo at 864-355-1773.

## **Duty Responsibilities –**

All staff members are required to do duty. Duty expectations vary by position. Staff members should review the duty requirements and the expectations for completing the various positions. When a staff member is absent, arrangements must be made to ensure that proper supervision is provided.

### **Assigned Duties**

#### **Breakfast and 7<sup>th</sup>/8<sup>th</sup> Grade Morning Bus Holding Procedures in the Cafeteria**

- One teacher should monitor at the breakfast side and one should monitor on the 8<sup>th</sup> grade side.
- Breakfast students should be encouraged to eat quickly, dispose of their trash, get book bags, and go to the correct bus holding area.
- When students enter the regular bus holding area, boys sit on one side of the table; girls on the other. Book bags should be put on the table.
- Students should fill up each seat-no skipping or saving seats.
- Students eating breakfast should go straight to breakfast. They should take their book bags with them.
- Students should not be allowed to get up and go visit with their friends.
- Students should not be allowed to change seats.
- If students ask to use the bathroom, they should be allowed to go. Only allow a few students at a time to be in there at the same time. If a student has not returned to the cafeteria in a reasonable amount of time, one teacher should go check on the student.
- Students should speak at a reasonable level. Speak to the group if it is getting out of control.
- Begin dismissing students at 8:15. One table should be dismissed at a time.
- One teacher should stand in the cafeteria so that they can see when the group of students that was just dismissed finishes rounding the corner toward the office.
- That teacher should then signal the other teacher to dismiss the next table. This is to stagger the dismissal. This will not be as rapid as in the past.
- Both teachers remain until all students are dismissed.

#### **6th grade morning procedures for the gym**

##### **Entrance of students:**

- Students place their books on the floor against the wall as they enter the gym. Books should not be thrown at the entry way. As needed, new rows are made across the floor for books.
- Students fill in the bleachers starting at the top
- Once the students enter the gym and sit down, they do not leave
- When the bleachers are full, then start rows on the floor

##### **Dismissal of students:**

- Dismissal starts @ the 8:15 bell

- Dismiss a small section of students (top to bottom- mentally divide into about 4-5 sections) at a time. This allows students time to get their books and begin to exit before an additional section is dismissed. Also this will keep students from scooting rows and jumping from bleachers.

#### **Additional info:**

**No One** is allowed in the locker rooms until a teacher is present.

#### **Supervision Duties**

The following are duties that are considered to be part of the teacher and teacher aide's professional duties in addition to regular classroom supervision.

#### **Restroom Supervision**

- Students are not to go to the restroom during class time without a pass. Students are to be supervised at the restroom areas during class changes and if a teacher takes the entire class to the restroom before/after lunch.
- The teacher should check the restrooms before and after the class enters and exits the restroom.

#### **Cafeteria Supervision**

- The cafeteria is a part of the total learning environment at Berea Middle School. Teachers and aides are expected to accompany their students to the lunchroom. We are all responsible for promoting good table manners and positive behavior in the lunchroom.

The main purpose of any duty station is to make sure the students are acting in a safe manner by following our school guidelines.

- **Make sure you are at your duty post promptly at 7:30 a.m.**
- **All teachers will need to be in their doorways during dismissal from the gym in the morning, dismissal from school in the afternoon, and during any class change.**
- **Other duties or assignments may be made by the Principal or designee.**
- **All changes must have prior approval from the administration.**
- **DUTY BUDDY** - will fill in for you when you are absent, and you will make-up your time by covering for him/her during his/her rotation.

#### **Car Duty:**

- Ensure that students do not walk in front of vehicles and that they wait on the sidewalk, away from the vehicles, until all cars have come to a complete stop.
- Do not allow students to cross the road or go to the parking lot.
- 2 teachers will be in charge of students on the sidewalks and 2 teachers should control vehicle movement. 1 teacher works the crosswalk.
- During morning duty, teachers need to make sure that all students enter the building and observe students going through the hallways.
- One teacher will use the sound system to call names.



- **Make sure that car riders continue to move down the sidewalk toward the start of the carline as the crowd lessens.**

#### Main Hall:

- Ensure that students are reporting to the proper areas and not loitering in the hallways.
- Morning duty teachers need to observe students in the corridor and the lobby.
- Afternoon duty teachers should monitor students who are purchasing snacks and proceeding to the bus dismissal area
- Afternoon duty teacher should also prevent students from exiting the building through any door except the main doors.
- Car riders and Walkers should be out of the corridor by 3:20 p.m.

#### Cafeteria/Lunch:

- Face the students and walk around to monitor student behavior.
- Enforce cleanliness.
- Walk with students in the hallways to and from the cafeteria.

## **Early Dismissal**

Any student requesting to leave before the end of the school day must be signed out by a parent or by a person on their emergency contact list. Early dismissals are generally not acceptable and are discouraged. The parent does have the right to remove their child from school early. **Early Dismissals will be denied as much as possible after 2:45 PM.** Parents are requested to schedule appointments after school hours. A note should be turned in to the welcome center the day after an Early Dismissal is granted to avoid an unexcused absence/dismissal.

Students are not allowed to sign out with teachers. Students must report to the main office for early dismissal.

## **Emergencies**

### **Fire Drill**

- Fire drills begin immediately at the sound of the shrill, constant ringing of the fire alarm.
- Get the students out of the room and building as quickly as possible, following the route planned for each room's exit (located near the exit).
- Be mindful of your assigned ALTERNATE exit route, too
- Teachers must be the LAST person to leave the room.
- Teachers must bring
  - Attendance Roster
  - Emergency Quick Reference Book
- LIGHTS must be OFF
- DOORS must be SHUT
- Have the students go to the designated area and **check the roll**. If you are **missing a student note it on the people locator form and hold up the red side of your Emergency Quick Reference Book IMMEDIATELY!**
- Stay clear of the building, far enough away to be out of danger.

- Students exiting from the front of the building should stay clear of fire trucks.
- Wait for the ALL CLEAR signal before returning to the classroom
- Be sure to record all missing students (even if they are known to be absent on the people locator form).

### **Frequent Citations from Fire Marshall**

- Fire doors being propped open.
- Storage shall not be within two feet of the ceiling.
- Hallways and corridors being blocked.
- Extension cords and surge protectors being piggy-backed.
- Decorative items not being treated with fire retardant.
- Electrical rooms being used for storage.
- Vehicles parked too close to the building and blocking exit doors.
- Furniture in foyers not being secured.
- Items in hallways may not be more than 12 inches deep and must be secure.
- Items or decoration on hallway walls exceeding the 20% aggregate.
- Missing ceiling tile, extension cords taped to the floor, missing outlet covers.
- Smoke doors having items preventing them from closing properly.
- Pull stations being blocked or hidden from view.
- **Artificial flowers and plants that do not meet fire retardant requirements.**
- Chaining of doors is prohibited.
- **Plug in air fresheners are prohibited.**

### **Tornado Drill**

- ALERT SIGNAL – An announcement will be made.
- Leave room (LIGHTS OFF & DOOR SHUT)
- Go into hallway; sit with arms covering head and face wall/lockers. Stay away from windows and areas with glass.
- Wait for the ALL CLEAR signal before returning to the classroom

### **Tornado Watch vs. Tornado Warning:**

Tornado watches - possibility of tornado development in a specified area, for a specified period of time.

### **Tornado Warning:**

Tornado Warnings - a tornado has actually been sighted in the area or indicated by radar.

### **Earthquake Drill**

General precautions about response to earthquake include the following:

- Seek cover under desks, tables, etc.
- After the period of shaking has ended, students are to exit the building, using designated routes.
- Stay away from wide expanses of roof, like the gym, which might fall due to the stress of the quake.
- Stay away from shelving or other construction which might fall.
- The main objective is to protect the student from flying or falling objects.
- After shaking stops, exit the building as you would during a fire drill.

### 3.7.1 Definition

A Full Lockdown is a response to an actual emergency situation. This type of lockdown is used to dramatically and rapidly enhance the level of security inside the facility. By closing and locking all exterior and interior doors and windows and securing inhabited spaces within the building, staff can make it more difficult for dangerous person(s) in the vicinity of the facility, or actually inside the building, to gain access to students and staff. This type of lockdown requires that all students and staff use available physical barriers to protect themselves as much as possible against harm, and includes preventing an intruder from identifying or locating occupants by sight and/or sound. Full Lockdown is the definition of the Hide/Deny response option when people are in indirect contact with an intruder *and* are in a location that can be secured. In an Active Shooter situation, remember that the protection of the lives and health of everyone in your building is paramount and that during an actual event it may not be safe or practicable to complete every task immediately.

### 3.7.2 Alert Signal

Announcement over the public address system, “All staff – a Full Lockdown is in effect at this time.” The additional phrase, “This is not a drill” may be added if so desired. Do not use code words or phrases.

### 3.7.3 Incident Commander (lead Administrator) Response

1. Make an announcement to implement the “Full Lockdown”.
2. Based on the situation and the information available, determine whether classes outside at recess, P.E. classes, and portable classrooms, should be brought back inside or are safer away from the main building and communicate this decision to them.
3. **Call 911** and report the situation to law enforcement (unless law enforcement called and requested the lockdown). Designate an individual to meet the emergency responders when they arrive.
4. Notify the District Hotline at **355-8890**.
5. Activate school Emergency Response Teams as necessary.
6. Only if it is safe to do so, verify that all exterior doors have been secured.
7. Only if it is safe to do so, verify that all interior doors have been secured.
8. Notify the Transportation Department so that they can stop any inbound buses.
9. Notify all other off-campus student groups (such as Career Centers, Fine Arts Center, Roper Mountain Science Center, other field trips, Christian Learning Centers, etcetera), to stop all inbound buses during the lockdown.
10. TURN OFF the “class change” bell to avoid sending confusing signals.
11. Coordinate with law enforcement to provide them master keys and floor plans. Law enforcement may decide to evacuate portions of the building if the threat is isolated or the situation contained. Follow their instructions.
12. Once the situation is stabilized and it is safe to do so, conduct accountability and be prepared to report the results to emergency responders.
13. Once the situation is resolved, give the “all clear” signal and return to normal operations appropriate for the situation. The lead administrator may wish to inform staff members of the reason the lockdown was issued. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to utilize School Messenger or send a brief letter home to inform parents of the actions that were taken to protect their children.

### 3.7.4 Teacher/Staff Response

1. Ensure all exterior doors/windows to the building near your location are closed and locked immediately.
2. If you are in a room or located in an area with a lockable door, gather everyone in the vicinity into the room and close and lock the door. This is especially applicable for students in the hallway, even if they are not in your class. Sheltering will also be provided to parents, visitors, volunteers, vendors, etc. in your immediate vicinity, unless they are the threat and cause of the lockdown.
3. If you are in an area that cannot be secured, quickly move students away from the threat and to an area that can be secured, if possible. (Run/Avoid).
4. As much as is physically possible, gather students and visitors in your room into an area of the room where they are not visible to someone looking through the window in the door. Lights should be turned **OFF** if safe to do so and all sounds should be eliminated as much as possible. Classroom instruction and activity does **NOT** continue during a Full Lockdown.
5. Leave all blinds, shades, curtains, or other window obstructions **OPEN** to allow law enforcement personnel to view inside the classroom from the outside. It may be vital for law enforcement to be able to see inside the classroom, especially in a hostage situation.
6. Do not open the door for anyone claiming to be public safety personnel unless you have an opportunity to view the uniformed officer. In most situations, law enforcement will open your door with a key.
7. Remain hidden in place if the fire alarm or class change bells ring. Fire evacuation will be signaled by intercom announcement. Full Lockdown remains in effect until given the “all clear” announcement.

**Supplemental note:** GCS has consulted with local law enforcement and it is District policy that no accountability methods, such as Red and Green cards or numbered pages are to be placed under the door.

### Lockdown (FULL)

The signal for an intruder or similar dangerous situation will be the announcement of “**We are now under lockdown**”.

- When the lockdown announcement is made, you should close your ALREADY locked door. Do not allow any students to leave the room.
- If any students are in the hallway bring them into your classroom immediately and close the door. Remember to check for ID badges.
- Students should be moved to a safe side of the room and lights turned off.
- Turn off any projector or any other light source in the room that can be controlled by the teacher.
- Students must remain quiet and calm during the lock down. The teacher should be settled and not moving around or talking during the lock down.
- Do not open your door or let ANYONE into your room until the ALL CLEAR signal has been given.
- The ALL CLEAR signal will be the announcement of “**This is Administrator Name the lockdown is now over**” Unless you hear the underlined word above (ADMINISTRATOR) do NOT open your door.

### Lockdown (Partial)

- When the lockdown announcement is made, you should close your ALREADY locked door. Do not allow any students to leave the room.
- If any students are in the hallway bring them into your classroom immediately. Remember to check for ID badges.
- Do not open your door or let ANYONE into your room until the ALL CLEAR signal has been given.
- The ALL CLEAR signal will be the announcement of “**This is Administrator the lockdown is now over**” Unless you hear the underlined word above (ADMINISTRATOR) do NOT open your door.
- **The key difference is that teaching may continue, however, no movement should occur in the building.**

### **Bomb Threat**

- Once the announcement of a bomb threat is made, evacuate the building and report to the designated fire drill area unless otherwise instructed. From here you will be directed to a safe zone.
- Turn off all radios, mobile phones, etc.
- Students should leave all items in the building.
- Teachers should take attendance at the fire drill area and at the safe zone.
- The people locator form will be collected and submitted.
- The red/green emergency book should be held up to indicate issues/needs during the evacuation.
- The school administration will follow the district guidelines for the bomb threat to ensure safety measures are in place.
- **Report any missing students to the administration immediately!**

### 3.18 Use of a Weapon on School Property

#### **3.18.1 Definition**

‘Weapons use’ is the unauthorized discharge of a firearm or other actual use of a weapon to assault, threaten, or injure another person on or in close proximity to school property. This response protocol differs from the “Report of Weapon on School Property” immediately following (**Section 3.22**) in that a weapon or weapons have actually been discharged (fired) or used to assault, injure, or kill.

#### **3.18.2 Alert Signal**

Public address announcement of Full Lockdown. The additional phrase, “This is not a drill” may be added if so desired. Do not use code words or phrases.

Note: A Full Lockdown is likely the best immediate response until the administration/SRO/law enforcement can determine the location and extent of, and the circumstances surrounding the weapons discharge and whether or not a continued threat exists. Once an adequate assessment has been made, remaining in Full Lockdown or evacuating the building are the two best responses based on current knowledge of the situation.

#### **3.18.3 Incident Commander (lead Administrator) Response**

1. Make a rapid assessment of the situation and determine whether a Full Lockdown or an emergency evacuation is the safest probable course of action. Notify staff of the lockdown or evacuation. **Do not** attempt to verify that a weapons discharge or assault has taken place prior to making this decision, as even a brief delay could result in avoidable injuries or loss of life.
2. Immediately advise the SRO of the situation or call **911** and request immediate law enforcement response. Provide the 911 dispatcher with all available relevant information such as: description of perpetrator(s), type(s) of weapons involved, location of injured victims, location or direction of travel of suspect(s), suspect vehicle(s) etc.

3. If you have any indication of injury, also request emergency medical personnel (EMS). If safe to do so, activate the Triage team to provide medical attention to any wounded.
4. Advise the District Hotline ASAP at **355-8890**.
5. As safely as possible, see that staff carry out steps listed in the “Staff response” section.
6. Only the District Incident Commander may authorize an Off-Campus Evacuation (see Section 6), Family Reunification (Section 7), or early closure of a school. If instructed to evacuate the campus, follow directions and refer to Section 6 of this manual. **However**, this does not prevent the individual in charge of the school from moving students off district property to a nearby safe location in the event remaining on-campus presents an imminent danger to students and/or staff.
7. Implement the Media Protocol (**Section 3.14**)

### **3.18.4 Teacher/Staff Response**

1. Follow the ‘Full Lockdown’ or ‘emergency evacuation’ protocol as directed. If you witness a weapons use incident, follow the safest procedure for you and your class (lockdown or evacuation from the area) based on your location within the building and the nature of the incident. Notify the administration immediately.
2. Whenever possible, assist any assault victims to protect them from further harm and ensure they receive medical attention as soon as it is safe to do so.
3. Take **no** action to confront or disarm anyone who is in possession of any weapon as you may risk serious bodily harm or death and risk further escalation of the situation. Attempt to intervene **ONLY** when, in your own judgment failure to act will put the lives of yourself and your students at immediate risk, you are willing to assume the risks of intervening, and there is no other option.
4. If the weapon(s) have been dropped or discarded, secure the area where the weapon is located and notify administration/law enforcement. Do not attempt to handle any weapon, unless exigent circumstances dictate that the weapon be secured by you.
5. Remember that a ‘Weapons Use’ scene is a crime scene. No attempt should be made to clean up blood or other evidence without the approval and direction of the senior law enforcement official.
6. Remember that there may be hazards from blood or other bodily fluids at the scene.

## **Ethics**

As professional people, teachers should strive to defend and improve the image of the teaching profession. Many teachers make the mistake of subjecting themselves and others in teaching to unnecessary or unjust criticism by the public. Often this is done through general statements or comments not explained or supported by facts. For this reason, each teacher should exercise care in statements concerning school, personnel, student policies, and events.

1. All professional personnel are expected to cooperate with and be loyal to their students, parents, other faculty members, principals, and school administration. Teachers may avoid difficulties by allowing announcements of school policies and changes to be made by the administrative staff to the general public.
2. It is highly desirable that all our relationships with personnel, students, and the public be characterized by courtesy. Let Berea Middle School be known for a spirit of graciousness, cooperation, and professional dignity.
3. The practice of reflecting on the previous teacher or teachers of a student is harmful to the morale of the teaching staff. The stature of one person is not increased by belittling that of another. On the other hand, the practice of recognizing worthy deeds with merited praise results in higher morale.

4. Let us all assume the responsibility first, for self-improvement, and second, for sharing this improvement with other members of our personnel so that better human relations will result.

Staff members will not discuss the weaknesses and strengths of individuals before classes, in public places, at the lunch table, or in the lounge. Discussion of problems between teachers, teachers and assistants, assistants and assistants, teachers and parents, teachers and students, teachers and administrators will be handled in confidence and will not be discussed with individuals who are not involved.

All personal and academic information, as well as matters of discipline regarding individual students, is confidential and will remain within the school. School staff members will not discuss school related matters outside of the school. Teachers may only use school/district approved means of communicating with students. Teachers are strongly encouraged to NOT “friend” students on Facebook, include them on your personal twitter communications, etc.

All employees are responsible for viewing the district Code of Ethics video, adhering to the requirements of the code and for signing the agreement.

All District employees are expected to act in a professional manner that is in accordance with the law and that respects the legal rights of students, fellow employees and the District. Employees should demonstrate a professional demeanor, attitude, and competency.

No employee may, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for himself or for another person through use of his employment. Additionally, no employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to any position that the employee supervises or manages, or participate in the discipline of any family member.

District employees will be subject to disciplinary procedures consistent with District policy, including possible including termination, for violation of this policy.

## **Evaluation of Staff Members**

All staff members will be formally evaluated using the guidelines of the Greenville County School District.

Informal evaluation will be conducted at the discretion of the Principal and/or administrative personnel. Informal, Formal, or “walk-through” observations will be unannounced. When an administrator comes into your classroom at any time the following expectations are to be met:

- A clearly written Essential Question is posted in a highly visible manner and it is current for the day.
- Up to date website with assignments and materials posted.
- All students should be actively involved in a PLANNED lesson.
- Assessments are a valuable tool to instruction. A procedure for monitoring assessments will be provided.

- Teachers and assistants should be actively supervising students and circulating among them.
- Students should understand what they are being asked to do. (After directions are given, call on a student to restate what is supposed to be done.) The lesson objectives should be stated and should also be written on the board.
- Student should spend time practicing the skills being taught.
- The classroom should be orderly, clean, and attractive. There should be a place where student work is displayed.
- The School-Wide Behavior Expectations and Discipline Plan should be displayed and enforced.
- Teachers should use positive reinforcement as much as possible and appropriate during class.
- Stress the need for students to speak clearly and correctly.
- Systematically address students' needs in the basic skills.
- There should be evidence that the teacher has planned for and is addressing the different ability levels and learning styles in the class.
- Instruction should begin promptly and continue until the end of the class time.
- Procedures should be in place to limit the loss of time due to non-instructional activities.

Positive interaction between teacher and students as well as students and students.

## **Excuses**

An excuse in the form of a note must be presented by the student to the Attendance Clerk within 2 days after the student's return to school. The note may be dropped off in the front office or faxed to the school @ 864-355-1700. It is policy of GCSD that all notes must be submitted within two days of the students' absence.

- The note must be from a parent, guardian, legal officer, physician, dentist, or recognized licensed/certified medical practitioner.
- **The note must be presented within two days after the student's return to school.**
- The note must be dated and must include the date(s) of the absence(s), the reason for the absence(s), time of the appointment, and the signature of the person providing the excuse.
- A note not properly submitted according to the terms of this policy will cause the absence to be recorded as an unlawful absence (unexcused).
- A note that is forged will result in the absence being recorded as an unlawful absence.

## **Expectations for Faculty and Staff**

The following are expectations of the faculty of Berea Middle School:

1. Prepare daily lesson plans and display the plan on your desk. **All lesson plans should be placed in the appropriate folder in Google Drive by 5:00pm on Friday.**
2. Motivate and interact with students.
3. Model patience, poise, courtesy, and respect when interacting with students, parents, and faculty members.
4. Provide for the different learning styles and ability levels in the classroom.
5. Use data provided by assessments and teacher recommendation for instruction.
6. Adhere to the Defined Minimum Program instructional requirements, unless arrangements have been approved by the principal.



7. Use as many resources as necessary to supplement your instructional program.
8. Practice appropriate instructional behaviors and maintain appropriate relationships teacher/teacher, teacher/staff, teacher/student, teacher/parent.
9. Keep accurate, up-to-date records on the achievement of students.
10. All grades need to be up-to-date according to the school policy for PowerSchool.
11. Communicate regularly with parents regarding student achievement and/or behavior.  
Note: Parents of students who are doing well should be notified as well as parents of students doing poorly.
12. Request materials, supplies, and equipment as needed.
13. Adhere to district policies which are available online via the school district website.
14. Support and attend a minimum of two after-school functions. One of these must be a sporting event in which you serve in a capacity such as ticket sales, concessions, or general supervision.
15. Attend all faculty, departmental meetings, and all other events as directed.
16. Be present and on time each day. (Our goal is to maintain at least a 97% attendance rate).
17. Observe all due dates.
18. Maintain visual contact with students under your supervision at all times.
19. Maintain an orderly, clean, and attractive classroom.
20. Speak positively about the school, one's colleagues and students.
21. Bulletin boards should reflect what is currently being taught.
22. Display student work in the classroom and hallways.
23. Keep the administration informed of special circumstances (behavior or otherwise) and special happenings in your classroom.
24. Share ideas and suggestions with peers and the administration.
25. Participate willingly on committees and assume special assignments. (Serve on at least one committee).
26. Provide clear instructions for substitute teachers.
27. Dress in an appropriate, professional manner that adheres to the district policies.
28. Use class time effectively. Keep students on task.
29. Communicate school and classroom expectations to the students.
30. Continue to grow professionally by attending workshops and taking college courses.
31. Complete records and reports neatly and accurately.
32. Request assistance when needed.
33. Limit time students are out of class for errands, restrooms, etc.
34. You should never be alone with a student in your classroom.
35. Students should never be left unsupervised in your classroom.
36. Keep doorway windows to classroom free of any coverings at all times.
37. **Do your part to make our school the best!**

## **Field Trips**

Field Trips will be used only to advance the instructional program and are encouraged as long as they can be arranged with a minimum of disruption to the school program and with the cost approval of the principal. No transportation or other arrangements are to be made until there is approval of the field trip. Upon approval for the field trip, transportation arrangements can be made through the bus supervisor and the bookkeeper.

Each student must have a permission slip before leaving to go on a field trip. Verbal permission is not allowed. As outlined in the Student/Family Handbook, students may not receive any type of refund for field trips.

If students from the grade level taking the field trip are left at school, a grade level teacher must remain with the students according to the criteria listed below:

Students left at school

0-14 students

15-22 students

23-44 students

45-66 students

67 + students

Grade level teachers to remain at school

You may make arrangements to leave those students with other grade level teachers. Leave assignments for students.

1 grade level teacher must remain.

2 grade level teachers must remain.

3 grade level teachers must remain.

4 grade level teachers must remain.

Any field trip without pre-approval by the principal will be cancelled.

Chaperones must be approved volunteers for the school. Chaperones and teachers need to be dispersed among the students on the bus and/or activity for the best supervision.

## **First Day Checklist for Teachers:**

1. Introduce yourself
2. Explain your rules.
3. Distribute the Student Handbooks/Agendas, etc.
4. Subjects for particular attention:
  - ✓ School-Wide Discipline Policy
  - ✓ Attendance
  - ✓ Tardy policy
  - ✓ Dress code for students
  - ✓ No hats on campus
  - ✓ No food or drink in the building
  - ✓ No students eating in class
  - ✓ Sign in/out location for students
  - ✓ Fees charged for replacement-\$5 student ID, \$7 Agendas, & \$5 Lock
  - ✓ Pledge to the flag daily – State Law (If a student chooses not to participate in the Pledge, they must sit quietly at their desk without causing a disturbance).
  - ✓ Moment of silence daily – State Law
5. Morning entry to buildings:
  - ✓ Students are not allowed on campus before 7:30 a.m.
  - ✓ Students arriving between 7:30 a.m. and 8:10 a.m. must report to the cafeteria for breakfast or to their assigned waiting area. Students will get a grab and go breakfast and eat on the hallway.
  - ✓ Students may not enter the classroom area before 8:10 a.m. unless they have a pass from a teacher or are attending tutoring. Passes are not necessary for those students attending tutoring sessions with teachers. Posters of assigned days and times will be placed around the building.
6. Distribute free lunch forms, insurance forms, and other documents to ALL students.
7. Explain the lunch schedule, routes to the lunchroom and how to read student schedules as needed.

8. Let the students know that we need help from each of them to keep the building clean.
9. Team procedures, expectations, theme, etc.
10. Classroom procedures, policies, etc.

## **Food Services**

### **Cafeteria Rules**

1. Students must use their Student ID card in the lunch line to purchase their lunch.
2. Students should enter/exit in an orderly manner.
3. Food must not be thrown or shared.
4. Food and beverage items purchased by students should not to be taken from the cafeteria.
5. Students serving a lunch detention may only purchase a regular school lunch and/or additional items.
6. No carbonated drinks are allowed in the cafeteria or the building.
7. No Energy Drinks are allowed in the cafeteria or the building.
8. Students should not put their feet on the chairs or any part of the tables.
9. Students are expected to talk and behave in an orderly manner.
10. All items, including ice cream and additional milk, must be purchased as the student goes through the line with his/her class.

## **Fund Raising**

**Policy:** It is a responsibility of all faculty and staff members to protect the health and safety of students and to prevent encroachment of the instructional day. For this purpose, Berea Middle School will abide by the standards as set forth by the Southern Association of Colleges and Schools in regard to fund-raising.

**All fund raising activities must be approved, in advance, by the principal and placed on the activity calendar. No exceptions are authorized.**

### **Requirements**

Groups permitted to engage in fund raising activities must agree to the following:

- The purpose of the fund raising activity will be clearly stated to all concerned including those who will be participating.
- It will be clearly stated who will direct the fund raising activity and who will be responsible for collecting the funds and making the deposits.
- Within one month after the raising activity, a financial report on what was raised will be submitted to the principal.
- The fund will be utilized according to school policy and procedural regulations.

### **Requests**

At least two weeks before any fundraising begins, a fund raising request must be submitted to the principal for permission. This includes parent support groups and clubs. Completion of a specific request will assure, in advance, that the fund raising efforts are consistent with each organization's governing body and the Principal.

The Principal will coordinate all fund-raising activities of school clubs and school-related organizations. Money-raising activities of students and teachers in the school will be limited

to purposes that have recognized educational value, and such activities will not be used as the primary means of providing equipment, materials and services that are ordinarily financed by capital outlay or maintenance and operational funds.

**Under no condition will students be allowed to conduct a campaign, for any purpose, for soliciting motorists on a public highway, street, or roadway.**

Sales of food items at school will be restricted to an assigned area. No such consumable items (food, drinks, gum, etc.) are allowed within the confines of the building.

All schools shall earnestly seek to educate pupils in the services performed by the humanitarian agencies and shall encourage pupils to participate in their financial support as a social and community project. Schools will be permitted to raise funds for charity through campaigns under the control of the school.

### **Disclaimer**

The Greenville County School District will assume neither liability for products being used in fund-raising activity nor physical loss of these products when delivered to the group (club, organization, etc.) sponsoring the fund-raising activity even though the product may have been delivered to school property.

### **Solicitation**

No organization may solicit funds of staff members within the schools or distribute flyers or other materials related to fund raising drives through the schools without the approval of the Principal. No independent salesman shall be permitted to approach teachers or students during the school day or on school property.

### **Board Policy**

Questions pertaining to board policies and regulations regarding fundraising should be directed to the board policy manual available on the GCSD website at [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us).

## **Guidance Services**

The Berea Middle School Guidance Counselors are available to assist students in the areas of academic achievement, personal/social issues, and career development. Students may self-refer by completing a guidance referral form or may be referred by a faculty member or parent. The Counselors offer individual and small group counseling as well as collaboration with teachers, parents and administration to address the needs of students.

## **Grading Policies**

### **Entering Assignments:**

All assignments will be entered into PowerTeacher including their due date in the week in which they are assigned in the lesson/plans. For example, if you are giving a spelling test for Thursday, September 12<sup>th</sup>, you should have that assignment name and due date entered by Thursday, September 19<sup>th</sup>. (The actual grade MUST be posted within 7 calendar days.)

**If you are having trouble with PowerTeacher, it should be noted BEFORE you miss the 7 day due date.**

**Rationale:** Parents will see the assignments as they are posted that week. The 7 day limit will help decrease anxiety about the grading process.

### **Calculation of Grades: HANDOUT PROVIDED**

#### **Grade Posting:**

Grades for the assignment will be posted within 7 days (calendar days, NOT school days) of the due date. We will however reserve the right to extend this in case of significant projects (with administrative approval—e.g. science fair projects, long term research projects). However, classwork, tests, etc. will be posted within 7 days.

**You must seek assistance BEFORE the 7 days has passed if you are having difficulty.**

**Rationale:** To have an impact, students and parents need to see the information that is being reported. Also, grades need to be entered within an appropriate timeframe.

#### **Printing of Reports:**

Grade printing dates will be established to help organize one print time for progress reports/report cards by the office. The guidance clerk will do notices 24 hours prior to printing. This will be a call for any last minute assignments or changes to grades not a time for you to start putting in assignments.

**Assignments and grades must be entered throughout the 9 weeks. Do NOT plan on entering all of your assignments at the end of the grading period.**

**Rationale:** Less time is needed to serve as reminder since grades will be reported within 7 days of their due date. No “surprise” averages for students.

#### **Grade Reporting:**

Grades that are assigned at the end of the grading period and intended to count in the next grading/reporting period must reflect a due date within the intended grading period. Failure to change the date will change the student’s average for the grading period.

**Rationale:** The grade book must match the information sent home as a report to the parents.

#### **Who to Contact with Issues:**

The guidance clerk serves as the primary contact for PowerSchool. This information is not all inclusive, and as we further develop the procedures, please note that the administrators will reserve the right to make changes and additions to these procedures.

## **Grievance**

A grievance is any work-related complaint for which no specific alternative remedial procedure is available. Berea Middle School faculty and staff should discuss all work-related complaints with Principal. Together, they should try to solve such problems informally through their own actions or by referring the complaint to an appropriate staff member. If the complaint is not resolved satisfactorily in this informal manner, one may initiate a grievance. Please see School Board rule number GAE for the appropriate procedures.

Employees are entitled to ask for assistance from the Location Observer when necessary. The Location Observer for Berea Middle School is Mr. Lenwood Hamilton.

Any employee who believes that there has been a violation of their rights in regard to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, or Titles I and II of the Americans with Disabilities Act of 1990 may file a complaint with the Superintendent (or his or her designee). No staff member will be threatened or retaliated against in any way because of his participation in any manner in the grievance process.

## **Hall Passes**

Hall passes will be found in the school issued student agendas. You are asked to use those passes when a student needs to leave your room. Students will be expected to carry their agenda at all times. No student should be sent to any other location during the school day without a pass from a teacher unless an adult supervises the student. Students must be supervised at all times.

## **Home/School Communication**

Home/school communication is a top priority.

- A positive communication with the home should be made by September 20. This should be a telephone call to all parents. A log of contacts will be submitted to grade level administrator.
- Progress reports and/or graded papers are sent home every 4 ½ weeks and report cards every 9 weeks.
- Parents have immediate access to their student's grades through Backpack. Assignment grades are required to be posted within 7 calendar days of the assignment's due date.
- Notes or calls from parents/guardians should be answered within 24 hours. If a phone call is received after teacher dismissal time it should be returned promptly the next day.
- Also, before writing a discipline referral for a "constant" behavior, parent contact is necessary.
- Notes to parents may be written in the student agenda books.
- Teachers are encouraged to contact all of their parents within the first few weeks of school as this begins to establish the Home/School relationship.
- Teachers are advised to maintain a Contact Log and document details of communication to parents.
- Any contact with a parent for disciplinary concerns **must** be entered into IMS. It is recommend that positive contacts be entered in IMS as well but is not required.

## **Homebound**

The district office will be handling all homebound students. Building level teachers can be used at this time as homebound teachers.

The guidance counselor will handle all homebound related issues/requests, etc.

Separate instructions will be issued by the guidance department. Teachers are needed periodically throughout the year to teach those students who are medically unable to attend school. Specific information is sent out periodically. The attendance clerk will handle all homebound forms.

## **Homework Guidelines**

Teachers should work together to coordinate homework time for their students.

Students should be assigned homework that amounts to no more than 90 minutes per night for all subjects in middle school. Homework should be practice on skills or information already taught, so that students can confidently complete the assignment. Homework should not be used to introduce a new skill or concept. It should serve as an instructional tool rather than an assessment instrument. If a student misses a minimum of two homework assignments, parents should be contacted by means other than the progress report.

Teachers should follow GCSD and BMS guidelines for minimum number of minor/major grades assigned.

## **Hours of Operation**

The school is open to serve the students of the community. Hours are set to provide employees access to the facility to provide services and resources to students. School Hours

### **Building Hours**

The building is open from 6:30am to 8:00pm, Monday through Friday, on regular school days. Office hours are from 7:30 a.m. – 4:00 p.m. Monday through Friday.

### **Student Hours**

Student instructional hours are from 8:20 a.m. to 3:15 p.m., unless participating in an After School program or activity approved by the Principal.

### **Weekend Hours**

There are times that you may want to work in your classroom during the weekends. To do so, please speak to the Principal to review opening and closing procedures.

## **Important Dates**

A schedule will be provided at the beginning of the year and periodically throughout the year.

## **Insurance**

School time coverage will be available for a specific cost. Information will be sent home with students.

All employees of the district employed for a minimum of 30 hours per week shall be eligible for insurance for themselves and their dependents according to conditions as set forth in the district's group policy. The school district will pay the cost of this insurance for employees with dependents insured at a small cost to the employee. New employees have a meeting previous to the start of the school year where they will be able to choose type of insurance. Returning employees are only eligible to make changes in October of each school year. For more information please see School Board rule number EGA.

## **Intervention in Regular Education**

Throughout the year, teachers may recognize that a student is struggling academically. Should this situation arise, follow these procedures:

1. Meet with a member of the guidance department to discuss specific challenge areas for the student. The counselor will assist you in developing interventions suitable for these situations.
2. Begin completing a pre-referral packet available from the guidance department as a tool to assist the student. This will require the teacher to complete a series of research based interventions and progress monitoring to decide if a student should be referred to the Student Assistance Team.
3. Should a student not respond to documented interventions, a Student Assistance Team Referral packet should be completed and returned to the guidance department.

## **Keys**

- Each teacher must turn in a completed School Key Agreement Form and return it to Lisa Cress.
- Each key is imprinted with a label so that there will be no doubt as to which lock the key operates.
- Keep your door locked at all times. Per district safety policy, doors must also be shut at all times.
- If you are absent, the office will provide a key for your substitute.
- Lost keys should be reported immediately. In accordance with the Key Agreement Form, lost keys will be charged to the teacher.
- At the end of the school year, all teachers will be required to turn in all keys to the Plant Engineer.

## **Lesson Plans**

Lesson Plans are to be submitted by all classroom teachers. Plans are due to the assigned administrator by 8:15 am on the first day of each week. Failure to submit plans in a timely manner could result in a reprimand. Teachers are to adhere to the required lesson plan format unless explicitly approved by the Principal of the school. Lesson Plans are to include as much detail as possible and provide viewers with an overview of activities happening in the classroom. Lesson plans must be posted to the teacher's website by the end of the first day of each week.

## **Lockers**

During the 2020-2021 school year, lockers will not be assigned. If there is a concern regarding lockers, please see the grade level/content administrator.

## **Mail Boxes**

The mailboxes are arranged alphabetically. Please check your mailbox **at least twice during the day** (particularly upon arrival) for messages and information. Do not send students to check your box. Please keep this area in order and do not store personal items in your box.



# Make-Up (Late) Work

## Berea Middle School Redo/Retake Policy

If a student earns below a 60 on a major assignment, students are allowed to retake it for a better grade. Students will have to follow certain guidelines before they are allowed to retake a major assignment.

- A parent request form must be signed by the parent and student to request a retake/redo.
- Student will have to participate in a morning or afternoon tutorial before the retake/redo. This will be done through morning or afterschool program. The plan is to have a teacher in the media center for tutoring every morning from 7:30am-8:15am. Teachers will be available Monday and Tuesday afternoons from 3:15pm-5:00pm.
- The two grades will be averaged together. A student cannot make more than a 70.

\*\* These morning and afternoon sessions will begin in September. More information will be given.

## Make Up Work Policy

There will be 5 days for students to make up assignments from the day they were out of school. For NHI assignments, there will be points taken away each day the assignment is late.

- 6th grade- 5 points a day
- 7th grade-10 points a day
- 8th grade- 10 points a day

# Media Center

- ❖ **Teacher Laptops:** Because the district holds you financially responsible for your laptop, please do NOT permit substitute teachers, students, or family members, to use your laptops.
- ❖ **Teachers & Equipment/Books:** You are obligated to pay for lost or damaged books/equipment ORIGINALLY checked out in your name. It is also recommended that you NOT let others borrow your items without first checking with the Media Specialist. Upon rendering payment, replacements for those items will be purchased.
- ❖ **Student Fines:** Students are responsible for bringing their IDs and fines to the media center. **Please do not take up student books or fines.** This may compromise both you and the media center staff if the fines do not correlate with what the student says.
- ❖ **Technology/Resource Training – Individual Basis:** If you have questions or would like a class concerning software or hardware training, please see the Media Specialist.
- ❖ **Big Brother Is Watching:** Our district has the capability to view what you are doing on both your laptops and desktop computers. They can access your screens from a remote location, and you will never know they are there. PLEASE be mindful of this fact. You may even want to let your students know this.
- ❖ **E-Mail:** Please be careful when composing e-mail messages. Your diction and punctuation choices may influence how the recipient responds to your e-mail. Please note that your e-mails can be subpoenaed by any court system...for that reason, be careful what you say and how you say it!

## **Medication: Permission to Dispense**

All teachers are cautioned that under no circumstances are they to dispense medication of any kind (not even an aspirin) to students. Students who must take medication must pick up a permission to dispense medication form in the nurse's office. **Do not call a parent to ask for permission to give a child medication.** The only person that may dispense medication is the nurse and that medication must be provided by the parent in the original container.

Any prescribed or over the counter medications brought onto school property must be safely secured and unavailable to students and in its original container. This included medication brought by school staff members. If you have any questions please discuss them with the school nurse.

## **Meetings (minimum requirements)**

Meetings (faculty, leadership team, new teacher, professional development, and department) will be held each Wednesday after school in the Media Center unless otherwise noted. If it is necessary to change the date, you will be notified on the Weekly Bulletin or via e-mail. You are requested to make appointments so they will not conflict with these meetings. Permission to be absent must be secured from the Principal. Please be prompt in attendance. Any faculty, new teacher and/or professional development meeting missed must be made-up with the Principal or designee.

The head of each department/ grade level should plan to meet several times during the first two weeks of school with department members to make plans for the year. Plans should include the evaluation of courses of study for each subject in each department. The head of the department should submit all recommendations to the principal. Department/grade level chairperson meetings will be held once a month.

Grade-levels are required to meet at in accordance to the Meeting Schedule or as directed. Meeting minutes are to be placed in the appropriate notebook at the conclusion of the meeting or shared on the staff drive.

Teams are required to meet in accordance to the Meeting Schedule. Meeting minutes are to be placed in the appropriate notebook at the conclusion of the meeting.

**A listing of all meeting dates will be sent via email. A monthly calendar will be distributed. Please let the front office know when you need to add events to the school calendar.**

- 1st Wednesday: Focus Teams
- 2nd Wednesday: Leadership Meetings
- 3rd Wednesday: Department Meetings
- 4th Wednesday: Faculty Meetings/Whole Staff PD
- 5th Wednesdays (when appropriate): TBD

## **Mental Health Counselor**

Berea Middle School has 2 full-time Mental Health Counselor on the premises. The counselor is primarily here for those students who are clients through the Greenville Mental Health System. The Counselor may see a student who is not a client one time, on an emergency basis. There is a Mental Health Form on the staff drive if you feel a student needs a referral. This form may be filled out and given to the Mental Health Counselor. Please note the counselor is not in the building on Wednesdays.

## **Money Collection**

- Turn in all money collected from students **each day before two o'clock**.
- Write receipts as needed and turn in receipt book, money, and necessary forms to the bookkeeper on the same day in which the money is collected.
- The school is not responsible for lost or stolen money.
- It is your responsibility to ensure that any money collected is reported to the bookkeeper.
- Failure to turn in money on the same day will result in a reprimand.

### **Money turned in to school office –**

- Receipt books are signed out in the bookkeeper's office and will be signed in at the end of the year.
- A receipt must be written for all money collected from students.
- Money must be turned in the same day it is collected.
- No money can be turned in to the bookkeeper unless accompanied by a Teacher's Report of Receipts form.
- The bookkeeper will, in turn, issue you a receipt within 24 hours.
- If there is a discrepancy between the amount of money turned in and the amount recorded on the form, the money will be returned to you for correction.
- If you have questions concerning collection and receipt of money, see the bookkeeper.

**Checks – Student's name must be on the check as well as the account name (i.e., band, chorus, etc.)**

## **Morning Time (early arriving students)**

Teachers are responsible for alerting the front office staff if they have students who will be on campus before school officially begins. If you choose a morning tutoring time you must notify the front office on how to contact you for those students that choose to attend.

## **Off-Campus Emergencies and Obligations**

If it becomes necessary to leave campus during the school day, the employee should notify the Principal or another administrator as soon as possible. If there are obligations that will take you off campus during the school day, please make an administrator aware of the situation in advance. Appropriate forms and leave time will need to be completed.

## **Outdoor Activity Supervision**

The following is a set of guidelines and procedures for supervision outside:

### **Minimum expectations:**

1. No one teacher will be responsible for supervision of more than 40 students.
2. No teacher should be on duty at any location by themselves. There should always be at least 2 people on duty
3. Teachers will actively monitor students. Must move around, monitoring, etc.
4. At this time, no equipment should be brought out and used (unless prior admin. approval)
5. No food or drinks are to be consumed outside (unless prior admin. approval)
6. All students must stay within designated area
7. Going outside may NOT take up any academic time (unless prior admin. approval)
8. Each grade-level is responsible for maintaining the cleanliness of the area before they leave
9. Nearby classrooms must not be disturbed

## **Parent Communication and Conferences**

It is the responsibility of staff members to contact parents regularly. Teachers should have a procedure in place for routinely communicating with parents of students. Contact should include telephone, email, letters, and other means necessary to involve the parents in the education of their child. Staff members are to keep records of communication attempts.

When parents need to schedule conferences, it is the responsibility of the team to communicate with the parent to set up the conference time and location. It is recommended that one person from the team be responsible for setting up conferences and meeting with parents.

Teachers should attend conferences as scheduled. If a parent asks for a conference with one member of the team, the entire team need not attend, only the teacher requested.

If teachers need to schedule conferences and are not able to get in touch with parents, contact a member of the guidance department or the administration to assist in arranging the conference.

**ALL PARENT CONTACTS SHOULD BE RETURNED WITHIN 24 HOURS OF RECEIPT.**

## **Pay, Schedules, and Stubs**

Employee pay dates and schedules are located on the school district website. Specific questions regarding pay and amounts should be directed to the payroll department.

### **Pay Dates**

Please access internet address

<http://www.greenville.k12.sc.us/district/admin/stats/paydates.asp> to access the scheduled pay dates.

## **Pay Schedule**

Please access the school district internet address

<http://www.greenville.k12.sc.us/district/jobs/pay.asp> to access pay scale.

## **Pay Stubs**

All pay stubs can be viewed on the teacher portal.

## **Permission Slips**

Any time students are taken off the school premises a permission form is required. The form must be signed by the parent or guardian before a student can participate. Teachers take the original copies with them on the trip. One bundled set of the copies are to be sent to the office on the day of the field trip. At the conclusion of the trip, the originals and any remaining copies are to be shredded. **Students should never be transported in a staff member's personal vehicle.**

## **Personal Child Care**

It is the responsibility of the employee to make arrangements for child care for his/her child(ren). Staff members should make child care arrangements so as not to interfere with job related expectations from arrival until such time the staff member has been released each day. In the event of an emergency, please contact the principal immediately.

Staff members may not leave their personal children unattended in their room at any time. Additionally, staff members may not have their personal children with them on duty or in meetings. The only exception must be approved in writing from the Principal.

## **Personal and Sick Leave**

Employees are expected to be at work each day. While emergencies and sickness will occur, employees should be expected to be in attendance each day. Employees who need to miss work for any reason should follow the below procedures.

### **Types of Leave and Documentation**

#### **Sick Leave**

District policy requires an employee on sick leave for **five consecutive workdays** must present to his/her immediate supervisor a physician's statement certifying the employee's inability to perform the duties of his position. In order to continue to use paid sick leave, an employee must present this certification not later than the sixth consecutive workday during which the employee was absent because of illness. After the fifth day of sick leave, an employee may be paid for sick leave only after receipt of this certification. Pay will not be made retroactive to cover absences that occurred beyond the fifth day, but prior to receipt of the certification. If certification is not received by the sixth day, the supervisor will immediately notify the employee in writing of the need to provide the certification

within five days of receipt of the letter. Failure to provide either the certification or to have approval for FMLA leave may result in termination.

Please call 355-1700 by 6:45 to notify the school of your absence. This will help the school prepare for the possibility of not having a substitute. In the message please include your CARS absence number. It is each employee's responsibility to call in the absence to the CARS system. You are required to obtain a CARS number even if a substitute is not needed. When you return from an illness lasting five or more days, it is mandatory that you complete a leave form and turn it in to the school's secretary.

The school administration reserves the right to request medial documentation at any time from employees.

### **SMARTFIND Express**

All staff must call the system for any absences, whether or not a sub is needed. The system phone number is 422-2300 and the Help Desk phone number is 355-2500. The Web Browser URL is <http://subs.greenville.k12.sc.us>. See the access instruction sheets in the back of the handbook for a complete reference listing.

**Any absence that is not reported to the SMARTFIND system by 10:00 am may be coded as Personal Leave.**

### **Sick Leave Documentation**

Employees using sick leave are required to provide documentation for each absence that is equal to or exceeds the cumulative school year total of absences for the month as indicated in the table below.

Month	Cumulative Sick Leave Total Equal to or Greater Than
August, September, October, November	6
December	7
January, February, March	8
April	9
May, June	10

Acceptable written notification would include doctor's notes for the employee or any family member that the employee is eligible to take sick leave to provide care. If a doctor's visit was not required, a written and signed explanation shall be provided.

### **Personal Leave**

The school board provides each employee a maximum number of personal leave days per contract year under the provisions.

All regular, full-time employees may be absent the numbers of hour's equivalent to two days each fiscal year for personal reasons. Employees must use time for personal leave in no less than half-day increments. Those hours will be deducted from accrued sick leave. The Principal must approve each absence **two weeks in advance** and may deny requests for personal leave if, in his discretion, the timing of the leave adversely affects continuity of the program. **A leave form must be completed at the time of pre-approval.** For more information the employee should refer to their leave balance in the employee self-service or via the board policy section of the school district website.

## **Professional Leave**

The district encourages the participation by employees in job related professional activities whose purposes support the improvement of the educational program of the school. The Principal must approve each absence in advance and may deny requests for professional leave. **A leave form and a professional development form must be completed at the time of pre-approval. See the school secretary for the professional development form and instructions.**

## **Exchange Days**

According to district policy, 2 days may be used as professional exchange days. Proper documentation must be submitted to Principal prior to those days. The principal reserves the right to approve all hours used for exchange day credit.

An employee accrues paid sick leave on the basis of days that an employee receives compensation. An employee is expected to provide reasonable notice regarding sick leave to his or her supervisor. Employees should provide the necessary medical documentation in a timely manner for any approved leave under the Family Medical Leave Act.

## **Planning Period**

Planning periods are for meeting, collaboration, and school business purposes. These periods are assigned to do a number of activities related to the performance as a teacher. Teachers should expect to receive a planning period for use of activities such as but not limited to:

- meeting with students
- planning lessons and activities
- collaborating with colleagues
- studying or other related school work

Staff Members should remember that the planning period is not a personal relaxation and “free period”.

Teachers should remember:

- Do not schedule personal or medical appointments during this time.
- Each content team will meet at least once a week to create lesson plans.
- Other team meetings may be called at various times.
- Teachers should be aware that the administration reserves the right to schedule trainings, workshops, and meetings during the planning time to facilitate the business of the school.

## **Posting Information**

Please post pertinent information such as the calendar for the year, announcements or any other information so that students will be informed of special events. Each teacher is responsible to see that this information is kept up-to-date on the teacher web site (rubrics, major projects, due dates, etc). School-wide information should be turned into the office and media center.

## **PowerSchool (Gradebook)**

Teachers should follow specific directions related to their gradebook, and record keeping. Policies related to posting grades and activities as well as proper reporting guidelines and grade calculations should be followed.

Staff members who note issues with student contact information in Powerschool are asked to report it to the main office so that it can be verified.

Issues with Powerschool and needs for assistance should be directed to the school Guidance Clerk.

## **Printers**

A printer is provided in each classroom. The teacher is responsible for maintaining the printer and ensuring its proper working. In the event the printer is not functioning, contact the school secretary. Additionally, printing should be kept to only necessary materials. The cost of operating printers is expensive and should be monitored. Be mindful that copies made in the classroom count towards your overall “ticks” for the month. Misuse of the printers will result in lost privileges. Copy machines are available for larger jobs or scanning of information.

## **Professional Organizations**

Teachers are strongly encouraged to become a member of a teacher professional organization. In South Carolina, teachers can choose to be a member of either the Palmetto State Teacher’s Association or the South Carolina Education Association.

## **Promotion Requirements**

**Attendance requirements** – Must meet the state and district attendance standards in all grades.

**At the end of the first semester**—At the end of the first semester, the teacher will evaluate the student’s grades. If the student is failing any of the core academic areas, the teacher will contact the parent to set up a possible retention conference.

**After April 1---** If the student continues to fail or begins to fail, the teacher must arrange a conference with the parent to discuss possible retention of the student. Conference meeting notes must be kept and placed in the permanent record/ IMS.

## **Purchase Orders**

**Any** type of school related purchase will require a purchase order in advance. If the paperwork is not completed in advance, the teacher will be responsible for the charge.



- Plan two-three weeks ahead.
- All money is county money.
- All instructional money is for supplies only.
- No orders phoned in unless instructed by the bookkeeper to do so.
- No confirmation orders.



- No charging.
- If you don't follow these procedures, plan to pay for it yourself.

## **Recycling**

At Berea Middle School we recycle the following items...

-  Plastic Bottles (bin located in the cafeteria)
-  Paper (One bin per classroom)

## **Reimbursement**

Reimbursement for payments made to vendors or items purchased require prior approval. If an employee does not seek approval prior to making purchases, reimbursement will not be provided.

It is the policy of the district to reimburse employees for travel incurred in the performance of duty. However, the employee will need to get permission from the Principal **prior** to travel. A travel form must be completed and turned in to the School Secretary.

Reimbursement for teaching material will also need to be approved by the Principal prior to the acquisition or purchase. After its approval, the receipt must be turned in for the purpose of reimbursement. To receive reimbursement, receipts should not have any other charges on it.

## **Religion in Schools**

### **Greenville County Schools Public Schools and Religious Expression**

#### **Guide for GCS Employees**

Prepared by General Counsel and Communications 8/29/2013

We respect and support the right of students and employees to individual religious expression and recognize that separation of Church and State and religious expression can be a confusing issue for students, parents and educators. As a result, most questions regarding separation of Church and State and religious expression require review on a case-by-case basis. Below are several basic points regarding separation of Church and State and religious expression and a Q&A addressing some common questions.

- By law, public schools and employees, while in their official work capacity, must be neutral on all matters related to religion and can neither discourage nor encourage religious expression.
- Students have the right to religious expression as long as their expression does not disrupt instruction and/or the operation of the school day. Employees' actions may neither discourage nor encourage religious expression by students. Religious expression and its impact on school is considered on a case-by-case basis.
- Religions and their observances may be objectively taught as part of an academic course. For example, a course may examine different cultures and the various religious beliefs. A student can write about his/her religious beliefs as part of a class assignment to the same extent that a student can write about nonreligious topics or content. Teachers must judge all student work under the same academic standards.
- Student speakers at school-sponsored events such as student assemblies, extracurricular activities and graduations may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of neutral criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may include religious content. In contrast, where school officials determine or substantially control the content of what is expressed,

such speech is attributable to the school and may not include prayer or other specifically religious content.

## **Questions and Answers**

### **Students**

#### **Can students pray at school?**

*Certainly. Students can pray at school, subject to the same rules for any expression preventing disruption of school. Teachers and other school employees may neither discourage nor encourage students from praying. Students can initiate and lead prayer at appropriate times. For example, a student may pray individually or as part of a group before a meal at school as long as the expression is initiated by a student(s) and is not disruptive or harassing of other students.*

#### **Can students pray to start the school day?**

*Yes, students can pray to start the school day. Schools cannot discourage or encourage prayer. Per State law, all SC public schools provide a minute of mandatory silence at the beginning of each school day. During that observance, students may choose to pray silently or not to pray.*

#### **Can students read their Bible at school?**

*Students may read their Bibles and religious literature, pray, and/or study religious materials with fellow students during recess, lunch or other non-instructional time while at school to the same extent that they may engage in nonreligious activities.*

#### **Can students wear religious symbols?**

*Symbols, religious or non-religious, can be worn (jewelry, etc.) and/or displayed on clothing as long as such display is not disruptive to school or in violation of a school's dress code (ex: school uniforms).*

#### **Can students on athletic teams pray?**

*Students participating in a school-sponsored activity (ex: athletic team) may initiate and lead voluntary prayer. For example, players on a team may lead voluntary prayer before a game. Coaches and other employees may not direct a student to lead a prayer, or lead a prayer. Employees may be present for the prayer and respectfully observe or pray silently on their own.*

#### **Can high schools conduct baccalaureate services as part of graduation?**

*Because it is generally understood that a baccalaureate service is a religious event, neither a public school nor its employees, in an official work capacity, may be involved in the planning and/or execution of a baccalaureate service. During non-work hours, employees may plan, attend and participate. Schools facilities are available equally to outside groups for religious or nonreligious purposes.*

### **Prayer at Public Events**

#### **Can a prayer be given over the PA system before a public event such as a football game?**

*The law stipulates that schools and their employees can neither discourage nor encourage prayer. A moment of silence or a sportsman's creed can be observed/given. Prayer may be given over the PA system only if other speakers are given the same opportunity to deliver non-religious messages.*

#### **Can employees and students participate in Rally Around the Flagpole?**

*Rally Around the Flagpole is a public event that is sometimes held prior to the start of school on school property. Neither a public school nor its employees, in an official work capacity, may be involved in the planning and/or execution of the event. During non-work hours, employees may plan, attend and participate. As for all public events, students may choose to participate.*

### **Religious Holidays**

#### **Can religious holidays be promoted in public schools?**

*In accordance with the United States Constitution, public schools cannot promote religious holidays. Religions and their observances may be taught as part of a course or a school-wide study. For example, students may examine different cultures and the various religious beliefs.*

*The non-religious traditions of a holiday can be observed. For example, while Christmas is a Christian holiday, it has traditions and practices such as the use of a Christmas Tree that have been recognized as secular in nature. In addition, holiday concerts may include religious and non-religious music from various cultures. Schools often have holiday parties. In planning holiday parties, teachers and parents are to be mindful of the different religious beliefs and cultures represented in their schools.*

*Students may wear whatever clothing they choose (color, wording, or otherwise) that complies with the school's Dress Code, and they may express holiday greetings --- "Merry Christmas," "Happy Hanukah," etc. Employees may also express respectful holiday greetings.*

### **Employees**

#### **Can employees express their religious beliefs at school?**

*Yes, to the extent that their expression does not endorse or promote religion or express hostility toward religion. For example, teachers may pray silently during the moment of silence at the beginning of each school day or pray silently before having a meal in the cafeteria. Employees may wear personal clothing with religious symbols as long as wearing those personal items does not cause a disruption to the school environment and/or is not used by an employee to promote religion to students. Bibles and other religious literature may be kept at work. However, these items should not be displayed in a manner that would constitute promotion of religion.*

**What is the role of a high school employee during a meeting of a non-curriculum student-initiated club such as FCA?**

*In accordance with Board Policy JHCA, employees provide adult supervision and cannot actively participate during meetings of student-initiated clubs.*

## **Reports**

During the school term, you will be asked to complete many forms. Each form given to you is for a definite purpose; therefore, your cooperation in completing these accurately and on time is of great importance.

## **Report Cards**

Report cards will be generated by the computer. Please review the specific instructions for distribution of report cards. The school registrar will send reminders of due dates.

### **Grades**

Teachers are to assign no grade lower than the required floor for GCSD for the 9-weeks averages OR for exams. Specific grading procedures will be sent out prior to the end of each grading period. Grades should be recorded accurately with documentation as to how the grade was derived. **If there are questions regarding entering grades, please seek help immediately from administrators, guidance, or guidance clerk.**

### **Grade Legend**

**A – 90-100**

**B – 80-89**

**C – 70-79**

**D – 60-69**

**F – below 60**

**WF – Withdrawn Failure; FA – Failure due to absences; W - Withdrawn**

### **Permanent Records**

All entries in the permanent record are to be made with a black photocopy quality fine point pen. Please keep records neat and orderly.

All records should be returned to the proper place in alphabetical order in the proper grade so they will be easily accessible when needed. **Records are not to leave the records storage room.** These records are confidential and should be handled accordingly.

## **Reporting Child Abuse and Suspected Criminal Conduct (JGI & JCAB):**

South Carolina law (Section 63-7-310) requires teachers, school administrators and other school personnel to report any suspicion of child abuse, including physical or mental abuse, or neglect by a parent, guardian, or other person responsible for the child's welfare. These reports should be directed to the county department of social services or a law enforcement agency in the county where the child resides. An employee reporting the suspected abuse should also inform his or her supervisor of the possible abuse.

In addition, as provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property.

## **Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDA, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

### **Investigations and Consequences**

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

## **Role of the Department Chair**

ELA – **Vicki Porter**

Math – **Lisa Cook/Teneka Chiles**

Science – **Chris Hendrix**

Social Studies – **Hannah Klumpe**

Related Arts – **Lenwood Hamilton**

Special Education – **Elizabeth Harris King**

- A. The department chair is the administrative and academic officer of the department and as such has the primary responsibility and authority for: (1) leadership in developing high quality academic programs which fulfill school, district, and state objectives; (2) leadership in the implementation of policies and programs at the department level; (3) leadership in developing resource requests and an appropriate departmental budget.
- B. The department chair is first a faculty member. The department chair is primary a teacher-scholar serving as a leader of his/her department colleagues. The department chair is a role model for faculty responsibility.
- C. The department chair is responsible for providing mechanisms and processes for members' participation in discussion and decision-making within the department. All members of the department should be informed of these mechanisms and processes. Regular meetings should be held for purposes of communicating information, discussing issues, and making decisions on departmental matters.
- D. The department chair is expected to communicate faculty perspectives and concerns to the administration and other segments of the community as appropriate. The department chair will also convey administration views and concerns to the faculty.
- E. Initiate, plan, oversee implementation of, and review the preparation and offering of the academic program, after appropriate involvement of members of the department and consultation with the Principal.
- F. Ensure interdepartmental coordination and cooperation.
- G. Take leading role in ensuring academic program quality.
- H. Initiate resource and budget requests with justifications.
- I. Ensure upkeep of equipment and facilities assigned to the department.
- J. To assist with the supervision and evaluation of teachers within the department.

## **Role of the Team Leader**

Team Leaders will be directly responsible to the Principal for the successful operation of the instructional program within each grade level. The Team Leaders will serve on the school based leadership team.

### **Duties and Responsibilities**

1. To serve as liaison between the administration and the faculty regarding instructional concerns.
2. To coordinate in-service meetings.
3. To assist with the supervision and evaluation of teachers within the grade level.
4. To assist in the ordering of supplies and equipment for the grade level.
5. To administer the budget for the department and make recommendations regarding equipment needs.
6. To assist in determining staff assignments and the development of the master schedule.
7. To develop standards and criteria for students and teachers in relation to objectives.
8. To provide information to teachers as directed by the principal.
9. To serve as a member of the school based leadership team.
10. To ensure all team or grade level items are approved by the administration before sending items home.
11. To assist co-workers in the completion of tasks on time.
12. To meet with the Principal as requested.

## **Safety Training (annual requirement)**

All employees are required to complete the School District of Greenville County safety training coursework. This is accomplished through on-line computerized tutorials and tests. A certificate of completion for each course must be printed and placed in your PAS-T notebook.

## **Service Learning**

Service learning is an educational method that engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping them to develop the skills for productive citizenship.

Research suggests that the more activities students participate in both at school and in the community, the more likely they are to do community service. Schools, families, and communities are interconnected and service learning enables students to make those important associations.

The four stages of service learning are:

### **Preparation**

- Identify and analyze a problem
- Select and plan a project
- Take part in training and orientation sessions if appropriate or necessary

### **Action**

Note: This handbook is not a contract.

- Ensure activities are developmentally appropriate and have academic integrity
- Provide adequate supervision
- Design activities that have meaning and promote student ownership

### **Reflection**

- Discussion
- Reading and writing
- Projects

### **Celebration**

- School assemblies
- Certificates
- Joint celebrations with service recipients

The three types of service are:

#### **Direct**

- Personal contact with people in need
- Usually the most rewarding for students
- Examples: reading to small children, working with senior citizens on a project, etc.

#### **Indirect**

- Working behind the scenes to channel resources to a problem
- Usually the most common in schools because they are easy to organize
- Examples: collecting food or toys for the disadvantaged, landscaping, etc.

#### **Advocacy**

- Publicizing concerns and solutions to eliminate the causes of a specific problem
- Examples: making presentations to the community, distributing literature, etc.

Teachers are encouraged to engage students in service learning projects.

## **Sign-in/Out**

All staff members are required to **sign in AND sign out** each day using the computer in the located by the mailboxes in the Main Office.

## **Specific Responsibilities of the Teacher**

- Teachers must maintain a valid Teacher's Certificate in the assigned teaching area, and meet standards required by the Southern Association of Colleges and Schools or such alternatives to the above qualifications as the School Board may find appropriate and acceptable.
- Cooperate in developing a program of continuous progress consistent with district goals and objectives to meet the needs, interests, and abilities of pupils.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of pupils.
- Establish clear objectives for all classroom activities and communicate these objectives to students.
- Employ instructional methods and materials that are most appropriate for meeting stated objectives.

- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Analyze progress of individual students on a regular basis.
- Counsel with colleagues, students, and parents on a regular basis.
- Plan and supervise purposeful assignments for teacher aide(s), student teachers, and/or volunteers and evaluate their performance.
- Assist the administration in implementing all policies and/or rules governing student life, student conduct and classroom behavior.
- Maintain and improve professional competence.
- Attend and be a contributing professional at grade level, department, team and/or faculty meetings as assigned. Serve on staff committees as requested, and accept share of responsibility for other activities as assigned.
- Take reasonable and proper care of all property, equipment, and materials assigned.
- Attend a minimum of six (6) school sponsored events each year. The events also include, but are not limited to, music performances, athletic events, etc.
- Perform all other duties and responsibilities assigned by the Principal.

## **Student and Staff Identification Regulations (ID's)**

- ALL staff and students must wear an ID badge at all times.
- The first ID is provided free of charge. Replacement ID's are \$5.00.
- If a student forgets his/her ID, he/she will be issued a temporary ID and a Student Infraction Form by the homeroom teacher.
- ID's must be worn so they are plainly visible. **They must be worn around the neck and above the waist in the chest area or pinned to the outer garment on the chest.** ID's must be clearly visible at all times with the picture facing outward.
- Students not in compliance are to be issued dress code violations.
- After the first bell, any student who catches a member of the school staff without an ID may receive a gift from the principal.
- Replacement ID's can be purchased in the media center for \$5 during non-instructional times.

ALL Staff Members must have on a district issued identification badge at all times. These badges control doors and copiers.

## **Student Information**

### **Schedule changes**

The student's schedule of courses is made with the assistance of a counselor during the course registration process. Teachers make recommendations for placement of students in certain academic courses. The past performance and test scores of the students are also an important consideration for placement. With the information as outlined above, the counselors assist students in their course selections. Parents or guardians are asked to approve this selection. Therefore, requests for changes should be kept to a minimum. Consideration for adjustments in the schedule will be given to students who have had a change of plans over the summer months and who have had technical problem in the scheduling process.

The administration will be the only persons who will make schedule changes. Students who come to guidance without an appointment will not be excused from class.



## **Students Out of Class**

All students are expected to be in the class of their assigned schedule. If it is imperative that a student leave, please make sure they have a pass. **A HALL PASS form has been provided in the student agenda.** You may use this form for all passes, except for the nurse. When sending a student to the nurse, please use the medical form.

## **Student Telephone Usage**

Students are to use the main office telephone for emergencies only. If a teacher sends a student to the office to use the phone, the pass must include: **reason to use the phone**, time student is released from class, and teacher signature. Students are prohibited from using cell phones during the school day. As per GCSD policy, students caught using cell phones during the school day will have their phone confiscated. The student handbook contains all policies related to return of confiscated cell phones.

The teacher may allow students to use the classroom telephone only in extreme situations. Teachers should never allow students to call home to tell parents they are ill or need medication. Students who require medical attention of any type including feminine issues should be sent to the nurse office.

## **Student Records**

School staff members must maintain accurate, orderly records for all students. Anything maintained as part of a student record or official proceeding is subject to monitoring and therefore able to be requested by a parent or the court system. Records are to be maintained in a private, secure area.

### **Records Room**

Students' permanent records are kept in the filing cabinets in Guidance. They are alphabetically sorted by grade. Permanent records may NOT be removed and taken to the classroom. Permanent records contain confidential information; however parents can request to review their child's record with permission from the front office. A special education resource student will have two records; the first is in a manila folder that contains required school information. The second file is red. This one contains all of the child's special education due process and IEP information and is kept in a separate file cabinet. Only authorized personnel have access to any of the files in the file room. The list of authorized personnel can be found in the file room.

### **Disposing of Records**

Anything considered a record should be discarded using the procedures from the Greenville County School District. Items approved for discarding should be shredded.

## **Substitute Teachers**

- **Daily in-class folder**
  - Team information, schedule, class rolls, class procedures, seating chart, discipline information/forms, emergency instructions, computer lab/media center regulations, and any other general directions a substitute might find useful.

- If any duties are assigned, they should be covered by your DUTY BUDDY
- This information is to be up-to-date and the folder placed in your mailbox or on your desk. **(EASY TO FIND)**
- Any specific lesson plans for a substitute should be in the office or notification of where your plans can be found by 7:45 on the day of the absence.
- All paperwork for substitutes must be completed quickly. Failure to complete paperwork results in the substitute not being compensated.
- **Emergency plans**
  - **3 days worth** must be kept in the front office and updated as necessary

All staff members are required to report planned or unplanned absences using the SMART Find Express system. This system must be used even if a substitute is not required. If a substitute is required and there is a particular substitute being requested, all procedures should be followed utilizing system guidelines. If a teacher is present at school and an emergency should occur during school hours, the office staff will contact the system. In all other cases, the teacher should make every effort use SMART Find. *See "Sick Leave" procedures section.*

Subs will only be considered as ½ day (working 3 hrs. 45 min) or full day (7 ½ hrs). Anything over 3 hrs. 45 minutes will be considered a full day sub. Planning time is considered to be part of this time and the professional duties of the sub.

Plans should also be available to the sub when they arrive. Please include in the plans the phone number of the front office. Please refer to the Emergency Plans section for additional procedures.

## **Sunshine Club**

The principle aim of this committee is to create a caring community of staff who can count on each other in both good and difficult times. Dues are per year and this helps fund events and supplies.

### **Guidelines for BMS Sunshine Committee**

The Sunshine fund will be used as a means for the faculty and staff to show concern for its members during the following times and in the following situations:

#### **DEATHS**

- **Death of an immediate family members (parents, spouse, children, and siblings – to include the "step" relationship of any of these)**
- **Death of a non-immediate family member (mother/father in-law, sister/brother-in-law, and grandchildren – to include the "step" relationships of any of these)**
- **Death of a grandparents (to include the "step" relationships)**

#### **ILLNESS**

- Hospital stay of a faculty/staff member
- Hospital stay of a faculty/staff member's immediate family member LIVING IN THE HOME
- Outpatient surgery (requiring at-home recuperation) of a faculty/staff member

## **WEDDINGS/BIRTHS**

## **RETIREMENT**

## **FACULTY/STAFF LEAVING BMS FOR ANY REASON OTHER THAN RETIREMENT**

## **DUES – To be determined at a later date**

# **Syllabus (Required Guidelines)**

A syllabus is required for each class taught by a teacher. The school will direct minimum information to be included on the syllabus. The syllabus should act as the structure for the course and is to be distributed on the first day of school.

## **Technology Proficiency**

Any certified staff that holds a 5-year professional certificates or National Board certificates must demonstrate technology proficiency every 5 years. National Board certificate holders must do this during the first half of their 10 year cycle also. Sixty (60) technology related credits must be earned in each 5-year cycle. PRIOR to the end of your state certificate cycle, you must complete a Technology Proficiency Update Form and have the principal sign it. Certain courses *may* count toward both technology proficiency and certificate renewal. Simply taking a course online does not qualify: the content of the course must deal with technology.

## **Technology Rules and Procedures (Legal)**

**Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)**

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the

proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

### **B. Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

## **II. Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **A. Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

### **B. Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

### **D. Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **III. GCS Internet Safety and Other Terms of Use**

#### **A. General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **B. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **D. Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

## **Telephone Calls**

Faculty and staff are requested to ask family and friends to limit any personal calls during the day to emergencies only.

Long distance telephone calls on school related business should be cleared through the principal's office.

Use of the telephone for outgoing calls should not be done during class time.

## **Testing Programs**

The Greenville County School District has a testing program for grades one through twelve. The scores of these tests recorded in the permanent record of each student. You are asked to study these scores with the purpose of determining how they can help you to become better informed about each student you teach. All standardized test material will be handled through the guidance department.

## **Textbooks**

## **Tobacco Usage**

The use of tobacco products presents a health hazard that can have serious consequences for both the smoker and the nonsmoker. No district employee may use any tobacco product at any time in or on any district building, vehicle, grounds, or athletic facility. This includes both smoking and chewable types of tobacco. Employees are to never engage in use while on property of Greenville County School District.

## **Transportation**

Each student's parent will complete a transportation form that is to be given to the Guidance Clerk. Before a student changes his/her mode of transportation, the parent must send a written note or call the Welcome Center stating the adequate change. **No changes will be permitted unless there is a note or a phone call from the parent/guardian.**

**Every nine weeks make or update your list of your end of day students and method of transportation home.**

**Staff members are discouraged from transporting students to/from school.**

## **Vending Machines**

Students are not allowed to purchase snacks or drinks from the vending machines during the school day. Purchases must be made before or after school.

## **Video Usage in Class**

If a teacher would like to view a video or view a TV program in class, it **must have pre-approval from grade level principal or direct supervisor**. Video approval forms can be obtained in the appendix of the handbook or on the staff drive. Classes are not to be combined to view a video or TV program. The form should be submitted to an administrator at least three (3) school days prior to the requested date. If not given three days in advance, the video will not be shown. See District Video Guidelines on the staff drive (under Media Information) for greater detail.

Videos and TV programs may not be used for reward purposes.

## **Visitors for employees**

The administration reserves the right to limit visitors who are not school related. Since a planning period is for instructional planning, the administration reserves the right to deny personal non-instructional related visitors for staff members.

## **Visitors to the school**

Parents and interested citizens are encouraged to visit schools during school hours and for special events held after school. Visitors are welcome during the school day at the discretion of the principal and provided that the visits are not detrimental to the instructional program. Schools offer many opportunities such as P.T.A. meetings, and special programs for visits after school hours. Customarily, "open house" is scheduled in the fall for parents and

citizens to become acquainted with the teachers and staff. When visiting schools during the school day, persons shall report to the Welcome Center first and must wear a visitor's tag. If a visitor is seen without the tag, please ask the visitor to return to the Welcome Center.

Guest speakers require prior approval from the Principal.

## **Website**

Google websites are essential means of communication between the school community and the general public. Teachers new to the district will need to register to receive a website address. A guide of how to update and maintain your website is available on the district webpage. Our school webmaster will be able to help with any questions. All teachers are expected to update their websites weekly. Websites should include pertinent information to various stakeholders reviewing the information.

## **Work Compensation**

At Berea Middle school we encourage safety. However, if a job related injury occurs, it should be reported to the school nurse, and the Safety Administrator. If you require further medical treatment, the Safety Administrator will give you the necessary forms and direct you to the GCSD approved treatment sites. If you choose to go to a medical facility not approved by Greenville County School District, you may not receive compensation.

## **Statement of Board Policy**

The information contained in this handbook is policy as set forth by the administration of Berea Middle School. The Greenville County School District Board of Trustees Policy Manual is the main operational system for the school and district. Whenever a policy or situation arises not contained in this handbook, the Board of Trustees Policy Manual will be consulted and used for clarification and final authority. The board policy manual is available by accessing <http://www.greenville.k12.sc.us>.

# Berea Middle School

## Instructional Guidelines and Expectations

### 2020-2021

#### **Planning**

(Completed lesson plans and other planning documents should be saved to the appropriate folder on the Staff Google Drive.)

##### Before School Starts:

- Finalize your course syllabus/parent letters.
- Outline your year in a Long Range Plan. This should be a general overview of what you expect to cover for the entire year. Think “Scope and Sequence.” You will revisit this document at the beginning of each new quarter to make adjustments.
- Long Range Plans and Syllabi are to be uploaded to your department’s folder in the Staff Google Drive

##### Quarterly:

- In your PLC, update your Long Range Plans (LRPs) for each nine week period prior to the completion of the first week of that quarter. LRPs are under your department’s folder on the Staff Google Drive.

##### Weekly:

- By Friday of each week, upload weekly plans for the following week to your folder in the Lesson Plan Folder on the Staff Google Drive.

##### Daily:

- Post your daily Learning Target, Standard, and Agenda in the FRONT RIGHT-HAND SIDE of your classroom.

#### **Instructional Delivery**

Follow the Greenville County Instructional Protocol for Lesson Design:

- Make Learning Targets crystal clear to students to ensure that they know what to expect each day and to help them understand their goal for learning each day.
- Utilize an Activating Strategy to prepare students for the learning activities and to create a “why” or to make the lesson relevant to them.
- Engage with “best practices” during your lesson delivery that meet the needs of diverse learners.
- Provide scaffolds and differentiation to support learners with varying needs.
- Continuously assess student understanding and modify lessons accordingly.
- Close each lesson with an opportunity for students to reflect on their learning and to summarize the key elements of the lesson.

#### **Literacy:**

- Each content area teacher should implement teaching practices that promote literacy skills. [Use the disciplinary literacy framework to guide instruction. Disciplinary Literacy Framework.docx](#)
- Utilize activities that promote growth in vocabulary. (Graphic Organizers, Word Walls, etc)
- Have students engage with texts that are content specific, on grade level, and promote rigorous learning and tasks.
- Have students discuss and write about the content in the lesson/text.



## **Technology:**

### **Virtual Learning Setting Expectations:**

Please adhere to the following Greenville County School District guidelines for Successful Virtual Instruction:

- Dress professionally. The expectation is that both the teacher and students can see each other. You should dress just like you do each day for work
- Be aware of your background. Make sure the background and items in the background are appropriate for students to see.
- Find a quiet, private place free from possible interruptions. Instruction should be conducted in a place that is not distracting for students (IE: people walking in the background, etc.).
- Sit as close to the computer or device as possible to ensure you can be heard by the computer or device microphone; within three (3) feet, if possible
- Face a window or lamp, if possible; having your back to a window or light source will darken your face and make it very difficult to see you

Teachers must have the following on the front page of their website concerning eLearning:

**Virtual Office Hours:** Post your virtual office hours following your current school schedule.

**Contact Information:**

- Email Address
- Classroom Phone Number (will forward to your cell phone ONLY during work hours).

### **Managing the use of Technology in the Classroom:**

- When using technology in the classroom, care and consideration should be taken as to whether or not technology is appropriate for the lesson. If it is the classroom teacher's opinion that the lesson can be taught without technology, all devices need to be put away to ensure the students are not distracted by devices that are not being used in the lesson.
- When using devices and technology during a classroom lesson, teachers should make expectations clear that using technology is a tool to help enhance the learning at hand. Unless the teacher has assigned students to particular websites or content related game, students should not browse and visit other websites. Norms should be established and practiced so students are aware of teacher and school expectations.  
[Example of Class norms](#)
- When students are using technology, the teacher should be prepared to "proximity monitor" students using devices or arrange their seating where student screens can be visible. Students should not be allowed to crowd in corners with their backs to the wall to prevent the teacher from monitoring technology.
- If devices are not being used for classroom activities, students should not be given "free time" on their chromebooks and phones. A designated extension activity guide should be provided instead with activities that will expand the student understanding of the subject.
- Follow the guidelines provided in the [Digital Classroom Management](#) training BMS teachers received December 2019. Refreshers will be given to those trained already. A time should be set up for new teachers to receive the training.

### **Google Classroom**

- Google Classrooms created by GCS are automatically set up, or provisioned, and updated each term. Students will update or sync daily after enrollment in PowerSchool.
- Post assignments with due dates with formative feedback (# or % correct). Not all GCS formative assessments should be entered in PowerSchool. This is a tool for tracking participation, progress, and providing support and remediation.

- Post videos of directions, updates, or daily check-in assignments. Please share Directions for [Accessing Google Classroom Assignments](#) guides with students and parents. GCS WiFi locations are published. [Accediendo a Google Classroom Archivos y sitios web sin conexión.pdf](#)
- [Inviting Guardians](#) will allow parents to see progress on assignments, but not student work. They may opt to receive updates on missing assignments. [Parents' Guide to Google Classroom.pdf](#)
- Use google classroom to select students to differentiate or assign small group lessons.
- Make use of the google classroom calendar feature to help students see due dates and upcoming assignments.
- Never post the join code to a Greenville County Schools provisioned Google Classroom. This allows anyone to join and interact in a student-only space. Use the People tab to delete unwanted attendees.
- GCS will update and kick-out anyone (including co-teachers) who are not in PowerSchool during daily updates.
- If you change the name of the Classroom created via automatic provisioning, it will reset/revert on the next sync.
- Teachers may not create parent only classes. Email addresses outside of the @greenvilleschools.us domain cannot be added to any type of GCS Google Classroom.

### **Assessment/Grading:**

- Greenville County requires 3 major and 8 minor grades per quarter.
- Enter these grades within a week of the due date to PowerTeacher.
- Assess DAILY...but that doesn't mean that every assessment is a graded assignment.
- Provide feedback on all assessments. If you give a test, go over it. Here is a sample test item analysis form to use with students: <https://docs.google.com/document/d/1YYSvHe99cf5CHwB0AVu6xxXvEWklqIEvmDBBr-t4daA/edit?usp=sharing>
- If you use a rubric, share it with students prior to their completion of the assessment.
- BE TRANSPARENT IN YOUR GRADING PROCEDURES. Students need to know how they are being evaluated.

### **Classroom Management:**

- Procedures, Procedures, Procedures! Teach your procedures as you would your content. Expect students to follow them and consistently enforce them.
- Work with your team to establish common expectations for discipline. The more you can streamline your rules, procedures, and expectations the better the students will understand and follow them.
- BE CONSISTENT!
- Rules/Expectations: Keep them short and simple. Don't over complicate them. But, once they are in place, enforce them consistently!
- Pick your battles! If a student is willing to do their work and is cooperative but fails to bring a pencil to class, it may be best to simply provide them with a pencil and move on with your lesson rather than stopping to discipline the student for failure to bring materials.
- Think big picture! Remember our end goal is that students are successful!

### **Teacher Websites:**

- Teacher websites should have (at a minimum):
  - Contact Information: Email Address and Classroom Phone Number (*must be on the home or front page of your website*)
  - Your Course Syllabus
  - An "About Me" page

- A Calendar (updated with weekly assignments, upcoming tests/projects/due dates)
- When in hybrid or elearning attendance plans, you must also include the following on the front page of your website:
  - Virtual Office Hours following your current school schedule.
  - Instructions for elearning assignments for the week
- Use your website as a central hub for students and parents to access information about your course, what's happening each week, and resources to assist them in their learning.

### **Parent Communication:**

- Parents of students who are in academic danger must be contacted at each progress report and report card.
- Establish frequent communication with all parents. Utilize newsletters, emails, phone calls, and your website as tools to keep parents informed.
- Positive contacts with parents make a big difference in your relationship with both the parent and the child. Attempt to make at least 4 positive contacts each month.
- It is good practice to make contact with each parent within the first few weeks of school. By establishing an early relationship with parents, teachers can prevent future challenges with student behavior.

### **Meeting Schedule:**

- Attend Planning Sessions during your first planning in the IC Suite on \_\_\_\_\_.
- Wednesday afternoons are reserved for meetings. Please plan to work late on Wednesdays.
  - 1st Wednesday: Focus Teams
  - 2nd Wednesday: Leadership Meetings
  - 3rd Wednesday: Department Meetings
  - 4th Wednesday: Faculty Meetings/Whole Staff PD
  - 5th Wednesdays (when appropriate): TBD
- First and Second year teachers will have PD sessions on the 2nd Tuesday every month after school.

## **DISCLAIMER**

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO GREENVILLE COUNTY SCHOOL DISTRICT EMPLOYEES. THIS HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REVISE THIS HANDBOOK IN WHOLE OR IN PART AT ANY TIME.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL DISTRICT AND BECOME FAMILIAR WITH THIS HANDBOOK.

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name