

**Waccamaw Middle School  
2017-2018**



**WACCAMAW MIDDLE SCHOOL  
WE ARE ONE**

**Faculty & Staff Handbook**

**247 Wildcat Way  
Pawleys Island, South Carolina 29585**

**(843) 237-0106  
Fax: (843) 237-0237**

**Principal  
Assistant Principal**

**Ms. Jamie W. Curry  
Mr. Travis Klatka**

# *Home of the Wildcats*

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## **Introduction**

This handbook has been prepared to enable teachers and staff to become better acquainted with the procedures, policies, and services at Waccamaw Middle School.

Each teacher should use this handbook as a guide and study it before the opening of school. Teachers who are familiar with the contents of this book and who follow the directions and suggestions will be able to solve and prevent many problems.

During the school year, we are asking for a total commitment from our staff to provide quality educational opportunities for our community. With our capable teaching staff, excellence in education can be achieved.

The following objectives will enable us to reach our goals.

1. Development of measurable individual objectives by faculty members.
2. Planning and coordination of efforts.
3. Utilization of the full class period by teaching bell to bell!
4. Consistency in classroom procedures.
5. Acknowledgment of achievements.
6. Constant evaluation for student performance.
7. Early and frequent communication with parents.

## **Waccamaw Middle School Mission Statement**

The mission of Waccamaw Middle School is to ensure that every student has the skills to build a strong academic, athletic, and artistic foundation by providing a rigorous, standards-based curriculum that meets individual needs and is delivered in a safe environment by a dedicated, caring staff.

## **Waccamaw Middle School Motto**

Waccamaw Middle School: Where the student comes first.

## **Waccamaw Middle School Vision Statement**

The vision of Waccamaw Middle School is to provide diverse and challenging educational opportunities that prepare all students to be responsible, productive citizens and lifelong learners.

## **\*\*\*\*\*Notice to the Public\*\*\*\*\***

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976: Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation

Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

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

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

|   |   |
|---|---|
| <b>Mr. Jon Tester</b><br><b>Coordinator</b><br><b>2018 Church Street Georgetown, SC 29440</b><br><b>Email: <a href="mailto:jtester@gcsd.k12.sc.us">jtester@gcsd.k12.sc.us</a></b><br><b>Telephone: 843-436-7125</b> | <b>Mr. Michael Cavaris</b><br><b>District Section 504 Coordinator</b><br><b>2018 Church Street</b><br><b>Georgetown, SC 29440</b><br><b>Email: <a href="mailto:mcaviris@gcsd.k12.sc.us">mcaviris@gcsd.k12.sc.us</a></b><br><b>Telephone: 843-436-7203</b> |
|---|---|

Complaints of discrimination based on sex or disability can also be filed with:

**Office for Civil Rights**  
**US Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC. 20202-1475**  
**Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)**  
**Telephone: 202-453-6020**      **Fax: 202-453-6021**

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

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

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

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

There are no exceptions to this legal requirement.

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

**Notice to the Public**

Pursuant to South Carolina State Law (Act 373, 1994), persons entering school property are deemed to have consented to a search of their person and property.

### **ADMINISTRATIVE TEAM**

Jamie Curry  
Travis Klatka

Principal  
Assistant Principal

### **GUIDANCE TEAM**

Twila Daniels  
Megan Maxwell  
Beth Saxon

Guidance Counselor  
Guidance Counselor  
Guidance Secretary

Director

### **SUPPORT STAFF**

Brenda Keel  
Arica Armstrong  
Aliska Brown  
Pam McDill

Senior Secretary  
Attendance Clerk  
Receptionist  
Nurse

### **MEDIA CENTER**

Shelly Moore  
Brandy Cheek

Media Specialist  
Media Clerk

### **ITINERANT TEACHERS**

Anna Maria Ford  
Robin Godwin

ESOL  
Speech

### **MAINTENANCE**

Johnnie Wilson  
Timothy Duncan  
Perkles Pyatt  
Beverly Drayton

Building Manager  
Custodian  
Custodian  
Custodian

### **CAFETERIA STAFF**

Cheryl Eaddy  
Celia Pyatt  
Patricia Tucker

Food Service Manager  
Food Service Employee  
Food Service Employee

## WACCAMAW MIDDLE SCHOOL FACULTY & STAFF

| <b><u>Teacher</u></b>                       | <b><u>English Department</u></b>                     | <b><u>Room No.</u></b> |
|---|--|------------------------|
| Danielle Lutz                               | 7 <sup>th</sup> Grade/GT                             | 707                    |
| Stacy Ownbey                                | 7 <sup>th</sup> Grade/GT                             | 706                    |
| Morgan Ganley                               | English I H  | 804                    |
| Taylor Hering                               | 8 <sup>th</sup> Grade ELA/8th SS- Department Chair   | 806                    |
| <br><b><u>Math Department</u></b>           |  |                        |
| Kimberly Williams                           | 7 <sup>th</sup> Grade Pre-Algebra                    | 715                    |
| Kelly Price                                 | 7 <sup>th</sup> Grade                                | 434                    |
| Micah Freeman                               | 8 <sup>th</sup> Grade/Algebra I H – Department Chair | 814                    |
| Chris Bergeron                              | 8 <sup>th</sup> Grade/Algebra I H                    | 815                    |
| <br><b><u>Science Department</u></b>        |  |                        |
| Whitney Cameron                             | 7 <sup>th</sup> Grade                                | 714                    |
| Cindy Crisp                                 | 8 <sup>th</sup> Grade – Department Chair             | 812                    |
| Ben Tester                                  | 7th/8 <sup>th</sup> Grade                            | 713                    |
| <br><b><u>Social Studies Department</u></b> |  |                        |
| Patrick Burke                               | 8 <sup>th</sup> Grade                                | 805                    |
| Downing Hudson                              | 7th - Department Chair                               | 704                    |
| Richard Gehrman                             | 8 <sup>th</sup> Grade                                | 807                    |
| <br><b><u>Special Educ. Department</u></b>  |  |                        |
| Suzanne Baxter                              | Resource - ELA                                       | 813                    |
| Summer Altman                               | Self-Contained TMD –Department Chair                 | 435                    |
| Kim Cox                                     | Resource - Math                                      | 705                    |
| Emma Wheeler                                | Psychologist   | 508                    |
| Jasmine Stillwagon                          | Interpreter  | 435                    |
| Sherry Vanderhorst                          | Instructional Assistant                              | 435                    |
| Dori Grimes                                 | Instructional Assistant                              | 435                    |
| Allen Dennison                              | Instructional Assistant                              | 435                    |
| <br><b><u>Exploratory Department</u></b>    |  |                        |
| Noralyn Reese                               | Art  | 407                    |
| Danielle Otto                               | Keyboarding/IBA                                      | 504                    |
| Antonio Forline                             | Music/Chorus   | 301                    |
| Jim Hooks                                   | Physical Education                                   | 102                    |
| Nancy Randall                               | Band   | 302                    |
| Jannie Greene                               | Science and Tech                                     | 411                    |
| Becky Carreiro                              | Physical Education-Department Chair                  | 104                    |

## **General Expectations of Professional Staff**

- 1- Strive to achieve perfect attendance
- 2- Encourage regular attendance of each of your students.
- 3- **Make a positive contact (phone call or note) to the parents of each of your students sometime during the first grading period.**
- 4- Provide a classroom environment conducive to optimum student learning through effective classroom management.
- 5- Enhance the probability of student success through careful and conscientious planning for instruction through participation in Professional Learning Team (PLT) Meetings at both the school and district levels.
- 6- Work toward improving Statewide Testing performance.
- 7- Maintain adequate student records to document effective instructional planning, presentation, and assessment.
- 8- Maintain professional standards of behavior and dress.
- 9- Welcome parents for conferences and always return their calls/emails the same day. They can be your best allies!
- 10- Participate in all activities which involve students and parents. This speaks to the level of your commitment to the school program.
- 11- Report the school's objectives and accomplishments to parents and to the community.
- 12- Adhere to all Board policies and regulations.

### **13- Be Positive!**

Successful individuals engage in regular reflection. Successful teachers are those individuals who monitor their own efforts to identify areas needing development and then find ways of attending to the needs they discover. Find ways to grow professionally this year. Take advantage of every opportunity afforded you to grow personally and professionally. Expand your thinking. Develop your professional skills. Increase your contribution to the positive environment in which you work.



## Standards of Acceptable Conduct for Staff Members

- Report to work on time, and refrain from leaving before the established time. All teachers are expected to be here each Tuesday until 4:30 for faculty meetings. Please do not schedule any appointments on Tuesdays. **Work Hours 7:25 – 3:25 (Unless it is your duty week)**
- Perform assigned duties (bus, lunch, other).
- Attend staff meetings.
  - 1<sup>st</sup> Tuesday: Schoolwide
  - 2<sup>nd</sup> Tuesday: District PLTs/In-School PD
  - 3<sup>rd</sup> Tuesday: Grade Level
  - 4<sup>th</sup> Tuesday: Wildcat Board
- Follow all administrative directives.
- Refrain from engaging in sexual harassment of students or staff.
- Refrain from any sexual contact with students.
- Refrain from using abusive, profane, and/or insulting language towards students or staff members.
- Refrain from coming to work under the influence of alcohol or drugs or being in possession of a controlled substance.
- **Never leave your students unsupervised.**
- Refrain from excessive use of the school telephone, computer, or fax machine for personal use.
- Refrain from removing any school-owned equipment or supplies without the principal's written authorization.
- Refrain from sleeping while supervising students.
- Refrain from using corporal punishment.
- Refrain from using racial slurs toward students or staff members.
- Maintain a professional working relationship with other staff members at all times.
- Refrain from arguing or fighting with another staff member.
- Refrain from conducting personal or non-school business during the workday.
- Refrain from using for profit your position or influence over students.
- Refrain from bringing guns or weapons to school as stated by board policy.

# **MONTHLY CALENDAR OF EVENTS FOR WACCAMAW MIDDLE SCHOOL**

**2017-2018**

***DATES/EVENTS SUBJECT TO CHANGE***

## **AUGUST**

|            |  |
|------------|--|
| 2          | REGISTRATION 9-12                            |
| 3          | REGISTRATION 1-4                             |
| 9          | NEW EMPLOYEE ORIENTATION                     |
| 14         | TEACHERS RETURN                              |
| 15         | W4 LUNCHEON @ WIS, PAY DAY                   |
| 14, 15, 16 | STAFF DEVELOPMENT                            |
| 17, 18     | TEACHER PREP, OPEN HOUSE 4-6                 |
| 21         | HOLIDAY                                      |
| 22         | FIRST DAY FOR STUDENTS, FACULTY MEETING 3:15 |
| 25         | COACHES' MEETING                             |
| 29         | FIRE DRILL, FACULTY MEETING 3:15             |
| 30         | PAY DAY                                      |

## **SEPTEMBER**

|       |  |
|-------|--|
| 3     | FACULTY MEETING 3:15                         |
| 4     | LABOR DAY-HOLIDAY                            |
| 5     | FACULTY MEETING 3:15, BOARD MEETING – 5:30   |
| 6     | PLT, INDUCTION AND MENTOR TRAINING 4:00      |
| 12    | SCHOOL PD 3:15                               |
| 13    | PLT  |
| 14    | FIRE DRILL                                   |
| 15    | PAY DAY                                      |
| 18-22 | BOOK FAIR                                    |
| 19    | GRADE LEVEL MEETING 3:15, BOARD MEETING 5:30 |
| 20    | PLT, INDUCTION AND MENTOR TRAINING 4:00      |
| 21    | INTERIMS                                     |
| 22    | COACHES' MEETING                             |
| 25    | SP ED TEAM LEADER MEETING 3:45               |
| 26    | WILDCAT LEADERSHIP TEAM MEETING 3:15         |
| 29    | PAY DAY                                      |

## **OCTOBER**

|    |                                     |
|----|-------------------------------------|
| 2  | MEDIA SPECIALIST MEETING 2:00       |
| 3  | FACULTY MEETING 3:15, BOARD MEETING |
| 4  | PLT                                 |
| 5  | PARENT CABINET MEETING 6:00         |
| 10 | DISTRICT SCHOOL PD 3:15             |

|                 |  |
|-----------------|--|
| 11              | PLT, INDUCTION MEETING 4:00  |
| 12              | STUDENT CABINET MEETING 11:00,<br>FIRE DRILL                                   |
| 13              | PAY DAY  |
| 16              | NATIONAL BOSS'S DAY  |
| 17              | GRADE LEVEL MEETING 3:15, BOARD<br>MEETING 5:30                                |
| 18              | PLT  |
| 19              | SUPPORT CABINET MEETING 10:00  |
| 23-27           | RED RIBBON WEEK  |
| 24              | WILDCAT LEADERSHIP MEETING 3:15, GRADING PERIOD<br>ENDS – 45 <sup>TH</sup> DAY |
| 27              | STAFF DEVELOPMENT – POTENTIAL<br>WEATHER DAY                                   |
| 30              | PAY DAY, REPORT CARDS GO HOME, SP ED TEAM LEADER<br>MEETING 3:45               |
| <b>NOVEMBER</b> |  |
| 1               | PLT  |
| 7               | FACULTY MEETING 3:15, BOARD MEETING 5:30                                       |
| 8               | PLT, SCHOOL COUNSELOR MEETING 8:00, INDUCTION<br>MEETING 4:00                  |
| 9               | CELEBRATION FOR SUCCESS – 1 <sup>ST</sup> QUARTER HONOR ROLL                   |
| 10              | VETERANS' DAY HOLIDAY  |
| 14              | DISTRICT/SCHOOL PD 3:15  |
| 15              | PLT, PAY DAY   |
| 16              | FIRE DRILL   |
| 21              | BOARD MEETING  |
| 22-24           | THANKSGIVING HOLIDAY   |
| 28              | WILDCAT LEADERSHIP BOARD MEETING 3:15  |
| 30              | PAYDAY, INTERIMS   |
| <b>DECEMBER</b> |  |
| 5               | FACULTY MEETING 3:15, BOARD<br>MEETING 5:30                                    |
| 6               | PLT  |
| 7               | FIRE DRILL   |
| 12              | WILDCAT LEADERSHIP BOARD MEETING<br>3:15                                       |
| 13              | PLT, PAY DAY   |
| 14              | PAY DAY  |
| 18-29           | CHRISTMAS BREAK  |
| <b>JANUARY</b>  |  |
| 1               | HOLIDAY NEW YEAR'S<br>DAY  |
| 2               | FLEX DAY, BOARD MEETING 5:30   |
| 9               | FACULTY MEETING 3:15   |
| 10              | PLT, INDUCTION MEETING 4:00  |
| 11              | PAYDAY, PARENT CABINET MEETING   |

|          |      |   |
|----------|------|---|
|          | 6:00 |   |
|          | 15   | MLK DAY HOLIDAY   |
|          | 16   | DISTRICT/SCHOOL PD 3:15, BOARD MEETING 5:30   |
|          | 17   | PLT   |
|          | 18   | FIRE DRILL, STUDENT CABINET MEETING 11:00   |
|          | 19   | HALF DAY STUDENTS, LAST DAY OF SEMESTER, GRADING PERIOD ENDS                                  |
|          | 23   | GRADE LEVEL MEETING 3:15  |
|          | 24   | PLT, PARENT REPORT CARD PICK UP/CURRICULUM NIGHT 4-6  |
|          | 25   | ALL COUNTY BAND PRACTICE  |
|          | 26   | ALL COUNTY BAND CONCERT   |
|          | 27   | ACADEMIC FAIR @ GHS 7:45  |
|          | 29   | SP ED TEAM LEADER MEETING 3:45  |
|          | 30   | WILDCAT LEADERSHIP MEETING 3:15, PAY DAY  |
| FEBRUARY |      |   |
|          | 5-9  | NATIONAL SCHOOL COUNSELORS' WEEK  |
|          | 5    | MEDIA SPECIALIST MEETING 2:00   |
|          | 6    | FACULTY MEETING 3:15, BOARD MEETING 5:30  |
|          | 7    | PLT, INDUCTION MEETING 4:00   |
|          | 8    | CELEBRATION FOR SUCCESS – 2 <sup>ND</sup> QUARTER HONOR ROLL 8:30, ALL COUNTY CHORUS PRACTICE |
|          | 9    | ALL COUNTY CHORUS CONCERT   |
|          | 13   | DISTRICT/SCHOOL PD 3:15, JR. ACADEMIC BOWL 4:00   |
|          | 14   | PLT   |
|          | 15   | FIRE DRILL, PAY DAY   |
|          | 19   | PRESIDENTS DAY – HOLIDAY  |
|          | 20   | GRADE LEVEL MEETING 3:15, BOARD MEETING 5:30  |
|          | 21   | PLT, INTERIMS GO HOME   |
|          | 26   | SP ED TEAM MEETING 3:45   |
|          | 27   | WILDCAT LEADERSHIP TEAM MEETING 3:15  |
|          | 28   | PAY DAY   |
| MARCH    |      |   |
|          | 5-9  | NATIONAL SCHOOL BREAKFAST WEEK  |
|          | 6    | BOARD MEETING 5:30  |
|          | 7    | PLT, MENTOR MEETING 4:00  |
|          | 8    | SCHOOL COUNSELORS MEETING   |
|          | 13   | DISTRICT/SCHOOL PD 3:15   |
|          | 14   | PLT   |
|          | 15   | FIRE DRILL, PAY DAY   |

|              |                |  |
|--------------|----------------|--|
| <b>APRIL</b> | 20             | GRADE LEVEL MEETING 3:15, BOARD MEETING 5:30   |
|              | 21             | BOARD MEETING 5:30   |
|              | 26             | GRADING PERIOD ENDS, SUPERINTENDENT ART AWARDS 6:30  |
|              | 27             | WILDCAT LEADERSHIP TEAM MEETING 3:15   |
|              | 28             | PAY DAY, REPORT CARDS GO HOME  |
|              | 30             | FLEX DAY, POTENTIAL WEATHER DAY  |
|              | 2-6            | SPRING BREAK   |
|              | 10             | FACULTY MEETING 3:15   |
|              | 11             | PLT  |
|              | 12             | PARENT CABINET MEETING 6:00, EMPLOYEE CONTRACTS ISSUED, CELEBRATION FOR SUCCESS, 3 <sup>RD</sup> QUARTER HONOR ROLL 8:30 |
| <b>MAY</b>   | 13             | PAY DAY  |
|              | 17             | DISTRICT/SCHOOL PD 3:15, BOARD MEETING 5:30 – ACADEMIC SCHOLARS CEREMONY   |
|              | 18             | PLT  |
|              | 19             | FIRE DRILL, STUDENT CABINET MEETING 11:00, SUPPORT STAFF OF THE YEAR CELEBRATION 5:30                                    |
|              | 20             | TECH FAIR  |
|              | 24             | GRADE LEVEL MEETING 3:15   |
|              | 25             | ADMINISTRATIVE PROFESSIONALS DAY   |
|              | 26             | SUPPORT CABINET MEETING 10:00  |
|              | 30             | PAYDAY, SP ED TEAM LEADER MEETING 3:45   |
|              | APRIL 30-MAY 4 | NATIONAL TEACHER APPRECIATION WEEK   |
| <b>JUNE</b>  | 1              | NATIONAL PRINCIPALS' DAY, FACULTY MEETING 3:15, BOARD MEETING 5:30   |
|              | 2              | PLT, INTERIMS GO HOME  |
|              | 6              | FACULTY MEETING 3:15   |
|              | 9              | PLT, SCHOOL NURSE DAY  |
|              | 10             | FIRE DRILL, SCHOOL COUNSELORS MEETING @ 8:00, TEACHER OF THE YEAR BANQUET 5:30   |
|              | 14             | MEDIA SPECIALISTS MEETING 2:00   |
|              | 15             | PAY DAY, BOARD MEETING 5:30  |
|              | 16             | PLT, INDUCTION CELEBRATION 4:00  |
|              | 17             | CB DODSON AWARDS CEREMONY 5:30   |
|              | 28             | MEMORIAL DAY HOLIDAY   |
| <b>JUNE</b>  | 30             | PAY DAY  |
|              | 5              | HALF DAY FOR STUDENT S, BOARD MEETING 5:30   |
|              | 6              | HALF DAY FOR STUDENTS, GRADING   |

|           |  |
|-----------|--|
|           | <b>PERIOD ENDS</b>   |
| <b>7</b>  | <b>TEACHER WORK DAY, POTENTIAL<br/>WEATHER DAY</b>                             |
| <b>8</b>  | <b>TEACHER WORK DAY</b>  |
| <b>11</b> | <b>ADMINISTRATOR OF THE YEAR CELEBRATION 8:00,<br/>RETIREMENT BANQUET 5:30</b> |
| <b>13</b> | <b>PAY DAY</b>   |
| <b>27</b> | <b>PAY DAY</b>   |

## Absences

Provisions for teacher absences have been established by the Georgetown County Board of Education for the welfare of teachers and for the protection of the students. No matter how well the teacher prepares for a substitute, or how qualified the substitute may be, any absence of a teacher causes a loss in the education of the students. For this reason teachers are urged to be present every day possible.

### Absences from Work/Securing a Substitute

Teachers should log onto **Frontline Educational Staffing** Website to secure a substitute. The URL is

<https://kelly.aesonline.com/login.asp>

When a teacher secures a sub through Frontline Educational Staffing it will send that teacher and the administrator a confirmation.

### **Sick Leave Absences: Please see GCSD Policy GCC**

Based upon the sick leave day accrual schedule, full time and part time employees who work at least twenty hours per week are granted sick leave days. Sick leave which are accrued but not used may be accumulated up to one hundred twenty days.

All eligible employees are granted sick leave as indicated below:

Employees who work 180-200 days will accrue twelve days, 3 days in August and 1 day per month for Sept. through May.

Employees who work 201-225 days will accrue 13 days, 4 days in August and 1 day per month for Sept through May.

Employees who work 226-240 days accrue 15 days, 2 days in July, 4 in August and 1 day per month for September through May.

Sick leave may be used for absences caused by:

- personal illness
- illness in the immediate family
- death in the immediate family
- personal business up to three (3) days per year

Illness in the immediate family is defined as illness of a child, spouse, stepchild, parent, or person living in the home of the employee and dependent upon said employee. In addition, pregnancy, child-in-law, or grandchild.

### Bereavement:

The District Administration will allow an employee to use a maximum of 10 days of accrued sick leave, personal leave, and/or annual leave per period of bereavement of or a death in the immediate family. If all leave has been exhausted, an employee may use up to 10 days of unpaid leave. For the purposes of bereavement leave, immediate family is defined as: the employee's spouse, child, foster child (as well as stepchild, legal ward, or "child" of the employee or spouse when acting in loco parentis), mother, father, brother, and/or sister. Bereavement for extended family will be limited to 3 days. Extended family is defined as grandparent, grandchild, aunt, uncle, niece, nephew, or legal guardian. Approval for absences beyond the 3 days must be secured from the principal/superisor.

Teachers are required to furnish a signed statement giving reason for absences. Any teacher absent from their duties for more than ten (10) days (not necessarily consecutive) will be required to furnish a doctor's statement concerning their physical condition and the prolonged period of absences (10 days or more) they shall furnish a doctor's statement giving reasons for this absence and a prognosis of when and whether they might be able to return to their duties.

A request form listing the date(s) of absence must be filed with Mrs. Keel immediately upon return to work. Forms are available in the front office.

Teachers who have accrued sick leave and who are using it in compliance with the policy, will not be terminated from employment nor shall any such teacher be terminated during a continuing sick leave or less than ninety-one work days.

Teachers who retire under the South Carolina System who have (5) years unbroken service in this school system prior to retirement will be remunerated for unused sick leave at the rate of \$25.00 per day not to exceed thirty days.

### **Absence for Sick Leave**

A form listing the date(s) of absence(s) must be filed with Mrs. Keel immediately upon return to work. Forms are available in the Front Office.

### **Absence for Personal Business:**

A request for leave form must be filed in writing to the principal at least 5 days prior to the requested date(s). In the event of an emergency, this form may be filled out immediately upon return.

### **Professional Leave:**

All professional leave must be approved in advance by the principal. The request must be submitted in writing on a "Request for Professional Leave Form". Forms must be submitted at least 10 days in advance so that requests can be properly reviewed. If requests are not filed in advance, then no expense will be reimbursed and no professional leave will be granted. In determining approval of requests, the teacher's attendance record will be considered.

**Any teacher who needs to leave campus at any time during the day must get permission from an administrator and sign in and out in the Main Office.**



## Cell Phone Usage by Students – District Policy

Students are allowed to have cell phones on campus as long as they are turned off and kept out of sight during the normal school day. If a student is using the phone during the school day or if it rings, you must confiscate it and turn it in directly to the front office where a log of offenses will be kept.

## Computer Usage

### Things to remember from CTS:

- Please do not forward chain emails or e-mails to everyone in the district. This only slows down the system and should not be done at work.
- If sending an e-mail, please write the information in the body of the email and not as an attachment. Attachments are one of the ways that viruses enter the network.
- Dell 240, 260, and 520 models will not be repaired. If you have these in your classroom and they stop working, please contact Brenda Keel and Shelley Moore so they can be properly retired.
- Your computer will lock you out after 15 minutes of inactivity. You will have to re-enter your password, and it will take you back to where you were. This is for your protection.
- Your “My Documents” folder automatically maps to the G: drive. Therefore, if your computer crashes, CTS will be able to get your files back for you within seven days of the crash.
- Each teacher, staff member, and student has a PRIVATE H: drive. Your H: drive is labeled with your name and should be used to store things to which only you personally need access. It is wise to keep backups of all important documents in a remote location as well, such as a flash or portable hard drive.
- Students should use their H: drive as a place to save ALL their work. This is the place where other students cannot tamper with their work!
- ONLY WORK THAT NEEDS TO BE SHARED SHOULD BE STORED ON THE G: DRIVE! The G: drive has two main folders, the Student Folder and the Staff Folder
  - The Student Folder on the G: Drive can be seen by everyone in the building. If your class is doing a project that needs to be shared, (you are going to have them do a visual presentation, for example) you should create a folder in the student folder for your children’s work. It should be deleted when the sharing is complete. **ANY FILES THAT ARE OUTSIDE OF THE FOLDER WILL BE DELETED BETWEEN 3-3:30 P.M. EACH FRIDAY, SO PLEASE CHECK YOUR STUDENTS TO BE SURE THEY ARE SAVING IN THE DESIGNATED FOLDER.**
- Internet usage (ex: sites visited, time on the internet, etc.) are monitored by CTS.

## EMERGENCY PROCEDURES

### Waccamaw Middle School

#### Crisis Management Plan

*In the event that an emergency notification is given at WMS, the following procedures will be followed:*

An announcement will be made that we are in an emergency (lockout, lockdown, evacuation, or take shelter). The individual making the announcement will give as many details as possible.

#### **When the emergency lockout announcement is made:**

- The public address for lockout will say; “**Lockout! Secure the perimeter**”. This will be repeated twice.
- The lockout protocol demands bringing students into the main building and locking all outside access points.
- Classroom activities should continue uninterrupted.
- During a lockout no one may leave or enter the building.

#### **When the emergency lockdown announcement is made, you must move quickly and calmly.**

- The public address for lockdown will say; “**Lockdown! Locks, Lights, Out of Sight!**” This will be repeated twice.
- If you are inside of your **classroom**, close and lock the door. *(If you cannot lock the door, place something in front of it.)* Turn off your lights and close blinds. Move your students to an area of the room that is least visible through the door or window. Sit down together. Remain quiet and calm.
- If you are in the **cafeteria**, move all students into the kitchen. Close and lock the gates and doors. Sit down together. Remain quiet and calm.
- If you are in the **gymnasium**, move all students into one of the locker rooms. Close and lock the door. Sit down together. Remain quiet and calm.

(The administrator on duty will be in charge – if no administrator is in the cafeteria, Ms. C. Eddy and the teacher(s) on duty will be in charge.)

- If you are **outside**, move all students to WIS multipurpose room.

*(The administrator on duty will be in charge – if no administrator is outside, the teachers on duty will be in charge.)*

- If you are in the **hallway**, move your students to the nearest lockable room and follow the instructions above.
- If the lockdown occurs during **class change**, clear the halls and follow the procedures listed above
- **NO ONE ABOVE IS TO MOVE OR LEAVE THEIR EMERGENCY LOCKDOWN POSITIONS UNTIL THE ALL CLEAR IS GIVEN ON THE INTERCOM SYSTEM.**

**DO NOT OPEN DOORS FOR ANYONE AT ANY TIME – THOSE WHO NEED ACCESS TO YOUR ROOM WILL HAVE A KEY.**

- Ms. Keel will remain in her office with doors locked, and will be responsible for calling 911. ALL CALLS from law enforcement will be answered at that station.
- All secretaries and aides, other than the main office, are to stay at their stations (doors locked and blinds drawn). Ms. Brown will lock the main office doors and report to Ms. Curry’s office. From there she

will call the district office (Dr. Pringle and Mrs. Smith) and handle all calls returned from them. If needed, she will also make a call to WIS to notify them that they may have students coming over that were outside when the lockdown was announced.

- The guidance counselor (Ms. Twila Daniels) will lock the door at the end of the guidance hallway that leads to the main hallway.
- The Principal (Ms. Curry) will secure and search the gym, the cafeteria, as well as the art, chorus, science- tech, and band rooms after communicating with the office. From there, she will go to the nearest secure area and make contact with the main office.
- The assistant principal and SRO (Mr. Klatka & Officer Kinloch) will secure and search the 7<sup>th</sup> & 8<sup>th</sup> grade hallways. From there, they will go to the nearest secure area and make contact with the main office.
- All custodians will report to the nearest secure area.

\* Once law enforcement arrives on campus, they are in charge of the situation. It is imperative that all teachers and students quietly and cooperatively follow the directions of the police officers once they arrive.

**The ALL CLEAR will be communicated via the intercom. They will repeat the message two (2) times.**

**When the evacuate announcement is made:**

- The public address for evacuate is **“Evacuate to Waccamaw Intermediate School”**. This will be repeated twice.
- The evacuate protocol demands students and staff move in an orderly fashion.
- The teacher should have their student roster with them when evacuating the school.
- Teachers need to notify administration immediately if there is a missing student.
- Teachers and students will report to the WIS multipurpose room.

**When the take shelter announcement is made:**

- The public address for take shelter should include the hazard and the safety strategy.
- If the hazard is a tornado threat teachers should lead students to their assigned location.
- Students and teachers should sit low to the ground and cover the back of their heads with their hands or a hardcover book.
- If the hazard is an earthquake, teachers and students should immediately seek shelter under a desk and then be prepared to evacuate when the announcement is made. Teachers should have their student roster present.
- If the hazard is a fire, teachers and students should quickly and calmly exit the building to their assigned location. Teachers should have their student roster present.

## **FIRE DRILLS**

Fire drills are held monthly during the year. A fire evacuation plan must be posted in each room. Students should study the plan and become familiar with it. Student cooperation and attention are needed to evacuate the building safely. The signal for a fire drill is one continuing blast on the buzzer. At this signal, evacuation procedures go into effect. The procedures are:

- ✓ Walk in a single file to the nearest exit. No one is to pass another or break in line. Absolutely NO RUNNING.
- ✓ The first student to reach an outside exit door is to hold it open until all have exited the building.
- ✓ Students are asked to assist those with handicapping conditions, etc.
- ✓ Once outside, secure students at a safe distance away from the building.
- ✓ Remain outside until the “all clear” signal is given.

## **EARTHQUAKES**

An earthquake will be signaled by a pulsating tone over the public address system or an announcement. Instruct your students to follow the procedures below when the warning tones sound:

- Drop and cover under a heavy desk, table, or bench until the shaking stops.
- Turn away from windows.
- Stay away from freestanding lockers, bookshelves, file cabinets, televisions, etc.
- Remain quiet and calm.
- After the “shaking” subsides, everyone is to exit the building as they would during a fire drill.

## TORNADO – SEVERE THUNDERSTORM

A **TORNADO WATCH** means conditions are favorable for a tornado or severe weather. An announcement will be made, but **no action is necessary**. A **TORNADO WARNING** means that a tornado has been sighted and one should take shelter immediately. This will be signaled over the public address system, if power is out, a runner or bullhorn will be used to notify the teachers. Upon notification of a tornado warning, report to the areas designated below. Students are to sit against the wall in the hallway and assume the “duck and cover” position. Some classes will be reporting to an interior room without windows, and they are to sit against the wall, space permitting. They are also to assume the “duck and cover” position.

### **8th Grade Hallway**

- Room 504 **Ms. Otto** will remain in Room 504
- Room 804 **Ms. Ganley** will report to Room 504
- Room 805 **Mr. Burke** will report to Room 503
- Room 806 **Ms. Hering** will report to the hallway
- Room 807 **Mr. Gehrman** will report to the hallway
- Room 815 **Mr. Bergeron** will report to the hallway
- Room 812 **Ms. Crisp** will report to the hallway
- Room 813 **Ms. Baxter** will report to the hallway
- Room 814 **Mr. Freeman** will report to the hallway

### **7th Grade Hallway**

- Room 704 **Ms. Hudson** will report to hallway
- Room 705 **Mrs. Cox** will report to the hallway
- Room 706 **Ms. Ownbey** will report to the hallway
- Room 707 **Ms. Lutz** will report to the hallway
- Room 713 **Mr. Tester** will report to the hallway
- Room 714 **Mr. Cameron** will report to the hallway
- Room 715 **Ms. Williams** will report to the hallway

### **Main Hallway/Exploratory**

- Room 435 **Ms. Altman** will report to the sensory room.
- Room 434 **Ms. Price** will report to the hallway between Rooms 434 and 435
- Room 407 **Ms. Reese** will remain in her room and take cover along interior wall
- Room 411 **Ms. Greene** will report to the hallway
- Room 301 **Mr. Forline** will report to the hallway
- Room 302 **Ms. Randall** will report to the hallway in front of the auditorium
- Room 505 **Dr. Moore** will report to room 511.
- Gym **Mr. Hooks & Ms. Carreiro** will report to the hallway beside the band room.

### **6TH Grade Hallway**

- **Room 603** will report to Room 410.
- **Room 604** will sit in the corridor where the faculty restrooms are.
- **Room 605** will report to Room 410.
- **Room 606** will sit in the hallway between the double doors and Room 604.
- **Room 611** will sit in the hallway between the double doors and Room 603.
- **Room 612** will sit in the hallway between Room 606 and the restrooms.
- **Room 613** will sit in the hallway between Room 605 and the teacher workroom.
- **Room 614** will sit in the hallway between Rooms 612 and 614.

\* Teachers make sure to have your student roster with you during ALL DRILLS\*

\*During a Tornado Warning all students and staff should sit on the floor facing the wall with hands or a hardcover book covering the back of their head. Students should sit closely together to ensure enough room and safe environment for all students in the hallway.\*

## LOCKDOWN

A lockdown is when no movement is allowed in the hallways. Everyone stays where they are when it is announced that the school is in lockdown. NO ONE is allowed in the hallways including teachers and staff. There are three levels of lockdown.

**Lockout (K-9)** occurs when the dogs are on campus to find students in possession of illegal or dangerous substances or objects.

### What to Do

1. Close and lock your classroom door.
2. Keep students in their seats. They should “freeze” in their spots, taking the nearest seat if standing.
3. Close the windows.
4. Document any student movements or unusual behavior.
5. Wait for the K-9 unit to inspect the room.

WHY: Keeping the students in their seat will eliminate the majority of opportunities for disposing of substances. This in turn allows the officers reasonable evidence when something is found. DO NOT open the door except for the K-9 unit. DO NOT ask how much longer the lockout will last.

**Lockout (Secure the Perimeter)** occurs when there is a possible threat outside the school or in the community. Students and teachers should remain inside and should not exit the building, or let anyone enter the building until the threat has subsided.

1. Bring everyone indoors
2. Lock perimeter doors
3. Increase situational awareness
4. Business as usual
5. Take attendance

### **Lockdown (Locks, Lights, Out of Sight)**

### What to Do

1. Close and lock your classroom door.
2. Move students to the wall nearest the door so that they will be unseen.
3. Close your blinds if you have them.
4. Keep everyone quiet.
5. Do not open the door for anyone.



## HURRICANES

### Computers:

- ( ) Make sure computers are covered and secured on a wall farthest from the windows.
- ( ) Make sure computers are off of the floor.
- ( ) Make sure you have registered the model # and serial # of all computers, monitors, printers and speakers in your room with Mrs. Henderson.
- ( ) Save any files that you have on your hard drive to appropriate storage media.

### Rooms:

- ( ) Make sure items are off of the floor and covered as much as possible.
- ( ) Check to be sure any freestanding items such as lamps or shelves are secured.
- ( ) Double check to see that all windows are closed and locked.
- ( ) Pull all shades.
- ( ) Make sure all doors are closed and locked.

### Personal:

- ( ) Take personal items with you.
- ( ) Don't leave anything that you may have brought into the classroom that has any kind of monetary or sentimental value such as pictures, radios, desk clocks, etc.
- ( ) Take or secure any diplomas or plaques that you have hanging in your room.

### Professional:

- ( ) Take your grade book, agenda book, lesson plans and attendance records.
- ( ) Take with you all records that may help you recreate the students' academic records.
- ( ) Take your personnel handbook.

### Administrative Checklist (In addition to the above list)

- ( ) Computer programs (CD's)
- ( ) Download files from your hard drive and your desktop
- ( ) Carry your walkie-talkies with you
- ( ) Important personal documents (insurance, memberships, etc.)
- ( ) Server tapes.

## ***EMERGENCY COMMUNICATION/INCLEMENT WEATHER PROCEDURES***

The communication system will work to keep the WMS faculty and staff notified in emergency situations. An administrator will call the team leaders and the team leaders will call the people on their team. A calling chain will be provided with the current phone numbers of all staff members.

The School Messenger System will be utilized to contact all school personal.

## **Faculty and Staff Dress Code**

As representatives of Georgetown County Schools, we believe that all employees are to maintain high standards of personal appearance and hygiene. Good grooming and appropriate dress are important in conveying a good impression of Waccamaw Middle School. All school personnel should dress appropriately for their positions with the following guidelines being adhered to during the working hours.

### **Unacceptable Attire:**

- Blue jeans except on Fridays as part of the Relay for Life fundraiser. Jeans should be always be professional in appearance.
- Casual short shorts (except for those who work outside in hot weather)
- Tennis skirts
- Wind suits or sweat pants
- T-shirts or sweatshirts (except holiday or school related on special occasions)
- Leggings or other tight spandex pants
- Immodest clothing (short skirts, spaghetti straps, low-cut tops, see-through clothing, etc.)

### **General Guidelines:**

- Ladies skirts and dresses should be worn no shorter than just above the knee.
- Men in professional positions are encouraged to wear tie
- Men's shirt tails should always be tucked in
- Exceptions to wearing jeans will only be made for special occasions (such as teacher workdays)
- When in doubt about a garment, decide if you would wear it in a business setting
- The dress code should be strictly adhered to on any day that a student or a parent would be in the building (to include conference and report card pick-up days)

### **Faculty Meetings**

Meetings will generally be held on Tuesdays beginning at 3:15 and lasting until 4:30. Please do not schedule any appointments on Tuesdays. In some cases, it may be necessary for meetings to be scheduled another day of the week. Please refer to the Master Calendar at the beginning of this book to see the scheduled meeting dates for the beginning of school.

### **Keys and Room Security**

Keys are issued on the first day of school. Please be sure that rooms are locked at all times, even during class. **DO NOT LEAVE KEYS UNATTENDED!!!** Lost keys will cost \$5.00. Please keep your personal items such as purses and cell phones locked up at all times.

## Field Trip Procedures

1. Teachers shall make their requests to the principal **at least twenty-one (21) school days before the desired date**. The purpose of the trip and its relationship to the instructional program must be stated.
2. The principal shall approve or disapprove the request based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. **The request must then be forwarded to Dr. Pringle and approved by her office.** At the principal's discretion, a decision may be made to request supplementary funds from parents of participating students to pay for bus rentals and miscellaneous expenses. Students must not be denied a field trip experience due to lack of funds.
3. If the field trip is approved by the principal, the teacher shall send permission requests to parents at least five (5) days before the date of the trip, including date, time, and purpose of the trip.
4. The teacher shall arrange for necessary bus transportation or if private vehicles are to be used, shall ascertain that an approved certificate of insurance is on file in the district office for each. Teachers should make sure buses are available before submitting the request form.
5. Appropriate instructional activities shall precede and follow each field trip.
6. All field studies shall begin and end at school.
7. Field trips cannot interfere with regular bus transportation.
8. Written permission of parent or guardian is required for the participation of students on all field studies.
9. Field trips must be well organized and planned by the program director.
10. A roster of students, teachers and parents going on the field trip must be submitted to the office prior to the trip, as well as volunteer forms or each parent that attends.
11. A list of students riding each bus on the field trip must be given to the office after the students have been loaded on the bus and a role call has been made.
12. Field trips require one chaperone for every ten (10) students.
13. Field trip letters must be sent home with a permission slip. The letter should include:
  - Eligibility requirements for trip.
  - Agenda for the trip.
  - What each child will need to bring.
  - Payment and permission slips.

## **Fundraising Procedures**

- All fundraisers must be approved by the Principal and Bookkeeper in advance.
- The selling of a product for a fundraiser is limited to two weeks.
- Fundraisers are limited to two per year for any group or class.
- All funds raised must be receipted through the school's bookkeeper.
- All monies must be placed in a school account.
- The purpose of the fundraiser must be stated along with how the funds will be used.
- A fundraising request form must be completed and presented to the principal for approval.

## **Lesson Plans**

### **Weekly Lesson Plans**

Lesson plans will be placed in the plastic sleeve outside your classroom door by 9:00 each Monday morning. A template to use for lesson plans can be found on the G-Drive. Mr. Klatka will collect weekly lesson plans each Friday afternoon.

### **Emergency Lesson Plans**

Emergency Lesson Plans are due to Mr. Klatka by **September 15, 2017**. Mr. Klatka will review your ELP and return to the teacher to be displayed in a visible location. The ELP should include

- Teacher Schedule
- Substitute guidelines/Classroom Rules and Expectations
- Schedule of your duty assignments
- Three days worth of assignments – copies must be made if necessary
- School Map
- Class Rosters/Attendance
- Seating Chart
- Names of reliable students to assist if needed

The teacher is responsible for replacing the ELP as they are used.

## **Library/Media Center Policies**

### ***Mission Statement***

The mission of the Waccamaw Middle School library/media center is to assist students and staff members in becoming effective users of ideas and information. This mission is accomplished as follows:

- by providing access to materials in all formats,
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas, and
- by working with other educators to design learning strategies to meet the needs of individual students.

### **Goals**

The goals of our library curriculum are focused toward the development of a community of learners that is centered on the student and sustained by creative library media programming. These goals are as follow:

- to provide intellectual access to information through learning activities that are integrated into the curriculum and that help all students achieve information literacy.
- to provide physical access to information through a carefully selected and systematically organized collection of diverse learning resources.
- to provide learning experiences that encourage students to become discriminating consumers and skilled creators of information.
- to provide leadership, collaboration, and assistance to teachers in applying principles of instructional design to the use of instructional and information technologies for learning.
- to provide resources and activities that contribute to lifelong learning while accommodating a wide range of differences in teaching and learning styles.
- to provide a program that functions as the information center of the school.
- to provide resources and activities for learning that represent diversity of social and cultural perspectives and to support the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship in democracy.

### ***General Information***

The library/media center will be open from 7:15 a.m. until 3:00 p.m. each day for students and faculty. Students and staff members are encouraged to use the library for personal enjoyment as well as for school assignments.

The library/media center has books, periodicals, online sources and reference sources to supplement classroom materials. A Usage Agreement Form must be completed and returned to the front office before having access to online sources in any area of the school.

All materials are listed in the computerized Follett Destiny database, which may be accessed on the web at <http://destiny.gcsd.k12.sc.us/> or by clicking on the computer icon on all GSCD computers titled ***Destiny Catalog***.

### **Student Use of the Library/Media Center**

Books may be checked out for a two-week period and may be renewed. Reference books may be checked on for a 24 hour period. Students with overdue books are not permitted to check out more books until they have returned the overdue books. Students will be expected to pay the replacement cost for books they misplace or destroy.

Students may use the library/media center before the start of school and at the close of the school day without showing a signed agenda for admittance. Students must have a signed agenda to enter the library/media center



during class periods. Students must have their ID card to check out materials from the library. Group passes will be accepted if each student's individual name is listed on the pass. A ID scan station is located at the circulation desk in which all students must scan in when arriving at the library/media center and scan out when leaving.

Students may request a **hold** be placed on a book. We will hold the item for 24 hours after the students has been notified that the book has been returned to the library/media center.

Actions and behaviors representative of our social contracts are expected at all times. Students who do not respect the social contract will return to class.

### **Faculty Use of the Library/Media Center**

Teachers may take individual books or classroom collections for an indefinite period on the understanding that the books will be recalled if other patrons request them. When more than one class needs to use the same materials at the same time, they are placed on reserve in the library/media center. The number of books placed on reserve may be limited.

### **Reserves**

Teachers may request that books be reserved for them. Teachers may ask that specific books be restricted for use only in the library/media center and for overnight checkouts.

### **Research Assignments**

Teachers may schedule classes to work in the library/media center through arrangements made with the Dr. Moore. Class visits are welcomed and must be scheduled in advance. The teacher and librarian will work collaboratively to plan the activity prior to the visit.

The number of individual students coming to the library/media center from one class is limited to **four** students at a time. These students must bring with them a copy of their assignment. If you would like to plan "reward" time in the library please meet with Dr. Moore.

Substitute teachers are not to send students to the library/media center. Past experience has shown that these visits are rarely successful. Your cooperation in this matter is appreciated.

### **Overdue Books**

Students are responsible for returning books on time. Overdue notices serve only as a reminder. Notices are periodically sent to the homeroom teacher for distribution to students.

### **Conduct**

Students are expected to conduct themselves as young adults and not engage in any behavior that would be disturbing to others. Food, gum, and drinks are not permitted in the library/media center. Students and staff members are encouraged to use the library/media center for personal enjoyment as well as for school assignments.

## **WACCAMAW MIDDLE SCHOOL WILDCATS**

### **Permission to use a video in the classroom.**

Teacher's Name \_\_\_\_\_

Video will be shown in the following class(es) \_\_\_\_\_

Title of Video \_\_\_\_\_

Video is Rated \_\_\_\_\_

If the video is PG or PG 13 I have written consent from parents in the form of a permission letter.

(Please attach a copy)

Please Check One:

\_\_\_\_\_ Teacher Purchased

\_\_\_\_\_ School Purchased

\_\_\_\_\_ Rental: If the video is a rental, the teacher must attach the permission slip from the video store entitled Educational Use of Rental Video.

**State Standard(s)(List the standards and the manner in which this video relates to those specific standards.) Attach separate sheet.**

\_\_\_\_\_  
\_\_\_\_\_

**I understand that this video is not to be used for entertainment, reward, or crowd control.**

**I understand that this video must be shown in a face-to-face instructional setting.**

I have previewed this video. There are no questionable situations or language. If the video is rated PG or PG 13, I have written consent from parents in the form of a permission letter. \_\_\_\_ yes \_\_\_\_ no

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I give my permission to the teacher named above to show the video also named above to his/her class. I understand this video is to be used for instructional purposes only.**

**Administrative Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## **Lunch and Breakfast Prices**

### **Student Lunch**

|        |                         |
|--------|-------------------------|
| \$1.80 | Intermediate School     |
| \$2.00 | Middle and High Schools |
| \$.40  | Reduced Price           |

### **Student Breakfast**

|        |               |
|--------|---------------|
| \$1.20 | All Students  |
| \$.30  | Reduced Price |

### **Adult Prices**

|        |                 |
|--------|-----------------|
| \$3.75 | Adult Lunch     |
| \$2.25 | Adult Breakfast |

## Observations/Evaluations

Staff members will be evaluated according to district plans. Formal and informal evaluations will be conducted at the discretion of the principal or other designated evaluator. Observations may be unannounced. When an administrator comes into your classroom for an observation, feedback will be given in a timely manner.

Check your box each morning before going to class and each afternoon before leaving. **DO NOT send students to retrieve mail from your boxes.** Please read and heed all memorandums from the office. There will be no excuses for unmet deadlines or incomplete assignments.

## Parent/Teacher Communication

All teachers should send parents a Syllabus within the first two (2) weeks of classes. It is also required that at the beginning of each quarter, you send parents the pacing guide explaining what you plan to work on during the quarter. Include any special requests you have for parental assistance, your homework expectations, special projects or papers to be completed during the quarter, and any suggestions you have for parents that would enhance their children's achievement during the units of study to be presented. Letters such as these enhance parental cooperation and prevent later complaints that inadequate notice was given for scheduled work requirements. It is also important to communicate your grading system, types of assignments and weights for each category in this letter.

**This information is to be placed on your website for parents.**

Please check your email and voice mail regularly **and return parents' calls and emails promptly – before you leave for the day.** Web pages are an excellent way to keep parents informed. Putting your course outline and important assignments on your web page is required. Weekly homework assignments must be posted on your website. You are encouraged to contact the parents or guardians of students whose behavior or work habits indicate a possibility of failure in a course as soon as it becomes apparent that the student is not working up to their potential. Document ALL parent contacts. The earlier and more often you contact parents about poor grades, the better for you and the student.

**All teachers are required to document at least 5 positive contacts per week. Documentation should include date, student and parent names, mode of contact, phone number, email address, and brief summary of information discussed.**

## Parking

All teachers and staff must have a parking pass on their vehicle. These will be provided – Please see Ms. Henderson. All vehicles must be parked in a designated parking lot. Vehicles must not be parked close to the building.

## **Participation in Extra-Curricular Activities**

Activities sponsored by the school outside of school hours are part of the total school program and staff members are expected to assist with planning and presentation of those activities.

Participation is required at the following events:

1. All PTSA meetings
2. Open House
3. All faculty meetings (DO NOT make appointments or schedule practices on Tuesday afternoons!)

Participation is STRONGLY ENCOURAGED at the following events:

1. Student performances such as band concerts, plays, etc.
2. Athletic events
3. School or district events to which school patrons are invited.

## **Sponsoring, Advising, and Coaching Extra-Curricular Activities**

All student participation in athletic, academic, and other inter-scholastic activities is to be carried out under the eligibility rules of Education Improvement Act and/or The South Carolina High School League. The faculty sponsor is responsible for knowing these rules and following them.

## **Professionalism/Correspondence**

Staff members should not discuss the weaknesses and strengths of individuals before a class, in public places, at the lunch table, or in the lounge. Discussion of problems and conflicts between faculty and staff members should be handled in confidence and not discussed with individuals who are not involved. **All personal and academic information, as well as matters of discipline regarding individual students, are confidential and should remain within the school.**

**Any written correspondence regarding school matters being sent outside of our building must have the principal's approval. All staff members are expected to be professional at all times.**

## **Purchasing**

**ALL PURCHASES MUST HAVE PRIOR APPROVAL OF THE PRINCIPAL.** Once a purchase has the required approval, Mrs. Keel is the contact person for the information about purchasing procedures. Anyone not following approved procedures will be held personally responsible for any purchases. Calling in changes to the order once a purchase order has been placed is strictly prohibited.

## Record Keeping

### Attendance

- It is extremely important that each teacher keep an accurate record of student attendance and that absences be properly recorded in PowerSchool.
- Teachers should take attendance in PowerSchool for 1<sup>st</sup> block ONLY. Keep a record of absences in other class periods in your room.

### **DO NOT ALLOW STUDENTS TO TAKE THE ATTENDANCE.**

- All teachers should keep records of student absences, noting those which are excused by the office, in your grade book.
- Classroom teachers are expected to keep accurate attendance each period.
- If a student is not in class, fill in the bubble, or mark “X”.

**PLEASE NOTIFY THE OFFICE IMMEDIATELY IF A STUDENT DOES NOT SHOW UP IN CLASS AND YOU KNOW THAT HE/SHE IS PRESENT THAT DAY.**

### Grades

Each classroom teacher is required to keep a gradebook using PowerTeacher which must contain up-to-date grades received by each student during each grading period. **Teachers will be using computer-generated grade books and should exercise extreme caution in regards to security and back-ups. A printed “hard copy” and/or a saved PDF is recommended.**

### Money

**Keeping accurate records of money turned in by students is of utmost importance for your protection as well as the students’ protection.** Any teacher taking money from students will receive a manual with the proper procedures for the collection and receipting of money.

Any time money is taken from a student, the student must be given a receipt. Proper procedures for receipting are included in the manual. The receipt book and the money must be then turned in to Mrs. Keel.

**All money must be turned into Mrs. Keel by noon each day. Teachers are not allowed to keep money overnight.**

### Textbook Procedures

Textbooks are furnished by the state at no charge to the students. Students are required by law to take care of their books. Teachers are to let students know that they may incur fees for damages and lost books.

**Textbooks will be scanned out to each individual student. PLEASE WRITE STUDENTS' NAMES IN INK IN THEIR BOOKS – DO NOT ALLOW THEM TO WRITE THEIR OWN NAMES.**

Periodically, book checks will be conducted. You will be given a list of your students by class and the bar code of their textbook so you can verify that they have their book.

### **Student Assessment**

Regular assessment of student progress is essential to providing an appropriate instructional program. Teacher made tests, common assessments and published tests which accompany textbooks are useful in determining the extent to which students are mastering the objectives of our curriculum. The results of tests should be analyzed and the results utilized toward planning, pacing, and evaluating your classroom teaching goals. Common Assessment results will be turned in on assigned dates.

Individual student results on SCPASS/SCREADY will be available on the Test View Server. Composite class and grade results of SCPASS/SCREADY are available from the guidance department. Teachers should avail themselves of this valuable information for planning. As is all student information, these test results are to be kept confidential.

### **Homework**

The amount and type of outside assignments teachers require of students should reflect classroom expectations. Homework should be practice on skills or information already **taught and mastered** so that students can confidently complete it on their own. Homework should be regularly evaluated in some way, even if it is not collected and graded on a daily basis. Work that does not get feedback from the teacher quickly ceases.

### **Make-Up Work for Absent Students**

Parents may call Mrs. Saxon for make-up assignments if a child is absent for **three or more days**. Ms. Saxon will get the information needed and email the grade level team for assignments to be sent to the front office by 2:30 each day. Ms. Saxon will also inform parents that if their child requires any of his/her textbooks that they can go to their child's locker when they pick up the assignments. The parents need to get the child's locker number and combination from their child before coming to school. Teachers will be responsible for sending homework requests to the front office. Emails need to be checked on a regular basis. Parents will be encouraged to call Mrs. Saxon before 8:30 a.m. in order to receive the assignments on the same day.

### **Supervision of Students**

All staff members will be assigned supervisory duties for a period of time during the school day. You are expected to be at your duty station on time and remain there for the full time assigned except in the case of an emergency – in which case you will contact the principal. Any time you are unable to complete your duty, you are expected to secure someone that can. Any problem with fulfilling your duty assignments should be reported to the principal as soon as possible so that students may be properly supervised in your absence.

Students should **never** be left unattended in the classroom. If an emergency arises which necessitates your leaving the classroom unattended, request the assistance of a teacher or aide from a nearby classroom to monitor your students until the office can make arrangements to have your class adequately staffed. Students are not to be sent into the hallway or the workroom or any other unsupervised area for discipline or to complete work. If a

student needs to make up work/tests, he/she may report to the Library/media center or another agreed upon class - with a pass.

Punctuality is essential in order to provide for proper student supervision. Teachers should arrive at school by **7:25 AM**, and should be at their classrooms no later than **7:35 a.m.** Discipline problems arise when students mill about in the halls waiting to get into a classroom.

Between all class changes, all teachers should be at their classroom doors greeting students. Aides not assigned to specific duty stations, during the change of classes should be in the hallway monitoring students. Students should be encouraged to move quickly and quietly through the halls and should be allowed to visit lockers only at designated times.

Student activities scheduled outside of school hours must include staff supervision. When there is such a function, the supervising teacher is responsible for the welfare and conduct of the group. **DO NOT LEAVE UNTIL THE LAST STUDENT IS PICKED UP.**

### **Student Supervision is Every Staff Member's Responsibility!**

Whether you are "on duty" or not, if you see student behavior which needs to be corrected, you are responsible for correcting it. Supervision of the halls, yard, cafeteria, and other areas where students congregate requires the cooperation of all staff.

Students should be in their assigned classes at all times except in case of emergency. **No student should be allowed out of your room without a pass which includes the following information, in ink:** student name, teacher name, date/time leaving, and destination. Make sure all students are using their agenda books as passes or your classroom pass for restroom use.

**Students should not be sent to the office to use the telephone except in extreme emergencies.**

Do not allow students to handle blank passes or to write their own. Do not allow a student from another class to come to you without a complete pass written in their agenda. When a student comes to you with a pass, check the time he left the sending teacher and the time he arrived at your room. If there is a major time loss, find out why.

## **Classroom Management**

The first rule of classroom management is that bell-to-bell planning and bell-to-bell instruction prevents most behavior problems in the classroom.

There will be times, however, when your best efforts to involve students in constructive learning activities are thwarted by misbehavior. It is understood that teachers handle their own minor behavior problems within the classroom. Students need to know that **you** are in charge.

The following guidelines are intended to help you to develop effective strategies for dealing with disruptive behavior in your classroom.



- Examine the conditions under which the undesirable behavior occurs. Move students, move yourself, rearrange the room to eliminate or minimize distractions or alter your procedures if it offers opportunities for student misbehavior.
- Model desirable behavior, speak quietly and be on time and well-prepared.
- Involve parents **early**, before misbehavior becomes a habit or becomes serious enough to refer to the office.
- Use praise, compliments, or smiles whenever possible. Try to catch students doing something right and reward that behavior as opposed to only catching them doing something wrong and punishing that. **Be positive!**
- Develop clearly stated classroom standards of conduct and be consistent in enforcing them. Never threaten students; **promise** them, and then **keep your promise**.
- Ask for help. Ask your colleagues, the guidance department, administrators, and above all, parents.

The following are management practices which have been shown to be effective in producing appropriate classroom behavior.

- Post classroom rules stated in positive terms. A few general rules which can be interpreted to cover most incidents are better than many specific ones.
- Clearly state your expectations for student behavior at the opening of school. Elaborate on #1 above. Be firm and positive.
- Respond promptly and consistently to any breaches of the rules established for the classroom; reminding students of rules which have been stated.
- Plan in advance what the consequences will be for rule violations. It is not necessary to tell students what all of these will be; but it should be clear that you consistently apply them to all students at all times

### **Telephone Use**

The telephone in your classroom is for your use during planning time and for the office to contact your classroom. Teachers should not make phone calls during class time. Students are **not** allowed to make phone calls from your classroom phone.

## FORMS AND FORM LETTERS

The following forms and form letters will be available in the front office:

1. Letter to parents – Academic Progress/Possible Failure
2. Student Information Sheet
3. Medication Form
4. Parent Consent Form – Publicity - Students who do not have one of these signed forms on file are not to be photographed.
5. Letter to parents - SAP conference
6. Technology Work Order
7. Absence Request Form
8. Field Trip Request Form
9. Fundraising Request Form
10. Miscellaneous Expense Report Form

## **GBEA**

### **STAFF ETHICS/CONFLICT OF INTEREST**

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The purpose of this policy is to establish the basic structure for ethical conduct and the avoidance of conflicts of interest on the part of the district staff.

#### **Staff Responsibilities**

The District expects all staff members to carry out their assigned responsibilities with conscientious concern and professional behavior. Essential to the success of ongoing school operations are the following specific responsibilities, which the District administration requires of all personnel:

1. Professional behavior, including adherence to community standards of honesty, integrity, and morality;
2. Support of, enforcement of, and adherence to federal laws and regulations, state laws and regulations, and District policies, rules, and procedures;
3. Faithfulness and promptness in attendance at work;
4. Care and protection of school property;
5. Attendance at school functions in accordance with the expectations of the District;
6. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times;
7. Inspecting, verifying, and assuming responsibility for, the content of documents signed by the employee – documents including, but not limited to, information concerning: taxes, direct deposits, insurance, savings plans, flexible spending accounts, and retirement;
8. Adherence to the District's guidelines set forth in the District's program to prevent workplace injuries caused by, but not limited to, slips, trips, and falls; staff members who fail to abide by the guidelines may be subject to disciplinary action.

#### **Conflict of Interest**

Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district.

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***Georgetown County Board of Education***

# GBEA

## STAFF ETHICS/CONFLICT OF INTEREST

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- No employee of the board will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
- An employee will not engage in work of any type where information concerning a customer, client or employer originates from any information available to him/her through school sources.
- A professional employee will not sell instructional supplies, equipment or reference books in the attendance area served by his/her school nor will employee furnish the names of students or parents to anyone selling these materials.

### **Confidentiality**

As part of employees' duties and responsibilities, it may be necessary for them to maintain, process, handle, review, and/or be privy to student information, personnel information, and other information which is considered private and confidential. Unless mandated for legal reasons, private and confidential information is not to be discussed with any person other than District personnel with a work-related need to know. Unauthorized discussion, disclosure, and/or dissemination of confidential information could result in disciplinary action up to and including a recommendation for termination of employment.

### **Nepotism**

South Carolina law Section 59-25-10 provides that no board member's immediate family member may be employed without the written consent of the board of trustees.

The district will not employ or assign two members of an immediate family in the same administrative department or in the same building such that the family members are working in that department or building during the same time period. The District also will not employ or assign immediate family members such that an employee is the immediate supervisor of his/her immediate family member.

This policy applies in cases of promotions, demotions, disciplinary actions, transfers, reinstatements and new hires. The provisions of this policy will not be

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retroactive and the district will not take action regarding members of the same family currently employed.

For purposes of this policy, the term immediate family is defined as the following:

- spouse
- son, son-in-law, stepson
- daughter, daughter-in-law, stepdaughter
- mother, mother-in-law, stepmother
- father, father-in-law, stepfather
- brother, brother-in-law, stepbrother
- sister, sister-in-law, stepsister
- grandparents
- guardian and ward or other blood relative living in household

Upon recommendation by the Superintendent or his/her designee, the Board has the authority to suspend application of this policy in a particular situation where it is believed to be in the District's best interest. In such cases, the Board shall vote on the matter at a duly-called Board meeting. The Board's decision on the matter shall be final.

### **Ethics**

A public school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-700, et seq. S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include the following.

A public employee:

- may not use his/her position or office for personal financial gain (Section 8-13-700).
- must report the receipt of anything of value worth \$25 or more under certain circumstances (Section 8-13-710).
- may not receive compensation to influence action (Section 8-13-705).
- may not receive additional money as payment for advice or assistance given in the course of their employment (Section 8-13-720).

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- may not receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715).
- may not use government personnel, equipment or materials in an election campaign (Section 8-13-765).
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725).
- may not serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730).
- may not represent another person before a governmental entity (Section 8-13-740).
- may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775).
- may not use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725).

In cases where an employee is required to take action or make a decision which affects himself/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove him/herself from the potential conflict of interest (Section 8-13-700).

The superintendent must file an annual statement of economic interest with the State Ethics Commission (Section 8-13-1110).

### **Athletic Tournaments**

Staff members shall not require students to participate in non-school activities, and a decision by a student or his/her parent for the student to not participate in a non-school activity shall not affect the student's grade(s) or cause the student to be ineligible to participate in curricular or extra curricular programs.

### **Copyright law**

The 1976 Federal Copyright Law, P.L. 94-553, (effective January 1, 1978) makes it illegal to duplicate or scan copyrighted materials without permission except for

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certain exempt purposes. Unauthorized reproduction and/or use of copyrighted materials is illegal, unethical, and not permitted by the District. Violations of the copyright law may result in criminal or civil suits and/or dismissal from employment in the District.

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### LEGAL REFERENCES

- A. S.C. CODE, 1976, AS AMENDED:
  - 1. SECTION 8-13-20 ET SEQ. - STATE ETHICS LAW.
  - 2. SECTION 59-15-10 - NO EMPLOYEE MAY SERVE ON THE COUNTY BOARD OF EDUCATION.
  - 3. SECTION 59-19-300 - A BOARD MEMBER MAY NOT RECEIVE PAY AS A TEACHER IN SAME DISTRICT WHERE HE/SHE SERVES ON THE BOARD OF TRUSTEES.
  - 4. SECTION 59-31-590 - A TEACHER MAY NOT HAVE PECUNIARY INTEREST IN TEXTBOOK SELECTION.

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***Georgetown County Board of Education***





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Georgetown County Board of Education

Purpose: To establish the basic structure for discipline, suspension, and dismissal of classified and certified staff in order to ensure accountability for due process as well as a quality educational program.

It is the responsibility of the school administration to operate the public schools in a manner that will maintain broad community confidence in and support of the public schools. In the absence of such support, the district cannot maintain a strong, effective public education program.

Offenses That Can Result in Employee Dismissal

Certain serious incidents of employee misconduct or violations of School District policies or procedures or unsatisfactory performance may result in the immediate termination of any employee on the first offense. The following list is not all-inclusive, but outlines the types of violations that may result in immediate termination.

- Reporting to work under the influence of, possessing an open container on the job, or consuming at work any alcoholic beverages
- Reporting to work under the influence of, possessing on the job, or consuming at work any controlled substance, illegal drug, or narcotic without a prescription
- Possession and/or use of illegal drugs or unauthorized prescription medications at any time and in any place
- Fighting on the job
- Refusing to follow directions or to perform work assigned by the supervisor
- Falsifying or tampering with any school or District records
- Theft, unauthorized use, or destruction of District or another employee's property
- Use of profane, abusive, or derogatory language
- Possession of firearms or other dangerous weapons on District property, unless otherwise authorized by law
- Improper, inappropriate, or unprofessional relationships with students
- Failure to report any arrest and/or convictions other than minor traffic violations while employed by Georgetown County School District
- Violation of any District policy or procedure
- Unsatisfactory performance or neglect of duties
- Lack of judgment in execution of duties
- Incompetence
- Cruelty or gross immorality
- Obtaining or attempting to obtain a certificate through fraudulent means or through misrepresentation of material facts
- Failure to comply with the provisions of a contract without the written consent of the Board
- Test security violation
- Failure to comply with an order for child support
- Conviction of a law of this State or of the United States

Classified Employees

Classified employees are considered at-will employees, meaning that either party may terminate the employment relationship at any time for any reason or no reason at all, so long as that reason is not unlawful. Classified employees may be dismissed at any time that the District determines it

#### Georgetown County Board of Education

is in the District's best interest. The Board authorizes the Superintendent or his/her designee to discipline, suspend either with or without pay as appropriate, or dismiss classified staff.

Any notice of dismissal must be in writing from the Superintendent and must state the reasons for the dismissal. Any classified employee who is terminated shall have the right to an informal hearing before the Superintendent before the termination decision becomes final, provided the hearing is requested within 10 days of the notice of dismissal. Classified employees have no right to a hearing before the Board concerning a dismissal.

#### Certified Employees

##### Suspension

Whenever the Superintendent has reason to believe that cause exists for the dismissal of a teacher and when he/she is of the opinion that the immediate suspension of the teacher is necessary to protect the well-being of the children of the District or is necessary to remove substantial and material disruptive influences in the educational process, the Superintendent shall notify the teacher in writing of the suspension. Such written notice shall include the cause for suspension and the fact that a hearing before the board is available to the teacher upon request provided such request is made in writing within fifteen days.

The salary of a suspended teacher shall cease as of the date the board sustains the suspension. If sufficient grounds for suspension are not subsequently found, the teacher shall be reinstated without loss of compensation.

The Superintendent may also suspend any teacher who is charged with a violation of state or federal laws if conviction could be grounds for dismissal. In such cases, the teacher shall receive his or her salary during the suspension period, not to exceed the term of the teacher's current contract.

##### Dismissal

It is the policy of the Board to remove from employment any certified staff member who fails or who may be incompetent to give instruction in accordance with the directions of the Superintendent or who otherwise manifests an evident unfitness for teaching. The principal should be actively involved in this process for the school.

Any action of the District under this policy will be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, S.C. Code of Laws, 1976, as amended, Section 59-25-410, et seq., except for persons employed under an induction contract or an annual contract as defined in state law.

Any teacher or other certified employee may be dismissed at any time in either of the situations described below. Any notice of dismissal must be in writing from the Superintendent and must state the reasons for the dismissal.

1. The teacher or other certified employee fails or is incompetent to give instruction in accordance with the directions of the superintendent, or who shall otherwise manifest an evident unfitness for teaching; provided, however, that notice and an opportunity shall be afforded for a hearing prior to any dismissal. Commission of any offense listed on Page 1

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or of any other offense similar to those on Page 1 shall be considered evident unfitness for teaching.

2. Whenever a principal or other supervisor has brought to the attention of a teacher or other certified employee, in writing, reasons that may lead to or be cited as a reason for, dismissal or cause the teacher not to be reemployed and made a reasonable effort to assist the teacher in correcting whatever appears to be the cause of potential dismissal or failure to reemploy and the teacher, after a reasonable time for improvement, has not sufficiently improved.

The dismissal or non-renewal of certified employees who hold induction or annual contracts shall be carried out in accordance with S. C. Code Ann. § 59-26-40.

### Dismissal Hearing Rights of Induction Contract Employees

Induction contract employees who are recommended for dismissal will be given an opportunity to meet informally with the Superintendent before the termination becomes final.

### Dismissal Hearing Rights of Annual Contract Employees

Annual contract employees who are recommended for dismissal are entitled to an informal hearing before the Superintendent and may then request to be heard by the Board of Trustees. The Board may or may not choose to grant the employee an opportunity to be heard by the Board.

### Dismissal Hearing Rights of Continuing Contract Employees

#### Written Notice of Dismissal

Any continuing contract teacher whom the Superintendent recommends to the Board for dismissal or non-renewal is entitled to written notice from the Superintendent of that recommendation that includes, at minimum, the following:

- the cause of dismissal
- the teacher's right to an evidentiary hearing if he/she requests one in writing to the Superintendent or the Chairman of the Board within 15 days of his/her receipt of the notice of dismissal

If the teacher fails to make a hearing request, the Board will take action on the Superintendent's recommendation as it deems lawful and appropriate.

#### Hearing rights

Under state law, the Board has delegated its authority to hold evidentiary hearings to one of a group of hearing officers. Such officers must be attorneys licensed to practice law in the state and certified by the South Carolina Supreme Court as mediators or arbitrators. The parties will mutually agree upon a hearing officer from the list provided by the Board, or if an agreement cannot be reached, the Board will select a hearing officer at random. The board retains final decision-making authority regarding the teacher dismissal recommendation.

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Should a teacher request a hearing within 15 days of his/her receipt of the notice of dismissal, the hearing will be held within 45 days after the request is served. The teacher will be provided with notice of the time and place of the hearing not less than five days before the date of the hearing. The hearing will be public unless the teacher requests in writing that it be held privately.

At the hearing, the teacher may do the following:

- be present with counsel at the hearing
- cross-examine witnesses • offer evidence and witnesses • present defenses to the charges

The hearing officer will issue subpoenas to require the attendance of witnesses at the hearing at the teacher's request; however, it may limit the number of witnesses to no more than 10. The hearing officer will administer oaths to witnesses.

The hearing officer will hire a stenographer to create a formal record of the hearing. The fees for this stenographer's attendance and services will be paid by the Board if the decision is favorable to the teacher; the teacher will pay one half of the costs if the decision is unfavorable. Should the teacher desire, he/she may pay for a copy of the transcript.

The hearing officer will issue a written report and recommendation containing findings of fact and conclusions of law to the Board, Superintendent, and teacher within 15 days after the hearing. The Superintendent and teacher may submit a written response to the report and recommendation to the Board within 10 days after the date on which the report and recommendation is issued. The Board may conduct a hearing to consider the information in those responses but, regardless, will issue a decision within 30 days after receipt of those responses affirming or withdrawing the dismissal.

### Appeals

The decision of the Board is final unless within 30 days after it is issued, the decision is appealed to the court of common pleas of any court in Georgetown County. Notice of the appeal and the grounds for appeal must be filed with the board.

### Alternative resolution

Prior to issuing a notice of dismissal, the Superintendent or his/her designee may meet with the teacher, and his/her representative, to discuss alternative resolutions. The Superintendent's decision to enter into these discussions in no way indicates that there are insufficient grounds to unilaterally dismiss the teacher in accordance with the Teacher Employment and Dismissal Act.

### Reporting Expectations

The Board directs the Superintendent to report to the State Board of Education the name and certificate number of any certified educator who is dismissed, resigns, or is otherwise separated

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from employment with the district based on allegations of misconduct listed in in State Board of Education Regulation 43-58.

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### Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-18-1300 - District accountability system.
  2. Section 59-25-150 - State board of education may revoke/suspend certificate for just cause.
  3. Section 59-25-160 - Revocation or suspension of certificate; "just cause" defined.
  4. Section 59-25-410, et seq. - Teacher Employment and Dismissal Act.
  5. Section 59-26-40 - Induction, annual and continuing contracts; termination of employment for annual contract teachers; hearing.
- B. State Board of Education Regulations:
1. R43-58 - Disciplinary action on educator certificates.
  2. R43-58.1 - Reporting terminations of certain district employees





























































#### Employee Reporting Requirements for Child Abuse or Neglect and Suspected Criminal Activity

State law requires that certain individuals, including nurses, mental health professionals, school teachers, counselors, principals, assistant principals, and social workers; who in their professional capacity have received information which gives them reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, must report the suspected abuse or neglect to the appropriate authorities. The required report may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found. All other District employees who have reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect may report, and are encouraged to report, the suspected abuse or neglect as provided above.

State law also requires that 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. All other District employees who are on notice that a person is engaging or has engaged in activities described above must report the activities to an administrator or supervisor, who will then contact law enforcement authorities, as provided above.

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#### LEGAL REFERENCES

S.C. Code Ann. Section 20-7-510 (revised 1996)

S.C. Code Ann. Section 59-24-60 (enacted 1994)

Policy JG mandates that all employees of the school district have responsibility in reporting any suspected child abuse or neglect and any suspected criminal incidents at school or school-sponsored activities involving personal injury or serious threat of injury to a person or property.

When it is determined that there is reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, teachers, guidance counselors, administrators, nurses, and other certificated employees will report their beliefs directly to the building administrator who will report or cause a report to be made to the Department of Social Services. In absence of the administrator, the certificated employee or nurse will make the report and notify the building administrator as soon as possible. All other employees (noncertified/classified) will report their suspicions of child abuse or neglect to the school administrator(s), or, in his or her absence, the nurse or guidance counselor who will report or cause a report to be made to the Department of Social Services.

School district employees who learn of suspected criminal incidents on school property, or at school-sponsored or school-sanctioned events involving personal injury or serious threat of injury to a person or property, will notify the school administrator immediately. Criminal activities have been defined as larcenies, serious assaults, and drugs and weapon violations. The school administrator will then notify the appropriate law enforcement agency immediately.

"Immediately" is defined by the community/district task force as within two hours, depending on the specific incident, i.e. drugs and weapon violations should be reported within minutes of the administrators' learning of the information. Other alleged incidents, however, may take an hour or two to investigate prior to reporting. If a situation is unclear whether or not to report, the administrator should contact law enforcement, discuss it and reach an agreement over the decision to report or not to report. This time frame must be followed regardless of the hour or the day. If a teacher or administrator is made aware of a criminal act which occurs on a Friday night, the incident must be reported Friday night; reporting cannot be delayed until Monday morning.

Employees shall refrain from disclosing to the media any information about reported incidents that conceivably could be used to identify or compromise the identity of the alleged victims.

Staff development and awareness training of Policy JG and its administrative rule will be scheduled periodically with all employees. In addition, notices of the intent of Policy JG will be distributed throughout the schools and the school district. The notice will be reprinted annually in teacher, parent, and district handbooks.

There are no exceptions to these legal requirements. To report child abuse or neglect in the home, call Georgetown County Department of Social Services at 546-5134. To report crime at school or at school-sponsored activities, call:

- **In Andrews, the Andrews Police Department at 264-8222.**
- **In the city of Georgetown. The Georgetown City Police Department at 527-4454.**
- **Elsewhere in Georgetown County, the Sheriff's Department at 546-5102.**

## Curriculum Modifications

To insure systematic procedures:

- \* Recommendations for course or program changes may be initiated at any level; however, they shall be channeled through the principal to the district instructional division for approval prior to implementation.
- \* Recommendations for changes to the middle school and high school course catalog must be submitted to the instructional division by the principal of a school in December of each school year.
- \* District level initiatives will be coordinated by the Executive Director of Student Performance or the Superintendent's designee. All divisions affected will be involved in the planning.
- \* All proposed changes shall be presented to the Superintendent for consideration prior to implementation.
- \* If Board action is required, the Superintendent will present the proposal to the Board for consideration.
- \* District tests will be administered at the following levels at the end of each appropriate course:  
  
Grades 9 - 12  
English, Mathematics, Science, Social Studies

These tests will be composed of items randomly selected from a pool of test items selected collaboratively by teachers and content coaches. The district test will be used as the final exam counting 20% of the final grade at the high school level.

The district may offer a summer school program for high school students whenever there is enough interest by students and parents. The summer program will operate in accordance with standards required by the State Department of Education and the Southern Association of Colleges and Schools.

Schools will charge students a fee to cover the expenses of staffing, instructional materials, and other expenses directly related to the instructional program of the summer school.

The district may offer an extended year program in grades 3-8 for students who need academic assistance in language arts, mathematics, science, and social studies for promotion to the next grade.

An enrichment program may be offered for elementary students whenever there is enough interest by students and parents. Schools will charge students a fee to cover the expenses of staffing, instructional materials and other expenses directly related to the program.

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## LEGAL REFERENCES

- A. State Board of Education Regulations:
  - 1. R-43-240 - summer programs.

The Georgetown County Board of Education recognizes the importance of a student achievement grading system which is meaningful to students, parents, and school personnel. The South Carolina uniform grading policy will be used in grades 2 – 12.

#### Grades 2 - 12

- A - (90– 100)
- B - (80 – 89)
- C - (70 – 79)
- D - (60 – 69)
- F - (below - 59)
- I – Incomplete Work

Students will receive instruction in all of the content curriculum standards with an overall grade of 70% in each subject.

#### Grades K and 1

Teachers will use report cards and parent conferences to communicate student progress to parents. Students will not receive letter grades/percentages for core areas in K and 1.

#### Grade 2

##### Achievement

Teachers will use the report cards and parent conferences to communicate student progress to parents. Parent/Guardian access to their student's(s') grades will be available with password protection in an online format. This will be accompanied by a percentage grade in English/Language Arts and mathematics. These averages will be computed in accordance with the numerical values for achievement in grades 3 – 8.

# IHA

GRADING SYSTEM

*Issued: 5/12*

*Rescinds: IHA*

*Issued: 1/07*

*Page2 of 3*

#### Grades 3 - 5

##### Achievement

Teachers will use the report cards and parent conferences to communicate student progress to parents. Parent/Guardian access to their student's (s') grades will be available with password protection in an online format. Students in grades 3 - 5 will receive percentage grades in language arts, mathematics, science, and social studies. Effort grades of Satisfactory (S), Needs to improve (N), and Unsatisfactory (U) will be given in all other areas.

### **Grades 6 – 8 Achievement**

Teachers will use the report cards and parent conferences to communicate student progress to parents. Parent/Guardian access to their student's (s') grades will be available with password protection in an online format.

Semester and final examinations will be a component of each course offered in grades 6-8 with the exception of exploratory courses. The first semester exam will count as 10% of the first semester average and the second semester exam will count as 10% of the second semester average. Exemptions will be permitted only in conjunction with IEP stipulations. Courses taken in grades 6 – 8 which provide Carnegie Units to be earned must follow the high school grading and exam requirements.

Grades 9 - 12

**A 90 -100**

**B 80 - 89**

**C 70- 79**

**D 60 -69**

**F Below – 59**

**I Incomplete**

WP                      Withdrew Passing

Withdrew passing means a student may withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course.

|                 |  |
|-----------------|--|
| WF              | Withdrew Failing<br>Students who withdraw after the specified time listed above shall be assigned a WF and the F will be calculated in the student's overall grade point average/ratio with a grade of 61. |
| Credit Recovery | Courses failed may be retaken if available via 'Credit Recovery' with <i>Administrative Approval</i> . Units earned in course credit recovery will only reflect a replacement grade of 70% in that course. |

Course or course level changes for a student can be initiated by the administration of a school with a teacher recommendation without penalty to the student.

Final examinations will be a component of each course offered in grades 9-12 and will count as 20% of the final grade.

In grades K – 12, schools will use district-adopted report cards to report student progress at nine-week intervals. Interim reports will be issued at the midpoint of the grading period for all students in grades K -12.

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#### LEGAL REFERENCES

- A. S.C. Code, 1976, as amended:  
1. Section 59-5-68 - Uniform Grading System.



This administrative rule governs the use of the District's computer, internet and electronic research and communication resources and is intended to protect the integrity of District operations and instructional programs, as well as to outline the rights and responsibilities of District employees and students.

### Scope

This administrative rule applies to the following persons/entities:

- All District employees including regular, part-time, temporary and contract employees
- All students enrolled in District schools
- All other authorized users of any of the District's technology resources, regardless of District affiliation or reason for usage
- All District owned or operated technology resources or systems which are subscribed to and/or paid for by the District

### Staff Conduct

The personal life of an employee, including the employee's personal use of non-District issued electronic equipment outside of work hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of and warrant the attention of the District if the employee's conduct impairs his/her ability to effectively perform his/her job responsibilities; if it results in a disruption of the school environment, or if the conduct violates Federal law, State law, and/or Board policy. Such conduct may subject the employee to disciplinary action, up to and including termination.

All employees shall maintain professional and appropriate relationships with students at all times, both inside and outside of school. No employee may engage in inappropriate or unprofessional conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking.

### Confidential Information

The District's research and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential, including personal information regarding students, should not be sent via the District's communication resources. The District prohibits the unauthorized disclosure, use, and dissemination of personal

**IJND-R**

ACCEPTABLE USE

*Issued: 05/12*

information regarding minors via its electronic network. However, the District cannot assume responsibility for lost or stolen information sent or received via the District's communication resources.

### General Computer Usage

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's media specialist
- Loading or attempting to load software or files onto the District network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Computer vandalism, defined as any malicious or unauthorized attempt to harm or destroy equipment or data, files, or other electronic information not belonging specifically to the user

### Internet Usage

Access to the internet is made available to authorized users for educational and District operational purposes. All authorized users will receive instruction on proper use of the District's internet system. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and with e-mail and other direct electronic communications, as well as cyberbullying awareness and response.

The District prohibits the use of its internet system to intentionally access, view, download, store, transmit, or receive any information that contains material which is in violation of any District policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to:

- Obscenity or pornography
- Threats
- Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- Material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity

**IJND-R**

ACCEPTABLE USE

*Issued: 05/12*

*Rescinds: IJND-R*

*Issued: 01/10*

- For student use, materials that are inappropriate for or harmful to minors

The District utilizes technology protection measures to block and/or filter Internet access to images that are obscene, depict child pornography, and, for computers utilized by students, are otherwise harmful to minors. In addition, the District will monitor the online activities of minors, as appropriate, when utilizing District computers and internet system. However, the District recognizes that it is impossible to control access to all inappropriate or controversial materials and prevent all unauthorized activities of users. Therefore, the District will take the appropriate disciplinary action against students and personnel for unauthorized access, including so-called “hacking,” other unlawful activities utilizing the District internet system, and violations of this policy.

The District reserves the right to monitor and/or review all uses of the District internet system and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received on the District’s internet system.

### Electronic Mail (Email) Usage

The District’s email system is made available to authorized users for educational and District operational purposes. All authorized users will receive instruction on proper use of the District email system.

The District prohibits the use of its email system for unprofessional and/or inappropriate purposes, to include, but not be limited to:

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual or racist
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business

All electronic messages created, transmitted or received via the District’s email system, including those created, transmitted or received for personal use, are the property of the District. The District reserves the right to monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the District’s email system.

**IJND-R**

ACCEPTABLE USE

*Issued: 05/12*

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### Handheld Communication Device Usage

District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to the employee's job responsibilities. The District reserves the right to monitor and/or review all use of District-issued phones and communication devices and users should not have any expectation of privacy in any use of a District-issued phone or communication device.

#### Personal Use of District Research and Communication Resources

Limited personal use of District computer, internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the District and its instructional programs. Excessive personal use that may or does so disrupt or interfere is prohibited.

#### Violations

All authorized users of District research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. District employees who witness, experience, or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a school administrator. Other authorized users who witness, experience, or otherwise learn about a suspected violation should report the matter to a District administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's use privileges
- For student violators, disciplinary measures consistent with the District's student discipline code, up to and including expulsion
- For employee violators, disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including termination
- Report to law enforcement when the violation is believed to constitute a violation of a Federal or State law or regulation and/or Board policy.

**IKD**

HONOR ROLLS

Issued: 5/12

*Rescinds: IKD*

*Issued: 10/00*

*Page: 1 of 1*

The Board sanctions the maintenance of Honor Rolls in all schools based on academic achievement. Honor Rolls will be determined in the following manner:

#### Elementary Level

In grades two - five students who maintain

## Honor Roll

Students who maintain at least a B average in each subject each reporting period are placed on the school's Honor Roll.

### Principal's Scholars -

Students who maintain an A average in each subject each reporting period are identified as the Principal's Scholars.

## Middle School Level

Honor Roll -  
Students who maintain at least a B average in each subject each reporting period are placed on the school's Honor Roll.

Principal's Scholars -  
Students who maintain an A average in each subject each reporting period are identified as the Principal's Scholars.

## High School Level

Honor Roll -  
Students who maintain at least a B average in each course at the end of each reporting period and at the end of each term are placed on the school's Honor Roll.

Scholar's Honor Roll -  
Students who maintain at least an A average in each course at the end of each reporting period and at the end of each term are placed on the Scholar's Honor Roll.

**IKE**

PROMOTION AND RETENTION

Issued: 5/12

*Rescinds: IKE*

*Issued: 1/07*

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The following minimum criteria governing promotion from one grade to the next are established for the Georgetown County School District.

## GRADES K – 1

For promotion from one grade to another, students must be taught all of the curriculum standards in English/Language Arts, mathematics, science, and social studies as defined by South Carolina Department of Education. Students demonstrate mastery of ELA/mathematics standards with 70% accuracy.

#### Grade 2

For promotion to grade three students must be taught all of the curriculum standards in English/Language Arts, mathematics, science, and social studies as defined by South Carolina Department of Education and must receive a numerical grade of 70% or higher in ELA and mathematics.

#### GRADES 3 – 8

For promotion from one grade to another, students must be taught all of the curriculum standards in English/Language Arts, mathematics, science, and social studies as defined by South Carolina Department of Education. Students in grades three, four and five must pass English/Language Arts and mathematics with a grade of 60% or higher to be promoted to the next grade. Students in grades six through eight must pass English/Language Arts, mathematics, science and social studies with a grade of 60% or higher to be promoted to the next grade.

#### GRADES 9 – 12

For promotion from one grade to another, students must be taught all of the curriculum standards in required courses for high school graduation. Students must successfully achieve a grade of 70% or higher in required content areas.

#### CLASSIFICATION

The following requirements must be met in order to receive a diploma.

- To be classified as a sophomore, a student must have earned a minimum of four units. Those units must include at least one unit in English, one unit in mathematics, and one unit in social studies.

**IKE**

PROMOTION AND RETENTION

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*Rescinds: IKE*

*Issued: 1/07*

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- \* To be classified as a junior, a student must have earned a minimum of twelve units. Those units must include two units of English, two units of mathematics, one unit of social studies, and one unit of science.

- \* To be classified as a senior, a student must have earned a minimum of sixteen units. Those units must include three units of English, three units of mathematics, two units of social studies (one of which must be United States History), and two units of science.

Students will be classified only at the beginning of a school year.

Students not passing the High School Assessment Program (English/Language Arts/mathematics) by the end of grade 12 will be awarded an appropriate state certificate indicating the number of credits earned and grade completed. A summer administration of the High School Assessment Program (English/Language Arts/mathematics) will be offered to these students.

#### ATTENDANCE

In addition to the previously stated standards for promotion, all students must meet State and Georgetown County School District attendance requirements.

#### SPECIAL EDUCATION PROGRAM

Promotion/Retention for a student served in special education is determined by the student's current individualized education program (IEP). If a special education student's IEP states that alternative promotion/retention standards are required, those alternative promotion/retention standards must be described by the IEP committee on the student's IEP. If a student's IEP does not require alternative promotion and retention standards, he/she would be subject to the requirements specified elsewhere in this policy.

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#### LEGAL REFERENCES

South Carolina Education Accountability Act of 1998

**IKF**

#### GRADUATION REQUIREMENTS

Issued: 5/12

*Rescinds: IHF*

*Issued: 11/99*

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#### GRADUATION REQUIREMENTS

Students are required to earn 24 credits with no credit granted for athletic or extracurricular activities, and pass the High School Assessment Program (English Language Arts/Mathematics) to graduate from a Georgetown County High School. Credit shall only be earned for passing grades in courses which appear in the District Master Course Catalog in the following curricular areas:

| <u>AREA</u>                   | <u>CREDITS</u> |
|-------------------------------|----------------|
| English/Language Arts         | 4.0*           |
| Mathematics                   | 4.0*           |
| U.S. History                  | 1.0*           |
| Economics                     | 0.5*           |
| Government                    | 0.5*           |
| Other Social Studies          | 1.0            |
| Natural Science               | 3.0*           |
| CATE or Foreign Language      | 1.0            |
| Physical Education (or JROTC) | 1.0            |
| Computer Science              | 1.0*           |
| Total                         | 17.0           |
| Electives                     | 7.0            |
| Total Required For Graduation | 24.0           |

**IKF**  
**GRADUATION REQUIREMENTS**  
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Georgetown County School District recommends students follow  
 The Commission on Higher Education College Preparatory Requirements

- English/Language Arts                      4.0
- Mathematics                                      4.0
- Laboratory Science                              3.0
- Foreign Language                              2.0 (Same Language)



- Social Science 3.0
- Fine Arts 1.0
- Elective 1.0 (See SCCHE)
- Physical Education or ROTC 1.0

A high school certificate shall be awarded to special education students who do not complete requirements for a State High School Diploma, but who do complete a prescribed program. This certificate may be one of attendance or an Employable Credential as described by the Georgetown County School District Board-approved program.

Any student who earns the required 24 credits but fails to pass the High School Assessment Program (English/Language Arts/Mathematics) before the date of graduation shall be issued a South Carolina Certificate and such students shall not be identified during graduation ceremonies.

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#### LEGAL REFERENCES

- A. S.C. CODE, 1976, AS AMENDED:
  - 1. SECTION 59-39-100: DIPLOMAS TO BE UNIFORM IN EVERY RESPECT; UNITS REQUIRED TO EARN A DIPLOMA.
- B. S.C., ACTS AND JOINT RESOLUTIONS:
  - 1. EDUCATIONAL IMPROVEMENT ACT OF 1984, 1984 (512) 680, DIVISION II, SUBDIVISION B, SUBPART 3, SECTION 4: NO COMMISSION OR AGENCY TO REQUIRE A FOREIGN LANGUAGE AS A PREREQUISITE TO RECEIVE A REGULAR HIGH SCHOOL DIPLOMA.
- C. STATE BOARD OF EDUCATION REGULATIONS:
  - 1. R-43-259: GRADUATION

## Waccamaw Middle School – Job Description

Job Title: Teacher  
Reports To: Principal  
Assistant Principal

### Qualifications:

1. Certificate, license, or other legal credential required. (Valid SC Teaching Certificate)
2. Degree(s) required and area of major study.
3. Prior job experience preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Job Goal:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

### Job Functions:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
4. Prepares for assigned classes and shows written evidence of preparation when requested by the principal
5. Establishes and maintains standards of pupil behavior needed to provide an orderly and productive classroom.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.

9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct.
14. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans purposeful assignments for substitute teachers to use in their absence and assists the administration in the evaluation of the substitute teacher's performance.
16. Attends staff meetings and serves on committees as requested.
17. Instructs pupils in the proper care and use of all tools and equipment to prevent loss or abuse, and to minimize time required for distribution and collection.
18. Organizes storage areas and controls use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
19. Assists in the selection of textbooks, instructional materials, tools, and instructional aids needed and maintains an accurate inventory of all items.
20. Maintains professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
21. Maintains an accurate record of pupil attendance and makes daily reports of pupils absent from class.
22. Participates in curriculum and other developmental programs within the school or district as assigned.
23. Supervisor may assign other duties as needed.

## FACULTY DIRECTORY

| Name               | Address                    | City/State            | Phone<br>Number |
|--------------------|----------------------------|-----------------------|-----------------|
| Summer Altman      | 9684 Eaddy Lane            | Murrells Inlet, 29576 | 240-3609        |
| Arica Armstrong    | 783 Lanes Creek Drive      | Georgetown 29440      | 240-8287        |
| Suzanne Baxter     | 151 Fox Den Drive          | Murrells Inlet, 29576 | 833-0459        |
| Chris Bergeron     | 74 Tall Pines Way          | Pawleys Island, 29585 | 603-682-9024    |
| Aliska Brown       | 137 Annie Rainey Lane      | Pawleys Island, 29585 | 543-3221        |
| Whitney Cameron    | 259 Deer Run Ave.          | Georgetown, 29440     | 461-4071        |
| Brandy Cheek       | 120 Haig Ct.               | Georgetown, 29440     | 904-6404        |
| Kim Cox            | P.O. Box 4269              | Pawleys Island, 29585 | 240-3130        |
| Cynthia Crisp      | 8015 Cone Court            | Murrells Inlet, 29576 | 650-2143        |
| Jamie Curry        | 703 Francis Marion Drive   | Georgetown, 29440     | 344-2784        |
| Twila Daniels      | 408 43 <sup>rd</sup> Ave N | Myrtle Beach, 29577   | 325-6212        |
| Allen Dennison     | 520 S. Merriman Rd.        | Georgetown, 29440     | 543-0280        |
| Beverly Drayton    | 621 Canal Street           | Georgetown, 29440     | 485-1883        |
| Timothy Duncan     | 11 Brandy Mill Way Unit B  | Pawleys Island, 2955  | 305-6173        |
| Cheryl Eaddy       | PO Box 2624                | Murrells Inlet, 29576 | 385-3557        |
| Anthony Forline    | 3919 Gladiola Ct. Unit 304 | Myrtle Beach, 29588   | 301-775-6614    |
| Micah Freeman      | 587 Tuckahoe Road          | Myrtle Beach, 29579   | 997-3450        |
| Morgan Ganley      | 961 Refuge Way             | Murrells Inlet, 29576 | 732-684-0252    |
| Richard Gehrman    | 53 Alexander Glennie D     | Pawleys Island, 29585 | 235-9320        |
| Dori Grimes        | 4626 Lomax Court 5D        | Murrells Inlet, 29576 | 217-508-8535    |
| Taylor Hering      | 43 Quail Run               | Georgetown, 29440     | 602-9080        |
| James Hooks        | 497 Beaumont Drive         | Pawleys Island, 29585 | 237-1055        |
| Downing Hudson     | 45 Woodbourne Lane         | Pawleys Island, 29585 | 543-1956        |
| Brenda Keel        | 760 S. Causeway Road       | Pawleys Island, 29585 | 237-0155        |
| Travis Klatka      | 1216 Keowee River Ct       | Myrtle Beach, 29588   | 458-8334        |
| Danielle Lutz      | 709 Crooked Oak Dr.        | Pawleys Island, 29585 | 704-906-6468    |
| Pam McDill         | 848 S Waccamaw Drive       | Garden City, 29576    | 651-2596        |
| Danielle Otto      | 925 Refuge Way             | Murrells Inlet, 29576 | 485-2340        |
| Kelly Price        | 425 Summit Avenue          | Georgetown, 29440     | 546-9430        |
| Celia Pyatt        | 5 Sandy Island Rd          | Pawleys Island, 29585 | 237-8226        |
| Perkles Pyatt      | 15 Sandy Island Rd.        | Pawleys Island, 29585 | 318-4034        |
| Nancy Randall      | 252 King George Road       | Georgetown, 29440     | 546-4707        |
| Nonie Reese        | 822 Prince Street          | Georgetown, 29440     | 843-521-1271    |
| Beth Saxon         | 174 Rice Mill Drive        | Pawleys Island, 29585 | 237-7559        |
| Jasmine Stillwagon | 729 Bonita Loop            | Myrtle Beach, 29588   | 602-7004        |
| Patricia Tucker    | 8 Sandy Island Rd.         | Pawleys Island, 29585 | 237-9135        |
| Sherry Vanderhorst | 417 Highmarket Street      | Georgetown, 29440     | 527-7547        |
| Kim Williams       | 25 Stamper Trail           | Pawleys Island, 29585 | 457-0541        |

Waccamaw Middle School  
2017/2018- Extra-Curricular Assignments

Department Chairs:

ELA: Taylor Hering  
Math: Micah Freeman  
Science: Cindy Crisp  
Social Studies: Downing Hudson  
Special Education: Summer Altman  
Exploratory: Rebecca Carreiro  
Administration: Jamie Curry, Travis Klatka

Yearbook – Danielle Otto  
Newsletter – S. Moore  
Facebook - Danielle Otto  
Student Council – Williams  
National Junior Honor Society – Crisp  
Jr. Beta Club- Hering  
PTSA Representative –Gehrman  
SIC Representatives – Crisp  
Black History Month Activities –Greene, Daniels, Forline, Brown  
Academic Bowl Team - Hudson  
Girls’ Basketball – Aliska Brown  
Boys’ Basketball - Coach Bergeron  
Spelling Bee – Hering  
Geography Bee – Hudson  
ProTeam- Kim Williams  
FLL Robotics Team – Freeman  
MathCounts - Freeman  
Builders Club - Tester  
Cheerleading - Danielle Otto



2017/2018  
Waccamaw Middle School  
Discipline Policy

For all Level I offenses, including tardiness, a discipline form will be used to document and record all discipline offenses. Teachers should follow the procedures outlined on the form and make contact with a parent. The teacher will turn in a copy of the discipline form to Mr. Klatka. A teacher should keep a copy of their students' discipline forms on file at all times.

For all Level 2 or 3 offenses, teachers should fill out a Discipline Form and immediately call for and send the student to an administrator for action.

Lunch Detention Procedures

- Lunch Detention will be held in the assigned teacher's room during their lunch period.
- If a student(s) is to serve lunch detention for a teacher they are to meet in the teacher's room prior to going to lunch. Once the hall is clear the teacher will walk the student(s) to the cafeteria to purchase a lunch. The teacher will then walk the student(s) back to their classroom.
- Teachers are not to have lunch detention during the week of their duty.
- Parents must be notified when a student is to serve lunch detention. Parents should be contacted the day of the incident and told what day the child will serve lunch detention.
- Teachers may have a specific day for their lunch detention or have lunch detention daily. This decision is up to the teacher.
- If a student is to serve lunch detention for two different teachers on the same day please come to an agreement on when the student should serve detention for both teachers.

# Waccamaw Middle School Duty Schedule

| Group 1  | Duty Dates  |
|--|---|
| <p><b>Morning Duty 7:05 – 7:35</b></p> <p><u>Auditorium</u>      <u>Cafeteria</u>      <u>8<sup>th</sup> Car Loop</u><br/> Randall              Hudson              Gehrman</p> <p><b>Lunch Duty</b></p> <p><u>7<sup>th</sup> Grade</u>                      <u>8<sup>th</sup> Grade</u><br/> Price/Williams              Freeman/Bergeron</p> <p><b>Afternoon Duty 3:00-3:30</b></p> <p><u>Bus</u>              <u>7<sup>th</sup> Grade Loop</u>              <u>8<sup>th</sup> Grade Loop</u><br/> Klatka/Hooks              Carreiro              Curry/Saxon</p> | <p>August 22<sup>nd</sup> – September 8<sup>th</sup><br/> October 23<sup>rd</sup> – November 9<sup>th</sup><br/> January 8<sup>th</sup> – January 26<sup>th</sup><br/> March 12<sup>h</sup> – March 29<sup>th</sup><br/> May 21<sup>st</sup> – May 25<sup>th</sup></p>        |
| Group 2  | Duty Dates  |
| <p><b>Morning Duty 7:05 – 7:35</b></p> <p><u>Auditorium</u>      <u>Cafeteria</u>      <u>8<sup>th</sup> Car Loop</u><br/> Foreline              Reese              Gehrman</p> <p><b>Lunch Duty</b></p> <p><u>7<sup>th</sup> Grade</u>                      <u>8<sup>th</sup> Grade</u><br/> Cameron/Tester              Burke/Crisp</p> <p><b>Afternoon Duty 3:00 – 3:30</b></p> <p><u>Bus</u>              <u>7<sup>th</sup> Grade Loop</u>              <u>8<sup>th</sup> Grade Loop</u><br/> Klatka/Altman              Otto              Curry/Armstrong</p>   | <p>September 11<sup>th</sup> – September 29<sup>th</sup><br/> November 13<sup>th</sup> – December 1<sup>st</sup><br/> January 29<sup>th</sup> – February 16<sup>th</sup><br/> April 9<sup>th</sup> – April 27<sup>th</sup><br/> May 29<sup>th</sup> – June 1<sup>st</sup></p> |
| Group 3  | Duty Dates  |
| <p><b>Morning Duty 7:05 – 7:35</b></p> <p><u>Auditorium</u>      <u>Cafeteria</u>      <u>8<sup>th</sup> Car Loop</u><br/> Greene              Baxter              Gehrman</p> <p><b>Lunch Duty</b></p> <p><u>7<sup>th</sup> Grade</u>                      <u>8<sup>th</sup> Grade</u><br/> Lutz/Ownbey              Hering/Ganley</p> <p><b>Afternoon Duty 3:00-3:30</b></p> <p><u>Bus</u>              <u>7<sup>th</sup> Grade Loop</u>              <u>8<sup>th</sup> Grade Loop</u><br/> Klatka/Cox              Moore              Keel/Daniels</p>            | <p>October 2<sup>nd</sup> – October 20<sup>th</sup><br/> December 4<sup>th</sup> – January 5<sup>th</sup><br/> February 19<sup>th</sup> – March 9<sup>th</sup><br/> April 30<sup>th</sup> – May 18<sup>th</sup><br/> June 4<sup>th</sup> – June 8<sup>th</sup></p>            |



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**\*\*\*ALL TEACHERS should be present at their doors during every class change!!**

**Lunch procedures:**

- ALL students are to report to the cafeteria/school store area FIRST. No one is allowed outside until instructed by a teacher on duty.
- Students should go to the restrooms and school store before entering the cafeteria. Once students enter the cafeteria, they will not be allowed to leave to purchase items from the school store. Students who need to use the restroom during lunch may leave the cafeteria to do so, but teachers on duty should not allow more than 3 students at a time to use the restroom. One of the teachers on duty should stand by the cafeteria doors and monitor students using the restroom.
- Students will dismiss from the cafeteria through the side doors leading directly outside. (The outside exit by the gym is OFF LIMITS; students should NOT use those doors.)
- Teachers on duty should be in the cafeteria, monitoring the hallways entrances, and outside. Please decide amongst yourselves who will do what.
- Students are not to go outside with food or drink – please monitor this.

2017/2018 WMS Committees

Culture & Climate:

Purpose: Teacher appreciation.

Chair: Altman

Members: Curry, Klatka, Hudson, Tester, Altman, Lutz, Freeman, Ganley, Carreiro

- Events
- Birthdays
- Special Announcements
- School Decor
- Celebrations/Recognitions

#### Discipline Committee: (LEAD)

Purpose: To promote a safe and orderly learning environment for students, faculty and staff.

Chair Person: Mr. Gehrman

Members:

Klatka, Curry, Baxter, Lutz, Crisp, Tester, Bergeron, Cameron, Hering

#### Student Intervention Team (SIT):

Purpose: To provide at risk students with tools and strategies to be successful in the classroom

Chair Person: Jamie Curry/Travis Klatka

Members: Becca Wheeler, Summer Altman, Invested teachers

- Review the data for the referral
- Create intervention plans

### Read to Succeed Committee:

Purpose: To help ensure the Read to Succeed Plan is being followed at WMS

Chair Person: Travis Klatka

Members: , Ganley, Lutz, Baxter, Hering, Ownbey

### Wildcat Board:

Purpose: To provide WMS with guidance and direction in order to meet school-wide goals, and promote the teaching and learning of all stakeholders

Chair: Administration

Members: All Department Chairs, Twila Daniels, Jamie Curry, Travis Klatka, Shelly Moore, and Teacher of the Year

- Curriculum (Instructional Strategies)
- School Themes and Goals
- Data Analysis (MAP, Common Assessments, Benchmark, and PASS)
- PLTs
- Departmental Meetings

## **Fire/Lockdown Drill Calendar**

| <b><u>Date</u></b>                  | <b><u>Period</u></b> | <b><u>Estimated Time</u></b> |
|-------------------------------------|----------------------|------------------------------|
| <b>Tuesday, August 29, 2017</b>     | 2 <sup>nd</sup>      | 9:05                         |
| <b>Thursday, September 14, 2017</b> | 3 <sup>rd</sup>      | 10:10                        |
| <b>Thursday, October 12, 2017</b>   | 5 <sup>th</sup>      | 1:45                         |
| <b>Thursday, November 16, 2017</b>  | 6 <sup>th</sup>      | 2:00                         |
| <b>Thursday, December 7, 2017</b>   | 1 <sup>st</sup>      | 8:45                         |
| <b>Thursday, January 18, 2018</b>   | 2 <sup>nd</sup>      | 9:50                         |
| <b>Thursday, February 15, 2018</b>  | 3 <sup>rd</sup>      | 11:00                        |
| <b>Thursday, March 15, 2018</b>     | 5 <sup>th</sup>      | 12:55                        |
| <b>Thursday, April 19, 2018</b>     | 6 <sup>th</sup>      | 2:00                         |
| <b>Thursday, May 10, 2018</b>       | 1 <sup>st</sup>      | 8:45                         |

\*\*\* Note these dates and times are subject to change. Teachers will be notified in advance of any change.\*\*\*

- Teachers please remember to review fire and/or lockdown drill procedures with your class prior to the drill.
- Make sure you take your roster with you during a fire drill.
- Please take attendance of students upon exiting the building.
- Remind students to walk on the right side of the hall and exit the building quietly.
- Please notify the closest administrator or any individual with a radio if you are missing a student.
- Make sure the last person out of your class closes the door.

## **PLT Dates for 2017-2018 School Year**

|                                      |
|--------------------------------------|
| <b>Wednesday, September 6, 2017</b>  |
| <b>Wednesday, September 13, 2017</b> |
| <b>Wednesday, September 20, 2017</b> |
| <b>Wednesday, October 4, 2017</b>    |
| <b>Wednesday, October 11, 2017</b>   |
| <b>Wednesday, October 18, 2017</b>   |
| <b>Wednesday, November 1, 2017</b>   |
| <b>Wednesday, November 8, 2017</b>   |
| <b>Wednesday, November 15, 2017</b>  |
| <b>Wednesday, December 6, 2017</b>   |
| <b>Wednesday, December 13, 2017</b>  |
| <b>Wednesday, January 10, 2018</b>   |
| <b>Wednesday, January 17, 2018</b>   |
| <b>Wednesday, January 24, 2018</b>   |
| <b>Wednesday, February 7, 2018</b>   |
| <b>Wednesday, February 14, 2018</b>  |
| <b>Wednesday, February 21, 2018</b>  |
| <b>Wednesday, March 7, 2018</b>      |
| <b>Wednesday, March 14, 2018</b>     |
| <b>Wednesday, March 21, 2018</b>     |
| <b>Wednesday, April 11, 2018</b>     |
| <b>Wednesday, April 18, 2018</b>     |
| <b>Wednesday, May 2, 2018</b>        |
| <b>Wednesday, May 9, 2018</b>        |
| <b>Wednesday, May 16, 2018</b>       |

- Teachers are expected to start their PLT no later than ten minutes after the start of their planning. Teachers may finish their PLT meeting with ten minutes left in their planning.
- If Mr. Klatka or Ms. Curry are not available for PLT it is the responsibility of the department chair to fill out the PLT form and submit it to Mr. Klatka or Ms. Curry.
- PLT dates may be changed, added, or canceled at the discretion of Mr. Klatka or Ms. Curry.
- PLTs are to be used to common plan, analyze data, share teaching strategies, etc.
- Teachers are to meet in Curriculum Collaboration Room (Room 603).