



ROYAL LIVE OAKS

ACADEMY OF THE ARTS AND SCIENCES

*No one deserves to fail.
Every child should taste success!*



EMPLOYEE HANDBOOK 2016-2017

RLOA Board Approved March 2016

Every child should taste success. No child deserves to fail.

Approved by the RLOA Board:

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WELCOME

Welcome to ROYAL LIVE OAKS ACADEMY OF THE ARTS & SCIENCES CHARTER SCHOOL (RLOA). Thank you for choosing us as your professional home. As employees of RLOA, we each have a duty to understand and comply with applicable laws, policies, and rules. Your compliance with board approved policies represents a professional commitment to students and RLOA colleagues.

Each employee is required to sign the ROYAL LIVE OAKS ACADEMY Personnel Handbook distribution list, acknowledging receipt of this handbook and his/her compliance with the guidelines contained in this book. Changes in policies may occur; however, each employee will be notified in writing of these changes and are expected to abide by all revisions. This handbook outlines individual and group directives to achieve the quality of education and personal commitment expected of an RLOA employee.

MISSION STATEMENT

The mission of RLOA is for the faculty, staff, students, parents, and community to provide an engaged learning environment that leads to the success of each individual student, while also challenging these students to become life-long learners, independent thinkers, respectful individuals, and responsible citizens, thus preparing them to enter a 21st century global economy. With this mission, Royal Live Oaks Academy will improve student learning; increase learning opportunities for students; encourage the use of a variety of productive teaching methods; create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site; and assist South Carolina in reaching academic excellence. To succeed in this mission, the individual needs of each learner is the core of Royal Live Oaks' mission, striving toward South Carolina's goal of achieving excellence through individual successes with every child served. *No child deserves to fail; every child should taste success!*

The organization of Royal Live Oaks Academy Charter School is composed of an administrative team, a teaching team, and a support staff. The administrative team is composed of the Executive Director of the Academy/Principal, Elementary Assistant Principal, Middle School Assistant Principal, High School Assistant Principal, Guidance Counselor, Director of Facilities & Personnel, Director of STEAM (Science-Technology-Engineering-Arts-Math)/PBL (Project-Based Learning)/PLTW (Project Lead the Way), Title I, III, VI/Young Scholars/Gifted & Talented Coordinator, Literacy Coach, Special Education & Response to Intervention Coordinator, Elementary Instructional Coach, PBL/STEAM/PLTW Support, Literacy Support, and Registrar/PowerSchool Administrator/Guidance Secretary. The teaching team is composed of classroom teachers grades K-12, Special Education teachers, teachers of foreign language, English as a Second Language, and reading and math interventionists. The support staff is composed of a Bookkeeping Coordinator, Parent Liaison/Title III Assistant, administrative assistant, cafeteria manager, nurse, and custodial personnel. Descriptions of all positions are available from the Director of Facilities & Personnel upon request.

In order for RLOA to properly function and to fulfill all obligations, open communication and cooperation among all persons who are involved in any way with the daily operations of the school are essential. Rules should not be necessary; however, to insure that expectations are clear and everyone is operating on the same set of standards, the following responsibilities are outlined to provide a frame of reference. The purpose is not meant to be punitive but helpful in understanding what best promotes a cohesive learning community; these rules are set forth in that spirit.

NON-DISCRIMINATION

RLOA is an equal opportunity employer and does not discriminate against potential employees on the basis of disability, race, creed, color, gender, national origin, political affiliation, veteran status, religion, ancestry, marital status or sexual orientation. RLOA will follow all state and federal laws and regulations regarding employment practices. Furthermore, RLOA is authorized by the South Carolina Department of Education through the South Carolina Public Charter School District (SCPCSD). Royal Live Oaks Academy of the Arts & Sciences Public Charter School does not discriminate against anyone on the basis of race, gender, disability, age, religion, immigrant status, or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For questions pertaining to:

1. Special Education, contact: Janice Lee
2. Federal Programs, contact Janice Lee and Title I, III, VI Coordinator Kattia Chaves Hererra
3. 504 Plan, contact: Precious Barr, 504 Plan Coordinator
4. Title IX, contact: Brian Morse, High School Assistant Principal
5. Guidance, contact: Precious Barr, Guidance Coordinator
6. ADEPT/SAFE-T Coordinator, contact: Dr. LaQuandra Stevenson, Elementary Assistant Principal

All of the above persons may be reached as follows: PO Box 528, 1398 Church Rd. | Hardeeville SC 29927 | 843-784-2630 (Phone) | 843-784-2623 (Fax)

AT-WILL EMPLOYMENT

No policy or provision in this handbook is intended to create a contract binding the employee or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason. Employees must provide **at least a 14 day notice** of resignation. No representative or agent of the employer, other than the Executive Director, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term. To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Executive Director. Insubordination and disloyalty are not tolerated and are grounds for dismissal.

STANDARDS OF CONDUCT FOR SOUTH CAROLINA EDUCATORS

Pursuant to State Board of Regulation 43-58, the State Board of Education has the legal authority to deny, revoke, or suspend a certificate, or to issue a public reprimand, for the following causes:

1. incompetence
2. willful neglect of duty
3. willful violation of the rules and regulations of the State Board of Education
4. unprofessional conduct
5. drunkenness
6. cruelty
7. crime against the laws of this state or the United States
8. immorality
9. any conduct involving moral turpitude
10. dishonesty
11. evident unfitness for the position for which one is employed

12. sale or possession of narcotics
13. obtaining or attempting to obtain a certificate by fraudulent means or through misrepresentation of material facts
14. failure to comply with the provisions of a contract without the written consent of the local school board
15. test security violation
16. failure to comply with a court order for child support
17. failure for a second time to complete successfully the formal evaluation process as a teacher
18. disruptive and/or malicious behavior against the school and administrative/governing bodies

The State Board of Education may impose any one of the following disciplinary actions on an educator's certificate:

1. permanent revocation
2. revocation with the right to reapply after three years
3. suspension for a specified period of time
4. suspension for a specified period of time, upon satisfaction of certain conditions such as drug or alcohol testing, counseling, or treatment; psychiatric testing, counseling, or treatment; or other conditions appropriate to the facts of the case
5. public reprimand

The process for taking disciplinary action on an educator's certificate:

1. The Department of Education may learn of possible grounds for disciplinary action on an educator's certificate from a school district superintendent pursuant to State Board of Education Regulation 43-58.1, other states, the media, and individual complaints.
2. Once the Department of Education learns of conduct that may constitute just cause for disciplinary action, the Department will notify the educator of pending disciplinary action and of the educator's right to a hearing. The educator has fifteen days from the receipt of the notice to make a written request for a hearing.
3. If the educator fails to request a hearing within this time frame, he or she will waive the right to a hearing and the State Board may impose disciplinary action based on the information presented by the Department.
4. If the educator requests a hearing, a hearing will be conducted before the Board or a hearing officer, pursuant to State Board of Education Rule BCAF, Procedures for Educator Certification Hearings.

South Carolina educators have had disciplinary action taken on their certificates for:

1. pursuing a personal, inappropriate relationship with a student
2. touching a student inappropriately
3. engaging in a physical altercation with a student
4. supplying alcohol or drugs to a student
5. using a school computer to view or download pornography
6. sending or receiving prurient e-mails
7. violating test security
8. violating state or federal laws involving drugs or alcohol or other illegal behavior
9. embezzling public funds
10. committing breach of trust
11. breaching a teaching contract

Applicants for certification in South Carolina have had their applications for certification denied because they have serious criminal records and, in some cases, failed to fully disclose their criminal records.

Notice of the denial, suspension or revocation of an educator's certificate is sent to all districts in South Carolina and to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse. Notice of a public reprimand is sent only to the school districts.

GENERAL INFORMATION FOR EMPLOYEES

CERTIFIED EMPLOYEE EVALUATION

SCDE requested a waiver for relief from some requirements of NCLB. In granting the waiver, the USDE required a new teacher evaluation system that included student growth. On June 11, 2014, the State Board of Education approved this new educator evaluation system. The new model is a shift from student achievement to student growth using tools like value-added and student learning objectives. For teachers, the emphasis shifted from highly qualified to highly effective.

2014-2015:

Local education agencies (LEAs) had the option of continuing to use the current ADEPT evaluation tool (SAFE-T) for one last year, or one of the two pilot rubrics, South Carolina Teaching Standards or Enhanced ADEPT, or any other pre-approved rubric via the normal SCDE waiver process.

Teachers in tested grades and subjects will engage in the roster verification process to initiate the first year of the 3-year rolling average for calculating value-added scores.

On March 11, 2015, the State Board of Education approved the Expanded ADEPT Support and Evaluation System Guidelines. These guidelines revise the guidelines that were initially approved June 2014. One new change is the rating system. There are now 4 effective rating levels instead of 5. The rating labels are: Exemplary, Proficient, Needs Improvement and Unsatisfactory. The new system will be phased in based on contract levels and teaching assignments.

2015-2016:

Induction contract teachers will be evaluated using the NEW Expanded ADEPT system and will write SLOs for formative purposes only.

Annual contract teachers on formal evaluation will be evaluated using the OLD 2006 ADEPT and SAFE-T model and receive training on SLOs.

Continuing contract teachers for grades PK-5 will be evaluated using the NEW Expanded ADEPT and write SLOs.

Continuing contract teachers for grades 6-12 will be trained on the NEW Expanded ADEPT and trained on writing SLOs.

All teachers in courses with state-mandated assessments will conduct roster verification.

2016-2017:

Induction contract teachers will be trained on the NEW Expanded ADEPT.

Annual contract teachers will be evaluated using the NEW Expanded ADEPT and will develop SLOs. The results will be used to make decisions on certificate advancement.

Continuing contract teachers in grades PK-5 will continue being evaluated using the NEW Expanded ADEPT.



Continuing contract teachers in grades 6-12 will be evaluated using the NEW Expanded ADEPT model.

For more information, please see the school ADEPT Coordinator..

CLASSIFIED EMPLOYEE EVALUATION

Royal Love Oaks Academy Classified Employee Evaluation is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve employees' job performance, skill, and expertise through a systematic and constructive evaluation system.

In addition, the evaluation is used for corrective actions and in making personnel decisions. The Classified Evaluation:

1. Provides an opportunity for the supervisor and the employee to mutually develop performance goals; and
2. Assists the supervisor to determine areas for improvement. The supervisor must develop a plan to assist the employee in correcting deficiencies.

After the supervisor has rated the employee's performance, a meeting is held with the employee to discuss performance, make necessary plans for improvement, and commend the employee for good performance. Teachers should provide input into the evaluation of classified Educational Assistants and other instructional support staff.

For more information, please see the Executive Director of Royal Live Oaks or an Assistant Principal.

BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASES

RLOA attempts to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees, and to control the spread of serious communicable diseases and conditions, all decisions regarding the employment status of employees with communicable diseases shall be made on a case-by-case basis.

CRIMINAL RECORDS CHECK (Employees, Contractors, and Substitutes)

A criminal background check on all newly hired employees including substitutes and contract employees will be made prior to hiring. A statewide criminal background check will be made. Individuals whose criminal history indicates a conviction of a crime, whether misdemeanor or felony, that indicates that the individual poses a threat to students, employees, or property, or does not have the integrity or honesty to fulfill his/her duties as a RLOA employee may be excluded from employment or terminated if already employed.

CONDUCT

Staff members are responsible for conducting themselves professionally at all times. We are a team and should give each other respect at all times. It is never acceptable to be critical of another staff member in the presence of students, parents, or members of the community.

TEACHER/STAFF DRESS

All professional employees are reminded that each is a representative of RLOA and a professional. Relative to this fact, one should dress appropriately. Staff should dress in a clean and neat manner that prepares them to meet the public. "Business-casual" is the standard dress for teachers and administrators. (Business-casual is defined as a

button-down, collared, tucked-in shirt and slacks for men and a blouse, suit-top, or other professional-looking top and slacks or skirt for women.) Cafeteria and janitorial personnel are to wear clothing conducive to their work. However, during school hours, jeans (denim), sweatpants, mini-skirts, shorts, and t-shirts are not worn on campus by any employee unless otherwise specified. However, for P.E.-related events, RLOA shorts and RLOA t-shirts are acceptable attire. Women should not dress provocatively (i.e., no low-cut blouses or dresses; no short dresses or skirts; no skin-tight or clinging pants or dresses). No flip-flops or Crocs should be worn; however, sneakers and sandals are acceptable. No visible tattoos should be shown. No tongue rings or body piercings other than standard ear piercing are allowed.

For field trips, sporting events, and other special events, other attire may be permissible. Staff must receive approval from the Executive Director as to appropriate attire for these events.

TOBACCO PRODUCTS

No employee, volunteer, student, or visitor shall be permitted to use tobacco products in or on the grounds of any facility owned, leased, operated by, or contracted for by RLOA.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Due to the commitment to a drug and alcohol free workplace, it is the policy of RLOA that the work environment shall be free of the presence of alcoholic beverages or unlawful controlled substances and that employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. Therefore, RLOA prohibits all employees from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs, alcohol, or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation 21CFR 1300.1 through 1300.15.c. Likewise, employees are prohibited from possessing, using, selling, or distributing drug paraphernalia or drug counterfeits.

This policy shall govern each employee while on any property of RLOA, at any time during which the employee is acting in the course and scope of his/her employment with the school, or at any other time that the employee's violation of this policy has a direct and adverse effect upon the performance of his/her job.

It is a condition of continued employment that each individual shall comply with this policy and shall notify his/her supervisor of any charge, conviction, or plea of guilty or no contest to any criminal drug or alcohol statute no later than the next business day after any such charge, conviction or plea.

Violation of this policy shall subject an employee to personnel action including, but not limited to, termination of employment, suspension with or without pay, conditional continuation of employment, mandatory participation in a drug/alcohol counseling or treatment program approved by the Executive Director or designee, or any combination of the actions listed.

Any employee may be required to submit to a drug or alcohol test when a supervisor, in consultation with the Executive Director, has reasonable suspicion to believe that the employee is consuming alcohol or using illegal drugs or is otherwise under the influence of drugs, alcohol, or other controlled substance in the work place.

If the employee has not previously signed a consent form for the drug or alcohol test, then he/she will be required to sign a consent form prior to the test. Refusal to consent to the test shall be cause for disciplinary action up to and including dismissal.

DUTY TO REPORT ALLEGED VIOLATIONS OF LAW, ORDINANCE OR SERIOUS TRAFFIC VIOLATION

As employees of RLOA, all staff members are expected to observe and obey all laws and ordinances, as well as to comply with all RLOA policies and rules. Occasionally, charges of alleged violations of law, brought against an employee, may negatively affect that employee's ability to effectively perform his/her job responsibilities and/or may have a negative impact upon the reputation of the school.

Any employee charged with, or arrested for, any violation of any law, ordinance or serious traffic violation must report such fact in writing to the Executive Director or her designee no later than the next scheduled business day. In cases involving employee hospitalization and/or incarceration (jail) associated with the alleged violation(s), the employee shall report the alleged violation(s) within 24 hours after his/her release. Such report shall include all pertinent facts concerning the alleged violation(s). Following receipt of the report, the Executive Director or Designee shall review the situation and shall take whatever action is deemed appropriate at that time.

For the purposes of this policy, "serious traffic violation" shall include, but not necessarily be limited to, the following: driving while impaired (DWI), reckless driving, hit and run, passing a stopped school bus, or any violation arising from an automobile accident resulting in a fatality.

In all cases, it is the responsibility of the employee to keep the Executive Director or Designee apprised of the judicial process associated with any charges reported as required above. Upon judicial action in the matter, the employee must report, in writing, the disposition and pertinent facts to the Executive Director or Designee no later than one business day following adjudication. Following receipt of the report, the Executive Director or Designee shall review the situation and shall take any additional action deemed appropriate at that time.

Failure by an employee to comply with the requirements of this policy may result in disciplinary action up to and including dismissal. A copy of this policy will be distributed to each employee at the beginning of each school year.

TECHNOLOGY ACCEPTABLE USE

Technological resources, including computers, other electronic devices, programs, networks, and the Internet, provide opportunities to enhance instruction, appeal to different learning styles, and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. All electronic data files stored or transmitted on RLOA computer resources are considered RLOA records.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the SC State Standards and in meeting the educational goals of the board. Principals, in conjunction with the Executive Director and coaches, should provide suggestions for using technological resources. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans. Downloading programs from the Internet must be educationally appropriate and must have **advanced** approval from the Director.

Additional details include, but are not limited to, the following:

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.



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2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administration regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses, pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the Executive Director or Designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute, or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the Executive Director or Designee.
14. Any user who intentionally wastes limited resources (including distribution of mass electronic mail messages on non-work-related subjects, participation in chain letters, creation of and participation in unauthorized news groups, and storage of electronic data files without proper authorization) is prohibited from such activities.
15. Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.

16. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language that does not serve a legitimate pedagogical purpose.
17. No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the Executive Director may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.
18. The Executive Director may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.
19. Although school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.
20. All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.
21. Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate.
22. If an employee creates and/or posts inappropriate content on a website or profile, or forwards RLOA emails to personal email accounts and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers, and student teachers working in the school system.
23. No movie may be shown without the advance approval of the Executive Director. In accordance with copyright laws, the movie must be owned by the school. To be approved, the movie must be educationally appropriate.
24. Only staff members authorized by the Executive Director may send emails to All Staff. Emails sent to All Staff must be first approved in writing by the Executive Director.
25. The content of all letters and emails to parents must be approved in writing by the Executive Director.

USE OF COPYRIGHTED MATERIALS

RLOA requires that all employees be knowledgeable of and adhere to all provisions of current Federal copyright law *Title 17* of US Code and Congressional "fair use" guidelines. The district recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials in all formats, as well as contractual and licensing agreements pertaining to the instructional use of all formats, including electronically transmitted materials. Willful or serious violations are considered to be in violation of expected standards of behavior for employees, students, and school visitors and may result in disciplinary action.

SEXUAL HARRASSMENT

Title IX clearly states that sexual harassment in the workplace is illegal. Sexual harassment is defined as "any unwelcomed sexual advances or requests for sexual favors or any conduct of a sexual nature." Sexual harassment is grounds for dismissal. Establishing personal relationships with students through email, social media, or personal contact beyond school business is strongly discouraged for the safety of the staff member and the student.

HARASSMENT/BULLYING

RLOA is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, we specifically prohibit harassment on the basis of race, religion, sex, ethnicity, national origin, or disability. All instances of sexual harassment should be reported to the Title IX Coordinator.

Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile working environment. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying, or intimidation.

Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs, and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior.

Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. It is possible for harassment to occur at various levels: between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students.

Harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees and employees and/or students. Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor, or administrator. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the Title IX Coordinator, and failure to do so may subject the employee to disciplinary action.

Any employee who believes that he or she has been harassed in violation of this policy should report such behavior to the Title IX Coordinator. Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace shall report the information promptly to the Executive Director.

All complaints of harassment shall be promptly and thoroughly investigated. Evidence of harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students. The RLOA Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or who participates in an investigation or grievance proceeding initiated under this policy. Nothing in this policy precludes the Executive Director from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school's high expectations for appropriate conduct.

PROHIBITION AGAINST RETALIATION

The RLOA Board prohibits and will not tolerate any form of reprisal, retaliation, or discrimination against any employee who, in good faith, has made or intends to make a report that there has been a violation of federal, state or local law, regulation or public policy due to a practice, policy, act, or omission of RLOA.

RESIGNATION - NOTICE REQUIRED

Licensed, professional employees are required to provide **a minimum of a 14 day notice** prior to a resignation. Failure to do so will result in the recommendation to the SC Department of Education that the employee's license be revoked for failure to meet statutory requirements.

Once a resignation is accepted by the Executive Director, it may not be withdrawn by the employee.

GRIEVANCES

RLOA will actively attempt to resolve differences and to reduce the potential sources of conflict among employees. Open, effective channels of communication among all employees shall be established and maintained. Any employee who has a grievance shall have the opportunity for an orderly presentation and impartial review of the grievance. The following process should be followed:

The RLOA Board encourages employees to discuss their concerns or complaints informally with their supervisors. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved. If, at any time, an employee believes that a formal mechanism for raising his/her concern or problem is needed, he/she should follow the procedure below.

Purpose

The purpose of this procedure is to settle, at the lowest possible administrative level, employee complaints relating to contracts, salaries, and working conditions. "Working conditions" refers to areas of class loads, planning time, adequate physical facilities, activities, etc. RLOA will keep these proceedings as informal and confidential as may be appropriate at all levels of procedure.

Definition

A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of RLOA's policies and administrative procedures or rules and regulations as they affect the employment or work of such employee.

Joint Grievances

RLOA may allow employees to present a joint grievance where each grievant alleges essentially the same facts or circumstances and requests the same relief. Joint grievances must bear the signature of each grievant. RLOA reserves the right to consolidate individual grievances and the right to hear joint grievances on a separate basis.

Definition of "Supervisor"

The term "supervisor" means any person having the authority to do the following:

1. recommend employment of an individual
2. transfer an employee
3. suspend an employee
4. lay off an employee
5. recall an employee
6. promote an employee



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7. discharge an employee
8. assign an employee
9. reward an employee
10. discipline an employee
11. direct or review the work of an employee

Definition of "Day"

A "day" is any day on which the administrative is open.

Grievance Procedure

Step one

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to his/her direct supervisor within ten (10) days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence.

Should the employee believe that resolution of the grievance requires a decision beyond the supervisor's level or area of authority, the employee will so state such belief upon submitting the grievance form. If the supervisor is in agreement concerning authority to resolve the grievance, he/she will immediately pass the grievance on to the appropriate supervisor, who will handle the matter as a first level grievance. The direct supervisor may, however, determine that resolution of the grievance is not outside his/her authority and hear the grievance.

The appropriate supervisor will arrange a meeting with the employee within five (5) days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within five (5) days after the meeting. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five (5) days.

Every school in the district will take all necessary steps to prevent recurrence of any harassment and will strive to correct any discriminatory effects on the complainant and others, where appropriate.

RLOA prohibits retaliation for filing a complaint or participating in an investigation or inquiry. Any person attempting to retaliate will be dealt with accordingly.

Step two

The grievance may be appealed through each supervisory or administrative level to the Executive Director. At each level, the procedure set out above will be followed. The original grievance and the supervisor's response will serve as the basis of the meeting. The employee and the supervisor at the preceding level may summarize the facts previously presented.

On appeals to the Executive Director, the Executive Director will arrange a meeting within five (5) days of receipt of the grievance and will respond in writing to the employee within five (5) days of his/her hearing of the grievance. The Executive Director will make summaries of the lower-level presentations and responses, and may, at his/her discretion, hear witnesses and evidence directly.

Upon mutual agreement between the employee and the supervisor, the time requirements under this procedure may be extended at any step, except that neither party will unreasonably refuse an extension or unreasonably delay the proceeding.

Appeal to the Board of Trustees

After following the above procedure, an employee may request a meeting with the RLOA Board for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the Executive Director within five (5) days of the Executive Director's response to the grievance.

The Executive Director will, at the next regularly scheduled RLOA Board meeting, present to the Board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels.

The Board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within ten (10) days. Should the Board decide to discuss the grievance with the grievant, said discussion will be informal and non-adversarial for the discussion of employment as allowed under S.C. Code, Section 30-4-70 (Supp. 1984).

Procedure for appeal of termination of classified personnel

In the case of termination of a classified employee, an appeal of the decision may be made initially to the Executive Director, or other person having final responsibility for the decision. The employee may take a further appeal of the termination to the Executive Director or her designee.

Finally, the employee may request a meeting with the RLOA Board to discuss the grievance in accordance with the procedure outlined above.

Civil rights grievances

RLOA will use the grievance procedures set forth above to process employee complaints based on alleged violations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles I and II of the Americans with Disabilities Act of 1990 (referred to as "civil rights grievances").

However, if the grievance is not resolved after the first two levels above, the employee may appeal in writing to RLOA's Title IX Coordinator. If the employee does not file such appeal within five (5) days of the grievant's receipt of the written response, the employee waives his/her right to appeal.

If the employee files an appeal, the Title IX Coordinator will investigate the claim as appropriate. He/She will conduct a hearing within five (5) days following any investigation. All interested persons and their representatives, if any, will have an opportunity to submit evidence relevant to the complaint. The Title IX Coordinator will render a decision on the matter within five (5) days after receipt of the grievance or, if a hearing is conducted, within five (5) days after the conclusion of the hearing. The decision and any description of the resolution will be in writing and a copy forwarded to the grievant.

After appeal to the Title IX Coordinator, the grievant may follow the procedures described above beginning with appeal to the Executive Director.

The employee's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency will not impair his/her right to a prompt and equitable resolution of any civil rights grievance.

See Appendix C for Grievance Form.

GENERAL RESPONSIBILITIES

All personnel are responsible for familiarizing themselves with the contents of this book. The Royal Live Oaks Governing Board hopes that all personnel will embrace these rules and understand that they must adhere to them to create a professional learning community in which children's success is the primary focus. If you wish to disagree with anything, it is requested that you discuss your concerns with the Executive Director. When additions or changes are made concerning policy or rule, all personnel will be notified in writing.

Teachers are responsible for the order of all students at all times when in and on any part of the school property. Working together as a team, division of supervision at different times of the day can be expected, but teachers should feel individually and corporately responsible for all the children in their team. Teachers are expected to be at the door to their classroom during the change of classes to help enhance a welcoming atmosphere. All teachers are expected to spot-check the rest rooms from time to time.

Teachers and staff are NOT to eat or drink in the classroom during class time except when children are allowed to eat or drink.

It is the responsibility of all teachers to assist/prepare students for any standardized tests that children are required to take.

A mailbox for each staff member is located in the administration building. Each staff member is expected to check his/her box **daily** and **cannot** send a student to check the mailbox.

Announcements will be communicated through email as the primary means of communication. Thus, it is essential that all personnel check email **daily** in the morning upon arrival, during planning breaks, and at the end of the day. When discussion is necessary to reach decisions, these matters will be held for Friday afternoon staff development meetings.

At the beginning of the school year, keys will be issued for rooms, closets, and desks to the appropriate individuals. Employees are not authorized to duplicate keys or to transfer keys to others and will be held responsible for any loss of property because of unauthorized use of keys. The cost of lost keys is \$100.00.

It is incumbent on each employee to keep the buildings, furniture, equipment, books, and supplies in excellent condition. Students should be actively involved in this process from the first day of school. We should do everything possible to instill a sense of pride in our students. The *Behavior Code* outlines students' responsibilities, which include: general care of classrooms and bathrooms, and accountability for damage or vandalism, etc. of any kind.

ARRIVAL AND DEPARTURE TIMES

A rotation of arrival and departure times Monday-Thursday are arranged for student/duty coverage.

Hours for those on morning or afternoon duty are adjusted in accordance with that schedule. It is anticipated that morning duty will be 7:00-7:45 and will be manned by 3 administrators, 2 related arts teachers, 1 Special Education teacher, and one ESOL teacher. Teachers who have morning duty will arrive **no later than 7:00 and leave no earlier than 4:30**. Lunch duty will be manned by 1 administrator and paraprofessionals (2 per grade based on intervention schedule).



Paraprofessionals arrive at **8:00am** and leave at **5:00pm Monday-Thursday** and leave at **1:30pm on Friday except on the third Friday**. They are assigned to small groups of students or a classroom throughout the day and have lunch duty with students on a rotating schedule. Paraprofessionals are provided 30 minutes for lunch and two 15-minute breaks, both based on the intervention schedule; they will be assigned to classrooms for dismissal duty. They are required to attend professional development/parent meeting days on the third Friday of each month.

Interventionists arrive at **8:00am** and leave at **5:00pm Monday-Thursday (unless scheduled for duty)** and leave at **1:30pm on Friday except on the third Friday**. They are assigned to small groups of students. Interventionists are provided 30 minutes for lunch, two 15-minute breaks, and 15 minutes planning each day; they will be assigned to classrooms for dismissal duty. They are required to attend professional development/parent meeting days.

Front office staff arrive and leave on a staggered schedule to provide coverage Monday-Friday. On Fridays, there is no coverage after 2:30.

It is imperative that on Friday, staff is on campus until 1:30pm. On the third Friday of each month, staff is required to participate in planned parent meetings or professional development until 3:30pm. If some emergency arises which may force an employee to be late in the morning or requires one to leave the school grounds or necessitates leaving early, the employee must notify the Executive Director as soon as the employee is aware of such a situation. In her absence, the Director of Facilities & Personnel should be notified. **Any employee failing to make the proper notification will be subject to disciplinary action and possible dismissal.**

Teachers are to be in the classroom **no later than 7:30am each morning** and leave **no earlier than 4:30pm Monday-Thursday**. On Fridays, teachers are to leave **no earlier than 1:30pm. On the third Friday of each month, staff is required to participate in planned parent meetings or professional development until 3:30pm.** There must be supervision at all times that students are in the classroom, school building, or school grounds.

No staff member may leave campus without the **express permission** of the Executive Director, or in her absence the Director of Facilities & Personnel. This will **not** be a re-occurring event to buy lunch, for example, but is the exceptional need to take care of some personal matter that cannot be attended to before or after school. When a staff member leaves the campus for any reason before the scheduled departure time, he or she must sign in and out and complete the appropriate leave form.

TEACHERS MUST BE IN THEIR CLASSROOMS AND READY FOR WORK WHEN STUDENTS ARRIVE. A TEACHER SHOULD NOT BE LATE FOR CLASS. THE IMPORTANCE OF THIS CANNOT BE OVER-EMPHASIZED.

SIGN-IN AND SIGN-OUT

All staff is required to sign in and out through a key-card when they arrive and when they leave the school grounds. No employee may leave the school grounds without express permission by the Executive Director. If Internet issues keep the key-card machine from working, paper sign-in and out will be arranged. Employees are responsible for replacement costs associated with the loss of the key-card. All key-cards must be returned at the end of employment or the end of the school year.

ABSENCES DURING STATEWIDE TESTING

Teachers will **not** be approved for leave during state-wide testing. These days require maximum personnel, and research shows that students do better on standardized tests when their regular teachers monitor them.

SECURITY/SAFETY

An **Emergency Management Manual** is located on the wall at the exit door of each classroom. Employees are responsible for familiarization with the guidelines of this manual. Employees should report to the office any suspicious behavior by individuals on the campus or just outside the campus area.

PARKING

Staff should park their cars in the designated areas, remove all valuables, and lock their cars before entering school buildings. RLOA is not responsible for lost property. No one can park in the crossed off areas. By law, parking in handicapped parking spaces without a hanging pass is prohibited and subject to a ticket by the Security Resource Officer (SRO).

Assigned parking is provided for the SRO, executive staff and administrative staff. These spaces are marked and are to be used only by these individuals.

PUBLICITY

Staff members who wish to write articles to news media for any reason should submit the document to the Executive Director for review before it is submitted to the media.

SECURITY

Staff should make sure all school equipment and items subject to theft are secure. One should make sure not to leave checks, keys, jackets, or any personal belongings unattended. Drawers and rooms should be locked when they are unused or unattended. Students should be reminded to take care of their own school supplies and personal belongings, as well.

COMMUNICATION

Communication with parents is one of the most powerful tools at our disposal. It is important to document parent contact regarding his or her child. A log of parental communication is required for each teacher.

Equally important, when teachers communicate directly with parents and develop relationships, many potential problems with students can be eliminated. Each teacher must copy the appropriate Assistant Principal and the Executive Director when emailing parents and must keep a phone log and provide a copy to the appropriate Assistant Principal and the Executive Director on a weekly basis so that they are knowledgeable when parents contact them regarding a situation with a student in the teacher's class.

In order to communicate expeditiously with staff members, current phone numbers, address, and emergency phone numbers should be provided before the first day of work. If any of this information changes over the course of the school year, it is the responsibility of the staff to provide the new information on the appropriate form. See Appendix C for the form.

USE OF PUBLIC ADDRESS SYSTEM

Announcements will be made over the PA system in the morning around 8:00am. (There will be times when an emergency arises and the PA system will be used.) Before any announcement can be made it must have been approved by the Executive Director. Only matters concerning school activities will be announced. The teacher requesting the announcement be made must sign all announcements.

Each teacher is charged with the responsibility of having the walkie on and seeing that students are quiet during announcements so that everyone may have an opportunity to hear the announcements. Staff should limit the use of walkies in order not to disturb instruction. (NOTE: Do not leave walkies turned "on" while in the cradle. This drains the battery.)

FACULTY MEETINGS/ STAFF DEVELOPMENT

Teachers will have a 30-minute planning and a 30-minute professional development block plus a 30-minute lunch period each day Monday-Thursday. Each Friday afternoon 12:30-1:30pm is reserved for parent conferences.

Teachers and paraprofessionals must attend staff development meetings on the 3rd Friday of each month, 1:30-3:30 and should not schedule personal off-campus appointments during those times. Emergency meetings may occur at other times and must be approved by the Executive Director in advance.

Teachers should maintain their staff development logs to ensure that they have continued education credits for certificate renewal. Teaching and administrative staff must attend all staff development days.

BENEFITS

See Appendix A for a list of paid holidays.

HEALTH AND RETIREMENT BENEFITS

All teachers and all full-time employees are eligible to participate in the SC Retirement and Health Benefits Systems.

EMPLOYEE ABSENCES

If a teacher or other staff member is ill or is unable to come to school, he/she should call the Executive Director or the Director of Facilities & Personnel as soon as possible in order for staff to find a substitute teacher or replacement personnel. The absent employee should not trust leaving messages on answering machines, text, or voicemail but **must** speak to the Executive Director or her designee. Each employee is provided with the Executive Director's cell phone number. If the employee cannot notify the Executive Director or her designee the night before, then notification is to be made no later than 6:00 a.m. on the morning the employee will be out. If it is necessary to be absent a second day or more days, the Executive Director or her designee should be notified by 1:00pm of each day if possible. Upon the employee's return to school a Teacher/Staff Absentee form should be secured from the form box outside the Director's office and be properly completed. If an employee knows he/she will be absent in advance, the absentee form must be completed and signed by the Executive Director **before** the day of the anticipated absence. If an employee finds that for some unavoidable reason that he/she is going to be late for school, then either the Executive Director or her designee should be notified.

The administrators and office staff will be employed for **212** days. The Parent Liaison will be employed for **192** days. Teachers and interventionists will be employed for a total of **190** workdays. Paraprofessionals and the Nurse will be employed for **189** days. The Cafeteria Manager will be employed for **192** days. If an employee leaves before the end of the school year, he or she shall receive a pro-rated amount based on the number of days in the final month that the employee worked.

SICK/PERSONAL LEAVE

1. All employees, with the exception of 212+ day employees, are provided **3** personal days and **5** sick days with pay in addition to observed holidays. All employees **must work 30 days** before accruing sick or



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personal days. **After 30 work days**, employees are eligible to take 1 paid personal and 1 paid sick day; after 120 work days, 1 paid personal day and 2 paid sick days; after 160 days 1 paid personal day and 2 paid sick days. If an employee exceeds the limit, the pay is withheld for the appropriate number of days. If an employee leaves before the end of the school year, he or she shall receive a pro-rated amount based on the number of days in the final month that the employee worked. *For every full personal or sick day an employee does not use, he or she will receive, in the last June payment of the school year, a bonus for the equivalent or greater day's pay. If an employee is absent for two partial days, no bonus is paid for those days. Bonus is paid only for any full day worked in lieu of taking a personal or sick day. For example, if an employee does not use any of the 8 days allotted, he or she will earn, in the last June payment of the school year, a bonus for each of those 8 days.*

2. All **212+-day** employees are provided with **4** personal days and **6** sick days with pay in addition to observed holidays. All employees **must work 30 days** before accruing sick or personal days. **After 30 days**, 212+-day employees are eligible to take 1 paid personal and 1 paid sick day; after 120 days, 2 paid personal day and 2 paid sick days; After 180 days, the remaining 1 personal day and 3 paid sick days. If an employee exceeds the limit, the pay is withheld for the appropriate number of days. If an employee leaves before the end of the school year, he or she shall receive a pro-rated amount based on the number of days in the final month that the employee worked. *For every full personal or sick day an employee does not use, he or she will receive, in the last June payment of the school year, a bonus for the equivalent or greater day's pay. If an employee is absent for two partial days, no bonus is paid for those days. Bonus is paid only for any full day worked in lieu of taking a personal or sick day. For example, if a 212+-day employee does not use any of the 10 days allotted, he or she will earn, in the last June payment of the school year, a bonus for each of those 10 days. NOTE: You will not receive a bonus for unused personal/sick days if the total number of absences during the current school year exceeds the total amount of days that may be accrued by an employee as outlined in the Royal Live Oaks Academy Employee handbook.*

Paid days must be used within the school year and cannot be carried over to the next school year. **No paid leave the day before or the day after a holiday is permitted.**

These extra days off with pay are a benefit based on a respectful and professional relationship between RLOA and its employees. The RLOA Board understands that employees occasionally will be unable to work due to illness or other reasons, and has sought to create a fair policy whereby the integrity of the academic program and the duties of team members to each other are not compromised by excessive employee absences.

FAMILY AND MEDICAL LEAVE GUIDELINES

Sick leave is also a benefit based on a respectful and fair professional relationship between RLOA and its employees. When absent for the reasons indicated below, employees are expected to notify the Executive Director or her designee as soon as possible. Failure to do so will result in disciplinary action and possible dismissal. Leave approval is a management decision based on a variety of work requirements of the employee's particular area of service. It may not always be possible to approve leave requests.

The RLOA Board understands that employees occasionally will be unable to work because of extenuating circumstances, and policy provides guidelines for such occasions. Our policy provides for **leave without pay** for:

1. bereavement
2. extended personal and family illness
3. birth
4. adoption or placement of a child



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5. the care of a spouse, minor, incompetent child, or parent who has a serious health condition
6. the employee's own "serious health condition" (i.e., hospital care, absence from work plus continuing treatment)
7. pregnancy
8. treatment for a chronic condition
9. permanent long-term medical treatment, (or multiple medical treatments) that makes him or her unable to work; and work-related or non-work-related disability

For full-time employees, federal law provides up to twelve (12) weeks of unpaid leave for extenuating circumstances such as those listed above. In those cases when leave is approved, it may be declared as Family and Medical Leave (FMLA). This leave may be combined with paid leave (such as observed holidays noted above and personal/sick days noted above). In all cases, employees are required to provide advance notice and medical certification of the need for leave. Health insurance will be maintained for an employee on leave on the same terms as if the employee had continued to work. When an employee returns from leave granted by FMLA, or he/she is entitled to be restored to his or her former job, or to an equivalent job, with equivalent pay, benefits, and other terms of employment. Taking leave may not result in the loss of any benefit to which an employee was entitled before taking leave, and may not be counted against an employee under a "no-fault" attendance policy.

ABSENCE WITHOUT LEAVE (AWOL)

If an employee is absent from work without approval, it will be considered an **unauthorized** absence from work. **An unauthorized absence will be charged as leave without pay**, and the employee will be subject to appropriate disciplinary action or dismissal. Furthermore, if the employee is absent without approved leave for more than three (3) consecutive days, the absence may be considered a voluntary abandonment of one's position, resulting in dismissal.

If unexpected circumstances occur which cause the employee to be absent or tardy, he or she must call the Executive Director or her designee immediately.

PROFESSIONAL LEAVE REQUEST

All professional leave requests must be approved by the Executive Director in advance. The request must be submitted one week prior to the expected date of absence in order to give the school enough time to organize a substitute if one is needed. The request can be related to appropriate professional meetings, conferences, or activities directly related to the employee's duties or which benefit RLOA as a whole. During the employee's first school year, very few such requests will be granted so that the continuity of the program is maintained.

GUIDELINES CONCERNING SUBSTITUTE TEACHERS

The following is a list of guidelines for use by substitute teachers. These guidelines should be placed in a folder with other helpful information for substitutes. These folders are to be placed in the Substitute Plan folder in the teacher's classroom. Items that should be placed in folder include but are not restricted to:

1. Seating charts - can be used to check for student absences
2. Schedule of classes - include room numbers for each class
3. Class activities - which may be used if no assignments are left
4. Location of necessary materials
5. Lunch information
6. Your telephone number - in case you have to be out for any extended time
7. Any special instructions - for a particular class or individual

RESPONSIBILITIES OF STUDENTS

STUDENT UNIFORMS

Teachers are required to enforce the uniform code. All students will be expected to wear uniforms in the prescribed colors and manner in the *Behavior Code*. Employees are expected to make sure students adhere to the Uniform requirements and other codes of conduct. See the *Behavior Code* in Appendix D.

STUDENT ABSENCES

Each subject teacher will keep an accurate record of a student's class attendance. Teachers must be able to provide an exact record of attendance at any time during the school year.

The Student Handbook will stipulate attendance procedures. The Student Handbook is posted on the rloacs.org website.

Excessive Absences

Teachers are to bring to the attention of the guidance counselor the names of any students who have been absent excessively. Any student missing three consecutive days from class should be reported to the counselor. It is also requested that notification be done when a student misses three days, five days, seven days, ten days, and eleven days.

The guidance counselor will notify the parent/guardian of these excessive absences.

HALL PASSES

Any student leaving the classroom for any other part of the school building **must** have a hall pass from the teacher. Hall passes are in the back of the student agenda and should be used. Passes should be written in ink and completed accurately, including the day and time. Teachers are not to issue hall passes to students unless absolutely necessary. Students must have a pass to go to the Nurse's Office or to a reading or math interventionist, ESOL teacher, or Special Education teacher. A laminated "nurse pass" or "office pass" is not acceptable. Staff should use discretion regarding issue or denial of pass privileges. **Students may not be issued passes the first and last ten minutes of class.**

CAFETERIA

If the cafeteria is to operate smoothly, there must be complete cooperation among all persons. (This includes cafeteria personnel, administration, teachers, and students.) **See Appendix B for the Cafeteria Rotation System.** Teachers **must** provide an accurate lunch count by 8:30am. A student ID should be used by the student for each meal.

DISCIPLINE

Good classroom control is essential to good teaching. Control does not mean mouse-like quietness. Many classes are a beehive of activity, with each student intent upon his or her work, and with every one of the many sounds in the room a busy sound rather than a disturbing sound. This type of control in a room depends upon the teacher—his or her philosophy of education, his or her method of conducting a class, and the purposes of the class at that particular time.



A discipline problem is usually a disinterested student or a student who is emotionally upset. Threats or pressure will not correct either of these conditions. A good teacher will try to understand the student, diagnose his or her needs, and relieve the urge to create problems.

The vast majority of student problems do not begin in the classroom. They start in the home, between classrooms, in the gym, in the cafeteria, and on the playground. The problem is that pushing, teasing, running, and yelling which originate in these places carries over into the classroom. That's why teachers must provide supervision of the entire school. This supervision is vital to classroom teaching. Some places cannot be left totally unstructured while the classrooms are structured. If they are, we simply cannot expect all students to walk out of a situation of bedlam and into a classroom and be completely calm, serious, and ready to learn. Certainly, the behavior permitted in the classrooms is different than that permitted in other areas. Time for students to relax and "let off a little steam" is needed. However, an overall atmosphere, which is conducive to learning, must be maintained. Without teacher supervision throughout the entire school, it cannot be.

A new teacher and, in fact, all teachers in a new school should anticipate that students will test the waters. New teachers should not be surprised that their classes at Royal Live Oaks may be much more difficult than the one they had in practice teaching. They and the regular teacher had come to an understanding as to what type of conduct was expected in the room before ever entering it. The teaching environment at Royal Live Oaks is cultivated by more than one teacher through team-teaching and with the opportunity to work outdoors as well as indoors. Within the learning spaces of the campus, teachers will set the emotional atmosphere. If teachers are tense, it will be tense; relaxed, if teachers are relaxed. As both adults and children work primarily in teams, a steady hum of voices is likely to be heard at any given time. Keeping a respectful tone so as not to disturb the work of others is an important part of the learning environment that teachers should seek to maintain.

The best discipline is self-discipline. Every teacher should strive toward the goal of having students determine and accept rules of conduct that they will observe wherever they are on the campus. Such discipline is one of the foundations of a democratic society. We all need practice in it.

As a rule it seems wiser for teachers to lean toward strict discipline in the beginning than to be lenient. It is easier to relax than to gain control after a class has gotten out of control. But remember, the severity of the discipline does not influence all students the same. Playing favorites will be disastrous. Being severe one day and then allowing the class to run wild the next day is equally bad.

Certain behaviors will NOT be tolerated under any circumstance; for example, carrying a weapon, threatening another person, assault, possession of drugs. These behaviors will result in expulsion and are clearly defined in the *Behavior Code*.

It is preferable for teachers to solve discipline problems themselves, as students are apt to take it as an admission of weakness when teachers appeal to others for help; but when help is warranted, teachers should ask for it immediately. They should not, however, appear abruptly in the office dragging the student by the arm and announcing that they cannot handle him and refuse to have him back in the classroom. Whenever possible, it is best to seek advice concerning a discipline problem before a crisis occurs.

No teacher has authority to permanently dismiss a student from class. Teachers should not punish the entire class when they are unable to determine who has responsibility for the discipline problem.

Never, under any circumstances, should a group be punished for the actions of an individual. Even if classmates could have prevented something from happening, they cannot be punished for something that another did. A teacher may reveal disappointment in the group, of course, but that is the limit of teacher's action. Group punishment for the actions of one has but one result: a problem with an entire class rather than one student.

Teachers must also control their impulses. Most important in class control is the teacher's own emotional control. A class will react quickly to the teacher's attitude, poise, and self-control. When a teacher loses control of himself/herself, he or she will lose control of the class.

When students become noisy or disorderly, teachers should **NOT** shout, shriek, or threaten. It is **NEVER** appropriate to use demeaning language or to embarrass a child in front of his peers. When teachers raise their voices, students are likely to raise theirs, as well. If teachers lower their voices and wait for the students to regain order, teachers are much more apt to succeed than if threats are voiced loud enough to be heard over the commotion. Teachers should seek to determine the cause of poor behavior without jumping to conclusions. Behavior is only a symptom. Knowing the cause and addressing the reasons for the behavior are more important than just stopping the current bad behavior. It is never appropriate to scowl or glare, belittle or intimidate. Reminding students of their agreement of behavior is much more effective than resorting immediately to punitive measures. For example, saying, "What has happened to change what you agreed to do?" or "Tell me what's going on with you today?" will help the child to recognize that his or her behavior is not appropriate and that he or she needs help sorting out his or her feelings.

The most effective aid to discipline is through planning for each class period. As teachers prepare how the members of their team will work together and how to engage students in their work, they can prevent disruptive behavior before it starts. Students who are actively engaged in class-work which they feel is engaging, meaningful, and within their level of achievement will not be looking for opportunities to entertain the class, and their classmates won't want to be entertained.

When a student or students do not adhere to class rules and resists efforts of conformity, the next step is to call upon the appropriate Assistant Principal. The last resort is the Executive Director, who will meet with the child and a parent or guardian.

Suggestions Concerning Discipline. Some helpful suggestions:

1. The Executive Director and Assistant Principals stand ready to help the teacher but their offices should not be considered automatic dumping grounds for every student who makes a teacher feel trapped, threatened, or thwarted.
2. The Executive Director and Assistant Principals can be very helpful on an individual basis by counseling a student, arranging to punish a student, or arranging a conference with the teacher(s) and parent/guardian.
3. Before calling in an administrator or sending a student to the office, teachers should stop a minute and consider: Is this trip really necessary? It means that someone outside the classroom is being asked to discipline a student for behavior inside the classroom.
4. Teachers should not use an administrator's office so often that the tactic loses its effectiveness.
5. Teachers should keep the Executive Director, Assistant Principals, and the Guidance Counselor informed by discussing disciplinary problems with them from time to time.
6. Teachers should attempt to always inform the Assistant Principals, Guidance Counselor, or the Executive Director before sending a student to the office. If a situation demands the immediate removal of a student from class, a teaching assistant should walk with the student to the office. Students should not be sent to the office to sit in time-out.

7. Teachers should never send a student out of class without a definite place to go and work to complete during the student's absence from class. Children will naturally go off on their own without a definite sense of purpose and direction.

Establishing class rules. To create the right atmosphere and set the appropriate tone, during the first week of school teachers will help children set the rules, first through an explanation and understanding of why rules are necessary for a safe emotional environment and the development of good citizenship. Children will help determine the consequences for their actions and sign, along with their parents or guardians, an agreement of behavior protocols with external reminders to assist children in recognizing they are in the danger zone. Children will also learn how to think with problem-solving habits of mind during leadership classes in which they will be trained to respond rather than react to negative situations and control their impulses. Whenever possible, teachers should use external reminders when children are in danger of breaking a rule rather than using verbal reprimands. When the child is charged with managing his/her own behavior rather than an adult, the child will behave more responsibly. The situation is often escalated when a child is reprimanded in front of peers, or even alone. Creating an environment in which the child feels “I am in charge of me” will result in better behavior than the child being told what to do; strong personalities resist demands made on them. Other children thrive on negative as well as positive attention. Therefore, it may be counterproductive to call attention to a child’s behavior directly but rather through more subtle means. Some children are not aware of their emotional state and need help in defining their feelings so that they can control them better. Leadership classes should address these kinds of issues, but teachers may need to provide reinforcement lessons throughout the week for some children.

After incorporating *Responsive Classroom* practices into classroom teaching, RLOA extends the principles of the approach to areas outside the classroom. Lunchroom and playground procedures, all-school events, and other aspects of whole-school life are planned to ensure consistency in climate and expectations between the classroom and the larger school.

INJURIES

Selected personnel will be designated as First Aid Responders. All serious injuries of students or staff members should be reported to the office immediately. A copy of the Accident Incident Forms can be found in **Appendix C**. If there is any reason to suspect broken bones, employees should not move the injured person until the school nurse or one of the first aid responders arrives at the scene. All injuries must be recorded on the appropriate forms and submitted to the Bookkeeping Coordinator.

FIRE, TORNADO, AND OTHER SAFETY DRILLS

Drills will be conducted during the school year. When the alarm sounds students and teachers are to walk rapidly, not run, to the assigned area. Regulations governing drills will be posted on every bulletin board. They should be called to the attention of each class.

ATHLETIC EVENTS - CLUB PROGRAMS

Students of our school are involved in a variety of activities. Teachers are encouraged to attend as many of these events as possible. (At times teachers will be asked to help in various ways at these events.) If a staff member has a strong interest in an area, he or she is strongly encouraged to step forward to volunteer (e.g., coaching, heading up a club, developing extra-curricular events).

VISITORS

All visitors are required to sign in at the main office. Visitors will be given an I.D. badge or sticker. If a non-employee is seen on campus without an ID, he or she should be escorted immediately to the main office.

VOLUNTEERS

Volunteerism is strongly encouraged at Royal Live Oaks. Volunteers from the community will be asked to participate in our clubs to mentor students, work with children on projects within the volunteer's area of expertise, act as aides in the classroom, develop fundraising projects, and generally support our school. Staff should be welcoming and attentive to volunteers, some of whom will be retirees as well as parents of our students. All volunteer programs must be approved in advance by the Executive Director to ensure that they are not an end unto themselves but a part of Royal Live Oaks' mission and curricular focus. All volunteers will complete a **Volunteer/Mentor Handbook** and will be screened through a background check for the safety of those with whom they will work.

INSTRUCTIONAL PROGRAM

TEACHING AIDS

When employees are provided with computers or ChromeBooks to use for school business, they are expected to treat their computers with the same care as their own personal computers. Students will also have access to computers, interactive boards, and audio-visual equipment. Teachers are expected to make sure that equipment is treated with due care. School computers are for educational purposes **only**. ***All employees and students must sign the Employee Internet Acceptable Use Policy. Violations of the policy will result in administrative action. Teachers must not send students to the office to procure technology equipment. Teachers must sign out technology equipment on the appropriate log form. All portable technology equipment must be signed in at the end of each day. All student portable technology equipment must be secured by teachers before they leave each day.***

INSTRUCTIONAL ASSIGNMENTS

Although no attempt will be made to set up a completely standardized approach to assignments, some concepts and suggestions concerning this area of instruction might prove helpful. The following are some underlying guidelines to analyze when assignments are made:

1. As nearly as possible, assignments should be personalized and adapted to the individual needs of students or groups of students.
2. Individualized work during the enrichment and remediation periods must be on the basis of some special instructional activity that can be done better at this time or as an extension of the day's activities.

DAILY SCHEDULE

The administrative staff with input from teachers will develop the daily schedule, which may change based on the flow of student projects and the schedule that produces the best results for students. Flexible thinking and cooperation are essential for the implementation of a cohesive schedule. Any changes to the initial daily schedule will be provided in writing so that everyone knows what to expect.

PLANNING AND PREPARATION PERIODS

Each teacher will have daily planning periods during the school day except for Fridays. Required professional development training and team planning meetings will also occur during planning times and on Friday afternoons.

LESSON PLANS

Each teacher must utilize the curriculum map that is provided and prepare and follow weekly lesson plans that have been reviewed by Assistant Principals. This outline will include a brief plan of how each member of the team

facilitates students' learning and the procedures that will make this possible. All Lesson Plans must be placed in the online Lesson Plan folder by 9pm every Thursday in the appropriate online location. Comments made by Assistant Principals must be incorporated in the next week's lesson.

TEACHER FLEXIBILITY

Teachers should expect adjustments to be made as needed in order to produce improvement in student learning. Rather than get upset because of these disturbances, teachers should keep a flexible attitude. Each team will have planning time to tweak procedures and find ever more effective ways of helping children succeed as learners.

CLASSROOM WORK

A variety of teaching methods and techniques will be used to enable students to develop their critical reasoning, knowledge base, and problem-solving abilities. In order to reach this objective, teachers must know each individual student, the subject matter to be taught, and the best methods to be used in imparting such knowledge.

The administration will not set an absolute pattern of classroom procedures but will allow teachers the freedom to express their own initiative as long as it produces results. However, teachers are expected to prepare, plan, present, evaluate, and follow-up that which is taught. When a teacher is unable to establish an appropriate pattern of classroom procedures, the administration will seek to establish these procedures with the teacher. Student work must be displayed in each classroom. The displayed student work must be timely.

GRADING SYSTEM

RLOA students are expected to meet or exceed the South Carolina State Standards as they are approved by the South Carolina Department of Education. Several independent studies have recognized South Carolina as having some of the most rigorous standards in the nation. By aligning our goals with what South Carolina deems appropriate for each grade level we have maintained our expectation of high academic achievement. Grades should reflect the level of mastery students have achieved over the course of working on skill levels following rubrics for those particular skills. Student work should be kept in portfolios through the school year with copies in the file at the end of the year in case questions should arise as to assigned grades. Teachers **must** keep a physical grade book at all times as well as entering grades into PowerSchool's GradeBook. Teachers **must** post grades in the physical grade book and in PowerSchool's GradeBook on a weekly basis. The physical grade book will be turned in at the end of the SY. Teachers **must** meet all deadlines for progress reports and report cards, regardless of personal circumstances. This is a required professional responsibility of all South Carolina teachers.

Course Grading:

Grades K-2. Students in Grades K-2 will be graded according to a 4-3-2-1 rating system typically used in progress reports for lower elementary grades. In lieu of letter grades, parents will receive comprehensive proficiency reports that indicate student performance in academic categories including but not limited to Reading, Writing/Motor Skills, Mathematics, Social/Study Skills and Science.

Rating	Category	Meaning
4	Exceeds the Standard	Student takes initiative to exceed the standard and consistently produces excellent work.
3	Meets the Standard	Student meets the grade level standard and frequently produces quality work.
2	Approaches the Standard	Student is progressing toward the standard.



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1	Does Not Meet Standard	Student does not show basic working knowledge of grade level standards; seldom produces work of grade level quality.
*	Not Assessed	Progress has not been assessed at this time.

In addition, K-2 students will receive Behavioral Progress Ratings that will allow parents insight into whether or not students are meeting positive behavior objectives. Behavior objectives may include but are not limited to:

1. Follows rules and routines
2. Follows directions
3. Organizes work and materials
4. Maintains focus on independent work
5. Seeks help appropriately
6. Shares responsibility for collaborative work
7. Expresses thoughts with clarity and fluency
8. Checks work for neatness and accuracy
9. Completes homework
10. Listens attentively
11. Participates in classroom activities and discussions
12. Shows respect and consideration for others
13. Demonstrates self-control during unstructured times

The rating scale will be reported as follows:

Rating	Category	Meaning
C	Consistent	Meets the expectation independently and does not require assistance or redirection.
I	Inconsistent	Requires some assistance and redirection to meet the expectation.
N	Needs Improvement	Rarely meets the expectation independently and requires considerable assistance and redirection.
*	Not Observed	Further observation is needed before a rating can be assigned.

Grades 3-12. Students in grades 3-12 will be scored according to the SCDE uniform grading scale:

Numerical Grade	Letter Grade
93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
≤ 69	F



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STUDENT MAKE-UP WORK

Students are allowed to make-up all work regardless of reasons for absences. Please allow a reasonable amount of time for the work to be completed. A driving factor should be how many days the student was absent and how much work was missed. Saturday School should be required for excessive make-up work. Teachers **must** notify the parent and the Guidance Counselor as well as provide work for the student to complete during Saturday School by midday Friday to ensure proper staffing.

SPECIAL EVENTS

Special events and guest speakers must be cleared by the Executive Director in advance.

FIELD TRIPS

Any field trips planned for the school year that take students away from regular classes must be submitted for approval at least one month prior to the planned trip. Trips must be academic in nature, tied to state standards, and students should be assessed to determine the effectiveness of the trip. Field trips are organized by the Elementary Instructional Coach and approved by the Executive Director.

ASSEMBLY PROGRAMS

Whenever an assembly program is presented, teachers are expected to attend. Teachers are expected to disperse among the children and maintain control and order.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences may be scheduled by the individual teacher, the Assistant Principals, or by the Guidance Counselor. If scheduled by the teacher, notification must be given in writing to the Assistant Principals and the Guidance Counselor. If scheduled by the Assistant Principals or the Guidance Counselor, notification must be given in writing to the individual teacher.

FINANCIAL RESPONSIBILITIES

PURCHASE OF MATERIALS

Any and all orders for materials or supplies must be purchased through the main office with written approval from the Executive Director. Requisition forms are available in the forms box by the Executive Director's door or in Appendix C and must be approved first by the appropriate Assistant Principal before being given to the Executive Director. No requisition form will be processed that has not been properly authorized. Teachers should be sure that all invoices have proper identification: 1) school, 2) department, 3) teacher's name, and 4) signature of authorized supervisor.

FUNDRAISING PROJECTS/PTO

Employees will be expected to participate in the various fundraising efforts that will take place throughout the year. Those wishing to create fundraising projects are encouraged to do so but must send them to the Parent-Teacher Organization (PTO) after securing the approval of the Executive Director. Staff members who are willing to write grants for specific fundraising efforts are invited to do so with the approval of the Executive Director. All teachers are required to attend PTO meetings designated for their grade levels.

Absolutely **no** money is to be collected from students unless approved by the Executive Director. A written request for fundraising **must** be approved by the Executive Director before the fundraiser begins, or money is

collected. All monies should be deposited with the Bookkeeping Coordinator. **NO** money should be kept in the classroom.

METHOD OF HANDLING MONEY

Any money that involves school funds must be accounted for in the school ledger. School money must not be deposited in an individual's name or account. Staff must provide receipts for all funds collected. All funds collected must be turned into the Bookkeeping Coordinator.

Money can be turned in to the Bookkeeping Coordinator at any time during the school day. Money is **NOT** to be left in the classroom.

PAYROLL

Payroll for all staff is dispensed twice monthly by direct deposit. If an employee requires another payment method other than direct deposit, he or she must request this method from the Bookkeeping Coordinator.

STUDENTS WITH SPECIAL NEEDS

Section 504 Education Policy Statement of Nondiscrimination on the Basis of Disability. It is the policy of the South Carolina Public Charter School District to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided with appropriate educational services.

Under this policy, a student with a disability is one who (a) has a physical or mental impairment that limits one or more major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment. Students may be disabled under Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of students with disabilities and their parents under Section 504 will be enforced.

Each Royal Live Oaks Academy teacher is accountable for lesson modifications for their students that have a 504 plan. The 504 coordinator will provide a list of required modifications to each student's teachers as soon as they are available.

Title III/ELL (ESOL). In keeping with the SCDE guidelines, South Carolina Public Charter School District is committed to providing all students equal opportunity to benefit from quality, research-based educational programs and services. Our primary goal is to ensure our ELLs become proficient in English and can achieve the state academic content standards and state student academic achievement standards.

Each Royal Live Oaks Academy teacher is accountable for lesson modifications for their students that have an ELL (ESOL) plan. The ESOL coordinator will provide a list of required modifications to each student's teachers as soon as they are available.

SPED. The SCDE and the South Carolina Public Charter School District are responsible for implementing Title III of NCLB (Language Instruction for Limited English Proficient and Immigrant Students). Title III provides supplemental funding for the district's ESOL programs and services.



RtI. Response to Intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and reduce behavior problems.

When a concern about a student is brought up, the team of teachers identifies the area of concern and begins documentation of Tier I interventions (those that are a function of the general education classroom and are universal or available to all students). Documentation should be collected on the Tier I Interventions Documentation form. Data should be collected, showing at least six data points or six assessments of progress.

Each Royal Live Oaks Academy teacher is accountable for cooperation with the RtI plan. Should lesson modifications for their students be necessary, they are required to make those modifications. Where possible, math and reading interventionists will work with individual students. The RtI Coordinator will provide a list of students and the plans needed for each student as they are available.



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APPENDIX A

PAID HOLIDAYS

2016-2017

Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Election Day.....	Tuesday, November 8
Thanksgiving.....	Monday, November 21 - Friday, November 25
Winter Break.....	Thursday, December 19 - Monday, January 2
Martin Luther King Day	Monday, January 16
President's Day.....	Monday, February 20
Spring Break	Monday, April 10-Friday, April 14
Memorial Day	Monday, May 29

START AND END DAYS OF WORK

2016-2017

Office Staff and Administrators

Report to work	Monday, July 18, 2016
Last day of Work	Tuesday, June 20, 2017

Parent Liaison

Report to work	Monday, August 1, 2016
Last day of Work	Wednesday, May 31, 2017

Cafeteria Manager

Report to work	Monday, August 1, 2016
Last day of Work	Wednesday, May 31, 2017

Teachers

Report to work	Wednesday, August 3, 2016
Last day of Work	Thursday, June 1, 2017

Paraprofessionals, , Reading Specialists, Math Specialists

Report to work	Wednesday, August 3, 2016
Last day of Work	Wednesday, May 31, 2017

New Employees

Report to work	Tuesday, August 2, 2016
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APPENDIX B

CAFETERIA DUTIES

Paraprofessionals (based on intervention schedule) and at least 1 administrator will have cafeteria duty when students are eating in the cafeteria. A schedule will be developed separate from this document.

APPENDIX C

FORMS

- Student Accident Incident Report Form
- Staff Accident Incident Report Form
- Employee Grievance Form
- Leave Request/Absentee Form
- Requisition Form
- Universal Name/Address Change Form
- Handbook Acknowledgement Form



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STUDENT ACCIDENT INCIDENT REPORT FORM

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name: SC Charter School District **School Name:** Royal Live Oaks Academy

Executive Director's Name: Karen M. Wicks, Ph.D. **School Phone:** 843-784-2630

Date of Accident: _____ Time: ____ ☐ AM ☐ PM Supervising Employee _____

Student's Name	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Student's Address	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Student's Home Phone Number (____)	_____		
Student's Age: _____	Date of Birth _____	Sex _____	Grade _____
Parent's Name: _____	Work Phone Number (____) _____		

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe incident and/or injury in detail: (Attach additional description as necessary). _____

Were efforts made to contact the parent/guardian/administrator about the incident? ☐ Yes ☐ No

Was first aid administered? ☐ Yes ☐ No By whom? _____

Was the student ☐ Sent home ☐ Sent to physician ☐ Sent to hospital ☐ Other

Is student covered by additional insurance? ☐ Yes ☐ No If yes, please list Company Name, address and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address & Phone) _____

Signature/Name of Person Completing the Report

Date



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STAFF ACCIDENT INCIDENT REPORT FORM

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name: SC Charter School District School Name: Royal Live Oaks Academy

Executive Director's Name: Karen Wicks, Ph.D. School Phone: 843-784-2630

Date of Accident: _____ Time: _____ ☐ AM ☐ PM Supervising Employee _____

Claimant's Name _____
Last Name First Name Middle Initial
Claimant's Address _____
City State ZIP Code
Claimant's SS # _____ Home Phone Number (____) _____
Claimant's Age _____ Date of Birth _____ Sex _____ Position _____

Nature of Injury	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

Place of Accident	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

Body Part Injured		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe incident and/or injury in detail: (Attach additional description as necessary). _____

Was first aid administered? ☐ Yes ☐ No By whom? _____

Was the staff member ☐ Sent home ☐ Sent to physician ☐ Sent to hospital ☐ Other _____

Is staff member covered by additional insurance? ☐ Yes ☐ No If yes, please list Company Name, address and phone number _____

If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address & Phone) _____

Signature/Name of Person Completing the Report

Date

EMPLOYEE GRIEVANCE FORM

It is the purpose of the Grievance Procedure to establish a method whereby grievances of employees will be resolved fairly and effectively. The filing of a grievance will in no way prejudice the status of the employee. Please see the Employee Handbook for a full description of the procedure.

EMPLOYEE: _____ DATE: _____

JOB TITLE: _____

STATEMENT OF GRIEVANCE (Background/activity leading to complaint, including dates):

REMEDY REQUESTED: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Date the Immediate Supervisor was notified: _____ (Please attach response)

Date the Second-Level Supervisor was notified: _____ (Please attach response)



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LEAVE REQUEST/ABSENTEE FORM

ALL ABSENCES MUST HAVE A COMPLETED ABSENCE FORM.

Complete a separate form if days are not in succession.

Date(s) (<i>successive days only</i>)	Leave days 1 or 1/2 ONLY	AM or PM	Reason code	Comments/Explanation

Print Employee Name: _____

Date of form submission: _____

Employee Signature: _____ **Supervisor Signature:** _____

Procedure for Scheduled Leave: 1) **Take to your Supervisor for Signature** then, 2) **Submit form to Ms. Anderson**; 3) Ms. Anderson will complete the days absent/available portion and give to Dr. Wicks for approval; 4) **You will receive a copy in your box stating approval and pay status.**

DAYS ABSENT BEYOND NUMBER OF LEAVE DAYS WILL BE WITHOUT PAY.

DAYS ABSENT BEFORE OR AFTER SCHEDULED PD, HOLIDAY, OR VACATION WILL BE WITHOUT PAY.

DAYS ABSENT DURING PASS TESTS WILL BE WITHOUT PAY.

REASON CODES:

Code – 1 Sick Leave (employee ONLY)

Code – 5 Family Illness/Death (Specify relationship)

Code – 2 Personal Leave

Code – 6 Professional Leave (off-campus)

Code – 3 Jury Duty

Code – 7 Workman's Comp

Code – 4 LWOP – Leave without pay

Code – 8 Family Medical Leave

of days **absent prior** to this request _____ # of **leave days available** _____

Signature of Bookkeeper **Approved** with / without pay

Not Approved

Signature of Executive Director/Designee

Substitute used for this absence: _____
(updated 3/11/16)



REQUISITION FORM

[illegible]

Approved by AP: _____

Date: _____

Approved by Dr. _____

Date: _____

Wicks:



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Universal Name/Address Change Form

A copy of a Social Security card is required for a name change.

PRINT OR TYPE - USE BLACK INK.

Type of subscriber (check one):

☐ **Active**

☐ **COBRA**

☐ **Retired**

☐ **Survivor**

PEBA Insurance Benefits Group Number: _____

Group Name _____ **Effective Date** ____/____/____

TYPE OF CHANGE (check all that apply): ☐ Name ☐ Marriage ☐ Divorce ☐ Address

1. SOCIAL SECURITY # _____ - _____ - _____ OR Benefits Identification # _____

2. NAME _____

First

MI

Last

3. STREET _____ Apt. # _____

4. CITY _____ STATE _____ ZIP CODE _____

5. HOME PHONE () _____ - _____ WORK PHONE () _____ - _____

6. EMAIL ADDRESS _____

7. PREVIOUS NAME (if applicable) _____

First MI Last

8. PREVIOUS ADDRESS (if applicable) STREET _____ Apt. # _____

CITY _____ STATE _____ ZIP CODE _____

Distribution:

- Human Resource Office
- PEBA Insurance Benefits
- PEBA Retirement Benefits
- P.O. Box 11661 P.O. Box 11960
- Payroll Columbia, SC 29211 Columbia, SC 29211-1960

SUBSCRIBER SIGNATURE

DATE

BENEFITS ADMINISTRATOR SIGNATURE (if applicable) DATE



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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge receipt of this Employee Handbook. I agree to abide by the policies, regulations, and procedures outlined in this Employee Handbook.

Signature

Date



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APPENDIX D

SAFETY; PHONES

SAFETY.

Extra precautions have been taken to increase safety. Please be advised that staff will be using a key card to enter the main entrances of the campus—the office building and gates, and visitors/parents will be buzzed in. In addition, cameras have been placed across campus in all public spaces, such as student dining hall, classrooms, courtyards, general office areas, etc. It is our desire that these measures better ensure the safety of students, staff, parents, and visitors.

PHONES.

Phones have been placed in each classroom as a primary means of communication in addition to walkies. These phones may be used to call parents but should not be used for personal calls. All announcements will be made through the walkies or phone system. Please make sure your students are quiet during announcements and that they participate when requested in announcements. If too many outgoing calls are being made the calls will tie up the lines and we may need to remove the right to call outside of the network. We have 6 phone lines so if more than 6 individuals are using the phones at a given moment in time, incoming calls will go to voicemail. So you will need to check your voicemails at least once daily.

Also remember that you cannot use your personal electronic device during class time.