



**MARLBORO COUNTY HIGH SCHOOL
FACULTY AND STAFF HANDBOOK**

2020-2021

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**“Why Not Us, Why Not Now, A
Winning Education for Champions”**

OVERVIEW

Both individually and as a staff our common goal is to provide the students of Marlboro County High School with the highest quality educational experience obtainable. In reaching this goal we must be cognizant of the needs of the whole child academically, socially, developmentally and emotionally.

The purpose of this handbook is to assist you in your management and instructional efforts. The achievement of this purpose requires the commitment of all staff members to implement the policies contained in this manual. In addition you need to become familiar with Board Policy Manual and the Student-Parent Handbook.

Please feel free to contact any member of the administration team if you have a concern, question or idea to discuss. It is our desire to be of assistance to you in any way possible while you strive to meet the needs of our students. Your cooperation, dedication and support are essential for a productive and rewarding experience for all of us. We hope this school year will prove to be a very successful one for you and each of your students!

“Following the enactment of new Title IX Rules and Regulations on May 6, 2020, the Marlboro County School District has adopted new policies regarding student and staff conduct under Title IX. For information on how to file a Title IX complaint and the following grievance process, please see Policies GBAA, JI, and JIAA, the accompanying administrative rules and forms.”

Yours in service,

The Administrative Staff of MCHS

Dr. Jamane A. Watson, Principal

Jason Bracey, Assistant Principal

Wycillia Brown-Cassidy, CTE Director

Dr. Sheila O’Neil-Brown, Assistant Principal

Bobby Collins, Athletic Director

MISSION

The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.

VISION

The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.

BELIEF STATEMENTS

The School District of Marlboro County:

- Believes that a highly effective and dedicated staff will produce responsible citizens and life-long learners.
- Believes in promoting strong leadership that meets the academic, social, emotional and physical needs of all students.
- Believes that all students will develop life and career characteristics.
- Believes that a safe, inviting and engaging environment will provide diverse learning opportunities for all students.
- Believes that instructional time will be protected and maximized.
- Believes that all students, parents, and staff should treat each other with respect.
- Believes that all stakeholders are essential for the success of all students.
- Believes that a rigorous curriculum is vital to effectively develop students with critical thinking, problem solving and real-world skills.
- Believes that continuous, high-quality professional development is essential to teaching and learning.

EFFECTIVE SCHOOLS DEFINED

An effective school is one in which all students learn the specified curriculum, regardless of their background.

Seven Correlates of Highly Effective Schools:

- 1) High expectations
- 2) Strong instructional leadership
- 3) Clear and focused mission
- 4) Positive home/school relations
- 5) Safe and orderly environment
- 6) High time on task behavior
- 7) Frequent monitoring of student progress

Instructional Expectations



MCHS RESPONSIBILITIES OF TEACHERS

Teachers shall be responsible for the care, discipline, and instruction of pupils in their charge. They shall enforce all laws governing the conduct of pupils in class and on the school grounds and other such rules as may be prescribed by the Principal or Superintendent of Schools. The major duties and responsibilities of teachers shall include the following:

1. Teachers should be signed in and in the classroom by 7:55 a.m. and are to remain at school until 3:30 p.m. with the exception of faculty meetings and other scheduled meetings.
2. Teachers should be aware of their legal responsibility to take all reasonable action in quelling any situation which might arise on school premises that could endanger student health, safety or education. This legal responsibility exists whether incidents arise in the classroom or elsewhere at school.
3. A Long Range Plan (LRP) and 10-day emergency plans for each subject taught should be provided to your department chair no later than August 30th.
4. Teachers are expected to have weekly lesson plans completed upon arrival to school on Monday or the first day of the school week. Lesson plans should be in plain view on a desk or table and uploaded to your shared Google Drive folder. Administrators will request copies of weekly lesson plans on an as-needed basis.

It is the expectation of the administration that teachers of the same grade levels and subject areas will plan together to insure that curriculum standards are being appropriately taught and that curriculum guides are being followed. Teachers certainly have the option of professional creativity; however, our scopes and sequences should be very similar to the extent that students could move between teachers of the same grade level and content and “not miss a beat”.

INSTRUCTIONAL “NON-NEGOTIABLES” AT MARLBORO COUNTY HIGH SCHOOL

FYI: Negotiating the non-negotiables is not negotiable!

Every acquisition lesson must have:

- A. Objective, I can statement, Essential Questions and Standard – Displayed for students to see
 - B. Bell Ringer; Warm-up
 - C. Relevant vocabulary and activities
 - D. Limited lecture (12-15 minutes)
 - E. Thinking map(s)/Graphic organizer(s)
 - F. Student movement- Grouping
 - G. Minimum of 3 HOT Qs – “Higher order thinking” questions based on revised Bloom’s Taxonomy – Verbs like: evaluate, formulate, justify, rate, recommend, infer, prioritize, revise, predict, argue, conclude, apply, analyze, compare, examine, contrast, differentiate, explain, dissect, categorize, classify, diagram, discriminate, etc. **Displayed for students to see
 - H. Lesson Summary
 - I. Rigor (An expectation that requires students to apply new learning to other disciplines and to predictable and unpredictable real-world situations.)
 - J. Entire lesson must be student-centered.
5. It is the expectation of the administration that all teachers provide frequent, timely, and accurate formative assessments that are focused on improved student performance. This assessment should be both formal and informal. Teachers should have systems in place for conferencing with students and providing a variety of ways to help students learn. Summative evaluation (i.e. unit tests) should never be the sole means of determining grades.
6. One of the teacher’s most important duties is maintaining an accurate record of attendance on each student. The responsibility for checking and reporting attendance should **never** be delegated to students. All teachers will report attendance via PowerSchool.
7. Teachers shall keep accurate records with respect to attendance and grades. Grades should be entered into PowerSchool by Thursday of each week. While teachers may opt to also keep a “paper gradebook”, it is suggested that in order to prevent duplicate work, PowerSchool serve as the gradebook, and that teachers periodically print reports to have hard copies available for reference, conferences, etc.

8. Teachers shall have the authority to make and enforce, with suitable penalties subject to the approval of the principal, all rules necessary for the proper management of their classes and the appropriate behavior of their pupils. They shall utilize every resource to give appropriate guidance to their pupils. It is the expectation of administration that teachers plan classroom management systems as teams. It is the responsibility of the Department Chair to send a hard copy of the department rules to the office by the end of the first full week of school.
9. Teachers are reminded of their professional responsibility in their relations with pupils within and outside the classroom. The school ascribes to a healthy rapport between students and staff at all times and in all instances encourages the development of mutual respect.
10. Teachers will be responsible for securing classroom materials. The office generally provides “typical” classroom supplies, such as copy paper, staplers, staples, pens, etc. Teachers are to refrain from using school printers and copiers for materials not related to their direct teaching/supervisory roles at Marlboro County High School.
11. Teachers are to use the copy machines in the workrooms. Please do not use the copier in the main office unless it is absolutely necessary. **STUDENTS ARE NOT ALLOWED TO MAKE COPIES FOR TEACHERS – NO EXCEPTIONS!**
12. Teachers shall be responsible for the care and inventory of all furniture, textbooks, reference books, curriculum guides/manuals, and any other materials and/or supplies used by the teacher. Each teacher is responsible for reporting maintenance needs in his/her classroom. No furniture or equipment is to be removed from classrooms or any other locations within the building without **prior approval by the principal**. Permission for the use of school property, including the building, must be obtained from the principal and the assistant superintendent. All gifts to the school become the property of the school district and are under the supervision of the above authority.
13. All academic, athletic, dramatic, or social activities, wherever held, when conducted under the name or auspices of the school, or any class organization thereof, shall be under the general supervision of the school authorities and teachers assigned as needed. Students are to be adequately supervised at all times, with no exceptions.
14. Teachers are required to attend all assemblies and monitor their group to help maintain the proper atmosphere within the assembly.
15. Extra supervisory duties are assigned as equitably as possible on duty rosters. Teachers are expected to be at their assigned posts at the scheduled duty time and to remain there for the duration of duty. Teachers are expected to be observant and proactive while on duty. Most disruptions can be thwarted by teachers who utilize careful observation, proximity, and prudent judgment.

16. Teachers are expected to sign in each morning and to sign out each afternoon in the main office. Teachers who find it necessary to leave school premises between 7:45 a.m. and 3:30 p.m. must receive approval from an administrator before leaving, and then sign out with the office secretary. These occasions should be of an emergency nature or for school business and should be kept to a minimum.
17. Each teacher will have a scheduled planning time. Planning periods are given for the purpose of planning, conferring with students, calling or conferencing with parents, conferring with grade level teachers, or the performance of some other activity related to instruction. Administrators will meet with grade levels on a weekly and/or as needed basis. On occasion, there will also be professional development sessions held during planning periods.
18. Teachers are required to attend faculty, grade level, cluster and departmental meetings and all scheduled district meetings. **Appointments should never be scheduled on Monday afternoon.**
19. **Under no circumstances should any class be left physically unsupervised. Under no circumstances should any class or member of any class be dismissed to go to any part of the building or grounds without a hall pass.** In an emergency situation, notify your grade level chairperson, administrator, and/or school security staff.
20. Any student who is absent shall have reasonable opportunity to make up all work that is missed. Each teacher should develop a plan for makeup work and explain the plan to students and parents. **This plan should be outlined, posted, and included in the Long Range Plan.**
21. Teachers are responsible for providing and evaluating assignments for homebound students. Responsibilities may include:
 - a. Attend meeting to develop an instructional plan.
 - b. Provide lesson assignments and any available worksheets. Detailed daily assignments are not required.
 - c. Provide tests to be administered by the homebound teacher or guidance counselor if indicated in the instructional plan. Teachers may also be asked to administer tests at school on dates determined by the homebound teacher and the instructional plan.
 - d. Refer any problem directly to the student's counselor.
 - e. Grade completed material and tests and send grade to Counselor. A grade of "F" will be recorded if materials and tests are not completed as required by the education plan.

22. Teachers are expected to close and lock classroom doors during class time to ensure the safety of our students and staff. Do NOT block view into classrooms. **In addition, all teachers should be standing at their doors and/or in the hallways during all class changes. Teachers are also expected to monitor students during transition to and from classes, lunch, assemblies, etc.**
23. To fulfill obligations to substitute teachers, the classroom teachers should include the following in their “Sub Packet”:
 - a. Class roster for each class
 - b. Time schedule for all classes and activities
 - c. Seating chart for each class
 - d. The name of a student from each class to be the assistant to the substitute to help him/her in locating materials
 - e. List of pupils in any special group
 - f. Notice of any supervisory responsibilities such as hall duty
 - g. Evacuation procedures
 - h. Notice of any special situations that might exist
 - i. Emergency lesson plans
24. School issued ID should be available upon request.
25. The lounge is for the use of teachers and staff only. Students are not to be sent there to get items for teachers. Teachers are requested to keep the lounge free of litter by removing and storing food, dishes and drink cans after breaks. Remove your food daily. The refrigerator will be cleaned out every Friday.
26. Universal free breakfast and lunch is universally free for STUDENTS not ADULTS.
27. Remove all materials from your mailboxes each morning and afternoon.
28. Teachers are responsible for seeing that desk tops are kept clean and that the appearance of the room is orderly. Desks should be checked daily to detect writing or vandalism. Desks should be cleaned out during the last class period of each day and boards should be cleaned often. **Please be ever mindful of keeping before students the importance of taking care of our building. We all should have a personal pride in the appearance of our school.**
29. Lock your room during lunch and before leaving for an extended period of time. When leaving the classroom at the end of the day, please be sure that all lights are turned off; windows closed and fastened, and blinds down and closed.
30. Unless an emergency, teachers should make or receive personal telephone calls during personal time. **Newly installed classroom phones should be on the do not disturb feature while classes are in session.**

31. Announcements will be made during **2nd block and the end of 4th block**. Teachers should request students to pay close attention to all announcements.

STEP PROFESSIONAL LEARNING

Team-based STEP meetings occur on a regular basis. ALL certified staff are required to attend. All meetings will be documented through minutes and emailing those minutes to participants. STEP meetings will address:

- Grade level curricula and integration
- Professional study on education issues and instructional practice
- Action research

Each STEP Team is responsible for creating a Challenge and Aim Statement and a research-based data-driven solution. In addition, each STEP Team will determine the manner in which the Challenge and Aim goal will be monitored and prepare reports as requested by the Lead Teacher, Principal and/or district office. STEP Meetings will occur each Wednesday during your planning period. The Lead Teacher will contact you regarding the specific time.

COURSE SYLLABI

Students should expect to receive a course syllabus during the first week of class. The syllabus serves as a contract with the students and effectively communicates the components of the course, the expectations for student participation, and the methods used to evaluate students' work. A copy of the syllabus should be sent to your department chair. Please instruct students to review syllabus guidelines with a parent/guardian and return a signed copy of the "Syllabus Acknowledgement Form." Each teacher is to maintain a file of completed syllabus acknowledgement forms for each course taught.

All syllabi should include the following:

- Title of the course
- Personal Introduction
- Name of the Teacher/Room Number/School phone/School e-mail/Other
- Required textbook/materials
- Course Description
- Expectations
- Attendance policy
- Late work policy
- Grading scale

Teacher Guidelines for Virtual Academy/Digital Learning Hours

- The workday will be 7:30 am - 3:30 pm for all staff
 - Be available during office hours to immediately support students via email and/or digital platforms
 - Attend meetings with Team/Curriculum/Admin Absences
 - Record your absence in Frontline (no sub required)
 - Upload lessons/emergency plans into your Google Classroom/Schoology. You should have 2 weeks of emergency plans that can be uploaded
 - Classroom codes should be listed on these plans
 - An administrator should be a co-teacher.
 - Provide timely feedback, as it is essential to student learning
 - PowerSchool should be updated weekly
 - Actively respond to questions and communications from students/families
 - Use district approved curriculum and resources to deliver instruction
 - Follow the guidelines for time and schedule based on your grade level and subject area
 - Ensure that differentiation is provided to meet all students' needs. (IEP/504/RtI/Tier II)
 - Consider how to use gradual release of responsibility to enhance learning for students
 - Collaborate with your grade level colleagues, interdisciplinary coordinators, and curriculum specialists regularly to plan instruction
 - Provide students ample time to complete assignments - more time than you would usually provide in class may be necessary for students
 - Make sure that all directions for tasks are clear and detailed
 - Complete course weekly planning templates by Friday at noon for the following week
- Offline Work
- Avoid requiring printing. All tasks will be completed on a device or uploaded as a picture
 - Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video Online Learning Environment

- Use district supported platforms such as Google Classroom/Schoology online textbooks, Google Drive, etc.
- A video greeting and/or lesson should be uploaded at least once a week to promote community and guide/deliver instruction
- Create situations for students to interact with you and one another (Google Meet, responses in Google Classroom/Schoology, Shared Google Docs, Zoom)
- Students should be reminded of proper video conferencing guidelines and etiquette: Dress code, appropriate location, background, earbuds and etc.

DATA

Data-driven decision making is vital in meeting the academic and developmental needs of students. Teachers are expected to utilize the various forms of data when planning and designing lessons and activities. Please note forms of data include: social emotional, academic, discipline, attendance, student interests, etc. Teachers are expected to maintain a data management system. This can be accomplished through data notebooks, electronic files/folders using Microsoft Office, etc. Individual student data should be readily available to district/school staff and parents. This includes benchmark data, attendance, behavior, MAP, state testing data, common assessments, and student work samples.



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"The key to quality and efficiency is professionalism."

Anonymous

PROFESSIONALISM

Professional Expectations:

- Always exhibit professional behavior.
- Maintain at all times the commitment to continuous improvement.
- Read your Teachers Handbook.
- Be prompt in arriving and leaving out-of-room assignments.
- Be sure you know your duty and committee assignments and cover them conscientiously.
- Remove items from your mailbox daily
- Read any bulletins via email. Be sure to share appropriate items with students.
- Turn in all money to the school bookkeeper daily.
- Be sure to keep any valuables in a secure place during the day.
- Keep a substitute folder ready at all times.
- Stand outside your door during each class change.
- Keep parents informed about their child's progress – both the positive and the negative.

Responsibilities to students:

- Treat each student with respect.
- Work to develop the total needs of students and encourage maximum growth.
- Help students to understand the meaning and limits of confidentiality.
- Make appropriate referrals.
- Protect the confidentiality of student records.
- Release personal data according to prescribed laws and school policies to appropriate agencies.
- Assist with interpreting the nature, purposes, and results of tests in language that is understandable.

Responsibilities to parents:

- Establish a cooperative relationship with parents to facilitate the maximum development of the student.
- Teachers are required to contact parents on a weekly basis.
- Inform them of the confidential nature of the counseling relationship between counselor and student.
- Adhere to laws and local guidelines when assisting parents experiencing family difficulties that interfere with students' effectiveness and the total welfare of the student.

Responsibilities to colleagues:

- Establish and maintain a cooperative relationship with faculty, staff, and administration.
- Promote awareness and adherence to appropriate guidelines regarding confidentiality, the distinction between public and private information, and staff consultation.
- Treat colleagues with respect, courtesy, fairness and integrity.
- Provide professional personnel with accurate, objective, concise and meaningful data necessary to adequately evaluate, counsel, and assist students.

STAFF DRESS CODE

All staff should dress professionally each day. Our dress sets the tone for our school and our day. Dressing professionally sends a message to the students that we are all about business. It is recommended that male staff wear a shirt and tie Monday through Friday. Golf shirts pants and slacks are acceptable. Appropriate closed shoes are permissible. For female staff, leggings and jeggings are **ONLY** allowed with an **APPROPRIATE LENGTH** dress, skirt, and/or extended length blouse/top. Shoes must have a strap on the back of the heel. Tuesday is Dress for Success for the whole school. No Jeans allowed.

HOURS

Teachers not on duty are expected to arrive no later than 7:55 AM and leave no earlier than 3:30 PM. All teachers on duty should be at their duty post no later than 7:45 AM in order to be ready for the task at hand. If for any reason you are going to be late for duty, make arrangements with a colleague to cover for you. Again, it is your responsibility to cover your duty.

FACULTY AND STAFF ABSENCES

In the event of illness or other conditions necessitating an absence from school, the staff member concerned is requested to adhere to the following procedures:

- A. Enter absence through Kelly services either on-line or by phone. Absence must be reported by 6:30 am and followed up with a text message to Dr. Watson at 864-544-5485. Staff are required to follow district and school procedures. **NO EXCEPTIONS!**
- B. You are welcome to prearrange a substitute. Once you have secured a sub, please let Mrs. Tawanka Smith or Ms. Renee Mumford know and they will post your absence and your sub with Kelly Services. You **SHOULD NOT** post your absence with Kelly Services when you are securing a sub in advance. The administration reserves the right to reassign subs in our building to meet specific needs, etc.
- C. If you must leave school during the day for non-school related reasons, it is your responsibility to secure supervision for your students. It is also your responsibility to request approval from Dr. Watson.

Staff members who leave school during the school day may be charged with partial/full absence, depending on the number of classes/time missed.

DISTRICT APPROVED LEAVE (Personal, School Business, etc.)

Any teacher desiring district approved leave must apply at least two weeks in advance on appropriate forms. Any staff member who goes on a school business trip, field trip, etc. must complete a Professional Leave Form. This is District Policy. These, and other forms, are available in the office. All forms are to be sent to the principal for approval prior to them being sent to the district office.

FACULTY AND STAFF ACCIDENTS

If a school employee is injured while performing his/her duties as a member of the faculty or staff, he/she should

1. Notify an administrator immediately and if possible, secure appropriate forms from the school nurse or bookkeeper before going to the doctor.
2. If a doctor visit is necessary, be sure to state that the injury occurred while on duty.
3. Completed forms must be submitted to the Benefits Coordinator at the D.O. within 48 hours of the injury.

It is imperative that all accidents are reported to an administrator; this is true even for ones that you think will not require medical attention. This will hopefully ensure that any subsequent problems will be adequately covered.

OFFICE VISITS

Teachers are encouraged to bring necessary issues to the appropriate offices, but are asked to refrain from congregating in the office or staying in the office for social visits. Also, it is the expectation of the administration that all staff members are considerate of the number of requests made of the office staff. Please plan ahead; request supplies in writing, and in advance of the time needed.

STUDENT TARDIES

Students are considered tardy if they are not in the classroom at the beginning of class time. Students who are tardy without an excuse should be sent with a teacher-signed note to the previous teacher for a pass if the student claims that the teacher held them late. If you hold students late, you **MUST** send notes to the next teacher. There should be **NO** exceptions to this professional courtesy.

MCHS TARDY POLICY

Maximizing the effective use of instructional time is, and will always remain, a priority for the administration, faculty, and staff at Marlboro County High School. We will seek at all times to instill in our students the critical importance of arriving to school and reporting to class on time.

In an effort to minimize the loss of instructional time when a student reports late to school, and at the same time, not lose the opportunity to teach a lifelong lesson regarding the need to accept the accountability and responsibility for reporting to class on time, the following policy will be enforced for student tardiness to school and class:

Per Semester

1st Offense – Warning

2nd Offense – Warning

3rd Offense – 1 Block of ISS/Administrative Warning and Parent Contact

4th Offense – 1 Days ISS and Parent Contact

5th Offense – 1 Day OSS and Parent Contact

6th Offense – 2 Days OSS and Parent Conference

7th offense – 3 Days OSS and Parent Conference

8th Offense – 5 Days OSS and Parent Conference

9th Offense – 10 Days OSS and Recommendation for Expulsion

The expectation is that all students be seated in class on time every day! Any student who is tardy must report to the Attendance Clerk to receive a pass to class. Student IDs are required. All students will be admitted to class with an appropriate pass from school personnel and the teachers will maintain appropriate tardy records for their classes.

It should be explained to all students that if a teacher needs them, that teacher must clear it IN ADVANCE with the current teacher. It is the expectation of the administration that teachers are NOT to keep students without prior arrangements made with the other teacher. Teachers shall make every effort to assist students in following the rules and expectations of class schedules. It is never appropriate to put a child in a situation that forces him/her to choose between conflicting demands being made by adults; this is always a no-win situation for the child, and will not be tolerated.

STUDENT ABSENCES

Parent notes and doctor excuses for absences should be sent to the secretary in Attendance.

STUDENT ACCIDENTS

If a student is injured at school or while participating in a school-sponsored activity, the supervisory staff member should notify an administrator immediately. All circumstances surrounding the injury are to be recorded (be specific); this information is to be given to the school nurse. Medical attention should be sought as needed. Appropriate paperwork will be completed and given to the school nurse.

STUDENTS IN THE BUILDING DURING LUNCH

In general, students are not to be in the main building during lunch. If a teacher gives permission for a student to enter the building at lunch, the student must have a hall pass. A pass for tutoring, make-up work, etc. should be taken care of in advance. It is not the responsibility of the duty teacher to write these passes if it is not their request. Any students who are observed in the building without a pass are to be sent to the office.

FIELD TRIPS

Requirements for field trips are governed by school district policy and/or administrative rule. Please refer to Marlboro School District Policy for detailed information.

In general, field trips should be directly related to the instructional program. All field trips for Marlboro County High School students must be scheduled through and approved by the principal. The district approved Field Trip Request Form must be completed by the appropriate faculty member. All students participating in field trip activities must have a parent signed and dated permission slip.

Field trip requests must be submitted to the District Office as early as possible, and **no later than two weeks prior to the date approval is needed.** (Don't forget to allow time for the principal to approve the field trip first.)

FUNDRAISING

The principal must approve all fundraising activities in advance. Appropriate forms must be completed and sent to the principal prior to approval.

HOMEWORK POLICY

Homework should serve the sound educational purpose of student learning. It is not intended as punishment or busy work.

Homework enhances skills and retention of concepts that have already been taught. It extends school experiences and should never be designed for students to “teach themselves new content”. Only homework that has a “creative” objective should be given without prior preparation; even then, the form and procedures should be thoroughly explained.

Homework assignments are to be clearly written within the capabilities of individual students; homework that cannot be independently completed has zero or negative value.

Students should be expected to carefully and correctly complete all homework assignments, but homework grades will follow MCSD uniform grading scale.

The amount of homework assigned should be determined within reasonable guidelines, taking into consideration that all students have multiple classes and teachers, as well as extra-curricular activities.

A general rule to follow is 10 minutes per grade level.

The administrative expectation is that teacher teams will plan together and coordinate homework and other assignments/schedules.

PARENT COMMUNICATION

Teachers are expected to communicate with parents on a regular basis via interim reports (every 4 weeks), as well as other forms of communication, including PowerSchool teacher website, emails, telephone calls, notes home, etc.

PARENT CONFERENCES

Teachers should welcome parent conferences as an opportunity to communicate students’ strengths, and when necessary, professional concerns to parents/guardians. Days for parent conferences will be scheduled as part of the district calendar; however, conferences between parents and teachers should be arranged as the need arises throughout the school year. In most cases, conferences should include the student. Teacher teams are expected to schedule team conferences with students and/or parents as needed.

Parent conferences should not be scheduled during class time. It is imperative to be punctual for the conference. Teachers are asked to meet the parent in the office prior to going to the classroom. If an administrator is needed to be present during the conference, please make an advance request, indicating the date, time, and the reason for the conference.

PROGRAMS AND ASSEMBLIES

Whenever the student body is assembled for any purpose, teachers are responsible for the safety, welfare, and conduct of the students. All teachers are to be present during assemblies (including planning periods) unless otherwise indicated by the administration. Teachers should sit among their students during assemblies.

EACH DAY TEACHERS ARE TO BE WITH THEIR GRADE LEVEL TO ASSIST WITH SUPERVISION. THE ONLY EXCEPTION TO THIS WILL BE THE MORNING DUTY TEACHERS WHO MAY STILL BE ON DUTY AT THIS TIME EACH DAY.

PRINTED PROGRAMS

Teachers sponsoring or chairing an event at school that require a printed program must notify the office no later than one month in advance if office assistance is desired. All information to be printed must be turned in to the staff person no later than two weeks prior to the event. The faculty member responsible for the event is also responsible for the printing of the program. Printed programs must be approved by the principal.

RECEIPT OF FUNDS

No teacher or staff member is authorized to accept any money from students for any purpose unless the money is properly receipted and turned in to Mrs. Shirley Smith. Per MCSD board policy, all monies must be receipted immediately and the receipt must be given to the student and/or parent.

Financial Procedures

1. Fund Raising Guidelines

No individual or organization may conduct any fund raising activity without the approval of the Administration. A form is provided in the cubicle next to the office. Teachers must consider the handling of money **very important**. All financial business, including purchasing and collection must be accounted for by both the teacher and the school office.

Purchasing Guidelines

Teachers must indicate items to be purchased on a requisition form supplied by the school.

Please provide all information requested on the supply requisition form.
The principal must approve all requests.

Any item purchased without the principal's authorization is the responsibility of the purchasing party and is a violation of district policy.

Collection Guidelines

All money collected must be receipted.

Money collected must be turned in to the office on the same day it is collected. It must be given directly to the proper clerical personnel (Mrs. Shirley Smith or the principal's secretary) and not left on a desk, counter, or in a file cabinet. Voided receipts should be retained in the receipt book. The original should be stapled to the copy. You should receive an office receipt for all money turned in. The office receipt must be attached to the last receipt issued by the teacher on a particular day and will contain the numbers of all teacher receipts covered by the single office receipt. Teacher and office receipts should agree.

All money collected for any purpose should be turned into the office for safekeeping daily. **DO NOT SEND RECEIPT BOOKS OR MONEY TO THE OFFICE BY STUDENTS.**

Students can be reimbursed for a payment made to the school (ex. cancelled field trip). Reimbursements will be made only if the original receipt is presented. A note should be made on the receipt by the teacher, **PLEASE REFUND WITH THE AMOUNT TO BE REFUNDED AND THE TEACHER'S INITIALS.** Teachers are responsible for the safekeeping of receipt books. They should be kept in a locked cabinet or drawer.

SECURITY FOR EXTRACURRICULAR ACTIVITIES

Marlboro County High School may provide contracted security for after-school functions. The principal, based on the number of people attending and the type of function, will determine the number of security personnel. Coaches/sponsors who are in charge of athletics or extracurricular events are responsible for the cost of security personnel. **COACHES/SPONSORS ARE TO REMAIN AT SCHOOL AND DIRECTLY SUPERVISE STUDENTS UNTIL ALL STUDENTS HAVE LEFT THE EVENT/CAMPUS.**

STAFF DEVELOPMENT

Sustained professional development at the district and school level is a federal, state, and district requirement each year. Teachers should keep in mind that staff development days are to be used for professional development, and should not plan to work in their classrooms as if they were workdays. Teacher workdays are scheduled in the school district's calendar.

USE OF VIDEOS AND MOVIES DURING INSTRUCTION

All videos and movies should be approved by the Principal. Please use the appropriate form and submit one (1) week in advance of instruction. Lesson plans, test, etc. should be attached to request.

DISCIPLINE

Teachers are responsible for maintaining good order and discipline in their classrooms and on school campus. In order to gain a student's respect, we must first respect the student. Listen and remember what it was like to be a child. Allow students to question without feeling threatened. Do not embarrass, bait, threaten, or argue with students. Be fair, firm and consistent.

All teachers are expected to handle discipline problems that arise in their rooms or follow the procedures outlined above. Sending children out of the classroom into the hallway for misbehavior is not an option.

Once your classroom discipline steps get to the point where an office referral is necessary, please **make sure that parent contact has previously been made and documented.**

Discipline Information to Know:

- Assist in maintaining discipline, not just in the classroom, but throughout the entire student body as the need arises, either by taking care of the problem or referring to office.
- Do not send minor infractions to the office. .
- Have only a few rules. Be sure they are necessary and in the general interest of students, not just for your comfort, and be sure all students know what they are.
- **Never touch a student.**
- Stop the little things. It is easier to put out a match than it is a forest fire.
- Do not be afraid to acknowledge an error. You are not infallible and the class knows it.
- **Sarcasm and ridicule have no place in the classroom** or our school. Watch what you say.

- You should always make every effort to deal with each student on a fair and impartial basis, maintaining a status of emotional neutrality.
- Remember that the ultimate goal of all discipline is self-discipline; you above all should exemplify it. Too often, teachers who advocate severe discipline are themselves intemperate in their actions and rash in their judgments. They interpret any misconduct as directed at them personally, regarding it as a deliberate, defiant, intolerable personal insult. It is not unusual to see a teacher usher an offender to the principal's office demanding that prompt reprisal be administered in the teacher's presence. Don't make promises to students you can't keep.
- NO STUDENT is to stand outside your classroom without adult supervision.
- **Teachers will not prohibit students from entering the class for discipline reasons.** This decision is reserved to the principal.

Students are to be supervised at ALL times. Students should not be left unattended in the classroom or in the hallway. When students change class, teachers should be standing at doors, observing hallway transition and greeting students.

Teachers are to stand in their doorways during the changing of every class and immediately after school. Be alert to possible problems which may occur at this time.

- Remember, a well-planned lesson and good teaching is inseparable from good discipline. The most important part of any instructional program is the teacher. The teacher is the instructional leader in the classroom. The appearance and atmosphere of the classroom are direct reflection of the teacher. We expect the teacher to keep his/her classroom neat, be well prepared, and be in control at all times. Administration is available for support but they will not manage your classroom for you.

*******STUDENT SUPERVISION (at no time should your class be left unattended)**

SCHOOL SAFETY AND CRISIS INFORMATION

Please refer to district's Crisis Manual and Quick Reference Guide (included in the back of the handbook).

Emergency drills (fire, intruder, tornado, and earthquake) will be held each month.

SAFETY

- Learn immediately the proper procedures for fire and tornado drills for your room.
- Never leave a class unsupervised. If you must leave your room, notify the teacher in the adjoining classroom.
- Do not allow students to stand outside your door or to remain in any area unsupervised.
- If a student is injured, administer first aid, if necessary, and notify the school nurse immediately.
- Have students carry a hall pass, when leaving the room. Have them record their name, the date, their departure time, their destination, and their return time on pass.
- All classroom doors must remain locked at all times (per the District)

FIRE DRILL PROCEDURES:

A fire drill should be thought of as an exit drill, since the objective of the drill is to evacuate the building of all of the occupants, not fight the fire.

- The principal will designate each class an exit route. The teacher should explain routes to each class. (Note: Routes should be posted in each classroom for substitute teachers.)
- Teachers must bring their roll book and call roll during the drill.
- No one is to stop for coats, books or other items.
- There should be no crowding or pushing in the evacuation line. Talking should not be tolerated.
- In cases where students are unable to hold their places in line, provisions should be made to have them aided by more sturdy students.
- Teachers should be designated to search the restrooms or other rooms after their classes have joined the other classes in evacuation.
- Students and teachers should remain in their groups outside the building until the hall is clear and the principal or other responsible persons give a signal. The all clear signal for return to the building should be given by hand, flag, whistle or the bell.

TORNADO DRILL PROCEDURES:

During a tornado drill, students should do the following:

- Go out into the hallways as quietly as possible.
- Go to the designated area, have students sit down with backs to the wall.
- Cover their heads with jackets, sweaters, etc. and then cover their heads with their hands.
- Return back to their rooms when the drill is completed.
- Remember! When a tornado threatens, your immediate action can save your life. Stay away from windows, doors and outside walls.

EARTHQUAKE DRILL PROCEDURES

During earthquake drills, students should do the following:

- An advanced warning will not be given since we will have no noticeable advanced warning.
- Immediately have students take cover under desks or tables and turn away from windows.
- Remain in sheltered position for at least 60 seconds.
- If the building needs to be evacuated, the fire alarm will be used.

Emergency Quick Reference Guide 2020-2021

<p>When you hear</p> <div style="text-align: center;">  </div> <p>“FIRE ALARM”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> ➤ Immediately line all students up in a single file line. ➤ Obtain the attendance roster and/or class roll book. ➤ The teacher will check the classroom before leaving and must account for all students once outside the building. ➤ Exit the room in the direction of the closest exit (as indicated on the emergency evacuation plan). ➤ Exit the building and proceed to the designated area (at least 50 feet). RUNNING OR TALKING IS NOT PERMITTED! <p>The principal or designee will give the all-clear signal.</p>
<p>When you hear</p> <div style="text-align: center;">  </div> <p>“LOCK DOWN”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> ➤ Immediately ensure your door is locked (it should remain locked at ALL times). Pull in any student who may be in the hall near your door. ➤ Move students to a secure location within the room that is out of sight from an intruder. ➤ Turn off all lights and close all blinds. ➤ Cover any windows and/or visible areas. ➤ The teacher and students will remain as quiet as possible during the lockdown. <p>The principal or designee will give the all-clear signal.</p>
<p>When you hear</p> <div style="text-align: center;">  </div> <p>“TORNADO”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> ➤ Immediately move the class into the hallway (as indicated on the emergency evacuation plan). ➤ Students should kneel down in a fetal position (knees against the chest with heads facing the wall) Teacher and students should remain calm, quite, alert, and attentive during the tornado and/or warning. <p>The principal or designee will give the all-clear signal.</p>
<p>When you hear</p> <div style="text-align: center;">  </div> <p>“EARTHQUAKE”</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> ➤ Immediately move away from windows, shelves, heavy objects, and furniture that may fall. ➤ Students should take cover under their desk/table. ➤ Students should quietly remain under desks/tables and listen for any further instructions. <p>The principal or designee will give the all-clear signal.</p>