

Crosswell Drive Elementary School

Employee Handbook

August 2017 – June 2018

Shawn P. Hagerty, Ed. D., Principal
Elena Fishburne, M.Ed., Assistant Principal



July

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Sumter School District 2017-2018 Calendar

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|----------------|--|
| August 14 | School In-service/Workday |
| August 15 | District In-service Day |
| August 16 | Morning School Workday |
| | Afternoon District In-service |
| August 17 | District In-service Day |
| August 18 | School In-service/Workday |
| Aug. 21 | Students Begin (Half Day) |
| Sept. 4 | Labor Day Holiday |
| Sept. 20 | Interims |
| Oct. 20 | Work/In-service Days |
| Oct. 24 | Last Day of 1st Quarter |
| Oct. 25 | First Day of 2nd Quarter |
| Nov. 2 | Report Cards |
| Nov. 10 | Veterans Day Holiday |
| Nov. 20-24 | Thanksgiving Holidays |
| Dec. 1 | Interims |
| Dec. 20-Jan. 2 | Winter Holidays |
| Jan. 3 | School Resumes |
| Jan. 15 | Dr. Martin Luther King Holiday |
| Jan. 17,18 | High School Exams |
| Jan. 18 | Last Day of 2nd Qtr./1st Semester |
| Jan. 19 | Work/In-service Days |
| Jan. 22 | First Day 3rd Quarter/2nd Semester |
| Jan. 29 | Report Cards |
| Feb. 19 | In-service/Workday |
| Feb. 21 | Interims |
| Mar. 26 | Last Day 3rd Quarter |
| Mar. 27 | First Day 4th Quarter |
| Mar. 29 | Work/In-Service Day |
| Mar. 30 | Holiday |
| April 2-6 | Spring Break |
| April 10 | Report Cards |
| May 7 | Interims |
| May 28 | Memorial Day Holiday |
| June 6,7 | High School Exams |
| June 7 | Last Day of Student Attendance |
| June 7 | Report Cards |
| June 7 | Sumter Career and Technology Center Graduation |
| June 8 | Work/In-service Day |
| June 8 | Crestwood/Lakewood Graduations |
| June 9 | Sumter High Graduation |

Inclement Weather Days:

January 19, February 19, March 29

January

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**CROSSWELL DRIVE
ELEMENTARY
2017-2018**

**DR. SHAWN P. HAGERTY,
PRINCIPAL
MS. ELENA FISHBURNE,
ASSISTANT PRINCIPAL**

**BEHAVIOR
INTERVENTION**
Martin Burns

CAFETERIA
Barbara West
Shirley Allen
Brenda Boykin
Savannah Choice
Matthete Gregg
Timitri Whiteside

CUSTODIANS
Cheryl Williams
Edith Burgess
Leenell June
Lincoln Major
Derek Reese
Sherquana Strasley

ESOL- TBA

GUIDANCE
Gary Collick

**INSTRUCTIONAL
COACHES**
Monica Pate
Janet Preston-Mack

INTERVENTIONISTS
Aimee Jackson (3-5 Math)
Tonyetta Thomas (3-5 Reading)
Yvonne Wright (K-2 Reading)

NURSE
Lolita McKeller

OFFICE

Kimberly Lewis-Crank
Geraldine Furman
Willicia Major
Kathy Strickland

PARENT FACILITATOR
Patrice Harris

PSYCHOLOGIST
Pamela Pigg

QUEST

Dr. Bethea

RELATED ARTS

Art- TBA

Media Center- Bert Wilson

Music- Jocelyn Goff

P.E. - Jack Ray

Science Lab- Jacquelyn Moses

RESOURCE
Emily Casey (K-3)

SOCIAL WORKER
Cindy Jennings

SPEECH
Erin Eagerton
Jenny Knopf

PRE-KINDERGARTEN
Ashley Bateman/Sennise White
Juanice McLaurin/Carmen Pack
Kionne Spann/ Leeann Snider

KINDERGARTEN
Yvonne Davis (K,1)/ Mary
Johnson

Kathleen Peil/ Sunny Johnson

Angela Taylor/ Celestine
Fleming
Andrea Thomas/ Linda Little
Ashley Watson/ Brenda Reese

FIRST GRADE

Michelle Kirkley (Gr. Level
Leader)
Patrell White
Rita Peelman
Amy Kelly

SECOND GRADE

Pamela McCoy (Gr .Level
Leader)
Catherine Conyers
Gloria Nelson
Lawandrow Rubin
(2/3) Denise Mitchell/ Saretta
Pugh

THIRD GRADE

Terrie Oliver (Gr. Level
Leader)
Makesha Choice
Melissa Ricks
Stacie Stevenson

FOURTH GRADE

Fredericka Plowden (Gr .Level
Leader)
Tosha Alston
Debra Andrews
Kristen Marsh
Bobbi Wrenn/ Naomi Chestnut

FIFTH GRADE

Erica Wright (Gr .Level Leader
/ **TBA SPED** / Stacey Blanding
Tabitha Merkel
TBA

Professional Dress Code (Policy GBEBA)

Issued 10/11

Purpose: To establish the basic structure for a district dress code for staff.

The district will establish a dress code for staff to provide an atmosphere that enhances learning, instills discipline, prevents disruption and avoids safety hazards. The district expects school employees to set an example for students that will serve to promote acceptable minimum dress standards for students and, consequently, improve student behavior.

The purpose of developing a dress code for staff is not to restrict unduly, but to permit staff to dress in accordance with standards conducive to a proper educational atmosphere in the public schools of the district.

The board considers these rules essential.

- Staff should dress in a clean and neat manner appropriate to their profession.
- The district does not consider shorts, T-shirts, denim pants, denim shirts, denim skirts, denim dresses, denim jackets, wind suits and sweatpants acceptable for the classroom or office setting. Support staff and instructors in special areas will wear clothing appropriate for their instructional environment.
- Tennis shoes/KEDS are not to be worn for formal functions such as awards programs, graduation and other special events.
- Garments should not be so tight or clinging as to be excessively revealing. All attire should meet the “dollar bill” test - front and back.
- Staff must receive approval from the principal prior to wearing special attire. The board recognizes special situations when a staff member would not dress as he/she would on a normal school day (such as spirit days, work days, field trips, etc.). The principal/supervisor must receive prior approval from the superintendent or his/her designee.
- Male teachers are expected to wear shirts and ties, unless otherwise indicated by the principal.

GENERAL INFORMATION:

Absences – (Staff)

Be consistent in attendance at school and follow established procedures when absent. GROUP TEXT the following individuals if you will be absent either the night before or prior to 6:00 a.m. the day of the absence;

Dr. Hagerty (803) 968-4062

Mrs. Gearldine Furman (803) 983-9548

It is imperative and required upon return to fill out the proper leave form(s) to account for your time.

Unless teachers and staff members call by 6:00 a.m., they are expected to be present and on time for work.

Substitute Procedures

- A. When leave is requested in advance and you have assigned duty, you are responsible for finding a replacement.
- B. You are required to have **3 days of emergency plans** prepared in case you are out on short notice. These plans will be used **only** for emergency situations. If emergency plans are used, they must be re-accomplished and resubmitted. You will submit your emergency plans to the main office.
- C. When leave is requested in advance, you are required to have written plans for the substitute and all needed resources in place for the number of days that you will be absent.

Substitute Plans

- Class roll for each group
- Daily rituals and routines written that can be followed by the substitute teacher
- Time schedule of all classes and activities
- Seating chart for students (if applicable)
- Appointment of a responsible student(s) to assist the substitute
- List of pupils in any special group, i.e. those with known medical problems, resources students, speech students.
- List any supervisory responsibilities such as bus duty, recess duty, or cafeteria duty
- Fire drill and tornado drill plans
- Desk copies of all textbooks and workbooks in present use
- Classroom rules and consequences
- Lesson plans that will include at least 3 days work for children with answer keys

- Substitute plans should be organized so that the substitute teacher should be able to follow those things done in your class daily.

Absences – (Students)

All notes sent by a parent/guardian regarding absences should be submitted to the office daily with the class attendance card. These notes are needed to determine the total number of excused/unexcused absences.

Accident/Injury Report

An incident/injury report is to be completed by the teacher in charge anytime a student is involved in a serious incident or is injured (normally something requiring care outside of the school). Forms are in the nurse's office. Completion of the report will be useful in preparing accident reports or resolving differences between students at a later date.

Submit the completed form to the principal the day of the incident or injury.

Allergies

Please pay **close** attention to all student allergies. Please make certain all staff (cafeteria, paraprofessionals (if applicable), related arts, etc.) know about any significant allergies regarding your students.

Blood Borne Pathogens Training—Employee Responsibility

All staff members are required to complete training in Blood Borne Pathogens training each year. In order to protect yourself to the greatest extent possible you are required to:

1. Learn what tasks may involve exposure to you.
2. Follow the work practice controls established by the Exposure Control Plan.
3. Report any incidents and concerns involving exposure.
4. Report any violations of the requirements of the plan.
5. Assist your co-workers in understanding and complying with the plan.
6. Look for gloves!

Each employee is responsible for adhering to the policy and procedures regarding exposure control.

Calling Tree

You will be issued a recall roster to keep at home. This lists contact numbers so that we can disseminate messages during off-duty hours. This will usually relate to such items as delayed opening of school, cancellations, etc. You are **never** to give out a staff member's telephone number to anyone.

Cell Phone Use

Please keep cell phone use to emergencies only. Please plan all calls during your planning period. Please remember if you are using the school's WiFi you are subject to the retrieval of information. Please use "Guest" if you would like to use the school's WiFi.

Certificate

Each teacher is to have a valid South Carolina teaching certificate on file in the school and the District office.

Class Rosters

Classroom rosters are to be taken with you in the event of an emergency to account for students

Duty Assignments

Duty assignments are required to provide supervision of students for health and safety reasons as well as to help maintain a school environment free from noise and disruption. Morning duty, Lunch duty, Afternoon duty, and recess are formally scheduled periods of duty. Duty requirements also exist on a daily basis for any teacher who allows students to leave the room for water, to the restroom, etc. Professionals are attentive to duty schedules. They actively supervise students, locate themselves where the students are and give full attention to the students.

When you are out of the room for any reason, have another adult supervise your children. **You are responsible and liable for any incident that occurs when your children are left alone.**

Faculty Meetings

Faculty meetings are generally scheduled on Wednesday afternoons. Teachers should always plan to reserve that time.

Field Trips

Student Activities are a vital part of a student's life and educational experience. Teachers taking students on approved field trips must complete all necessary paperwork 2 MONTHS prior to departure (application, transportation request, parent permission form, manifest, etc.) as well as to issue an admit slip to each student upon return and complete an evaluation.

Food and Beverages

All food consumption is normally confined to the cafeteria. Teachers may also use the teacher's lounge. Cafeteria food trays are not to leave the cafeteria.

Grading System

Homework

We believe homework should teach self-discipline and should never be used as a disciplinary measure. It should be an outgrowth of what is studied in the classroom, not work that requires parents to teach or tutor. Homework should be assigned Monday-Thursday and occasionally on Fridays. Homework should be assigned regularly so that students develop good work habits. The quality of homework should be such that students will be required to budget their time, but not so much that the work cannot be completed before normal bedtime. Be prepared to deal with the fact that some students may find it very difficult to do homework for reasons beyond their control. Be certain that you do not create more problems for the student with your homework assignments.

Give reasonable and interesting assignments that are within the capabilities of each child (differentiation), then follow up and check all homework. Be sure parents understand why, when, who, what regarding homework so that you have their full support. Homework assignments should be given 4 days per week, but does not have to be given in each subject area each day.

Report Cards (Pre K-K) Standards-based

Report Cards (Grades 1-5)

Letter grades correspond to the following numerical equivalents:

| | | | |
|-----|-----------------------|-----|---------------------|
| "A" | 90-100 (Excellent) | | |
| "B" | 80-89 (Above Average) | "F" | 59- Below (Failure) |
| "C" | 70-79 (Average) | | |
| "D" | 60-69 (Below Average) | | |

Honor Roll

Principal's List

1. All A's in academic subjects
2. Satisfactory or above in related arts classes

A/B Honor Roll

1. No grade lower than a B in academic subjects
2. Satisfactory or above in related arts classes

Health & Safety

In case of an accident, authorized personnel or the school nurse gives first aid. In all cases of serious accidents or illnesses, every effort is to be made to contact the parents. The school follows the parents' directions on the emergency card if unable to reach them when a child needs more than first aid.

Emergency Card

For the safety of the students, it is extremely important to make sure that all cards are completely filled out including the phone numbers(s) of contact persons. Please update this information if any changes occur. Critical time may be lost if the parent or guardian does not provide complete information. If the child is not to be picked up by a certain parent/guardian, please explain this to the parent/guardian and have this noted on the emergency card.

Student Illness

A student who becomes ill during the school day should be sent to the health room with a Health Room slip showing: full name, time sent, teacher sending, and nature of the illness. The nurse or health room aide will attend to the student and if his/her temperature is 100 degrees or above, or if discomfort persists, arrangements will be made to send the student home. The teacher will be notified.

Keys

The Bookkeeper will issue keys, you will be asked to sign for all keys issued to you. NEVER have keys cut from the key you are assigned. We must keep an accurate, controlled accounting of all keys in circulation.

Leave Requests

If you need leave time for jury duty, bereavement, professional, or personal leave, you must complete a Form 302-Absent Employee/Substitute Report and submit it directly to the Bookkeeper. You will receive a copy of the leave form with his signature and his approval or disapproval. Do not assume that your leave request has been approved or disapproved until you receive the signed pink copy. **This request must be submitted at least 48 hours in advance.**

Leaving Campus

Leaving the school campus during school hours requires prior written or verbal approval from your supervising administrator or principal. After permission has been granted, please notify Mrs. Furman, as well.

Lesson Plans

Weekly lesson plans are required. **Weekly lesson plans are due to Mrs. Pate by 8 a.m. every Monday.** These plans must be specific. Weekly plans need not be verbatim scripts for each lesson, but they must be detailed enough to allow another professional educator to conduct a meaningful class in your absence.

Mailboxes

Mailboxes should be checked daily. Please do not use your mailbox for storage purposes. If materials are left in your box it is difficult to determine if you have received messages or announcements

Parking

All staff members are asked to park in a designated parking slot. There will be no parking in front of the cafeteria's side door entrance.

Prescription Drugs and Medications

Prescription and non-prescription medicine must be in the original/properly labeled bottle. A medication permission form must be filled out and signed by the parent/guardian and kept on file in the health room before medication is administered to a student. The permission form should include the dosage(s) and time(s) medication is to be administered. All medication must be brought to the health room.

Purchases

At the beginning of the school year, each teacher is given a supply check for purchasing materials and supplies. All other purchases for the school must be processed by purchase order through the office.

Security

The presence of any unauthorized persons on campus must be reported to the office immediately. Any persons loitering around outside the schoolyard should also be reported to the office immediately.

Nametags are issued in the office to substitutes, visitors, and volunteers. All entrance doors have signs requesting people to come to the office for assistance or direction.

Signing In To Work

Sumter School District places a high priority on all staff reporting to work on time. Employees are expected to sign in daily by 7:00 a.m., unless on duty or otherwise notified. Of course, you are able to arrive early as necessary.

Smoking

Smoking is not allowed on the premises.

Tardiness (Student)

When a child is tardy, he/she must go by the office before entering class. Do not admit a tardy child without an admittance form from the attendance office.

Teacher Advisory Council (TAC)

Sumter School District has a Teacher Advisory Council made up of one teacher from every school. This council meets monthly to discuss and make recommendations relative to teacher welfare and concerns. If you have any matter you have not already discussed with the principal please make sure you communicate the concern, suggestion, solution to the principal.

Textbooks

1. Each student is to be issued a book in each academic subject. Please be sure that the student's name and the condition of the book are written in the proper place.
2. All non-consumable textbooks will be issued to the student
3. Lost or damaged textbooks must be paid for. A student will not be issued a replacement book until the lost one is paid for. A receipt will be written and another textbook issued.
4. Periodically have a book check to determine if any books have been lost.

Visitors: Parents who wish to visit their child's classroom should register their presence in the office and get a visitor's pass. All visitors must possess a visitor's pass. If you encounter a visitor in the building without a pass, please escort them to the front office or notify the front office.

Volunteers: Parents, community members, and business associates are welcome as volunteers. We encourage them to participate in school activities. All volunteers must complete a SLED background check. The cost of the background check is \$25.

DRILLS

Tornado Drill

The signal that a tornado drill will begin will be a verbal or P.A. announcement by the principal or designee that the warning is in effect. When this occurs, teachers are to stop all activities and orderly assemble their classes in the hall nearest the classroom away from open areas such as windows or doors. Students should sit with their backs against the wall, knees drawn up to their chests, and heads down, with books covering their heads. Having their class rosters, teachers are to close classroom doors after students exit into the hallways. Teachers will follow the drill procedures and verify the student classroom count. The all-clear signal will be a verbal or P.A. announcement by the principal or designee, at which time regular classroom activities may resume.

Earthquake Drill

In the event that an earthquake occurs while school is in session, you are to follow the procedures as outlined below:

- Keep calm, don't run or panic.
- “Duck and Cover” – Students should duck under the nearest desk or table and cover up.
- When the order is given, go to the designated area as quickly as possible.
- Stay away from overhead electric wires, poles or anything that might shake loose and fall.
- Remain outside until directed to return to the building.

Fire Drill

Fire drills are held monthly August-May. The exit and drill plans should be posted near the door of your classroom. Please see the secretary if you need a plan.

Upon the activation of the fire bell, everyone will immediately follow the prescribed route and move out of the building in an orderly manner. Teachers should take their class rosters to account for all students. Classes should remain quiet and with their teachers. The teachers should display the green or red signs (found in the Sumter School District “Guide to Emergency Procedures) to indicate whether or not they can account for all students on class rosters. Teachers may also use the red signs to indicate that additional assistance is needed. Classes should remain quiet and in their assigned areas until directed to return to the building.

Lockdown Drill

Staff members should clear hallways immediately. Individual students who may be in the hallways should be directed to the nearest classroom. Lock the doors, cover the door windows, close blinds, and turn off lights. Be quiet and hide. Ensure that cell phone volumes are off. Notify the office regarding students missing from your class or any extra students who entered your room. Do not unlock the door or leave the room until official notice is given.

****REFER TO THE SUMTER SCHOOL DISTRICT “GUIDE TO EMERGENCY PROCEDURES” FOR DETAILED INFORMATION ON THESE DRILLS AND OTHER POSSIBLE EMERGENCY SITUATIONS**



I, the undersigned employee, acknowledge that I have received, read, and understand the following written Crosswell Drive Elementary 2017-2018 Employee Handbook.

Employee Name: _____

Employee Signature: _____

Date: _____