

# **2023 Summer Reading Camp**



# Faculty and Staff Handbook

## TABLE OF CONTENTS

Topic	Page Number
Attendance	3
Breakfast	3
Building Access	3
Cell Phones	3
Copy Machines and Paper	3/4
Custodians	4
Duty	4
Expectations	4
Evaluation	4
Lesson Plans	5
Lunch Count	5
Nurse	5
Payroll	5
Playground	5
Professional Development	6
Public Relations	6
Questions	6
Restrooms	6

Requirements for Promotion/Retention	7
Safety and Security	7
Sign In/Sign Out	7
Student Arrival/Dismissal	8
Supplies	8
Tardies	8
Walkie-Talkies	8
Appendix	9

## **ATTENDANCE**

All teachers/staff are expected to be present. I truly understand there some circumstances beyond our control, however, please keep absences at a minimum and only for true emergencies. Students must attend SRC for 75% of the time we are in session. Please be sure to monitor student attendance and to mark students present or absent each day. If you will be absent please call or text Mrs. Foster at 864-761-6958 or 864-341-6826 as soon as possible.

## **BREAKFAST**

Students will report to the cafeteria upon arrival. Breakfast will be served until 7:55 during SRC. Teachers should pick up their students in the cafeteria by 7:55.

## **BUILDING ACCESS**

You will enter the building using your white copier card.

## **CELL PHONES**

Personal cell phones should not be used during instructional time. Cell phones should be used only during your planning times for medical, business and/or important communications. Recess is not an appropriate time to use cellphones. If you have a family emergency, please contact the main office so that accommodations can be made to relieve you from your class. Any teacher desiring to make an emergency cell phone call to a parent during instructional time must request office assistance for classroom supervision before placing the call.

## **COPY MACHINES**

Staff members must use their copy card in order to use the copiers to scan, email, or copy items. When standing in front of the copier, look for a tag or sticker that says “hold card here”. Hold your copier card up to the sticker and you will be logged in. Staff members are not permitted to make color copies. You can print directly to the copiers from your laptop by choosing LCES Virtual Printers. Print jobs in the copiers are deleted after 8 hours. Staff members should refrain from making copies for personal use.

## **COPY PAPER**

Teachers should see Mrs. Foster or Mrs. Phillips when paper is needed for printers or copying. Paper is provided by SRC.

## **CUSTODIANS**

We will have custodians on site during SRC. Should you require a custodian during the day, please call the main office. Please be sure that children are responsible for cleaning up around their desks daily before leaving.

## **DUTY TIMES**

Teachers and staff are expected to sign in at 7:45. The SRC Faculty/staff dismissal time is 2:30. SRC faculty and staff should pick up their students by 7:55 each morning.

## **EXPECTATIONS**

All teachers are expected to supervise his/her classroom and students at all times. NO CLASS SHOULD EVER BE LEFT UNATTENDED. Create, post, and explain expectations for classroom conduct. This information must be conveyed to students and parents. Expectations, consequences, and rewards must be visible and posted in each classroom. Teachers are expected to be firm, fair, and consistent. Students who are not following expectations may be referred to administration following the elementary code of conduct procedures.

## **EVALUATION/OBSERVATIONS**

Informal observations and/or evaluations will be conducted throughout the SRC session for all staff members. Additionally, the SC DOE will complete an unannounced evaluation visit during our session. A copy of the monitoring tool is attached.

## **LESSON PLANS**

Teachers should create daily lesson plans and submit them to Mrs. Foster via email. Lesson plans are required of all teachers. All lesson plans should be visible within the classroom. Daily lesson plans should indicate the day, date, and any changes/alterations to the plan. All instruction should begin PROMPTLY and continue throughout the day. **TIME IS IMPORTANT!** We have very limited time with our SRC students so we need to make the most of each minute. Create instructional plans that are adaptable to the varying needs of all students in the class. Expectations must be HIGH, as well as attainable. A daily schedule should be posted in the classroom. Objectives should also be posted.

## **LUNCH/ LUNCH COUNT**

Students will eat lunch with their teacher in the cafeteria daily. Please supervise students and remind them to clean up after they finish. Please send a lunch count each morning by 8:15.

## **NURSE**

We will have a nurse on site each day. If you are sending a student to the nurse, please send a detailed description of the need with the student. At no time should teachers contact parents regarding a student's health.

## **PAYROLL SCHEDULE**

Employees will be paid in separate deposits on June 30<sup>th</sup> and July 15th.

## **PLAYGROUND**

There will be no recess if the heat index or temperature is above 100 degrees. Teachers are expected to supervise during recess and should be spread out across the playground. SRC students will use the playground located just across the blacktop as well as the grassy area by the covered shelter. Teachers should communicate playground expectations to students prior to using the playground for the first time as well as daily before heading to recess.

## **PROFESSIONAL DEVELOPMENT**

Professional Development is planned for Wednesday, May 24 at B.D Lee and Thursday, June 1 at Limestone Central. During this time, we will go over the SRC Handbook & SRC logistics, SCDE Monitoring Tool, Spark for grade 3, Summer Scholars for grade 3, Spartanburg Science Center info for grade2, and student LAP folders/data.

## **PUBLIC RELATIONS**

### **Parent Contacts**

Teachers are requested to establish and sustain positive contact with all parents. There should be documentation of phone calls/attempts, notes home, emails, face to face conversations, etc. This may include communications during morning/afternoon duty. A parent contact log will be provided.

### **Community Partnerships**

Our SRC is fortunate enough to have partnerships with the Kona Ice, Cherokee County Public Library, SC GSA Spark, and the Cherokee County Summer Feeding Program. Students will be able to participate in various activities through these partnerships.

## **QUESTIONS**

Please see Mrs. Foster or Mrs. Phillips with any questions that may come up during our SRC session.

## **RESTROOMS**

Students will use the restrooms located on the first-grade hall.

Faculty/staff members may use the restrooms located in the front office. There are also adult restrooms located by Mrs. Lee's room.

## **REQUIREMENTS FOR PROMOTION/RETENTION**

Students who successfully participate in a summer reading camp at the conclusion of the third grade year and demonstrate through either a reading portfolio or through a norm-referenced, alternative assessment, selected from a list of norm-referenced, alternative assessments approved by the Read to Succeed Office for use in the summer reading camps, that the student's mastery of the state standards in reading is equal to at least a level above the lowest level on the state reading assessment may be considered for promotion to fourth grade. Students must score a 419 on iReady to be promoted.

## **SAFETY AND SECURITY**

All visitors to the building are required to have a visitor's pass. If you notice someone in the building who does not have a pass, notify the office immediately. We will have an SRO on site. Exterior doors are to be locked at all times. Teachers are should keep their classroom doors locked at all times. Please double check outside doors when you leave in the afternoon. Your classroom door should be locked each afternoon when you leave and any other time during the day when you are not in your classroom.

- Fire Drills- follow the marked evacuation routes posted in your classroom. We will have fire drills during SRC.
- Earthquake Drills- shelter under desks and/or tables in the classroom
- Tornado Drills- all classes will proceed to the lower level of the building and shelter against the walls in the main hallway just past the cafeteria windows and fire doors. Students will need something to cover their heads.
- Intruder Drills- Students will shelter in an area of the classroom that is not visible from the windows or doors. Students should remain silent. Classroom lights should be off and classroom doors should be locked. Do not open the door for anyone and do not exit the building for a fire alarm during an intruder drill. An administrator or SRO will release classes from lockdowns individually.

## **SIGN IN/OUT**

Each teacher is required to sign in and out each day. You will also be required to sign payroll each week. Teachers will be responsible for completing and turning in time sheets weekly.

## **STUDENT ARRIVAL AND DISMISSAL**

Students may begin entering the building at 7:30 and report to the cafeteria. All teachers should pick up their students from the cafeteria by 7:55. Bus riders will be dropped off in the back of the school next to the cafeteria. Car riders/walkers will be dropped off at the main entrance to the building.

Teachers are expected to assist with dismissal. Bus riders will dismiss from the front of the school near the main entrance. Car riders will be dismissed at the back of the school from the gym. Persons picking up walkers and car riders must have a tag with the student's name displayed in order to take the student. Those who do not have a car tag will be referred to the front office to pick up their student. Each SRC student will be given 2 dismissal tags on the first day of SRC. Teachers assisting with afternoon dismissal are expected to be on duty until 2:20 each day. Any students remaining after 2:20 will be taken to the front office.



## **SUPPLIES**

We are very fortunate to be able to supply teachers with most of the supplies they need for instruction. If you need classroom supplies, please let Mrs. Foster or Mrs. Phillips know via email.

## **TARDY PASSES AND EXCUSES**

Please place any tardy passes, doctor's excuses, or parent excuses outside of your classroom for pick up each morning.

## **WALKIE-TALKIES**

Each classroom teacher will be issued a walkie-talkie. It is the responsibility of the classroom teacher to charge the walkie-talkie daily. Teachers should have access to the walkie-talkie at all times, and should take the walkie-talkie with the class any time they leave the room. It is imperative that the front office and teachers be able to contact each other at all times. If your walkie-talkie malfunctions or will not charge, please let Mrs. Foster know immediately.

## **SRC Cheat Sheet**

- School Information- Limestone Central Elementary School, 727 Pacolet Hwy Gaffney, SC 29340
- School Phone- 864-206-6620
- Mrs. Foster- 864-761-6958 (cell) 864-341-6826 (district cell)
- Alisa Phillips- 864-876-0229 (cell)
- SRC Dates:

- o PD at LCES May 24<sup>th</sup> and June 1
  - o First Day- June 5<sup>th</sup>
  - o Last Day- June 29<sup>th</sup>
- SRC Hours:
  - o Students- 8:00-2:00
  - o Staff 7:30-2:30
- To do:
  - o Sign in/out daily on timesheet
  - o Pick up/complete attendance card and lunch count
  - o Check daily announcements
  - o Sign payroll and turn in timesheet weekly before leaving on Thursdays

# Parent Contact Log

Student's Name	Date
Parent/Guardian	Form of Contact
Reason for contact	
Result	

Student's Name	Date
Parent/Guardian	Form of Contact
Reason for contact	
Result	

Student's Name	Date
Parent/Guardian	Form of Contact
Reason for contact	
Result	

Student's Name	Date
Parent/Guardian	Form of Contact
Reason for contact	
Result	



*"We are the music makers, and we  
are the dreamers of dreams."*



©Cori Bloom 2015

**Summer Reading Camp**



**Student  
name  
here**



**Summer Reading Camp**



**Student  
name  
here**

## SRC Duty Locations 2023

### Morning Duty:

Cafeteria		
Foster	2 <sup>nd</sup> or 3 <sup>rd</sup> Grade Teachers	SRO

Bus Riders	
Kite	Blanton

Car Line	
J Phillips	A Phillips

\*teachers will pick up students from the cafeteria by 7:55 daily

### Afternoon Duty:

Bus Riders	
Kite	2 <sup>nd</sup> and 3 <sup>rd</sup> grade teachers

Car Riders		
J Phillips	2 <sup>nd</sup> and 3 <sup>rd</sup> grade teachers	A Phillips

Boys and Girls Club/Float
Foster

	Monday	Tuesday	Wednesday	Thursday	Media Schedule
8:00-8:30	L-Gragg	L-Gragg	L-Gragg	L-Gragg	
8:30-9:00	L- Vinesett	L- Vinesett	L- Vinesett	L- Vinesett	
9:00-9:30	L-Kimbrell	L- Kimbrell	L- Kimbrell	L- Kimbrell	Lunch
9:30-10:00	L-Hall	L- Hall	L- Hall	L- Hall	
10:00-10:30	L- McGill	L- McGill	L- McGill	L- McGill	
10:30-11:00	L- Peeler	L- Peeler	L- Peeler	L- Peeler	
11:00-11:30	L- Evett	L- Evett	L- Evett	L- Evett	
11:30-12:00	L- Godwin	L- Godwin	L- Godwin	L- Godwin	
12:00-12:30	Lunch	Lunch	Lunch	Lunch	
12:30-1:00	L- Bush	L- Bush	L- Bush	L- Bush	
1:00-1:30	L- Interventions	L- Interventions	L- Interventions	L- Interventions	
1:30-2:00	L- Interventions	L- Interventions	L- Interventions	L- Interventions	

### Schedule

Time	Classroom	Table #
11:30	Hall	1
11:33	Vinesett	2
11:36	McGill	3
11:39	Kimbrell	4

<b>11:42</b>	Bush	<b>5</b>
<b>11:45</b>	Peeler	<b>6</b>
<b>11:48</b>	Gragg	<b>7</b>
<b>12:00</b>	Evettt	<b>8</b>
<b>12:03</b>	Godwin	<b>9</b>

### **Recess Schedule (SRC only)**

**2<sup>nd</sup> grade and 3<sup>rd</sup> grade 11:30-1:00**

\*grade levels will need to discuss who will play in the grass and who will play on the playground

### **Spark Schedule (SRC 3<sup>rd</sup> grade only- daily)**

8:45-9:30 McGill

9:30-10:15 Vinesett

11:00-11:45 Bush

12:15-1:00 Hall

1:00-1:45 Kimbrell

### **Guidance Schedule**

8:00-8:30 Evett 2<sup>nd</sup> grade

8:45-9:00 McGill 3<sup>rd</sup> grade (Spark check in)

9:00-9:30 Godwin 2<sup>nd</sup> grade

9:30-9:45 Vinesett 3<sup>rd</sup> grade (Spark check in)

9:45-10:15 Gragg 2<sup>nd</sup> grade  
 10:15-10:45 Peeler 2<sup>nd</sup> grade  
 10:45-11:00 Bush 3<sup>rd</sup> grade (Spark check in)  
 11:00-12:15 Lunch/Planning/Counseling  
 12:15-12:30 McGill 3<sup>rd</sup> grade (Spark check in)  
 12:30-1:00 Counseling/Interventions  
 1:00-1:15 Kimbrell 3<sup>rd</sup> grade (Spark check in)  
 1:15-2:00 Counseling/Interventions

### **Kona Schedule (SRC)**

Every Thursday at 10:00

### **Book Mobile (SRC)**

Every Tuesday at 10:00

### **SRC Staff Members and Locations**

<b>Assignment</b>	<b>Staff Member</b>	<b>Location</b>
2 <sup>nd</sup> grade	Erica Evett	Room 43
2 <sup>nd</sup> grade	Casey Peeler	Room 44
2 <sup>nd</sup> grade	Sara Godwin	Room 42
2 <sup>nd</sup> grade	Lindsay Gragg	Room 41
3 <sup>rd</sup> grade	Alicia McGill	Room 59 Art Room
3 <sup>rd</sup> grade	Susan Kimbrell	Room 46



3 <sup>rd</sup> grade	Julie Hall	Room 45
3 <sup>rd</sup> grade	Becky Vinesett	Room 61 Music Room
3 <sup>rd</sup> grade	Tori Bush	Room 49
3 <sup>rd</sup> grade Interventionist	Amy Blanton	Rom 63
Media Specialist	Jenna Kite	Media Center
Guidance	Joy Phillips	Kindergarten Kitchen
Instructional Coach	Alisa Phillips	Kindergarten Kitchen
Administrator	Julie Foster	Kindergarten Kitchen