



Staff Handbook 2022-2023

General Information

Animals at School

Teachers wishing to have animals in their classrooms should first consult with the principal. A secure cage should ensure that the animal is safe and unable to escape. It is the teacher's responsibility to clean up after the animals in their room and make sure the classroom is kept clean and sanitary. Because the needs of students are always considered first at OPES, teachers may be asked to take an animal home if it poses a health threat to a student in the classroom.

For the safety of staff and students, students and parents are asked to keep all animals at home. If a parent asks to bring an animal to school for any reason, please consult with the principal first. If an animal follows a student to school, every attempt will be made to locate the owner, but Animal Control will be called to pick up the animal if it remains on campus.

Arrival and Dismissal of Students

Arrival Procedures: Bus riders will arrive at 7:10 AM. The building will be open for all other students and parents at 7:10 AM. Car riders are encouraged to begin arriving at **7:15 AM**. Upon arrival, students are to report to their designated area (hallway or cafeteria).

Dismissal Procedures: Dismissal will begin daily at **2:40 PM**. **A-team will be dismissed first**. Then, bus riders will be dismissed at the first bell followed by car riders being dismissed at the second bell with teacher supervision. Upon dismissal, car riders will sit in their designated classrooms/hallways and then be released upon the arrival of their car verified by the Car Rider Line Google Sheet.

Early Dismissal: Students are not allowed to leave school grounds during the school day unless they are signed out in the office by a parent or guardian. If the student is to leave with someone other than the parent or guardian, written permission from the parent must be sent to school. Students must be sent to the front office for early dismissal instead of a parent or guardian coming to the classroom to pick them up.

Emergency Dismissal: Parents will be required to complete an emergency dismissal form indicating how their child is to go home in the event of an unexpected early dismissal. A copy of the form will be kept in the front office, in the classroom, and the classroom emergency bag.

Attendance for Faculty and Staff

Teachers are expected to be at school every day. In the event, a personal or family illness necessitates an absence, teachers and teacher assistants are **required to record the absence with ESS** through Frontline.

HOW TO REQUEST A SUBSTITUTE

*If your position **requires a substitute**- Enter your leave request in **Frontline** (www.frontlineeducation.com). If you do not know your password please call the Frontline Help Desk and they will send you an email to reset your password. Please enter your request **as soon as possible**.

All substitute requests need to be entered **two hours before your normal work hours begin**. If you missed this opportunity, **please call the Frontline Help Desk 856-482-0300** as soon as possible.

*If you **do not** need a substitute- Enter your request through the **NEW Employee Access Portal**. <https://lexingtonrichlandetsd5sc.tylerportico.com/tesp/employee-selfservice/home>. You will need to sign in and create your new account. Please see Mrs. Bishop if you need any assistance.

***Information to know:** Use of Personal Leave cannot be used during the following periods of the year **without written pre-approval from Mr. McCloud**. Please **copy Mrs. Bishop** in your email request to Mr. McCloud.

- the first five student attendance days of the academic year
- the last five student attendance days of the academic year
- in-service days
- three or more consecutive days
- the day before or after the following holidays -Thanksgiving, Winter Break, Spring Break.

Late Arrivals: If an emergency prevents you from arriving at school by **7:35 am**, staff members are asked to call the front office as soon as possible. This number is 476-4100, and the office staff will arrange for coverage for your class until you arrive. **This should be used for emergencies only.**

If a pattern of lateness or non-coverage of class or duty is observed, a meeting with school administration, a letter to the teacher or other disciplinary action may occur.

Teacher Work Day: Teachers are expected to remain at school until at least 3:10 PM on all days except Tuesdays. If it is necessary for you to leave school at any time during the work day, staff members are to sign out in the front office. Staff members should check with Mr. McCloud, Dr. Scott or Mr. Lyons prior to leaving the building during a regularly scheduled workday. After permission is given you must sign out in the front office.

Sign In/Sign Out: Itinerant Teachers, Special Service Providers and Interns will need to sign in and sign out in the front office to ensure accountability and safety of all employees.

Tuesday Professional Development: All certified staff members are expected to attend his/her professional commitments on Tuesday afternoons. In case of an emergency, please see Mr. McCloud, principal.

Personal Leave: Personal leave should be approved by Mr. McCloud at least **48 hours prior** to the absence. If an employee must take personal leave and is unable to give advance notice, he/she should contact Mr. McCloud to gain approval for the personal leave. All staff (requiring a substitute) should submit leave requests through **ESS**. All other staff must submit leave requests through Infinite Visions (IV). Please note that some days may be closed to personal leave requests due to too many requests being made for the same day.

Sick Leave: If you are absent due to illness or doctor appointment for yourself or a family member, you should select sick leave in IV and not personal leave. This applies to death in the family as well. All illness leave must be on the day of the illness. If you are sick for 3 or more days, please contact Trent Shealy or Debbie Rennhack at the district office as well as your principal.

Professional Leave: All professional leave must be approved by the principal. Written requests should be submitted at least ten days prior to the scheduled activity.

Emergencies: If a teacher is unable to follow the outlined procedures due to an unexpected event or emergency, the teacher should contact any Administrator.

Plans for Substitutes: In order to prepare for unexpected absences, teachers must have lesson plans and activities available in a clearly marked substitute folder, which is kept in a visible location. Please include the following information in the substitute folder:

- (1) List of students with any special needs, medical considerations, and/or participation in pull-out programs
- (2) Emergency drill information
- (3) Updated class roll and schedule
- (4) Please make sure all classroom teacher's emergency plans are available to **Susan Bishop or Unit Leader** by September 6, 2022.

Cafeteria

Teachers should accompany students to the cafeteria at lunchtime and **supervise** them during the entire lunch period. Please ensure your class arrives, is seated, and dismissed on time. Please encourage your students to follow the P.A.L. expectations established for proper cafeteria behavior.

Lunch Report: An accurate lunch report indicating the number of students eating must be filled out on the Google Doc. **8:15 AM**. If a student arrives late and plans to buy lunch in the lunchroom, he/she should notify the cafeteria at the time he/she reports to school.

Lunch Costs: Adult lunch is available; a la carte items are priced individually.

Breakfast Program: The cafeteria staff will serve breakfast beginning at 7:15 AM each morning. Students who participate will report directly to the cafeteria when they arrive at school.

Staff members should not have a negative balance in their personal account in the cafeteria. Staff are responsible for keeping money in their personal cafeteria account so a negative balance does not occur.

Care of Classroom and OPES Facility

Your assistance in maintaining your classroom and the building is greatly appreciated. Before school is dismissed each day, please have students pick up paper off the floor and **put chairs on top of desks or speak to your hallway custodian**. Encourage children to become increasingly responsible for the cleanliness, care, and attractiveness of the school environment (Live Responsibly).

Please use care when using items that may stain carpets. Carpeted areas should be protected when students are engaged in floor activities that may result in staining the carpet.

In accordance with district policy, **personal appliances are not allowed** unless approved by the principal. In an effort to conserve district resources, please understand that personal appliances will only be approved on a limited basis.

Please abide by the following fire code regulations:

FC 315.2.1 Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of the building and a minimum of 18 inches below the sprinkler head deflectors in sprinklered areas. Also, the area in front of the emergency exit window **must never be obstructed**.

Storage items must not be stored in electrical closets and panels.

Cell Phone Use

Cell phones are only to be used by *faculty and staff members during unencumbered times of the school day* (example, break or planning times). Cell phones should be for professional use only (ie- Photos, Twitter) Any exception should go through the school administration.

Child Abuse

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe that a child under the age of eighteen has been adversely affected by physical, mental or emotional abuse or neglect must make a report to the Department of Social Services or an appropriate law enforcement agency in accordance with the SC Child Protection Act of 1977. Board policy outlining specific procedures to be followed may be obtained from the school office or accessed via the district website.

Communication with Parent

Ongoing communication with parents is essential to student success. Communication may be formal through a face-to-face meeting or informal via a phone call or written correspondence. Teachers are expected to hold at least one formal conference for every student each year. The school-wide percentage of face-to-face conferences is reported on our School Report Card. For that reason, teachers are asked to **keep a log of conferences held**.

Naturally, we want to develop a cooperative relationship based on the fact that we all—parents, teachers and administrators—are primarily concerned with the well being of each child.

As a means to achieving this, please make every effort to:

- (1) **Contact the parent/guardian of each child in your homeroom to introduce yourself and comment positively about the child within the first two weeks of school.**

- (2) Document the dates and times of parent contacts. Review this log frequently to ensure that you are communicating with parents equally. If you need help in organizing a parent communication log, please talk with colleagues or an administrator.
- (3) Call parents with good news! Parents are more likely to be supportive of you when calling with “bad news” if you have invested in establishing a positive rapport.
- (4) Parents should be notified before an interim or report card is sent home if a student’s grades have dropped. Contact should be made to inform the parent and to develop a plan for improvement.
- (5) If you expect a parent conference will be difficult, please don’t hesitate to ask an administrator to join the meeting. If a conference is in progress and it becomes uncomfortable for any reason, the teacher should call in an administrator or calmly tell the parent that the conference needs to be ended and be rescheduled for another time.
- (6) Provide weekly communication to parents of what is occurring in your classroom. Think about everything you send to parents and/or guardians through the lens of the person receiving it. Take the time to be purposeful and clear (edit) with what you communicate so that your message is portrayed appropriately.

Confidentiality

It is imperative that all faculty and staff members maintain strict confidentiality regarding information about students and their families. Information about students should be shared with other staff members **ONLY** on a "need to know" basis.

When conducting conferences with parents or discussing students with other staff members, a private location should be used so that confidentiality is not breached. Student information and records should be maintained so that information is kept confidential. Progress reports, special education records, individual student grades, discipline and test scores should not be discussed in a public manner. Additionally, these should only be discussed with the child’s parent or guardian.

Copyright

Faculty and staff members are expected to comply with all copyright laws. Please consult with Mrs. Durham, Media Specialist, if questions concerning copyright laws arise over specific items. Teachers should also be mindful of copyright regulations concerning video use. Copyright laws cover many software programs as well, and under no circumstances should software be reproduced or installed illegally.

Discipline

It is important for the student to view his or her teacher as the first disciplinarian. However, when a student’s behavior warrants administrative discipline, the following steps should be taken:

- (1) ***Minor Behavior Incident (MBI)*** forms are to be used by the classroom teacher to document any minor behavioral concern that does **NOT** warrant school administration assistance. When a teacher sends an MBI home, a phone call to the parent or guardian must be made by the teacher.
- (2) If minor behavioral infractions consistently occur or an infraction that is more severe but is not considered a major discipline infraction occurs, a **Level 1** should be called to the front office, a staff

member will come and conference or give the student a break, and school administration and teacher will determine the parent notification or next step.

- (3) If a pattern of misbehavior develops resulting in the disruption of the learning environment or a major discipline infraction occurs, a **Level 2** should be called to the front office. A school administrator will come and assess the situation, and complete a *Notice of Concern (NOC)* or *Discipline Referral*, contact the parent, assign the consequences, and communicate the outcome to the student's teacher.
- (4) In the event of an emergency (fighting, a major disruption to the room or danger to others, the faculty or staff member) should call a **Level 3** to the front office and an administrator will come to the classroom or area on campus to provide immediate assistance. A school administrator will handle the situation and communicate the outcome to the student's teacher and parent.

What do the levels mean?

Level One: The student needs a private conference with an administrator, a break or a time out. The teacher will determine communication at home.

Level Two: The severity of the incident/behavior increased. Administrator/Teacher calls the parent or guardian and sends home a NOC.

Level Three: EMERGENCY! The student is removed from the classroom, an administrator will call parent(s), and send home documentation.

Dress Code

Projecting an image of professionalism in all that we do is very important. To this end, faculty and staff members are expected to dress in a professional manner. Jeans must be professional looking (without rips, tears or holes). Unless a planned activity necessitates the need for more casual dress, teachers are expected to dress professionally every day. Staff members should refrain from *wearing the following items: casual flip-flops, tank tops, and scrubs are not acceptable.*

OPES will celebrate school spirit each Friday and blue jeans are allowed only on Fridays unless a staff member submits a Teacher Jean Buck to a school administrator.

Emergency Preparedness

Fire Emergency Procedures

A continuous sound of the fire alarm will signal the need for the immediate evacuation of the school building.

Please refer to the map in your classroom for specific evacuation instructions.

- A. Teachers must have the emergency bag and class roster in their possession at all times.
- B. Teachers should close their classroom door upon exiting.
- C. Teachers are responsible for the safe evacuation of all of their students.
- D. Students will move to the designated area of the school grounds. The principal will determine if there is a need to move to an alternate site.
- E. Teachers will take attendance upon reporting to the designated evacuation site. The names of children unaccounted for are to be reported to an administrator or designated person. Teachers are responsible for verifying the status of every child in their class.
- F. The students and staff members will be allowed to return to the building only upon the recommendation of an administrator.

Tornado/Hurricane Action Plan

Tornado Watch - Indicates the possibility that a tornado may develop.

Tornado Warning - Indicates that a tornado has been sighted.

Tornado Strike - Touchdown of a tornado at a particular location.

When the Emergency Preparedness Unit or the weather radio issues a tornado warning for the Columbia area, when the Civil Defense sirens are sounded, or when observed weather conditions warrant it, the tornado alarm will be announced from the main office.

- A. Students will be relocated to a designated area - usually in the classroom or hallway outside the classroom in the main building.
- B. Teachers must have the class roster/grade book in their possession at all times.
- C. Students should sit on the floor against the wall in the duck and cover position.
- D. Care should be taken to locate all students and staff away from all windows as a precaution against flying debris and glass. Teachers should close all doors as a precaution against flying debris and glass.
- E. Please notify the office if there are injuries or damage as soon as possible.

Unwanted Intruder

Your First Priority will be to take whatever action is prudent or necessary to ensure the safety of you and the children. The administration will alert the school by using the announcement “LOCK DOWN” or “LOCK OUT.” If a school lock down is called, an intruder is in the building. Lock the door to your room, move your students to an area of the room where they are not in view from the door, turn off the lights, close the blinds, and remain with the students until an “ALL CLEAR” is announced. During both LOCK DOWN drills, all school employees must await further instructions and open the school doors for law enforcement, administration, or properly identified individuals ONLY.

If “LOCK OUT” is called, suspicious activity is in the vicinity and all students must come into the building. No student, faculty, or staff member may leave the building until an “ALL CLEAR” is announced. It will be business as usual inside the building with staff awareness and caution in place.

Field Trips

Field experiences are important learning adventures that help our students make connections between the classroom and the community in which they live. All trips should be **thoughtfully planned in advance** with **approval by** the principal and Chief Academics and Administrative Officer. Each grade level should plan at least one field trip per year. Additional field trips may be taken if they enhance the curriculum and financial arrangements can be made. No student can be denied attendance on a field trip because of failure to pay part of the expenses. Please contact school administration about finding alternate sources for funding for any field experience. Every field trip must have a 1:5 chaperone ratio with students.

Attendance: Teachers must take attendance in PowerSchool before the class leaves for each field trip.

School buses or commercial buses must be used for transportation of students. Students may not be transported in private cars or vans due to liability issues.

Students may only be denied the opportunity to go on a field trip because of poor classroom behavior when the potential consequences have been communicated to students and parents well in advance of the trip and the

child has had ample time to improve his or her behavior. An administrator must be involved if behavior may prevent a child from attending a field trip.

The school nurse's signature is required on all field trip request forms so that necessary training is complete as well as first aid kits and any medications needed by students may be supplied for teachers to take on the trip. All permission slips must be submitted to the nurse 2 weeks prior to the trip for him or her to review before the trip takes place. The nurse will inform you of any special circumstances for which you may need to be prepared.

The cafeteria manager should also be notified of all field trips at least two weeks in advance. This will allow for adequate lunch preparation on the days field trips are scheduled. Please coordinate the preparation and pick-up of bag lunches with the cafeteria manager.

Please note the transportation department may deny field trip transportation requests late in the school year due to conflicts or the unavailability of buses.

Fundraising

Mr. McCloud must approve any fundraising activities organized by the PTO, media center or school clubs. Individual students may not participate in fundraising activities for personal profit during the school day.

Grade Level Meetings

Grade level / unit meetings should be held at least one time each week. These meetings provide teachers with an excellent opportunity to share instructional ideas, strategies and materials as well as plan for upcoming grade level activities and events. Grade level data teams will meet on Wednesday.

Grading

All teachers should follow the district grading policy. Grading should accurately reflect the student's mastery of the information being taught. Please make sure you are communicating effectively with parents and/or guardians regarding their child's progress in each content area. If a student is not performing on grade level, please put the following information on the report card: **Accommodations provided for student's individual level. (current reading level ____)** *Level recorded in grade and month example: 1.7

Grants

All grants must be pre-approved and communicated to the principal. The Grant Intent Form will then be filled out together and will be reported to the District Office for final approval. If you would like to view the grant forms they can be found:

All forms are available on the [District Website](#):

- Employee Intranet
- Accountability
- Grants

Important: Any materials purchased by the grant are the property of the school (and district) and not the person who wrote the grant.

Homeroom Parents

Teachers will be responsible for selecting homeroom parents who will work well with the PTO and other volunteers. Please be sensitive to the volume of requests made of the homeroom parents. Names and contact information of homeroom parents should be provided to the PTO Volunteer Coordinator as soon as possible so that volunteers may begin communicating and coordinating activities and events.

Laminating

Please submit all laminating requests to Mrs. Stackleather.

Locked Doors

Only the front doors to the school will be kept unlocked during the school day. It is essential to the safety of our students and staff that no door is left unsecured at any time. Rocks or other items should not be left in the doorway at any time. Teachers are responsible for their classroom keys and should keep them on their person at all times.

Parent Portal

Parents that sign up now have immediate access to their child's grades. All 3rd-5th grade teachers must make sure their grade book in PowerSchool is updated on a **weekly basis**.

Parent Teacher Organization

An active and committed PTO benefits our school in so many ways. Your active participation is encouraged and very much appreciated. All faculty members are automatically members of the Parent-Teacher Organization. As a certified staff member, one of your professional obligations is to attend PTO functions as much as you are able.

Parties

Each classroom at Oak Pointe is a learning community. Celebrating important events together is one way in which we build community in each classroom and throughout the school. Teachers may use their own professional judgment as to when to plan for classroom celebrations.

Please keep the following items in mind as you plan for celebrations:

- Board policy does not permit students to exchange gifts during the school day.
- Please be mindful of all cultural, religious, gender and ethnic orientations in your class and communicate with the parent regarding any alternate activities that need to be arranged for their individual child.
- It is the responsibility of the classroom teacher to reserve any space other than the classroom for class or grade level party or event.
- Please keep in mind student allergies and **the district wellness policy** when planning for any food to be consumed at a celebration.
- No balloons or flowers may be delivered to students at school.

Weekly SMORE Newsletter (The Pioneer Post)

The weekly SMORE newsletter will be published weekly and sent via email blast to parents on Fridays at 3:00. If you would like to submit information in the newsletter, please send the information via email to Susan Bishop on the Wednesday prior to distribution.

Procedures For Handling Money

- (1) All monies should be turned in to the office daily in the plastic envelope provided. Money collected should not be kept in the classrooms or planning centers at any time.
- (2) A receipt must be written for each student transaction except for lunch money and monies collected for PTO items. Please do not destroy voided receipts, as each receipt must be accounted for. If a receipt must be voided, please keep both copies of the receipt in the receipt book and write "VOID" across the front.
- (3) Money should be verified and balanced prior to being turned in. Be sure to check your count for accuracy. Please use the Funds to be Deposited form provided by the bookkeeper and also available in the copy room. Your receipt book should be kept in your plastic money envelope with the money for each transaction.

Promotion and Retention

Please notify a building administrator should you have a significant concern about a student and feel they should be promoted or retained. Please follow the SAT process and district policy regarding promotion and retention. All requests for retention must be approved by Mr. McCloud **PRIOR** to any parent discussion.

Purchases

All purchase requests must be pre-approved by the principal. Please note that no reimbursement checks will be written (do not purchase items with your own money and expect to be reimbursed). All incidental purchases must be pre-approved by Mrs. Johnson and purchased with the Procurement Card.

Recess

Recess is designed to augment and reinforce physical education skills taught by the physical education teacher and to provide free time apart from the academic activities of the school day. The teacher's primary duty is to look out for the safety of all students from the time they depart from and return to the classroom. Therefore, appropriate supervision of students by certified staff members is necessary and required to have a **Minimum of three** teachers at recess.

In the event of inclement weather, students will remain inside the building with the teacher. It is the teacher's responsibility to ensure that all students staying inside for recess for any reason are properly supervised. If there are substitutes, please arrange to have at least one certified teacher on duty for recess.

The following guidelines have been established to ensure that recess affords students a safe time for recreation and physical activity:

1. Teachers should monitor all students as they walk to and from the play area.
2. Once outside, students are to stay outside except in the case of an emergency.
3. Tackle football, baseball, wrestling and similar activities in which physical contact is made are **prohibited**.
4. Soccer or any other game that becomes too aggressive should be discontinued **immediately**.
5. Students are to keep shoes on at all times. Students should be encouraged to wear appropriate shoes for outdoor physical activity.
6. Students are not to play with rocks, sticks or sharp objects.
7. Students should stay within the designated play area.

8. At the teacher's signal, students are to stop playing, form designated lines and proceed quickly and quietly into the building.
9. The teacher on the playground should deal with any infraction of the above regulations appropriately. A *continuous* infraction by a student should be reported to an administrator.
10. Adults on recess duty should station themselves in various places on the playground in order to better supervise students. Adults should stand in separate areas. In order to supervise students properly, it is advised that the adults constantly circulate the playground to supervise students.
11. Teachers should make sure to take their grade level radio to recess each day and make sure it is turned on.
12. When a student has to return to the building for an emergency or to go to the bathroom, the teacher on duty should notify the office on the radio. For safety reasons, students should not report back into the building alone, but should travel with a responsible buddy.
13. Teachers should let the office or an administrator know of any concerns about the playground area or equipment immediately.
14. **At no time should doors be propped open for entrance or exit of the building.**
15. Teachers should be aware of extreme hot or cold temperatures and work with administrators to determine if recess should be held indoors due to the weather. (Below 40 degrees)

Staff Children

Children staying with staff members in the afternoons should report to a room at dismissal time. Please remember that school expectations are still in effect after the school day ends and your child should be supervised at all times. So that your colleagues may continue to work uninterrupted, please do not allow your child to be in planning centers, hallways or workrooms. Staff children should not be playing in the commons areas or the hallways.

Care should be taken that confidentiality is protected when conferences with parents and/or conversations with colleagues are taking place. Staff members' children should not be in a position where confidential information may be overheard or seen.

Security

Security is our highest priority at Oak Pointe Elementary. In order to facilitate a safe and secure environment for students and staff members, it is expected that each adult in the building will be identified with either a district issued identification badge or a visitor's badge. Staff members should wear their photo ID badge at all times.

Only the front doors to the school will be kept unlocked during the school day. Staff members may enter the building using the front door or keyless entry points (sensory playground, gym/recess, or blue hall doors). The door at the bus loop will be locked at 7:20 a.m. each morning. It is essential to the safety of our students that no door be left unsecured at any time. Rocks or other items should not be left in the doorway at any time. Teachers are responsible for their classroom keys.

All visitors must sign in through LobbyGuard and pick up a nametag in the front office upon entering the school building. Please help us keep our school safe by sending anyone without a visitor's tag to the front office to sign in. For the safety of our students and staff, all visitors should enter through the front door. Please remind students that they are not to open doors for visitors and to let a staff member know if they see someone without a nametag on school grounds.

Social Media

Social media may be used at school for professional reasons only (ie. posting to OPES twitter, photos of your class). At no time should a staff member access his or her private social media accounts during the school day or work hours. Any personal access, posting, etc... must be done outside of the school day for all staff members. Please be cognizant about what you write as you are an employee of Lexington District Five and should represent it professionally. At no time should a student or parent's confidentiality be breached or any specific, negative comment be made about a student, parent, teacher, staff member, or our school on social media. Please be aware that your personal device can be subpoenaed in court if you use it to communicate with parents.

Supervision of Students

Teachers are expected to supervise students at all times. Please make arrangements to check your mailbox and complete other school errands when you are not supervising students. It is not acceptable to leave students **unattended in the classroom or hallway under any circumstance**. If an emergency arrives, please ask a neighboring teacher to supervise your students in your absence.

Telephones

Telephones are to be used for the primary purpose of conducting school business. In an effort to protect teaching and learning time, outside calls will go directly to voicemail during the school day. Please check your voicemail daily (check red indicator light). Please return all phone **calls within 24 hours**.

Use of telephones by students is discouraged and permitted only in cases deemed to be necessary by a member of the school staff. Supervised students should use the classroom or planning center phone when deemed necessary, and **leave a voice message with parents**, if they do not answer the phone.

Technology

Care of Equipment

Computers and other technological devices should be cared for properly. Objects should not be placed on monitors, disk drives, or keyboards. Teachers are responsible for monitoring students while using computers and other equipment in the classroom. Please review procedures for proper use and care of equipment with students. Technological problems and difficulties should be reported to Chamberlain Kelly. If you need a ticket input please see Angela Durham. If we are unable to fix the issue in-house, she will request assistance from the district technology support team.

Internet Use

The Internet is an electronic highway connecting thousands of computers around the globe and millions of individual subscribers. Students and teachers will have access to the following:

- Electronic mail communication with people all over the world
- Global information and news
- Public domain software and shareware of all types
- Discussion groups on a variety of topics
- Access to many university library catalogs as well as the Library of Congress

Internet access is coordinated through a complex association of government agencies and regional, state and local networks. The smooth operation of the network relies upon the proper conduct of its users. In general, this requires efficient, ethical and legal utilization of the network resources. The district's purpose for using the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Student use of technology must be in support of education and research and consistent with the instructional objectives of School District Five of Lexington and Richland Counties.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. Etiquette rules include, but are not limited to, the following:

- The user must be polite and respectful of others. Users should not use abusive language in messages to other users.
- Appropriate language must be used. No swearing, use of vulgarities or any other inappropriate language is allowed. Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities may be reported to the proper authorities.
- The network must not be used in such a way that would cause disruption of the use of the network by other users.
- Information accessible via the network should be assumed to be private property and may be protected by other users.

All employees should set a good example for students for proper system use. All employees should observe security restrictions and make every effort to ensure that students are not using systems improperly or without authorization. Security on any computer system is a high priority, especially when the system involves many users. If the user feels he/she can identify a security problem, he/she must notify a school or system administrator, or the District Coordinator of Technology Services.

Examples of Improper Use

- Using a computer to create, use or download materials that would not be permissible in classrooms in any other form (obscene, profane or pornographic materials, etc.)
- Unauthorized accessing or duplication of computer programs, systems or data files
- Unauthorized storage and/or loading of a computer program, system or data files
- Deliberately deleting or destroying any computer programs, systems or files
- Using any computer access accounts other than those assigned to the individual, including misrepresenting self through the use of another user's ID or the use of an anonymous ID
- Providing system access to unauthorized individuals, especially non-employees of the district
- Providing students with access to unauthorized system programs
- Theft or vandalism of any computer, printer, port, file server or computer accessories
- Using the computer to tamper with, change or alter records or documents of the district
- Failure to care properly for computer equipment
- Using school or district computers for commercial or personal gain, or political lobbying
- Transmitting any material that is in violation of any federal or state regulation

Penalties for Improper Use

An employee who violates the terms of the Administrative Rule or otherwise misuses the technology resources provided will be subject to disciplinary action, up to and including termination. In addition, the privilege of accessing some or all of the technology resources will also be subject to cancellation for up to one year. Violation of the laws of the United States or the State of South Carolina may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user will be responsible for all such costs.

Communicating via EMail

E-mail provides opportunities for increased and more convenient communication. However, e-mail should not be the sole means of communication with parents. Teachers need to return phone calls from parents **within 24 hours** and schedule conferences as needed (unless sick).

Please remember that email is not guaranteed to be a private means of communication. Confidential information should not be transmitted via e-mail. Care should be taken not to write and send anything that you would not want others to view.

E-mail should be accessed only during unencumbered times of the day. Employees are not to access email or other non-instructional computer programs during the time when instruction or other job responsibilities should be taking place. Teachers should periodically clean out files from email in an effort to keep the system running smoothly.

Website

It is essential that parents have access to information about their child's classroom so teachers are expected to maintain an up-to-date classroom website throughout the year. Each website should include links to the following information:

- About the Teacher
- Classroom News
- Schedule

Please remember that the TLL or DIS specialist is available to help teachers with website development.

Frequent updates to your classroom website are expected.

Xeroxing

Please help us in this effort by sending home as much communication as possible through email. Class newsletters and calendars can all be sent home via email. See Betsy Johnson for extra copies needed.

If there is an issue with the copier, please notify an office staff member immediately so they can address it to ensure the copier remains functioning properly.

"School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000."

Oak Pointe Elementary Staff Handbook 2022-2023

I have read the Oak Pointe Elementary School Staff Handbook and agree to adhere to the outlined school procedures.

Name of Employee

Signature of Employee

Date: _____