



ADVENTURE AWAITS!

EXPLORE~LEARN~GROW

COWPENS ELEMENTARY SCHOOL

FACULTY/STAFF HANDBOOK

COVID-19 Hybrid Model

2020-2021



Faculty and Staff Handbook 2020-2021

I have read and understand the information in the handbook. Also, I have read the D3 Return to Learn Plan.

Signature

Date

Statement of Non-Discrimination

Spartanburg School District Three does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Director of Personnel and Pupil Services 3535 Clifton Glendale Road Spartanburg, SC 29307 (864)279-6000 rgoode@spartanburg3.org

*****Please return this page to the secretary by August 17, 2020*****

MISSION

Our mission, in Spartanburg School District Three, is to provide experiences and teach world class skills and values which empower all children to achieve their fullest potential.

PURPOSE

Every student *Future Ready*.
Prepared for college, career and personal success.

VALUES

In collaboration with our families and community we value:

Children, first and foremost;
Safety and security;
Uniqueness and diversity;
High expectations;
Learning as a lifelong process;
Equal access to a quality education;
All needs of every child.

Guiding Principle

ALL IN. Every Child, Every Day, Whatever It Takes!

*Our Mission, Purpose, Values and Guiding principle are aligned with the Profile of the South Carolina Graduate:
World-Class Knowledge, World Class Skills, Life and Career Characteristics*

Faculty and Staff	
Administration/Office Staff:	
Cindy Snead/Principal	TBD/Nurse
Dana Horne/Assistant Principal	Erick Bremer/Office Assistant
Tracie Elder/Secretary	
Missy James/Bookkeeper	
4K/5K Teachers	
Melissa Allen	TBD (Asst.)
Rebecca Sparks	Brittney Snapp (Asst.)
Kayla Harper	Amy Witherspoon (Asst.)
Jaclyn Richards	Debra Wooten (Asst.)
Katherine Waddell	Marisa Broadhead (Asst.)
1st Grade Teachers	
Catrina Epps	Amy Howell (Asst.)
Megan Grigg	Tammy Davis (Asst.)
Kelly Larson	Kristie Courtney (Asst.)
Laura Thrift	Nicole Brown (Asst.)
2nd Grade Teachers	
Jasmin Bridges	Hope Leslie
Marisa Lee	Michele Warren
3rd Grade Teachers	
Jennifer Millwood	Haley Revels
Wanda Noblin	Catherine Taylor
4th Grade Teachers	
Aeriel Condra-Bogan	Stephanie Fisher
Brandy Lyda	
5th Grade Teachers	
Jessica Bridges	Heather Penland
Shawn Price	
Special Education	
Teighlor Weber/Resource	Jennifer M. Echenagucia/Speech
Hailey Robertson/P/T Resource	
Special Area Teachers/Support Staff	
Maggie Haggarty/Music	Earlene Scruggs/Computer Lab
Jennifer Summey/Media Specialist	Tammy Davis/Media Assistant
Aubrey McDaniel/Art	Mike Reid/PE
Tonda Bailey /Literacy Coach	Marlene Jacobs/Reading Specialist
DeDe Frost/ELL	Sonya Oakes/Reading Assistant
Angela Bellamy/Guidance	Kylan Kirby/Hearing Impaired
Lorraine Moore/Academic Atlas	Chana Meredith/SRO
Terri Reid/Math Interventionist/Virtual Grade 5	Kristie Courtney/Assistant
Karen Garrett/PAT	
District Level Staff	
Sharon Brown/District Nurse	Cathy Ward/Math Coach
Kristin Palacios/Food Service Director	Vashti Summerfield/Elementary IT
Jaime Dawson/Reading Recovery	
Cafeteria Staff	
Sandy Walker/Manager	Debbie Wright
Dianne McAbee	
Carmella Parker	
Custodial Staff	
Faye Armstrong/Head Custodian	Debbie Sue Dover
Caroline Stevenson	
Cougar Club	
Debra Wooten/Director	Brittney Snapp and TBD



CES Non-Negotiables

1. Choose Kindness and Compassion

- 🐾 Treat every child as your own
- 🐾 Be respectful
- 🐾 Treat others as you would like to be treated
- 🐾 Every child belongs to all of us
- 🐾 Support each other
- 🐾 When kids mess up, correct, and move on

2. Every Second Counts

- 🐾 Set high expectations for each other
- 🐾 Be responsible
- 🐾 Come to school and be on time
- 🐾 Do not waste time

3. Everyone Can Learn

- 🐾 We all learn in different ways at different times- Personalized Learning
- 🐾 Be ready
- 🐾 Collaboration is key to learning
- 🐾 Celebrate Success
- 🐾 Plan for each person

CES Committees for 2020-2021

School Safety	Meet quarterly to review safety plan and procedures and to communicate the school safety plan with entire staff	Snead Bellamy Dover James Walker	Bailey Elder Stevenson Davis CPD Chief	Weber Horne Armstrong SRO
Wellness Council	Meet to implement Healthy School Initiatives	Snead, Palacios, and PE Teacher		
Literacy	Plan & promote a school reading incentive and recognition program. Plan and implement Literacy night	Bailey, Jacobs, Thrift and Oakes		
Math & Science	Plan an evening event/workshops science fair projects. Plan strategies to improve math success /STEM/Inquiry implementation	Fisher, Noblin, Bridges (2), Moore, Condra-Bogan and Taylor		
Student Interventions	RTI Team	Snead, Horne, Reid, Jacobs, Bailey, Bellamy, Weber, Reg. Ed Teacher or other faculty member involved with student		
Communication	Media for school: Facebook, Cougar News and School Website	Summey		
Arts	Musicals, Special Events and Programs	Horne, Haggerty, and McDaniel		
Student Support & Recognition	Awards Day Junior Beta Club	Bellamy		
		Moore, L.		
School Leadership	Meet quarterly with principal for planning	Snead Jacobs Horne	Moore, L. Bailey	Bellamy
Community Outreach	Relay for Life, Blessings in a Backpack, Christmas Assistance, Broome Scholarship	Bailey, Oakes, Noblin and Bellamy		
Sunshine	Collect \$30 for certified/\$15 for classified	Grade 3 Teachers		
AdvancEd	Update plan annually	Snead, Bellamy, Jacobs, and Bailey		
Behavior	Plan celebrations and drawings	Snead, Horne, Bellamy, Bridges, Lee, L Moore, Millwood and Grigg		
GLCTs	Point of contact for grade level to pass on and coordinate info, plan field trips	Sparks, Harper, Thrift, Bridges, Millwood, Fisher, Price, McDaniel and Snapp		
SIC	2-year rotation on School Improvement Council	Harper, Penland and Horne		
Spec. Ed Contact	Liaison	Weber		
Yearbook	Design and produce yearbook	Jacobs		

CES General School Information:

DAILY SCHEDULE

Teachers must sign in on computer in office by 7:15 AM daily.

7:15 AM	All Instructional staff should be signed in and ready for the day.
7:30 AM	Doors open (All HR teachers on duty at classroom door, Earliest arrival for students)
7:30-7:45 AM	Students report directly to HR
7:30-7:45 AM	Breakfast in classroom for those who participate.
7:45 AM	Morning announcements
7:50 AM	Instructional day begins.
2:20 PM	Afternoon Announcements
2:25 PM	Bus Dismissal-We will call buses one at a time.
3:00 PM	Teachers may sign out
4:00 PM	M-Th. eLearning office hours

CERTIFIED EMPLOYEE HOURS

Certified teachers work from 7:15-3:00, plus office hours from 3-4:00 M-Th. You may leave at 11:30 am on Fridays.

NON-CERTIFIED EMPLOYEE HOURS TEACHING ASSISTANTS

Full-time assistants work a 7.5 hours/day. During hybrid, you may leave on Fridays at 2:00 PM.
Part-time assistants work 3.75 hours/day.

Front Office:

7:15AM - 3:15 PM	Elder	M-F
8:00 AM - 4:00 PM	James	M-F

SCHOOL ID BADGES

Faculty and staff must always wear their school ID during school hours.

LOBBY STOREFRONT

The glass doors are always to remain locked and closed.

SCHOOL SUPPLIES FOR STUDENTS

We have book bags and supplies for students who have a need. Please email Guidance Counselor if you know of a child who needs these items. Please do not allow a child to go without.

STUDENT TRACKER

Tracker allows us to ensure that ALL students go home the correct way so that we NEVER lose a child. It is a vital part of Safety at CES and MUST be done correctly and with fidelity.

- 🐾 Teachers enter all students in Tracker prior to Aug. 10, 2021
- 🐾 Mark correct transportation for each student daily
- 🐾 Submit to Computer Lab Manager, Secretary and Bookkeeper via email by 10:00 AM
- 🐾 When a child leaves early or has a transportation change, send an email, and copy as listed above
- 🐾 Any changes occurring after 2pm will be made in the office

VISITORS

- 🐾 Visitors are not allowed past the front lobby at this time and they are required to wear a mask.

SCHOOL DELAYS/CLOSINGS

- 🐾 Spartanburg District 3 uses an alert system to notify parents and staff as soon as a decision is made when there is a possibility that school will be delayed or called off. This program places rapid telephone messages throughout the district.
- 🐾 Notification will go out as early as 6 a.m. when there will be a delay or cancellation.
- 🐾 Personnel are asked to listen to television and radio in the event of bad weather and anticipate school closing.
- 🐾 You should always use your best judgment in these unpredictable situations.
- 🐾 If schools are delayed for one or two hours, the principal will be at the school at the regular time.
- 🐾 If the weather situation in your area is not treacherous, your help at the school level would be appreciated as there are always students who get to the school at the regular time.
- 🐾 Under no circumstances should you come out if the roads are not safe in your area.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our district contracted the services of AAA Environmental Services to inspect our schools for the presence of asbestos. We have received a Management Plan from this firm that documents the findings of their inspection and complies with all the criterion required by both the State of South Carolina and the environmental Protection Agency. This plan is available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel and their representatives as required by the AHERA Rule in our administrative offices located at 3535 Clifton Glendale Road. If a copy of this report is desired, it will be provided for the reasonable cost of \$.10 per page. Any questions concerning the Management Plan should be addressed to Mr. Paul Hollifield, Director of Facilities and Grounds located at the administrative offices, who will be serving as our LEA Designee. You will be notified of any further asbestos related developments as the need arises.

TOBACCO FREE POLICY

Cowpens Elementary School is a tobacco free campus. Spartanburg School District Three does not permit smoking or any other tobacco use on school property, indoors or outdoors. Smoking/tobacco use is prohibited anywhere on campus, including cars, sidewalks, parking lots, stadiums, bleachers, restrooms, etc. This includes vaping. Your cooperation is appreciated.

SAFETY & SUPERVISION

Safety is a priority for all of us. You have a hard copy of the 2020-2021 school wide safety plan. Please read carefully.

- 🐾 Emergency evacuation plans and information is posted on a chart near each classroom door and other areas of our school. If your classroom does not have this, please notify the office immediately.
- 🐾 Emergency drills are held monthly without prior notification. Display colored cards as outlined in the Emergency Plan.
- 🐾 Classroom doors are always to be locked. They may remain open. Never prop an outside door open.
- 🐾 It is the teacher's responsibility to provide instruction on playground safety, school bus safety, safe health practices and other areas pertaining to the safety and welfare of students.
- 🐾 Walkie- talkie radios are used at all grade levels to communicate a classroom emergency and for communication at recess. Radios should always be on. Take cell phones to lunch and recess.
- 🐾 Teachers should be on duty in each zone to adequately supervise.
- 🐾 General classroom supervision: **DO NOT LEAVE** the students in the classroom unsupervised for any

reason (copiers, restrooms, etc.) If you must leave your room, another adult should be watching your students. If you cannot find someone, call the front office.

- 🐾 If you are involved in any type of accident or injury, report this to your administrator immediately.
- 🐾 Review your Emergency Plan and keep information current.
- 🐾 All classroom teachers are required to *discuss* emergency and evacuation procedures with students during the month of August and review throughout the year.

RELEASE OF STUDENTS

- 🐾 Car riders are not released without a current yellow CES car number tag. Adults must park and come inside with picture ID. The adult will have a pink slip from office that you will take, then the child is dismissed.
- 🐾 Bus riders are not released until they have been checked off Tracker list at each individual bus
- 🐾 Students signing out in the office- adult must be on emergency sheet. Check notebook and picture ID. Adult signs child out on sheet and child is called to office. Never release a child from your class to anyone.

COMMUNICATION-

- 🐾 E-MAIL: Faculty and staff are asked to **check email at least twice per day;** morning and afternoon. E-mail is for the purpose of improved school and district communication. It is inappropriate to send chain letters or objectionable material via e-mail. **Staff should not be on the computer or cell phone during the instructional day when students are in the room.**
- 🐾 LET'S SHARE FOLDERS: Teachers send graded papers, tests for corrections, important information, papers needing signatures, etc. home each WEDNESDAY for A schedule students and THURSDAY for B schedule students for parent signature.
- 🐾 CALENDAR OF SCHOOL EVENTS: N/A currently. An annual calendar of our school events is posted on the school webpage and updated regularly through the weekly staff newsletter. Teachers are to add pertinent dates such as field trips to the master calendar in the office as early as possible to prevent scheduling conflicts. Also, notify secretary via email when an item is added.
- 🐾 WEEKLY NEWSLETTER: Staff will receive *via email* each week from the Principal. Please print this newsletter and refer to it as you plan your week. Included will be events, staff birthdays, meetings, activities, PD dates and special notices.
- 🐾 ALERT SYSTEM CALLS: Phone messages are sent to all faculty/staff and families to make them aware of upcoming events.

HEALTH ROOM

The school nurse and health room are available for student emergencies and student medication.

- 🐾 We will use the regular health room unless we need to isolate a child. In that case, we will use the conference room for other health issues.
- 🐾 Always screen students carefully before sending them to the health room. A health form must be filled out when sending a student to the health room (exception - medication)
- 🐾 The school nurse will communicate student health issues to the teachers and administration.
- 🐾 Minor scrapes can be addressed in the classroom and avoid loss of instructional time. We rely on teacher judgment in determining who needs to come to the health room.
- 🐾 Reminder: It is the school nurse's responsibility to make the decision on whether a child needs to go home.
- 🐾 Be aware of any contagious diseases and be alert to the symptoms. Notify the school nurse with questions or concerns
- 🐾 All medicines and parent notes must be turned in to the office
- 🐾 Medicines may not be administered in the classrooms

- 🐾 Should an accident occur teachers are responsible for completing an accident report form accurately and thoroughly. Notify the office immediately if there is an accident. Inform principal directly anytime there is an injury or you have a concern.

HEAD LICE

- 🐾 Notify the nurse if you notice a student/students constantly scratching
- 🐾 If a student has live lice, he or she will be sent home
- 🐾 Following treatment, the parent must send proof of treatment before the student can return to class
- 🐾 The nurse is not allowed to search the entire class
- 🐾 In the event of a case in your classroom, we are not allowed to notify parents in class.

CAFETERIA

- 🐾 A roster is to be emailed to Sandy Walker each morning by 8:00. Please mark choice by child's name. This is how the child's account will be charged for now.

RESTROOMS - STUDENTS

- 🐾 Many of our classrooms have their own restrooms. Student restrooms are also available in the front and back hallway. We ask teachers to assign a bathroom monitor to go behind students who use the restrooms to insure that toilets are flushed, paper is picked up, and faucets are off so that the bathroom is clean for the next person to use.
- 🐾 Teachers who have restrooms in the classroom can send individual students to the restroom as needed, then spray after each use.
- 🐾 Time must not be taken with the entire group going to the restroom in 4K through grade 4. Please monitor student activity carefully.
- 🐾 Students who have repeatedly had problems behaving while in the restroom should be sent in alone.
- 🐾 Gang bathrooms will be cleaned every hour.

RESTROOMS - ADULTS

Adult restrooms are in the main office, faculty lounge and on the short hallway past the gym. If you need to go to the restroom at a time other than your planning, please make sure another adult comes to your room to supervise the students. If you cannot locate another adult nearby, please call the front office. **Students should NEVER be left alone without supervision.**

LIBRARY/MEDIA CENTER

- 🐾 Closed at this time.

LAMINATOR

Laminating is done by the library staff only. Teachers are asked to clearly mark items to be laminated.

COPY MACHINE

Faculty members are assigned to either the copier in the media center or office workroom. Any troubleshooting of the copy machine is best handled by the office or library staff. Please report any copier problems to the bookkeeper immediately. Color copies may be made only if the principal approves.

TEXTBOOKS

Textbooks are the property of the state of South Carolina and provided for student use.

- 🐾 Students are responsible for the care/condition of their textbooks, & if abused or lost, must pay for the book(s)

- 🐾 All fees for lost and damaged books must be paid to the bookkeeper. A receipt must be issued from the bookkeeper for each book that is lost or damaged
- 🐾 Assess damages as they occur rather than waiting until the end of the year
- 🐾 A parent must pay for a lost book before being issued another text
- 🐾 If a student is moving, collect all textbooks before they leave for the day
- 🐾 All textbooks are bar-coded and checked out to individual students. Do not allow students to trade books
- 🐾 In August, count books only one per student. Do not keep an extra book on the shelf
- 🐾 Requests for books should be emailed to the secretary when a student enrolls
- 🐾 No books can be moved from the bookroom to the classroom without being checked out
- 🐾 When a student withdraws, return all textbooks to secretary
- 🐾 At the end of the school year, teachers count books again. Leave hard back books and/or un-used consumable books on the counter for the secretary
- 🐾 Books will remain on the shelves in the classroom over summer

MAILBOXES

Mailboxes for staff are in the front office or office workroom. It is the staff member's responsibility to check the box at least twice daily. Do not send students to check box at this time. Important fliers and notes to parents will be placed in boxes and go home that day unless noted otherwise.

CLASSROOM MAINTENANCE

The teaching/learning environment of a classroom reflects the kind of instruction that is taking place in the classroom. The teacher and students should work to keep the classroom neat and comfortable. Children need to learn to be responsible for keeping their space neat and clean. Please see that students pick up all items off the floor at the end of the school day and place chairs on top of the desks. Please email the principal of any cleaning or maintenance needs in your classroom.

SCHOOL MAINTENANCE

Our campus is a safe and attractive workplace for staff and students due to the diligence of our school custodians. Remind students of the importance of cleaning up after themselves. All requests for district maintenance should be sent by e-mail to the principal.

CLASSROOM SUPPLIES

- 🐾 Staff members have access to materials in the supply room. Ask the bookkeeper or secretary for a key.
- 🐾 Let the bookkeeper know if we are running low on an item so it can be ordered.

PARTIES/BIRTHDAYS

- 🐾 No items are to be sent in for other students at this time.

RECESS

Recess time is an important supervision time. Classes have 15 minutes for recess.

We will not go out if it is below 40 degrees. You may refer to your phone for the most up-to-date temperatures.

- 🐾 One person on each grade level takes the walkie-talkie radio outside and lets the office know when they are on the playground. Take your cell phone to recess.
- 🐾 Classes play in their assigned zone.
- 🐾 Student injuries should be reported first by walkie-talkie.
- 🐾 Teachers are to actively supervise their students on the playground during recess periods. All teachers should enforce playground safety rules by actively monitoring all students.
- 🐾 Plan a lesson to review playground safety the first few days of school.
- 🐾 Make your students aware of the following playground rules plus any that you may have:
 - K-2 may NOT use Monkey Bars
 - No standing or sitting at the top of the slide or any equipment
 - Only one person on the slide at a time. Do not walk up the slide.

- Stay away from the swings when others are swinging
- Keep hands, objects, etc. to yourself
- 🐾 All classes must be in from recess by **1:50 p.m.** (unless scheduled)
- 🐾 Please report any maintenance needs of the playground immediately to the principal
- 🐾 Be sure that students are lined-up away from the doors and quieted down before entering the building.
- 🐾 Doors to the playground are not to be propped open and students do not have access to the code to enter the building.
- 🐾 Remind students to bring their coats and belongings back into the building with them.
- 🐾 No playground toys at this time.

FIELD TRIPS

- 🐾 No field trips at this time.

PURCHASE ORDERS

If you need something for your classroom to instruct students, you may make this request to the principal.

- 🐾 PO request forms are in the forms folder –Office 365. The format used in the Purchase Order Requisition form is an Excel spread sheet, which will calculate pricing and tax. You must enter the cost for shipping
- 🐾 Instructions to complete forms are as follows:
 1. Complete all necessary vendor information (name, address, etc.)
 2. Indicate the name of person requesting requisition and date
 3. List all information regarding the items to be purchased (Item No., Quantity, Description, and pricing) ***Please do not use “see attached” as the description***
 4. Indicate the vendor number and account numbers- Submit the form to the bookkeeper. **When merchandise is received, check against the purchase order. Packing slips should be signed, dated & discrepancies noted and reported: Very important for audit purposes.*

ATTENDANCE

Attendance is taken in PowerSchool each morning and on the blue card for A schedule students and on a yellow card for B schedule students. A master list of absences is prepared based on teacher submission and parents are contacted accordingly if the school has not been notified regarding the absence.

- 🐾 Submit PS daily on or before 8:00-mark students absent or tardy as needed
- 🐾 No not send a child to the office with blue or yellow card. Place outside your door by 8:00 am. Tracie will come around and pick up.
- 🐾 If you have an assistant, please be sure she knows how to submit P S attendance
- 🐾 Students should not come into your classroom after the tardy bell without a tardy slip. If they do not have one, please send them to the office to receive one.
- 🐾 For students tardy after 8:00, the secretary can edit from absent to tardy in PS and on blue card if not already marked in PS
- 🐾 List student's legal name alphabetically and in ink on the blue card/yellow card (No nicknames)
- 🐾 EVERY student receives “**E**” on the first day they come to class – students cannot be considered absent before they enroll (come to school for the first time)
- 🐾 After the first day, mark students present with a dot on the blue card/yellow card
- 🐾 If absent, mark with an “A” or if tardy, strike thru the A on the blue card/yellow card with several single lines
- 🐾 Notify or forward to the office, information you receive by phone calls, notes, or emails regarding a student absence

- 🐾 The office staff will make a parent contact if we have not heard why a student is absent
- 🐾 If a student is absent, the parent/guardian should send in a note explaining the absence. Turn these into the secretary the day you receive them in the blue card.

WITHDRAWALS

- 🐾 A student is considered withdrawn on the first day they are NOT in school.
- 🐾 Transfer forms will be completed thru PowerSchool (grades/attendance).
- 🐾 Academic information/Grade Book in P S must be completed before a student is w/drawn.
- 🐾 Place test scores, academics, signed parent forms, etc. in the perm. Folder.

TARDINESS

- 🐾 Our school day starts promptly at 7:45 AM.
- 🐾 Students who arrive late report to the office and will arrive in the classroom with a *tardy slip*.
- 🐾 Any student coming to the classroom after 7:45 AM without a slip, the teacher should call the office at 6300.
- 🐾 Please notify the secretary via email if a child has excessive tardies, copy the principal

RECEIPT BOOKS

- 🐾 Staff members who receive money from students will be issued a receipt book to keep records of money as it is received.
- 🐾 Writing a receipt serves to protect those who handle money and to provide the security of funds.
- 🐾 Teachers collecting more than \$5 must write a receipt for each student. This is communicated to all parents.
- 🐾 Receipts must be written in ink.
- 🐾 Send a copy of all correspondence from parents regarding collection of money to the office (such as field trip money, fees, and books)
- 🐾 There are to be no cash sales. For example, you may not collect field trip money and then write a personal check to cover the cost
- 🐾 Indicate the purpose for which the money was received on the receipt. If for more than one activity the amounts for each activity must be listed separately and totaled
- 🐾 Exceptions to written receipts: Troll/Scholastic Book Clubs, picture money, PTO sales
- 🐾 All fees for lost and damaged books must be paid and receipted in the office
- 🐾 Money may not remain in your classroom overnight-turn into bookkeeper daily.
- 🐾 Each receipt book will be returned to the office at the end of the year

STUDENT PERMANENT RECORDS

Maintaining permanent records are the teacher's responsibility. At the beginning of the year, check the permanent records against your class roll & check over each child's test results, and legal documents in the folder. Read and initial each child's medical alert info and initial.

- 🐾 Each student has a cumulative permanent record
- 🐾 These records are very important to the student's welfare as well as to the staff
- 🐾 The information in these records should be accurate, up to date and confidential
- 🐾 Permanent records must be kept in the Record Room/Vault, not in a classroom
- 🐾 Notify the office immediately if you have missing permanent records
- 🐾 Cumulative permanent records are not only available to school personnel, but they are open to students and parents (with principal present) as well. You need to keep this in mind as you include any professional comments in any part of the student's record

NOTE: AT THE BEGINNING OF THE YEAR, GREEN HEALTH CARDS SHOULD BE PULLED AND KEPT TO THE FRONT OF EACH TEACHER'S FILE, IN ABC ORDER.

SUNSHINE COMMITTEE GUIDELINES

Every faculty and staff member is encouraged to join the Sunshine Fund

🐾 Yearly fee is \$30 for certified staff and \$15 per staff member

Use of funds (\$25) include purchasing flowers, gift cards or a memorial donation and/or card when:

- 🐾 A member and/or their spouse or child has surgery, or a hospital stay (regardless of child's age and/or whether they live in the member's home)
- 🐾 A member and/or their spouse, child, or parent dies (regardless of child's age and whether they live in the member's home)
- 🐾 The death of a current CES student
- 🐾 A member has a baby, including adoption

Use of funds includes cards/stamps for family members not listed above

Gifts are sent on the following "Department" Appreciation days:

- 🐾 Principal-\$60 and Assistant Principal-\$50
- 🐾 Guidance Counselor-\$40
- 🐾 Nurse-\$40
- 🐾 Secretary and Bookkeeper-\$40 each
- 🐾 Custodian (Head)-\$30 and Custodians-\$20 each
- 🐾 Cafeteria (Manager)-\$30 and Cafeteria workers- \$20 each

Christmas Gift

A collection envelope will be circulated for the Principal and presented at the Christmas Luncheon by the committee

- 🐾 Custodian (Lead)-\$20 gift card and Custodians-\$10 gift card
- 🐾 Cafeteria Manager-\$20 gift card and Workers-\$10 gift card

End of the Year Luncheon

- 🐾 We will be responsible for the decorations (if held at C E S) and gifts
- 🐾 F/S leaving or transferring from C E S - given a Hydrangea plant
- 🐾 Faculty and staff retiring - \$50 jewelry item

Sunshine Committee Rotation

🐾 Grade 4 Teachers	12-13
🐾 Grade 5 Teachers	13-14
🐾 Special Area I: Reading/Art/ESOL/Sparks	14-15
🐾 Special Area II: Resource/Guidance/PE	15-16
🐾 Special Area III: Media/Lit. Coach/Music/	16-17
🐾 5K Kindergarten Teachers	17-18
🐾 Grade 1 Teachers	18-19
🐾 Grade 2 Teachers	19-20
🐾 Grade 3 Teachers	20-21****

FUND RAISING

- 🐾 All fund raisers must be approved in advance by the principal

CES Staff Expectations:

Policy GBE Staff Rights and Responsibilities

Issued 3/00

Purpose: To establish the board's vision for the rights and responsibilities of district staff.

All staff members have a responsibility to make themselves familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which the district requires of all personnel:

- faithfulness and promptness in attendance at work
 - support and enforcement of policies of the board and administrative rules and procedures in regard to students
 - diligence in submitting required reports promptly at the times specified
 - care and protection of school property
 - concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are always under supervision,
- In their association with students, all school employees through their manner, dress, courteousness, industry, and attitude establish themselves as role models, who influence the development of young people. The board expects its staff members to be exemplary models, as well as provide exemplary instruction.

PROFESSIONALISM

- 🐾 Exhibit the characteristics of highly effective teachers to provide an optimum learning environment for your students
- 🐾 Follow state & federal rules such as FERPA (Family Educational Rights & Privacy Act of 1974)
- 🐾 Develop goals and performance objectives and monitor your personal progress
- 🐾 Communicate goals and performance objectives to the principal
- 🐾 Be present and punctual – the day for us is 7:15-3:00. Hybrid remote learning hours are 3:00-4:00 Monday through Thursday.
- 🐾 Professional dress is required of District Three employees
- 🐾 Abide by all district policies

SUPERVISION

- 🐾 Always provide proper supervision. A teacher's "Duty to Supervise" for an elementary age student is held to a very high standard.
- 🐾 Remember that we act in loco parentis (in place of a parent)
- 🐾 No class is to be left unsupervised for any reason at any time
- 🐾 Service Learners may not be the sole supervisor of a classroom
- 🐾 Visitors can wait to speak to you during planning periods. Do not allow visitors to interrupt instructional time or any time you are supervising students

NON-INSTRUCTIONAL ROUTINES

- 🐾 Arrival and dismissal –have procedures in place for students to enter the room and independently record lunch choices, submit homework assignments, and take care of other housekeeping chores. This is valuable time for the teacher to interact with students rather than being involved in record keeping or preparation
- 🐾 Protect instructional time. There are restrooms and sinks in each classroom, except grade 5. Whole classroom bathroom breaks should not occur. Students may go as needed
- 🐾 Snack time is part of the instructional process rather than a separate block of time
- 🐾 On time and on task – Follow the schedule for lunch by arriving and leaving on time
- 🐾 Teacher assistants are instructional assistants and 90% of their time should be spent working with students and not making copies

GRADE LEVEL SOC (Students of Concern) MEETINGS

Grade level teams meet bi-weekly via Zoom. The principal, assistant principal and/or literacy coach will meet with grade levels.

FACULTY MEETINGS

- 🐾 For Hybrid, we will meet on Fridays at 10:00pm

LEAVING CAMPUS

Personnel should not leave campus during the day without prior approval from the principal.

LEAVE REQUESTS

The Aesop system should be used to schedule all personal and professional absences. **Personal days cannot be taken on the day before or after a holiday, an in-service day, or the first or last two weeks of the school year.** You may refer to the School Board Policy Manual (Policy GCC) on the District webpage.

- 🐾 School District 3 provides employees with personal and sick days to be taken as needed.
- 🐾 Give the office notification for advanced leave by completing Leave Request form and entering in AESOP. The principal will plan for a substitute and you will receive an email from AESOP.
- 🐾 Field Day - Leave is not allowed to be taken on Field Day including leaving for programs and/or appointments

LEAVE (PROFESSIONAL, SICK AND PERSONAL)

Class III Leaves

- 🐾 A staff member may request permission to attend or participate in a conference, workshop, or other professionally related activity, which will require the individual to be absent from normal duties.
- 🐾 Official Spartanburg District Three request forms, available in forms folder-Office 365- must be completed and approved for attendance.
- 🐾 Requests for personal leave should be made in advance using AESOP and Leave Request form submitted to administrator.
- 🐾 Reimbursement for business trips must be requested on the Business Trip Reimbursement Form online
- 🐾 Any time you attend a workshop or conference you must complete a Workshop or Conference Form online
- 🐾 Substitutes are obtained by notifying the principal
- 🐾 Call the principal **by 9:30 PM the night before or before 6:15 AM (earlier if possible)**
- 🐾 **Cindy's home phone is 592-7716 and cell is 764-4666. Call the home number first and do NOT text or leave a message. You must speak to the principal.**
- 🐾 **Teachers must enter an absence in Aesop after speaking to the principal.** See directions below.
- 🐾 Complete a pink Leave Request form when you return to school.
- 🐾 Professional Leave Requests must be entered into AESOP (see instructions below) by the teacher.
- 🐾 For Professional Leave: Fill out a pink Leave Request form
- 🐾 Make sure lesson plans are easy to understand and follow. Leave your sub tub plain site near your desk.
- 🐾 Complete the Substitute Teacher Information form in in forms folder-Office 365 and place it in your sub folder in your mailbox
- 🐾 Non-certified staff do not enter AESOP.

AESOP INSTRUCTIONS

<https://www.aesoponline.com/login2.asp> or 1-800-942-3767

- 🐾 Enter your login and password that you received in an email
- 🐾 Click on Absences and choose Create Absence from the drop-down box
- 🐾 Select whether a Sub is required. It will be yes unless I tell you otherwise. You will never choose sub.
- 🐾 The Time listed is 7:30 until 3:00. Please leave alone if you are absent an entire day. You will need to change if you are to be absent part of a day. If you take ½ day AM, You will change the 7:30 to 11:15 and leave the 3:00 alone. ½ day AM = 11:15 to 3:00. If you take ½ day PM, you will leave the 7:30 and change the 3:00 to 11:15. ½ day PM = 11:15 to 3:00
- 🐾 Choose your Absence Reason from the drop-down box.
- 🐾 For Professional Leave, choose school business workday if during regular 190 day

- 🐾 Click Create Absence.

SICK LEAVE BANK

- 🐾 You may elect to contribute to the Sick Leave Bank. We will distribute a hard copy of the form at the beginning of the year. You must complete, mark yes or no and return to the bookkeeper.

STAFF PUNCTUALITY

All staff members are expected to arrive by 7:15 AM to prepare for the start of a great day. Please avoid running in or pulling in the parking lot at the last minute. This starts the day off on a bad note.

DRESS CODE

Appropriate school attire is always expected of all staff. We follow the district school board policy regarding appropriate dress.

- 🐾 Tight clothing, flip flops, tank tops, t-shirts, shorts, leggings, short skirts, and see-through or revealing tops are not suitable clothing for professionals. Shoulders should be covered with tops that are the width of at least 3 fingers. Leggings may only be worn under a dress or skirt of appropriate length.
- 🐾 Blue jeans may be worn on some field trips and blue jean days. These days are approved and announced in advance.
- 🐾 Capris that fall at the mid-calf are acceptable.
- 🐾 All staff will receive a printed copy of the board policy each year. (See Board Policy GBEB-A-R)

SOCIAL MEDIA

- 🐾 Staff members are urged to be prudent in what they post on social networks and should NOT accept their students/parents as "friends" on a social networking site.
- 🐾 While the teacher may believe that "friending" allows them to relate to their students and families in a positive manner outside of the classroom, such actions can be viewed by parents, and the community as crossing the boundary from a teacher-student relationship into what could be perceived as an inappropriate friendship.
- 🐾 Never post inappropriate materials or pictures.
- 🐾 See attached Board Policy GBEBDE
- 🐾 Reminder: Parents and community members with access to your postings may also share with school and district officials any material that they view as inappropriate.

FUND RAISING

All fundraisers must be approved in advance by the principal. Unhealthy fundraiser items will not be sold during school hours.

CELL PHONES

Staff should not use cell phones with students in classroom. This includes texting. Please take with you to recess.

BULLETIN BOARDS

Bulletin Boards should be neat, creative and display authentic student work. Student work should be standards based. Bulletin boards should be changed regularly throughout the year so that student work is current. Remove torn paper and borders promptly.

POWERSCHOOL

Attendance must be complete by **8:00 am daily**. You must be diligent in turning in grades and accurately checking verifications. The turn in dates for grades are in this handbook. Grades may not be late.

AFTERSCHOOL EVENTS

None at this time.

BULLYING/HARASSMENT

Harassment and bullying are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that harassment or bullying of any kind is prohibited. Any individual who thinks he/she has been harassed, intimidated, or bullied should contact the administrator immediately. The district will not tolerate or condone sexual harassment in the workplace. The board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee. See Board Policy GBAA.

- 🐾 Bullying is defined as: "Repeatedly and purposefully saying or doing hurtful things to another person who has a difficult time defending himself/herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group or sending inappropriate messages on a cell phone or over the internet."
- 🐾 Bullying issues will be handled as a part of our regular behavior system.

CORPORAL PUNISHMENT

Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at Cowpens Elementary School that corporal punishment is not an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal or principal.

DISTRICT REQUESTS/TRANSFERS/GRIEVANCE/APPLYING

If you have a personnel request, you should contact principal **before** contacting district office personnel. You must notify principal prior to applying for any position.

Classroom Instruction:

CURRICULUM AND INSTRUCTION

The curriculum at Cowpens Elementary School is based on the South Carolina State Standards. Subjects taught include English language arts, mathematics, science, social studies, health, art, music, and physical education. Special efforts are made to meet the individual needs of our children through individualized instruction, small group instruction, individual projects, and the use of instructional technology. Our school and district have clearly defined learning objectives that are shared with parents during parent-teacher conferences.

INSTRUCTIONAL INITIATIVES- We will use DIGS for hybrid

- 🐾 We will establish instructional priorities and goals based on district initiatives, faculty input, test data and our School Renewal Plan
- 🐾 Use balanced literacy strategies for reading instruction
- 🐾 Use formal and informal assessments to guide small group instruction for all
- 🐾 Utilize NWEA Learning Continuum
- 🐾 Set reading goals with students and participate in the school reading incentive plan

- 🐾 Use hands-on instruction to support concept development (Do NOT use worksheets.)
- 🐾 Use science and math notebooks, Number Talks, and science kits
- 🐾 Emphasize the use of informational texts across all subjects
- 🐾 Use Instructional Technology (Chromebooks) daily to enhance instruction
- 🐾 Use research based best practices
- 🐾 Continue to effectively differentiate instruction

LESSON PLANS

All lesson plans need to include:

- 🐾 Standards
- 🐾 Focus Questions/Objectives
- 🐾 Blooms Vocabulary-specific questions listed
- 🐾 Strategies
- 🐾 Varying questions that will part of the lesson
- 🐾 Groups-Separate plans for each group-list names for GR, conferencing for reading and writing, etc.
- 🐾 Materials
- 🐾 Procedures
- 🐾 Assessments (Formative and Summative)
- 🐾 Please give careful thought to your formative assessments. You want to make sure that they are carefully planned out to provide you with the information that you will need to guide your instruction.
- 🐾 Lesson plans for the planned week are to be copied. One copy is to be placed in labeled file box in office workroom by 8:00 AM each Monday morning.

LONG RANGE PLANS

- Your LRP is due to the principal on or before September 15, 2020.
- The evaluation process will follow the Rubric 4.0 format.

CLASSROOM PROCEDURES

The secret to a productive classroom is clear expectations and procedures. Take the time to go over how you expect your students to enter/exit the classroom, make lunch choices, go to the restroom, turn in work, distance themselves and wear a mask etc. Smooth transitions should be in place so that instructional time is maximized during the day.

LEARNING ENVIRONMENT

- 🐾 Keep classrooms organized and free of clutter
- 🐾 Use your office to store your materials. Remember that your office and your classroom must have clear pathways to meet fire code
- 🐾 Significantly limit or eliminate the classroom space you are using for teacher materials
- 🐾 Keep the classroom environment centered on student materials and workspace
- 🐾 Keep bulletin boards and classroom displays current with student created work
- 🐾 Update hall boards at least 5 times per school year
- 🐾 Keep classroom libraries organized in a way that benefits students –You may only access classroom library during hybrid

INSTRUCTIONAL PRACTICES-We will use DIGS for hybrid

- 🐾 During hybrid, eLearning is not to be extended homework
- 🐾 Teach with a sense of Urgency and with Rigor
- 🐾 Make every second count
- 🐾 Use small group instruction primarily

- 🐾 Ensure that our instruction engages students and moves them ahead
- 🐾 Use daily evaluation and reflection to make wise teaching decisions
- 🐾 Use a variety of resources, including the Internet and educational software, to supplement your instructional program to differentiate instruction and teach standards-based lessons
- 🐾 Keep your principal informed of special situations or events in your classroom.
Remember, everyone can learn

ASSESSMENTS

Formative assessment

The goal of formative assessment is to **monitor student learning** to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- 🐾 help students identify their strengths and weaknesses and target areas that need work
- 🐾 help educators recognize where students are struggling and address problems immediately

Summative assessment

The goal of a summative assessment is to **evaluate student learning** at the end of an instructional unit. Summative assessments are often *high stakes*, which means that they have a high point value.

***Assessments should be monitored or evaluated immediately or at least within the next 2 days.**

Based on these assessments, instructional goals and action plans are created to address misconceptions promptly.

ASSESSMENT AND DATA ANALYSIS

4K

- 🐾 Keep up to date anecdotal records and be prepared to share this information during grade level meetings or during individual conferences
- 🐾 Administer required assessments as scheduled (Dial 4, PALS, MTSS)
- 🐾 Submit results to the school Literacy Coach and Principal
- 🐾 Evaluate results for instructional purposes

5K – Grade 2

- 🐾 Keep up to date anecdotal records and be prepared to share this information during grade level meetings or during individual conferences
- 🐾 Administer required assessments as scheduled
- 🐾 MAP, MTSS, DRA for 5K
- 🐾 MAP, MTSS, F and P, AIMS for Gr 1 and Gr 2
- 🐾 Submit reading assessment to the school Literacy Coach and Principal
- 🐾 Evaluate reading assessment & Running Record results for instructional purposes

5K – Grade 5

- 🐾 Administer reading assessment, evaluate results and plan accordingly
- 🐾 Conduct six retention conferences for any students at risk of retention and complete form. Initial mid-year and final are face to face conferences
- 🐾 Have mid-year retention form signed by parent, forms located online

Grades 1-5

- 🐾 Analyze your MAP data and update MAP Notebooks after each test administration
- 🐾 Chart and discuss your MAP data with Principal during SLO conferences in the fall, winter, and spring.

Grades 2-5

- 🐾 Conference and set instructional goals with each student
- 🐾 Use test data and a variety of assessments to plan for instruction
- 🐾 Hold progress conferences often with parents of students requiring interventions and or academic assistance

- 🐾 Regularly send home progress reports to parents of students requiring interventions/academic assistance
- 🐾 Review F&P, MAP/and state test data and identify students who did not perform as well as expected as SOC

STUDENT RECORD KEEPING

- 🐾 Observe due dates and requests for information and records
- 🐾 Complete records and reports neatly and accurately
- 🐾 Keep accurate, up to date records of student achievement and progress in a data notebook
- 🐾 Grade 3 will keep a portfolio on students with anecdotal records, data, and work samples from beginning, middle and EOY

VIDEOS

- 🐾 All videos used in the classroom should be for an educational purpose and should be directly related to the current unit of study.
- 🐾 Videos should not last longer than 15 minutes.
- 🐾 Teachers should select videos from the approved video list housed in the media center.
- 🐾 To show a video that is not housed in the media center, teachers must approve this through the principal.
- 🐾 Do not show a video that you have not previously viewed or that has not been approved.

YOUTUBE CLIPS

Do not ever go directly to YOUTUBE live with the class. You must download any clip and preview prior to sharing with students. The purpose is to eliminate the possibility of students seeing inappropriate advertisements.

HOMEWORK

Homework is the follow up to what has been taught during the school day. Parents expect children to have homework and teachers are encouraged to assign some activity or project to be completed at home Monday through Thursday. Students in primary grades can be expected to have no more than 30 minutes per night and students in grades 4 & 5 should not have more than 45 minutes of assigned homework. Do NOT send unnecessary homework. ATLAS students are responsible for homework assignments that are made to the entire class but not responsible for missed class work. Teachers check and comment on homework for students in grades 3-5. It can count as 5% of a report card grade. **Students will not have homework on the nights prior to STATE assessments or the nights of school events.**

MORNING WORK

Morning work should be no more than 10 minutes, meaningful and based only on the prior day's instruction. The district plan does not allow for Daily Oral Language, Math for Today or any similar programs.

GRADES/REPORT CARDS

Each teacher can request a grade report book if desired. Grade books are the property of the school district and must be turned in to the office at the end of the school year.

- 🐾 Records are to be current and accurate. Minimum number of grades per subject, per 9 weeks is 15
- 🐾 Teachers in grades 2-5 enter grades electronically weekly to ensure prompt feedback and accuracy.
- 🐾 Report cards are issued the week after the reporting period ends. The reporting period is every

nine weeks.

- 🐾 Care should be exercised in giving grades and preparing report cards.
- 🐾 Grades 2-5: Extra credit should not be given unless you seek principal approval. Students may receive partial credit for making corrections on a test. Their grade should not increase above an 89. No student can earn a grade lower than a 50 for the 9 weeks. Any final grade below a 50 must be overridden by the teacher. Weighting of grades ensures that a daily quiz or homework does not equal that of a unit test in the grade book.
- 🐾 Graded work should be sent home weekly and contact should be made with parents on a regular basis.

Reminder: Being proactive with parent communication is the key to a successful school/home partnership!

GRADING PROCEDURES-Numerical grades will be given for all core subjects in grades 2 - 5.

5K and Grade 1

E = Excellent (consistently exceeds expectations)
S+ = Exceeds expectations
S = Satisfactory (meets expectations)
N = Not yet meeting expectations

Grades 2-5

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 or Below = F

ATLAS

More info to come.

RELATED ARTS: Music, PE, Art

All teachers are asked to be alert to and aware of the instructional activities that are taking place in art, music, and physical education. Classroom teachers are encouraged and expected to support the physical education and fine arts programs.

- 🐾 Teachers will teach in the child's HR during hybrid
- 🐾 Do not keep students from special area classes for behavior or academic reasons.
- 🐾 Related arts teachers follow the same discipline and classroom management systems as other teachers.

SUBSTITUTES

Each teacher will prepare a "Sub Tub" with completed form below in case of an emergency absence. This should be completed and left in a prominent place in your office by August 17, 2020.

The "Sub Tub" should contain the following:

- 🐾 Sub form below and all info included on form
- 🐾 Daily schedule
- 🐾 Updated Tracker
- 🐾 List of resource students (times they attend resource class)
- 🐾 List of Reading Recovery students (times they attend RR)
- 🐾 List of Speech Students (times they attend speech class)
- 🐾 List of math intervention students and times
- 🐾 Lesson plans for at least 3 days that are content specific to your class
- 🐾 Class Roster for your homeroom
- 🐾 All grade level homeroom rosters
- 🐾 Emergency Procedures

SUB TUB ITEMS	Where to locate or how to proceed:
Lesson Plans	SUB TUB
Paper/Pencils	
Textbooks and Teacher Manuals	
Attendance (Blue Cd)	
Lunch Request Forms	SUB TUB
Handouts	SUB TUB
Seating Chart	SUB TUB
Get Assistance From	Teacher: _____ Rm #:
Reliable Student(s)	Student: Student:
Students Receiving Medication	Student: Time: Student: Time:
Arrival	7:30 AM Instructions:
Dismissal	2:30 PM Instructions:
Special Instructions	
Emergency Procedures Location of your emergency folder: <hr/> <hr/>	Attach one sheet for Standard Response Protocol
Daily Tracker	Attach a current copy of Tracker

DISCIPLINE

- 🐾 Classroom management is part of the teaching responsibility. The use of a school-wide positive behavior system and consistency in classroom management can eliminate most behavior problems. Teachers in all areas are expected to teach and practice classroom procedures with students at the beginning of the school year and to review procedures as needed.
- 🐾 When a student behavior problem escalates beyond the classroom management system, the classroom teacher uses a parent referral or if severe an office referral. In the case of severe disruptive behavior, do not send the student to the office. Call for the principal to come to the classroom. Students are not to be sent to the office to sit without documentation or explanation.
- 🐾 2 types of referrals:
 - (1) Office referrals for students who are sent to the principal
 - (2) Parent referrals for students to take home to the parent-not used for students who come to the office
- 🐾 Send the OFFICE discipline referral to the office with a responsible student. The principal can come to your class to get the referred student if necessary
- 🐾 If there is an emergency and you need the principal's help immediately, call the office on your land line phone or use your call button to alert the office
- 🐾 Use discretion in determining rough play versus fighting.
- 🐾 Failure to do work in class is not a discipline problem. Rather, an academic problem that needs to be addressed by the teacher. Please work with the student and his/her parents to come up with a strategic plan for the student. If this does not show any progress, the principal will get involved.
- 🐾 Work with your peers and your principal to make suggestions for improvement
- 🐾 Follow school discipline procedures outlined below

OFFICE REFERRALS

Teachers complete office referrals for students when the classroom management system (turning cards, parent contacts, notes, denying privileges, parent referral) is not effective in eliminating inappropriate behaviors.

1. Fill out office referral form with only facts, and do not include other student's names
2. Attach a note listing students involved if applicable
3. Send referral to the office

DISCOURAGING INAPPROPRIATE BEHAVIOR

*Administrator discretion is used to address behavior infractions. The levels and consequences listed below are subject to change based on the individual infraction and history of infractions for individual students.

Level I Inappropriate Behaviors are minor rule violations that will result in an immediate verbal correction with other possible consequences. Examples of Level I behaviors may include, but are not limited to:

Being Untruthful	Bullying Behaviors
Teasing/Name Calling/Taunting/Rumors	Out of seat
Verbal Harassment	Social Isolation/Exclusion ⁵⁴
Talking/ Talking out/ Class disruptions	Chewing gum
Inappropriate Gestures	Electronic devices
Not following directions/not staying on task	Unsafe play (running)

Level I Consequences: Students who engage in Level I behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Level I consequences are mild and designed to discourage the inappropriate behavior from reoccurring. Level I consequences are handled by ALL faculty/staff. Consequences for Level I behaviors may include, but are not limited to:

Verbal correction/Warning	Apology
Lunch detention	Parent communication form/teacher and parent signature
Time out	Loss of classroom privilege

Level II Inappropriate Behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by the teacher and the student's parent. Level II behaviors may include, but are not limited to:

Chronic Level I behaviors	Shoving, tripping, hitting
Disrespect/ Defiance	Intimidation
Profanity to student	Threats
Bullying	

Level II Consequences: Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a Parent Communication Form which will be signed by the teacher and parent. The student is responsible for returning the form signed within 2 school days. Consequences for Level II behaviors may include, but are not limited to:

Verbal correction/Warning	Parent communication form/teacher and parent signature
Lunch detention	Guidance referral

Loss of privileges/ Time out	In School Suspension
Apology	

Level III Inappropriate Behaviors are serious infractions that require an office referral for corrective actions. Level III behaviors will not be tolerated and could result in suspension from school. Some examples of Level III behaviors may include, but are not limited to:

Chronic Level II behaviors	Severe disrespect
Fighting/Severe Physical Aggression	Vandalism
Profanity to adult	Weapons
Stealing	Possession of illegal substance
Cheating	Other acts of violence

Level III Consequences: Students who engage in Level III behaviors will be referred to the principal for immediate corrective actions. The incident is communicated to parents and recorded as part of the student's permanent record. After consulting with the parents and appropriate school personnel, the principal will issue the consequences and facilitate the corrective actions. Consequences for Level III behaviors may include, but are not limited to:

Increased In-School Suspension	Out of School Suspension	Restitution	Expulsion
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UNACCEPTABLE DISCIPLINARY PRACTICES

- 🐾 Standing at board or wall in front of others.
- 🐾 Loss of an entire recess time.
- 🐾 Extensive isolation of a student in the classroom or media center.
- 🐾 Art, music, and physical education are a part of our instructional program. Students should not be kept from these activities for misbehavior or failure to complete classroom assignments.
- 🐾 Art, music, and physical education personnel should not send students back to the classroom when behavior problems arise in their classes.
- 🐾 Corporal Punishment- Although SC Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of the administration at Cowpens Elementary School that corporal punishment is **not** an option for discipline of students by any district employee- Including but not limited to: teacher, assistant principal or principal.

INTERVENTIONS

- 🐾 Choose kindness and compassion
- 🐾 Redirecting students using positive language and strategies
- 🐾 REFOCUS or CALMING space in your classroom-sprayed after each use during hybrid
- 🐾 Use of small incentives such as stickers, pencils, erasers, treats, computer, or library time
- 🐾 Time-out
- 🐾 Partial silent lunch/lunch detention in grades 2-5
- 🐾 Request for guidance to work with the student

Student Support:

COUGAR CLUB AFTER-SCHOOL CARE
 Not available at this time.

ACADEMIC ASSISTANCE

We offer classroom interventions to any struggling students. Classroom small groups and push-ins during the day offer additional instructional assistance to small groups of students. Leveled Literacy Intervention System (LLI) is used daily for 30 minutes with groups of 3-4 as assigned by the RTI Team. No LLI at this time.

RESPONSE TO INTERVENTION

- 🐾 RTI is the practice of using data to guide high-quality instruction matched to student need, monitoring progress frequently and making changes in instruction or goals.
- 🐾 RTI is not just about academics. Interfering behavior is often a factor when a student is not performing at a projected rate of learning.
- 🐾 There are 3 tiers to the RTI initiative, and our school RTI committee consults bi-weekly to focus on classroom instruction that is effective for every child.
- 🐾 If a student is having difficulties, start interventions with the student, make an appointment with the RTI team, and document the effectiveness of the interventions. After meeting with the RTI team, you will gather more data on the effectiveness of the intervention. If you see that the intervention is not working, please do not continue with that intervention. Rather, come back to the RTI team to discuss other options for that student.
- 🐾 After data points are collected on interventions used with the student, the team will meet again to re-evaluate the student's progress and determine the next steps for the student's success.
- 🐾 It is easy to confuse accommodations and interventions. If you need help with this, please ask. It is the only way we grow professionally!
- 🐾 Student Profile must be completed and placed in permanent record each year.

RTI TEAM

- 🐾 Progress of student of concern is evaluated
- 🐾 Additional resource personnel may be invited depending upon the situation
- 🐾 The group may offer suggestions for interventions
- 🐾 Principal decides to refer to RTI for a screening or evaluation or not
- 🐾 Meeting on Mondays or as scheduled
- 🐾 Teacher needs to come prepared with data and work samples

IEP

A student's IEP must be reviewed/written at least annually. The IEP team consists of those who have assessed the child, school support personnel, a school administrator, general and special education teachers and the child's parents or legal guardian. It is important for you to participate in these meetings so that a student's learning accommodations are carried out in the classroom.

504

“[Section 504 of the Americans with Disabilities Act](http://www.understandingspecialeducation.com/section-504.html) guarantees that a child with a disability has equal ACCESS to an education and that it is comparable to an education provided to those who do not have a disability.” <http://www.understandingspecialeducation.com/section-504.html>

504 meetings for your students will be equally as important to attend. You will have knowledge of the student's academic performance and will know how to better serve this student.

SPECIAL NEEDS SERVICES

Should you feel that you have a student that would benefit from resource, speech or any of our district special services contact our RTI Team. The team will guide you in putting the student through the RTI process. Once several data points have been collected with interventions, the team will meet to review the student's academic progress. If the team feels the student's need are not being met by interventions, a screening will be suggested. Screening is then done by the special education

department and decisions are finalized by the Special Services Director. These students belong to all of us.

SELF-CONTAINED SPECIAL EDUCATION

Self-contained special education classes for elementary age children are available for children who have problems that cannot be corrected in the classroom or through resource. These classes are available for students with the following handicaps: Educable Mentally Handicapped, Emotionally Handicapped, and Learning-Disabled students. The referral process for the self-contained special education class is the same as that for the resource class.






SPEECH AND HEARING

Any student that is observed to have a speech and hearing problem should be referred for special services. The District Three Special Education Handbook is available on district web page.

HOMEBOUND INSTRUCTION

If a student cannot attend school for health reason and has a physician's written request, he/she will be served by homebound instruction. It is the teacher's responsibility to correspond with the homebound instructor to keep him/her up to date with classroom instruction. Teachers are responsible for providing and evaluating assignments for students on homebound instruction.

Responsibilities of subject teacher in Homebound Instructional Plan:

-  Attend meeting to develop instructional plan
-  Provide lesson assignments and any available worksheets. Detailed daily assignments are not required.
-  Provide tests to be administered by guidance of the homebound teacher indicated in instructional plan. Otherwise administer tests at school on dates determined by the homebound teacher and the instructional plan.
-  Refer any problems directly to student's counselor.
-  Grade completed material and tests. Send grades to computer. A grade of "F" will be recorded if material and tests are not completed as required by educational plan.

BEHAVIOR INTERVENTION

Every class must have a refocusing or calming area equipped with journals, sensory items, puzzles, ideas for calming, etc. A child may need to go to this area to calm him or herself.

PBIS

STUDENT BEHAVIOR POLICY/STANDARDS FOR SCHOOL

We want our students to feel a sense of community when they walk in the building. To reach that goal, our behavior plan is based on positive reinforcement, immediate feedback to students and communication with the home. You will teach students our behavior expectations in their classrooms over the first weeks of school. Students will earn Cougar Coins from all faculty and staff members for meeting our expectations. They will be able to save their coins and turn them in for rewards. Only the teacher will touch coins and place in storage for students. Communication between home and school is paramount in this plan. For students in kindergarten through grade 2 you will send a behavior sheet home daily for parent signature. For students in grades 3 through 5, you will send a daily behavior score for parent signature.

Caring Cougars are Respectful, Responsible and Ready: Cougar Code Guiding Principles
 Purpose: Our school-wide expectations are designed to maintain a cooperative climate of excellence in academics, character, and safety. All students are expected to follow in all areas.

School-wide Expectations	Respectful	Responsible	Ready
All Settings	<input type="checkbox"/> Respect adult authority <input type="checkbox"/> Be kind <input type="checkbox"/> Use appropriate voice level <input type="checkbox"/> Include others	<input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Help others	<input type="checkbox"/> Remain on task <input type="checkbox"/> Do your best <input type="checkbox"/> Follow directions
Hallways and Walkways	<input type="checkbox"/> No talking	<input type="checkbox"/> Walk <input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Always walk on the right side <input type="checkbox"/> Follow directions
Lunchroom	<input type="checkbox"/> Use good table manners <input type="checkbox"/> Use whisper voices after quiet time	<input type="checkbox"/> Clean your area <input type="checkbox"/> Stay seated	<input type="checkbox"/> Follow lunch line procedures <input type="checkbox"/> Follow directions
Bathrooms	<input type="checkbox"/> Respect privacy of others <input type="checkbox"/> Use whisper voices	<input type="checkbox"/> Keep area clean <input type="checkbox"/> Wash your hands	<input type="checkbox"/> Use time wisely
Morning Holding Areas	<input type="checkbox"/> Use whisper voices until quiet time	<input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Follow directions
Playgrounds	<input type="checkbox"/> Include others <input type="checkbox"/> Take turns	<input type="checkbox"/> Play safe <input type="checkbox"/> Keep hands/feet to yourself	<input type="checkbox"/> Follow directions <input type="checkbox"/> Use equipment properly
Assemblies	<input type="checkbox"/> No talking <input type="checkbox"/> Appropriate applause	<input type="checkbox"/> Remain seated <input type="checkbox"/> Pay attention to performers	<input type="checkbox"/> Active listening and participation
Buses	<input type="checkbox"/> Respect driver <input type="checkbox"/> Use whisper voices <input type="checkbox"/> Respect adult authority	<input type="checkbox"/> Stay seated/face forward <input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Load and unload quickly <input type="checkbox"/> Watch for your stop <input type="checkbox"/> Follow directions

PRINCIPAL'S PALS
 Not at this time.

RECOGNITION FOR STUDENT ACADEMIC ACHIEVEMENT

In addition to other types of recognition, we strive to recognize students who are performing well in the classroom.*

Honor Roll (grades 2 - 5) - 80 or above on each subject

Principal's Honor Roll (grades 2 - 5) - 90 or above on each subject

End of the Year Certificates

Grades 2-5 Only -Honor Roll Certificate: Honor Roll or Principal's Honor Roll 3 out of 4 nine weeks

Grades 2-5 Only - Principal's Honor Roll Certificate: Principal's Honor Roll 3 out of 4 nine weeks

5K-Grade 5 Effort Awards

STAR STUDENT AND PRINCIPAL'S WRITING AWARD

- Choose one work sample that demonstrates a student's hard work or progress in any subject area (No worksheets)
- Place selection in the file box in the office copy room **bi-weekly on Thursday**

- Schedule to follow below.

Home/School Relations:

PARENT-TEACHER COMMUNICATION

- 🐾 Do not send negative comments the 1st two weeks of school.
- 🐾 Teachers at Cowpens Elementary School maintain good communication with parents.
- 🐾 We provide postcards and postage for positive notes and ask teachers to mail at least 2 notes per semester for each child.
- 🐾 Email or phone communications are also encouraged not only for concerns, but also for positive feedback.
- 🐾 Teachers are strongly encouraged to communicate with parents outside of the scheduled school conferences.
- 🐾 Keep parents informed by sending daily behavior reports, weekly Let's Share Folders and making additional contact as needed. Keep a communication log for each student.
- 🐾 Send home Let's Share Folders, containing weekly graded papers, every Wednesday
- 🐾 Update Webpage weekly
- 🐾 Publish your weekly newsletter on the webpage to include homework, material being covered and classroom events
- 🐾 An interim report will be sent according to the designated dates for grade 2-5 students
- 🐾 Let parents know you recognize strengths in students and are building on those strengths.
- 🐾 Keep a log for each student with all communications with parents

PARENT-TEACHER CONFERENCES

More info to come.

PTO

- 🐾 The PTO is the only school organization that links parents, teachers, and students.
- 🐾 Staff are encouraged to join PTO and participate in and support their events.
- 🐾 No events scheduled at this time.

SIC

The purpose of the School Improvement Council is to give parents, teachers, students, and principals an opportunity to work together in solving local problems and improving community-school understanding.

- 🐾 The School Improvement Council assists the principal in the preparation of the School Renewal Plan as required by the finance act.
- 🐾 The School Improvement Council is also responsible for developing and monitoring our Title I plan.

VOLUNTEERS

No volunteers at this time.

VOLUNTEER PROGRAM

No volunteers at this time.

LET'S SHARE FOLDERS

Teachers send graded papers, tests for corrections, important information, papers needing signatures, etc. home each WEDNESDAY for M/W students and each Thursday for T/Th. students for parent signature.

District Information:

ATTENDANCE POLICY PROCEDURES

After 3 Consecutive or 5 Unexcused Days the Homeroom Teacher should:

- 🐾 Notify the counselor, PowerSchool manager, and the principal.
- 🐾 Office will contact parent (phone call, conference, etc.) and mail letter.

After 7 Unexcused Days:

- 🐾 School Attendance clerk notifies the principal/guidance who contacts the District Attendance Officer.
- 🐾 District Attendance Officer will make contact through a home visit or phone call.
- 🐾 District Attendance Officer, principal will develop a plan with the parents to improve their child's future attendance. This may result in a referral to Truancy Court.
- 🐾 Any conference or telephone conversation with a potential or chronic attendance problem should be documented and attached to the attendance referral.
- 🐾 Any extenuating circumstances causing the absences should be noted on the attendance referral. Any child who is absent over 10 unexcused days may be retained by the principal.

POLICY GCC Professional Staff Leaves and Absences

Issued 10/06

Purpose: To establish the basic structure for all types of professional staff leaves and absences.

NOTE: This policy -- and accompanying administrative rule -- may include sick leave (to include Family and Medical Leave Act requirements), personal/emergency/ legal leave, maternity /paternity/parental leave, military leave, conferences/training workshops and sabbaticals. Vacations and holidays are the subject of a separate policy.

The continuous presence of employees promotes excellence in the instructional program by ensuring the following.

- 🐾 uninterrupted continuity of education
- 🐾 greater teacher-student contact time
- 🐾 appropriate role-model emulation
- 🐾 consistent classroom discipline
- 🐾 reduced cost

Therefore, the board expects employees to come to work every day. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule that accompanies this policy.

SICK LEAVE

Accrual of sick leave

All full-time employees of the district will accrue sick leave on the basis of one and one-fourth days of sick leave for each month of active service. This will provide 12 days for nine months (190 days), 13 days for 10 months (205 days), 14 days for 11 months (226 days) and 15 days for 12 months (247 days). An employee may accumulate up to 90 days of sick leave that is accrued but not used provided

that such employee does not violate his/her respective contract. For the purposes of this policy, a full-time employee will mean any person employed in a position for which certification is required by the South Carolina State Department of Education or a person who has been employed in the school district for five months and works at least 30 hours per week.

USE OF SICK LEAVE ABSENCES:

Class I

Leave for which there may be no loss in salary, or cost of substitute or one-half salary.

- Temporary disability caused by or contributed to by any **personal illness** or injury including **pregnancy** and **childbirth**.
- Illness in the immediate family (eight days). Immediate family in this provision will mean mother, father, husband, wife, daughter, son, brother, sister, or any other person living in the home who is dependent on the employee for care.
- Death in the immediate family (three days). Immediate family in this section will mean mother, father, husband, wife, daughter, son, sister, brother, grandmother, grandfather, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, niece, or nephew.

PERSONAL LEAVE DAYS

Employees with a maximum accumulation of 30 days of temporary disability sick leave will be eligible for three personal leave days. Employees with a maximum accumulation of 60 days of temporary disability sick leave will be eligible for four personal leave days. Employees with a maximum accumulation of 90 days of temporary disability sick leave will be eligible for five personal leave days. Personal leave will be based on sick leave balances on June 30th annually. Personal leave days may not be carried forward between fiscal years.

In accordance with Class III below, personal business leave will not be authorized for the **last day before holidays officially begin or on the first day after holidays officially end, during the first two weeks of the last two weeks of a school semester or during staff in-service**. Use of temporary disability sick leave for any reason other than personal illness/disability automatically constitutes a waiver of intent to claim these same days for temporary disability sick leave. (See 59-1-400 Attorney General's Opinion, 1975-76 No. 4480.) If an employee is absent due to one of the reasons listed as Class I, there will be no salary deductions until all cumulative days have been taken (except not more than eight days per year can be used for reasons other than personal illness without prior approval by the superintendent).

Class II

When personal business days have already been used, the district will deduct the daily cost of a substitute or an amount not to exceed one-half day's pay, whichever is less, from the employee's salary daily for the first three days when he/she is absent for the following reasons.

- wedding in the immediate family
- death of relatives not mentioned in class I
- other causes approved by the superintendent

Should a Class II absence extend beyond three days, the district will deduct the full daily salary for each day missed.

Class III

Class III absences are those absences that are not approved by board policy or the administration. In addition to full daily salary deduction for each such absence, the administration may initiate other

disciplinary action. The district will deduct full daily salary for each day of absence if an employee is absent for one of the following.

- personal business (other than the two days granted; note exception under Class I, last paragraph)
- taking leave immediately before holidays have officially begun or taking leave immediately after holidays have officially ended
- other causes which in the opinion of the superintendent are not legitimate

Principals should discuss requests for Class III absences with the superintendent prior to such an absence. The district reserves the right to require documentation or justification of absences in Class I, II or III. To obtain superintendent approval for exception to any aspect of this leave policy, the employee must state reason for request in writing and obtain signatures of approval from his/her immediate supervisor and assistant superintendent prior to submitting the request to the superintendent. When the employee makes a request in writing, the superintendent may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave. Leave with and without pay will not extend beyond the immediate school year.

TERMINATION

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of leave. An employee is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which sick leave is obtained. The district will not terminate from employment those employees under this policy who have accrued sick leave and who are using it in compliance with this policy. The district must not terminate from employment any such employee during a continuing sick leave of less than 91 workdays.

BUS TRANSPORTATION

District 3 Transportation Policies that every parent and student need to know for the safety of all children in Spartanburg School District 3:

- 🐾 All students must wear a mask on bus.
- 🐾 A student must have permission to ride to and from school on the bus. They must either have a form on file with the transportation office OR have written permission from their principal AND the Director of Transportation BEFORE loading a bus. In the event of a last-minute emergency, call 279-6742 between the hours of 6 AM and 6 PM.
- 🐾 A student must have permission from the transportation office to change their assigned bus.
- 🐾 A student must have permission from the transportation office to change their assigned bus stop location.
- 🐾 Any student not showing up for their morning bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the stop.
- 🐾 Anything a student carries onto a bus must be able to be held in the student's lap

COPYRIGHT LAW

Detailed regulations governing the use of copyrighted materials will be maintained in the library media center. It is the responsibility of the school principal to schedule an annual review of the copyright law at school staff orientation. It is the responsibility of the library media specialist to keep the school staff informed on the use of copyrighted materials.

SEXUAL DISCRIMINATION/HARASSMENT

Sexual discrimination and harassment are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that sexual discrimination or harassment of any kind

is prohibited. Any staff who thinks he/she has been a victim of sexual discrimination should contact an administrator immediately.

SECTION 504 of the REHABILITATION ACT of 1973

No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

CERTIFICATION AND RENEWING AND ADVANCING CERTIFICATES

- 🐾 Every member of the professional personnel staff must have a valid South Carolina teaching credential recorded in the Office of the Superintendent.
- 🐾 All professional personnel, regardless of age or degrees, must earn at least six additional semester hours of graduate creditor 120 CEU's in their teaching field every five years to secure renewal of the South Carolina teaching credential.
- 🐾 It is the responsibility of individual teachers to review the [Spartanburg School District 3 Certificate Renewal Plan](#) that explains the categories and types of activities eligible for renewal credits.
- 🐾 Also included in the manual is the Renewal Computation worksheet that is to be submitted with the required documentation for each activity.
- 🐾 All paperwork should be submitted early to the Director of Personnel to be properly renewed before the June 30 deadline. This resource is located on the [Personnel Services group Web page](#) that contains links to ADEPT, Certificate Renewal, Examinations Required for Certification, PACE, SC Educator Certification Manual and forms such as the Request for Change/Action form that must be submitted by the teacher to the SDE when upgrading a certificate (Bachelor's to Master's; Master's to Master's +30) or adding on a certification area.

EVALUATION OF PERSONNEL/Rubric 4.0

- 🐾 The purpose of the evaluation process is to assist and develop master teachers.
- 🐾 The State Department of Education policy now requires that certified teachers be evaluated every year.
- 🐾 Faculty will meet with the principal in the fall to set Student Learning Objectives (SLO) and GBE goals, again mid-year to review progress and end of year to assess growth.
- 🐾 Teachers with certificates that expire 6/30/21 will go through the 4.0 process.

CHILD ABUSE AND NEGLECT

- 🐾 EVERYONE is a MANDATORY reporter. If you need to make a report to DSS, please make administration aware prior to you calling.
- 🐾 The guidance counselor or the principal can assist you in reporting the suspected abuse.
- 🐾 Not all abuse will present itself physically with welting or bruising.
- 🐾 Look for unusual behavior, emotional changes, changes in hygiene, signs of incontinence, and inappropriate comments.
- 🐾 Do not initiate a lengthy personal discussion with the student, but rather pass the concern on.
- 🐾 South Carolina law requires that suspected cases of child abuse or neglect should be reported to the Protective Services Division of the Department of Social Services or the County Sheriff's Department
- 🐾 See your school counselor or principal for a further explanation of procedures to report abuse or neglect

COMMUNICATION

- 🐾 District Three employs a director of public information, Aly Myles. It is the responsibility of this

person to provide better understanding of the total school program to the citizens of Spartanburg County School District Three and to promote better communication between personnel within the school district.

- 🐾 The school public information representative informs the director of public information of newsworthy activities in our school and sends items for publication in the "Friday Gram."
- 🐾 The media center handles Cowpens Elementary School media.
- 🐾 Contacts with the news media should be cleared through the principal.

INTERNET GUIDELINES

- 🐾 Username IDs, Account Numbers and Passwords: Usernames, account numbers, and passwords issued to staff members must remain confidential. Employees obtaining Internet at home through the district should not give students their user ID and the access phone number. Any staff member violating this policy will be subject to disciplinary action.
- 🐾 Independent navigation on the Internet by Faculty and Staff: Employees are encouraged to explore WWW resources. Clearly, such explorations should be for educational purposes. Downloading and/or printing files and images containing content which is inappropriate for a K-12 setting is prohibited. School participation in chat discussions groups or newsgroups whose content is inappropriate for a K-12 setting is also prohibited. Staff members are expected to employ professional judgment in the determination of inappropriate content.
- 🐾 Teacher-led exploration of the Internet: Faculty who are exploring Internet sites with a class do not need special parental acknowledgement if the faculty member is in control of the navigation and/or is directing the students to known educational sites. A student who is navigating the internet at the teacher's direction is not considered to be independently using the Internet; this circumstance does not require parent permission. Students should not be directed to an Internet site that the teacher has not previewed.
- 🐾 Independent Navigation of the Internet by Students: Independent navigation of the Internet by students requires both the student signature and parental permission on the Student Assurances Form. Students are not permitted to search for, download, or print any objectionable, vulgar, or offensive material. Unsupervised participation in group discussion chats or newsgroups is not permitted. The signed permission form should be maintained by the school and should be obtained prior to assigning independent research on the Internet. Students utilizing the computer lab before and/or after school for Internet activities of their own choice should also have assurances on file at the school.

STUDENT WITHDRAWALS

- 🐾 If a student reports that he/she is withdrawing from school, it is the teacher's responsibility to make the office aware of the withdrawal immediately.
- 🐾 Enter proper withdrawal symbol on attendance card and average grades to the date of withdrawal. Enter immediately so the secretary can withdraw in PS.
- 🐾 Make sure all books and school materials are gathered prior to child withdrawing.

ACCIDENTS ON CAMPUS

The South Carolina Workers' Compensation Law is designed to provide medical and monetary benefits for an employee who sustains an accidental injury arising out of and in the course of his/her employment. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee's disability, and, in case of death, compensation for the deceased employee's dependents.

Under the workers' compensation law, it is the responsibility of the school district to provide medical treatment for employees injured on the job. School employees must use those providers specified by the employer. Designation of medical treatment providers will be made by the school district in

consultation with and upon the recommendation of the workers' compensation insurance carrier. The refusal of an employee to accept any medical, hospital, surgical or other treatment when provided by the employer will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers' Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her employment, available sick leave and annual leave and workers' compensation benefits can be coordinated to the extent that such leave and benefits are available.

Every injured employee or his/her representative will immediately, on the occurrence of an accident, or as soon thereafter as practicable, give or cause to be given to his/her principal or immediate supervisor and to the district office a notice of the accident.







SCHOOL BOARD MANUAL

The School Board manual is in the office or online at:





http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=3349492576&depth=2&infobase=spartanburg3.nfo&softpage=PL_frame

SCHOOL SAFETY

Our children must feel safe to allow their brains to open to learning! We must provide a structured learning environment with vigilant supervision. Read your SAFETY Handbook carefully. Red Safety/Emergency Folder must be taken to recess and all drills. It must contain:

-  Class roll
-  Parent Contact Information
-  Red/Green Cards
-  Quick Reference Guide
-  Teacher Cell Phone
-  GLCT takes radio

Cowpens Elementary School Standard Emergency Protocols

STANDARD EMERGENCY PROTOCOLS Will Be Announced 2 Times	ACTIONS TO BE TAKEN	
<p>LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.</p> 	<p>When INSIDE the Building: Close LOCKED doors Turn out lights Move to classroom office Maintain Silence Do NOT open door CRT* - Do not move Hide and Wait NO Red/Green Cards Take Attendance</p>	<p>OUTSIDE the Building: Do NOT return inside building Move to a safe designation in wooded areas- either side of fence Remain together & SILENT Take Attendance Hide and Wait In the CAFETERIA: Move inside kitchen/storage room Hide and Wait Silently</p>
<p>LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.</p>  <p>(Suspicious person or activity)</p>	<p>Bring everyone indoors Lock perimeter doors Business as usual</p> <p>All faculty, staff and students remain INSIDE the building, free to move INSIDE, until ALL CLEAR is announced</p>	<p>Increase situational awareness Take attendance</p>
<p>EVACUATE! TO ANNOUNCED LOCATION</p>  <p>(Hazardous Chemical)</p>	<p>Hazard and Strategy: This is a Fire Drill, Bomb Threat, etc. EVACUATE to Playground Leave room by the nearest safe exit Suites A & B exit thru fence-Congregate at the playground fence Take Attendance-Account for 100% of students Use red or green signals as appropriate In Special Areas - Teachers exit with students & supervise until students are re-united with the classroom teacher CRT* will help account for ALL students</p> <p>Leave students' personal belongings behind Teacher take Phone Exit to the front parking lot OR playground area as announced Take Attendance-Account for 100% of students/Record Time Use red or green signals as appropriate Proceed to C M S with ALL students after checking in with CRT* Broome High School-alternate site</p>	
<p>SHELTER! FOLLOWED BY HAZARD AND STRATEGY</p> 	<p>Hazard and Strategy: Earthquake-DROP, COVER and HOLD Get under a piece of furniture Remain quiet Place red or green signal cards outside the door</p> <p>Hazard and Strategy: Tornado-EVACUATE to HALLWAY Areas Face the wall with your head down and bottom up Cover your head with your hands If outside, come inside</p>	

- CRT (Crisis Response Team): EVERY faculty/staff member NOT supervising student.
- CRT's should help as needed as quickly as possible.
- All doors may remain open or closed but must be in a locked during school hours.
- Do NOT prop open exterior doors for any reason.

Use cards below as noted below:

- **GREEN** "GO" CARD: ALL Students accounted for-safe with the classroom teacher.
- **RED** "HELP" CARD: A student is NOT in the classroom (requiring immediate help).
- **RED** and **GREEN** cards are **NOT used during a LOCKDOWN**
- In the event of an emergency, Sonya Oakes will cover PE Class.



Morning Duty

Hybrid 2020-2021	
Cars	Snead, M. Reid, Officer Meredith, Jacobs, Bailey, and Bellamy
Front Lobby	Oakes and Scruggs
Gym Entrance	Garrett
Short Hall	Frost
Media Center	Davis and Summey
Buses	Horne, Armstrong and Echenagucia
5K Hall	Weber and Robertson
Breakfast at Busport, 8/10-14. After that, Haggerty/Buses and McDaniel/Cars	McDaniel and Haggerty
Front Hall Near A1	Moore
Grade 1/2 Hall	Howell
Back Hall Near H3	Brown

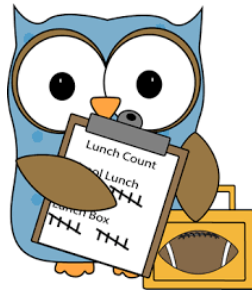
Special Note: All morning duty begins at 7:30 AM. **Be on time for duty.** If you are absent, it is your responsibility to switch with someone to cover your AM or PM duty.



Afternoon Duty

Hybrid 2020-2021	
4K-Gr. 2 Cars	Snead, M. Reid, Officer Meredith, Jacobs, Bailey, Weber, and Courtney
Gr. 3-5 Cars	Bellamy and Echenagucia
Upper Crosswalk	Frost
Buses	Horne, Scruggs, and Davis
Media Center	Summey
Upper Grades Exit and Hall	Haggerty and Robertson
Back Hall Near H3	McDaniel
Front Hall Near Short Hall	Moore
Grade 1/2 Hall	Brown
Lobby	Oakes
5K Hall	Garrett

- 🐾 Please get an office walkie-talkie before reporting to the lower crosswalk.
- 🐾 Students will NOT be allowed to board a bus or daycare van until Student Tracker students are checked off



Lunch Schedule A/B 2020-2021

NOTE: All special area teachers eat with students in cafeteria

Grade	Teacher	Time
4K	Sparks	11:00 -11:30
5K	Richards	11:00 -11:30
5K	Harper	11:00 -11:30
5K	Waddell	11:00 -11:30
1	Epps	11:30 -12:00
1	Larson	11:30 -12:00
1	Grigg	11:30 -12:00
4K	Allen	11:30 -12:00
1	Thrift	11:30 -12:00
3	Revels	11:40 -12:10
3	Taylor	11:40 -12:10
2	Lee	11:45 -12:15
2	Leslie	11:45 -12:15
2	Bridges	11:45 -12:15
2	Warren	11:45 -12:15
3	Millwood	12:00-12:30
3	Noblin	12:00-12:30
4	Fisher	12:00-12:30
4	Condra-Bogan	12:00-12:30
4	Lyda	12:00-12:30
5	Bridges	12:20 -12:50
5	Penland	12:20 -12:50
5	Price	12:20 -12:50

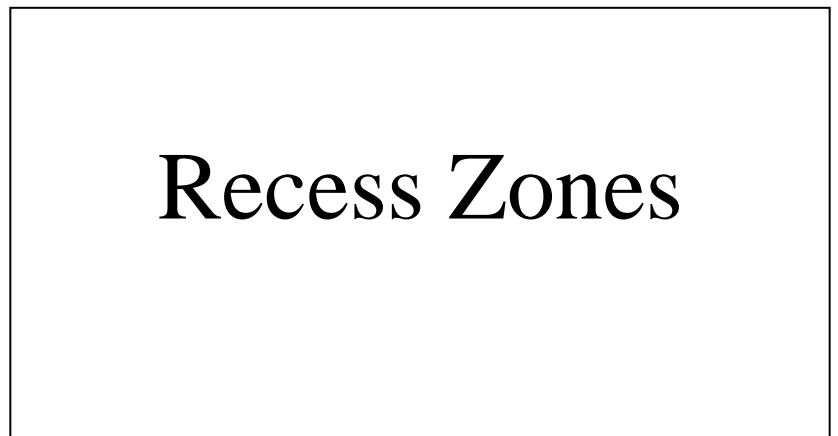
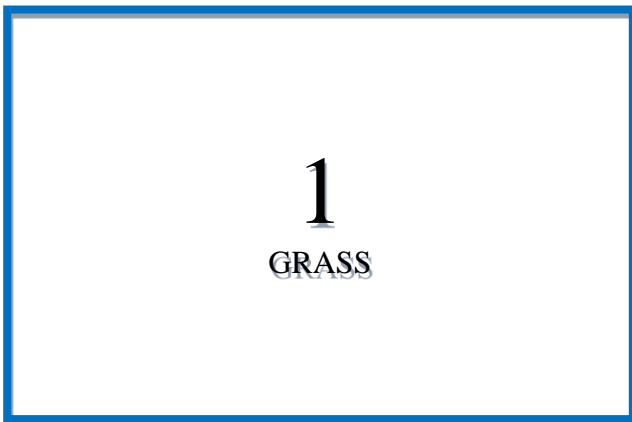
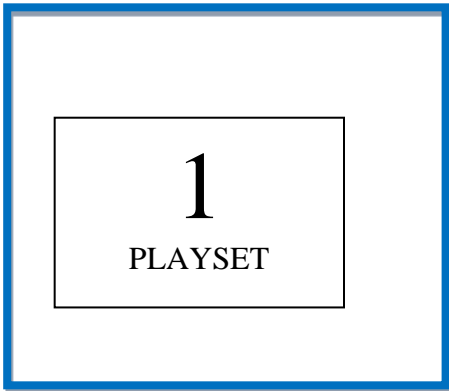
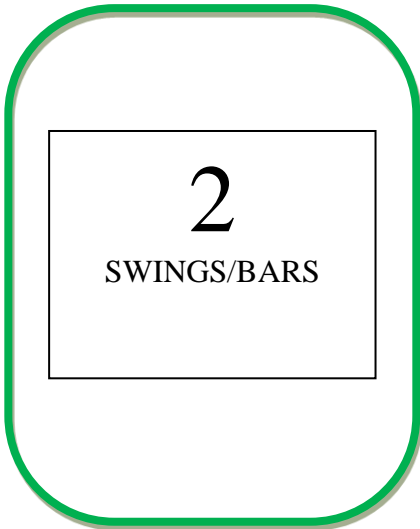


RECESS SCHEDULE A/B 2020-2021

TEACHER	15 Minutes Per Class	Weekly Zone
Allen	11:00 - 11:15	N/A
Sparks	11:40 - 11:55	N/A
Waddell	11:55 - 12:10	N/A
Harper	12:10 - 12:25	N/A
Richards	12:25 - 12:40	N/A
Epps	10:45 - 11:00	1*2*3*1*2
Larson	10:45 - 11:00	2*3*1*2*3
Grigg	10:55 - 11:10	3*1*2*3*1
Thrift	11:05 - 11:20	1*2*3*1*2
Bridges 2	11:10 - 11:25	2*3*1*2*3
Lee	11:10 - 11:25	3*1*2*3*1
Leslie	11:25 - 11:40	1*2*3*1*2
Warren	11:30 - 11:45	2*3*1*2*3
Millwood	11:35 - 11:50	3*1*2*3*1
Noblin	11:40 - 11:55	1*2*3*1*2
Revels	12:20 - 12:35	2*3*1*2*3
Taylor	12:20 - 12:35	3*1*2*3*1
Fisher	12:40 - 12:55	1*2*3*1*2
Condra-Bogan	12:40 - 12:55	2*3*1*2*3
Lyda	12:45 - 1:00	3*1*2*3*1
Bridges 5	1:00 - 1:15	1*2*3*1*2
Penland	1:00 - 1:15	2*3*1*2*3
Price	1:00 - 1:15	3*1*2*3*1

Classes Should **Not be on the Playground After 1:50 PM Daily

Recess Zones





CES Custodian Schedule 2020-2021

Faye Armstrong	6:00-2:30 M-F	
Caroline Stevenson	7:30-4:00 M-Th.	8:30-5:00 F
Debbie Sue Dover	8:30-5:00 M-Th.	7:30-4:00 F

READING RECOVERY CLASSES

- 🐾 Virtual

SOC GRADE LEVEL MEETINGS

- 🐾 Bi-weekly Zoom with Tonda Bailey and/or the principal/assistant principal

RTI MEETINGS

- 🐾 RTI Team will meet on Mondays or as scheduled. The classroom teacher will bring student work samples, grades, reading level, anecdotal records, etc.

MONTHLY PAYROLL DATES 2020-2021

- 🐾 2020: Aug 23, Sept 25, Oct 25, Nov 25, Dec 20
- 🐾 2021: Jan 24, Feb 25, March 25, April 24, May 22, June 25, and July 24



PRINCIPAL'S PALS -Not at this time

Those students selected by the teacher for excellent behavior or for working hard and making progress in an area of need. Two students per class will eat lunch with Mrs. Snead or Mrs. Horne. Schedule 2020-2021

5K, Grades 1 st and 3 rd	Grades 2 nd , 4 th , and 5 th
September 4	October 2
November 6	January 8
February 5	March 5



JEANS AND GOODIE DAYS 2020-2021: **NO GOODIE DAYS AT THIS TIME**

Nice jeans may be worn on the dates below. Holes or tears are not appropriate.

Each team below is responsible for food, paper products, drinks & clean up on their "Goodie Day"

Sept 25, 2020	Snead, Elder, James, Oakes, T Bailey, Bremer, Walker, Millwood, Noblin, Revels, Taylor, Allen, Robertson, and Horne
Nov 20, 2020	Fisher, Lyda, L Moore, T. Reid, Bellamy, Parker, Jessica Bridges, Kirby, Stevenson, Echenagucia, Taylor, Courtney, Penland, Condra-Bogan, Price and Summerfield
Dec 15-16, 2020	December Sugar Plum Days: Everyone will sign up to bring a food item on one of the dates - No jeans - The school will provide ALL drinks and paper products.
Feb 26, 2021	Grigg, Wooten, Epps, Witherspoon, Thrift, Larson, McAbee, Richards, Harper, Broadhead, T Davis, Jacobs, Howell, Brown, Frost and M. Reid
April 23, 2021	McDaniel, Weber, Justus, Haggerty, Sparks, Snapp, Scruggs, Dover, Wright, Jasmin Bridges, Garrett, Leslie, Lee, Warren, Summey and Armstrong

Month	Due Dates	Date	Celebrating Month
September	3 and 17	Aug 19	June-Aug Birthdays
October	1 and 15	Sept 23	Sept Birthdays
November	5 and 19	Oct 14	Oct Birthdays
December	10	Nov 11	Nov Birthdays
January	7 and 21	Dec 9	Dec Birthdays
February	11	Jan 13	Jan Birthdays
March	4 and 18	Feb 17	Feb Birthdays
April	1 and 15	March 17	March Birthdays
		April 14	April Birthdays
		May 12	May Birthdays

NO CAKE AT THIS TIME

GRADING PERIODS AND PARENT CONFERENCES 2020-2021

Month	Day	Grading Periods/Parent Conferences
September	14	Grades 2-5 Interims sent home
October	14	Grades entered by noon
October	15	Reports Cards printed
October	TBD	Parent Conferences
November	16	Grades 2-5 Interims sent home
December	18	Grades entered by noon
January	5	Reports Cards printed
January	6	Send report cards home
February	9	Grades 2-5 Interims sent home
March	15	Grades entered by noon
March	16	Reports Cards printed
March	TBD	Parent Conferences
April	22	Grades 2-5 Interims sent home
May	26	Grades entered by noon
May	27	Reports Cards printed
May	28	Report cards sent home

Attendance:

Q1= 8/17 to 10/14

Q2= 10/15 to 12/18

Q3= 1/5 to 3/15

Q4= 3/16 to 6/1

Last Name	First Name	Home Phone	Cell	Address	Zip
Allen	Melissa		809-8355	7137 Burnett St, Spartanburg	29303
Armstrong	Faye		425-7135	151 Thornbird Rd, Cowpens – P.O. Box 1318, Cowpens	29330
Bailey	Tonda	463-4015	415-7446	P O Box 27, Cowpens	29330
Bellamy	Angela	814-0130	415-7219	940 Spring Valley Rd, Inman	29349
Bremer	Erick		316-3720	780 Dewberry Rd, Cowpens	29330
Bridges	Jasmin		764-4418	150 Servan Dr, Spartanburg	29307
Bridges	Jessica		704-953-6308	515 Polkville Rd, Shelby, NC	28150
Broadhead	Marisa	558-1981	764-5778	131 Wedgewood Circle, Spartanburg	29307
Brown	Nicole		921-3339	202 S. Carleila Lake Way, Spartanburg	29307
Condra-Bogan	Aeriel		384-1863	104 Lakewood Ct, Inman	29349
Courtney	Kristie		803-479-6200	307 Carole Courtney Rd, Cowpens	29330
Davis	Tammy		680-1831	P O Box 1392, Cowpens	29330
Dawson	Jaime	579-9954	706-9768	182 Glenbrook Dr, Spartanburg	29307
Dover	Debbie		909-3574	P O Box 1262, Cowpens	29330
Echenagucia	Jennifer	877-5309	907-3383	165 Jonathan Ct, Duncan	29334
Elder	Tracie		415-8776	308 Narrow Bridge Rd, Chesnee	29323
Epps	Catrina		921-4847	641 Shadow Dance Ln, Boiling Springs	29316
Fisher	Stephanie		680-2560	211 Sutton Rd, Spartanburg	29302
Frost	DeDe	591-2233	426-1902	219 Dares Ferry Rd, Spartanburg	29301
Garrett	Karen		316-9835	P.O. Box 306, Converse	29329
Grigg	Megan		580-3062	145 Coggins Farm Rd, Spartanburg	29307
Haggerty	Maggie		921-0443	504 E Sago Ct, Boiling Springs	29316
Harper	Kayla		425-2107	755 Whitestone Rd	29302
Horne	Dana		706-9779	1377 Macedonia Rd, Gaffney	29341
Howell	Amy		921-8307	320 Church Rd, Chesnee	29323
Jacobs	Marlene		497-3107	101 Mabry Rd, Spartanburg	29307
James	Melissa		809-6646	P O BOX 511, Cowpens	29330
Kirby	Kylan		490-1751	285 Summer Lady Lane, Boiling Springs	29316
Larson	Kelly		704-661-9659	618 Claystone Dr, Inman	29349
Lee	Marisa		431-8207	116 Patti Court, Cowpens	29330
Leslie	Hope		641-8471	116 Maple Dr, Inman	29349
Lyda	Brandy		590-3645	4863 Cannons Campground Rd, Cowpens	29330

Last name	First Name	Home	Cell	Address	Zip
McAbee	Dianne	463-4257	279-1444	PO BOX 283, Cowpens	29330
McDaniel	Aubrey		612-8668	119 Spring Valley Rd, Inman	29349
Meredith	Chana		764-8674	1125 Battleground Rd, Cowpens	29330
Millwood	Jennifer		979-2376	160 Summer Lady Lane, Boiling Springs	29316
Moore	Lorraine		706-9599	P O Box 153, Converse	29329
Noblin	Wanda	708-1059	285-6843	150 Amber Dr, Inman	29349
Oakes	Sonya	463-3907	590-2846	102 Paula Court, Cowpens	29330
Palmer	Carolyn		219-3375	4325 Cherokee Ave, Gaffney	29340
Parker	Carmella		529-1829	1249 Beacon Light Rd, Spartanburg	29307
Penland	Heather		431-2598	124 Peppermill Trail, Boiling Springs	29316
Price	Shawn		490-4967	617 Macedonia Rd, Gaffney	29341
Reid	Mike		205-8369	629 Highgarden Ln, Boiling Springs	29316
Reid	Terri		704-692-4003	1903 Lion St, Shelby, NC	28150
Revels	Haley		384-9390	276 Dellwood Drive, Spartanburg	29301
Richards	Jaclyn		237-0551	117 Winfield Dr Apt 7, Spartanburg	29307
Robertson	Hailey		612-1149	3150 Union Highway, Gaffney	29340
Scruggs	Earlene	463-3218	580-8523	4765 Old Georgia Hwy, Cowpens	29330
Snapp	Brittney		680-0073	800 Dewberry Rd, Cowpens	29330
Snead	Cindy	592-7716	764-4666	245 Cove Rd, Inman	29349
Sparks	Rebecca		266-4468	107 Paula Ct, Cowpens	29330
Stevenson	Caroline		357-5595	1169 Bunche LN, Cowpens	29330
Summerfield	Vashti		398-9737	873 Vandenburg Dr, Boiling Springs	29316
Summey	Jennifer		490-0019	5752 Cannons Campground Rd	29330
Taylor	Catherine		237-3582	267 Foster St	29330
Thrift	Laura		814-9776	531 River Rd, Cowpens	29330
Waddell	Katherine		345-4557	270 Net Dr, Cowpens	29330
Walker	Sandy	461-2796	612-3685	513 W. Manning St, Chesnee	29323
Warren	Michele		828-808-9305	573 Meadowview Dr, Saluda, NC	28773
Weber	Teighlor		542-5715	P O BOX 362, Cowpens	29330
Witherspoon	Amy		441-2896	355 Hillbrook Circle, Pacolet	29372
Wooten	Debra		497-3589	912 Iron Bridge Rd, Cowpens	29330
Wright	Debbie		541-7111	141 Tranquility Rd, Spartanburg	29307

Staff		Birthdate	Staff		Birthdate
Bremer	Erick	01/01	Warren	Michele	07/04
Courtney	Kristie	01/05	Millwood	Jennifer	07/17
Dover	Debbie	01/09	Price	Shawn	07/25
McAbee	Dianne	01/13	Meredith	Chana	07/26
Thrift	Laura	01/22	Echenagucia	Jennifer	07/31
Fisher	Stephanie	01/26			
			James	Melissa	08/07
Larson	Kelly	02/11	Sparks	Rebecca	08/12
Summey	Jennifer	02/19	Penland	Heather	08/12
Summerfield	Vashti	02/21	Reid	Mike	08/18
Bridges	Jessica	02/22	Noblin	Wanda	08/26
Epps	Catrina	02/24	Scruggs	Earlene	08/28
			Haggerty	Maggie	08/29
Bridges	Jasmin	03/05	Broadhead	Marisa	08/30
Reid	Terri	04/02	Wright	Debbie	09/20
Parker	Carmella	04/07	Condra-Bogan	Aeriel	09/21
Waddell	Katherine	04/17	Horne	Dana	09/21
Frost	DeDe	04/26			
			Davis	Tammy	10/01
Taylor	Catherine	05/06	Harper	Kayla	10/06
Walker	Sandy	05/07	Snapp	Brittney	10/11
Elder	Tracie	05/08	Wooten	Debra	10/12
Dawson	Jaime	05/18	Lee	Marisa	10/13
Oakes	Sonya	05/21	Moore	Lorraine	10/21
Revels	Haley	05/28	Allen	Melissa	10/23
			Howell	Amy	10/26
Leslie	Hope	06/03			
Stevenson	Caroline	06/03	Snead	Cindy	11/03
Brown	Nicole	06/03	Jacobs	Marlene	11/07
Richards	Jaclyn	06/14	Witherspoon	Amy	11/17
Grigg	Megan	06/16			
Kirby	Kylan	06/19	McDaniel	Aubrey	12/01
Lyda	Brandy	06/25			
Armstrong	Faye	06/29	Garrett	Karen	12/20
			Robertson	Hailey	12/23
			Weber	Teighlor	12/25
			Bellamy	Angela	12/31
			Bailey	Tonda	12/31

2020-2021 INTERCOM/ROOM NUMBER ASSIGNMENTS

Gr	Subject	Rm	Subject/Teacher	Room
4K	Allen/TBD	G 4	Weber/Resource	A 1
4K	Sparks/Snapp	K 4	Robertson/Resource	C 1
			Frost/ESOL	A 2
5K	Richards/Wooten	K 1	Bellamy/Guidance	A 3
5K	Harper/Witherspoon	K 2	Moore/Atlas	A 4
5K	Waddell/Broadhead	K 3	Scruggs/Computer Lab	G 1
			Garrett/PAT	G 2
1	Thrift/Brown	E 3	Kirby/Hearing Impaired	G 2
1	Grigg/ Davis	E 4	T. Reid/Math Int./Virtual Gr. 5	G 3-Home-based at this time
1	Epps/Howell	F 3	Dawson/RR Classroom	H 1
1	Larson/Courtney	F 4	Bailey/Lit Coach	H 2
			Jacobs/Reading/Virtual Gr. 2	H 3
2	Lee	E 1	Summey/Media Specialist	Media Center
2	Warren	E 2	Haggerty/Music	Back Hall
2	Bridges	F 1	McDaniel/Art	Back Hall
2	Leslie	F 2	M. Reid/PE	Gym
			Echenagucia/Speech	Guidance Suite
3	Noblin	D 1	Meredith/SRO	Guid. Conf. Room
3	Millwood	D 2	Cougar Club	Multi-Purpose
3	Revels	D 3	Dana Horne/Asst. Principal	Guidance Office
3	Taylor	D 4	Summerfield	Media Center Conf. Room
4	Condra-Bogan	C 2		
4	Fisher	C 3		
4	Lyda	C 4		
5	Bridges	B 1		
5	Price	B 2		
5	Penland	B 3		

