

# Calhoun Falls Charter School

## Employee Handbook 2017-2018

**NOTHING IN THIS HANDBOOK OR IN ANY POLICY MANUAL OF CALHOUN FALLS CHARTER SCHOOL CONSTITUTES OR CREATES A CONTRACT OF EMPLOYMENT, EXPRESSED OR IMPLIED. RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY CALHOUN FALLS CHARTER SCHOOL AND AN OVERVIEW OF ITS POLICIES AND PROCEDURES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER CONTAINED IN THE HANDBOOK.**

**Calhoun Falls Charter School  
FACULTY HANDBOOK  
2017-2018**

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## **INTRODUCTION**

This handbook has been prepared to provide employees with information that Calhoun Falls Charter School (“CFCS”) believes is essential to achieving a successful relationship in our school. You should read, understand, and comply with all provisions of this handbook. Should you need any further information, please contact an administrator.

This handbook provides a general description of CFCS’s policies and procedures in effect as of the date of publication. The policies and procedures in are subject to change, without prior notice, if necessary to keep CFCS in compliance with State and Federal laws and/or the policies of the CFCS Board of Directors.

The provisions of this handbook do not constitute a contract, an at-will agreement, express or implied, between any applicant, student, or faculty member and its Board of Directors.

## **DIRECTORY**

### **ADMINISTRATION**

Principal: Deirdre McCullough  
Assistant Principal/Guidance: Lori Lindler  
Assistant Curriculum: Melissa Lyda

### **OFFICE MANAGER**

Angie Bourne  
Asst. Tonya Brown

### **DIRECTORS**

Athletics: David Campbell  
Technology: Giles Earle  
Cafeteria: Cindy Scoggins  
CATE: Nancy McCannon  
Title I: Deirdre McCullough  
Title III: Lori Lindler  
Title IX: Deirdre McCullough  
504: Lori Lindler  
Curriculum: Melissa Lyda  
Special Services: Chris Pope  
Truancy: Tonya Brown

### **DEPARTMENTS**

English: (TBA), Mrs. Martin, Mr. Riddle, Ms. Owen,  
Math: Mrs. Timmerman, Mr. Wanga, Mrs. Wilson, Ms. Gilchrist, TBA  
Science: Mrs. Goff, Mr. Alewine, Ms. Gilchrist,  
History: Mr. Hill, Mrs. Parks, Ms. Owens

Special Education: Mr. Pope  
Fine Arts: Mr. Partain  
Agriculture: Mrs. McCannon  
Business: Ms. Wilson  
Physical Education: Mr. Rowland, Mr. Campbell  
Foreign Language: Mrs. Killingsworth  
Driver's Education: Coach Campbell

**SUPPORT STAFF**

Maintenance: Aubrey Parnell, Carrie McIntosh  
Cafeteria: Cheryl Patterson, Sue Campbell

**ORGANIZATIONS**

Student Government Association (SGA) – Mrs. Sanders  
Jr. Beta Club - Mr. Alewine  
Beta Club – Mrs. Lindler  
Fellowship of Christian Athletes (FCA) – TBA  
Future Business Leaders of America (FBLA) – Mrs. Wilson  
Future Farmers of America (FFA) – Mrs. McCannon  
National Technical Honor Society - Mrs. McCannon  
Yearbook- Partain, TBA  
Band – Mr. Partain  
Senior Class – Mrs. Martin, Mr. Hill

## SCHOOL POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

CFCS provides equal employment opportunities to qualified individuals without regard to race, color, religion, sex, disability, age, national origin, military status, or any other protected status under applicable federal, state, or local laws.

### BACKGROUND CHECKS

CFCS requires a South Carolina Law Enforcement Division (SLED) criminal background check and a National Sex Offender registry check on each employee. All positions offered by CFCS are contingent upon background check completion.

### VISITORS

All visitors, including family members, must report to the school office to obtain permission, sign in, and receive a **visitor's badge**. Faculty and staff will be held responsible for the actions/behavior of personal visitors, including family members. Before leaving campus, the visitor must report back to the office to sign out and return the visitor's badge. Please make administration aware of any person on the school property or building who does not have a visitor's badge.

### CHAIN OF COMMAND

In most instances, coaches and cafeteria employees should report first to their direct supervisor if a concern arises. If the employees' director supervisor is unable to resolve the employees' concerns, the aggrieved employee may discuss the concern with the Principal.

All other employees report directly to the Principal. Employees should discuss any employment issues or concerns with the Principal first before contacting the Board.

### ARRIVAL AND DISMISSAL TIMES FOR FACULTY AND STAFF

Teachers are to be in their classrooms no later than 7:45 a.m. each school day.

Teachers are dismissed at 3:30 p.m. Monday through Thursday and 3:00 p.m. on Fridays. If an emergency arises that necessitates arriving late or leaving school early, please notify the Office Manager or Principal as soon as possible.

### SUPERVISION OF STUDENTS

**Teachers are expected to supervise all students at all times.** Teachers should be at the door of their classrooms during the change of classes to help maintain order in the hallways.

All teachers are expected to spot-check the restrooms from time to time. Teachers must NEVER leave their classrooms unsupervised at any time. ALWAYS ask another teacher to supervise your students if you need to leave your room.

Sponsors/coaches are responsible for supervising students during meetings, practices, and games/matches. Sponsors/coaches are responsible for ensuring that all students have been picked up before leaving campus. Sponsors/coaches should arrive no later than fifteen (15) minutes before the scheduled meeting, activity, practice, or game to ensure proper supervision of students.

### **CHILD ABUSE/MANDATORY REPORTERS**

All employees are required to report any suspicion of child abuse to their immediate supervisor or Principal. South Carolina law mandates that certain persons, including teachers, by virtue of their positions, are required to report suspected child abuse or neglect to DSS or a law enforcement agency “when in the person’s professional capacity, the person received information that gives the person reason to believe that a child has been or may be abused or neglected.”

### **FACULTY MEETINGS**

All instructors should prepare to stay every Tuesday until 4:00 p.m. for staff/professional development meetings, unless directed otherwise. Please schedule all appointments for other days.

### **FACULTY MAILBOXES**

A mailbox for each teacher is in the Main Office area. Each teacher is to check his/her box daily. Only authorized students wearing an official lanyard will be allowed to enter the Think Tank.

### **FACULTY REFRIGERATORS AND MICROWAVES**

In an effort to save energy, teachers will use refrigerators and microwaves in designated areas. Personal refrigerators and microwaves are not allowed in classrooms.

### **PLANNING PERIODS (INTENDED USE OF)**

All teachers have one period assigned for planning, preparation, and parent/legal guardian conferences. If a teacher needs to leave the campus during this time, or at any other time during the day, administrative approval must be issued.

### **FACULTY DRESS CODE**

All teachers and staff are expected to dress professionally while in the school and during school hours. **Use the student dress code found in the Student Handbook as a**

**standard for your attire.** Blue jeans and a t-shirt (school colors) are permissible on Fridays and workdays. Employees should consult with administration regarding any questions as to what constitutes appropriate attire.

### **FACULTY EXPECTATIONS**

All staff members are expected to conduct themselves in a professional manner with students as well as other staff members. Teachers are expected to be prepared each day for all classes and to engage students in meaningful instruction from bell-to-bell. Instructors will practice explicit, direct instruction. All instruction should be data-driven, standard-driven, and research-based.

### **CLASSROOM MANAGEMENT**

- All teachers are to be in the hallways next to your doorways, if at all possible, during class changes.
- Teachers should be firm, fair, and consistent.
- To prevent misbehavior, actively engage students from bell-to-bell in lectures and activities that are interesting, meaningful, and on grade level.
- If a student(s) resists your efforts to correct his/her misbehavior, use your classroom phone or cell phone to call the Principal, Assistant Principal, or Curriculum Coordinator for assistance.
- If a student refuses to hand over his/her cell phone, call administration.
- Teachers should never use physical force with students.
- Refrain from punishing a group for the actions of an individual.
- No teacher has the authority to permanently dismiss a student from class.
- Students are not allowed to eat in class, unless administrative approval is granted. Students may, however, drink water from clear bottles.
- NEVER LEAVE YOUR STUDENTS UNATTENDED. (Ask a neighboring teacher to watch your class if you must step away.)

### **CELL PHONES/PHONES**

- Cell phones should not be used around students, especially during class time. This restriction includes texting, photographing, and all forms of social media. You may use your cell phones before school, during planning, during lunch (when out of students' view), and after school.
- Administration must use our cell phones to communicate with each other on campus we must remain accessible for school business.

### **SEARCHES**

CFCS reserves the right to conduct unannounced searches of its property, including work areas and desks assigned to employees, any time. No employee has the right to interfere with or object to such searches of CFCS property based on expectations of privacy. CFCS reserves the right to search personal property belonging to its employees, such as

but not limited to, lunch boxes, pocketbooks, or briefcases if such property is brought onto the premises. Searches of the persons of employees, including articles of clothing being worn by employees, are prohibited.

All searches of student cell phones, lockers, book bags, and cars are to be done by administration. Strip searches are prohibited.

### **POLICY ON PERSONAL DAYS**

- An employee must notify the Principal at least three (3) days before he/she wishes to use personal leave, except in extreme emergencies.
- The Office Manager should be notified immediately after administrative permission has been granted for record keeping purposes.
- A Personal/Sick leave form must be downloaded from the school website, signed by administration, and submitted to the Office Manager before personal days are taken.
- A maximum of two (2) personal days can be used in succession.
- Personal days may be denied during the first or last week of school, during exams/standardized testing, or before or after scheduled holidays on the school calendar.

### **POLICY ON SICK DAYS**

- An employee must notify the Office Manager and Principal by calling or sending a text message at least 24 hours before he/she wishes to use a sick day, except in extreme emergencies. Please include the Assistant Principal and Curriculum Director, along with the Office Manager and Principal, in your text.
- If the teacher cannot notify the Office Manager the night before, then notification is to be made to Office Manager or Principal by calling or sending a text message no later than 7:00 a.m. on the morning the teacher will be out. Please include the Assistant Principal and Curriculum Director, along with the Office Manager and Principal, in your text.
- The Office Manager will arrange for a substitute teacher.
- Instructors are responsible for having emergency plans ready, and making sure ALL assigned duties are covered.
- Substitute teachers may not use labs for any class, unless administration grants permission.
- Upon returning to work, a Personal/Sick leave form should be downloaded from the school website and submitted to the Office Manager within three (3) days.

### **GUIDELINES CONCERNING SUBSTITUTE TEACHERS**

For planned absences, leave material relevant to current unit of study. Substitute notes should reference the substitute box for seating charts, emergency protocol, schedule, duties, etc. Leave plans and all other companion materials on your desk.

For emergency absences, use your Substitute Box. These plans should be kept ready-to-go at all times. Follow Substitute Box instructions as outlined for contents and order. If you choose to use material that is not in your Substitute Box, email an electronic copy of plans to Office Manager and copy the Principal, Assistant Principal, and Curriculum Coordinator.

### **LESSON PLANS**

Each teacher will be required to write daily lesson plans and provide them upon request. This outline will include a brief plan of each day's work and procedures for completing the work. The Curriculum Director will explain the guidelines for well-written lesson plans. Lesson plans should be turned into the CD by 8:00 a.m. on Mondays.

### **ABSENCES DURING STATEWIDE TESTING**

Teachers should make every effort possible to be present everyday during statewide testing. These days require maximum personnel. (Research shows that students do better on standardized tests when their regular teachers monitor them.)

### **STUDENT ATTENDANCE**

- Attendance should be kept using PowerTeacher. Teachers should use a traditional attendance book as a backup.
- Teachers must be able to provide an exact record of attendance, by class, at any time during the school year.
- Every effort should be made to take attendance within the class period; however, attendance should be completed by the end of the school day.
- Teachers must leave substitutes a class roster to record attendance.
- Any attendance corrections past five (5) days of the absence should be submitted to the Main Office.

### **EXCESSIVE STUDENT ABSENCES**

Teachers are to email the Truancy Officer (Mrs. Brown) names of any students who accumulate three (3) consecutive unexcused absences or a total of five (5) unlawful absences. At this point, the Truancy Officer will notify the parent/legal guardian, and the student will be placed on an Intervention Plan. Notification should also be given on the 7th, 9th, and 11th unexcused days.

### **ARRIVAL AND DISMISSAL TIME FOR STUDENTS**

If a student returns from an absence, the student should report immediately to the office before 1st period to get an admittance slip. If a student comes to school after 8:00 a.m., the student will report to the office for a tardy slip. Students leaving early should check out through the Main Office. Any student who comes to his/her first class of the day without an office pass should be sent to the Main Office to check in. Students will only

need a tardy slip to class from the office if they are late to school. All other tardies occurring during the course of the day should be documented by the teacher.

### **EARLY DISMISSAL**

All early dismissal requests should include name, time of dismissal, reason for dismissal, and signature of the parent/legal guardian, and telephone number where the parent/legal guardian may be reached for verification. If a student continually requests early dismissal, the administration can stipulate that the student be released only when the parent/legal guardian comes to the school and requests his/her release. All students must check out through the MAIN OFFICE.

### **STUDENT AND SUBSTITUTE TEACHER INTERNET USE**

Students who have met the criteria set by CFCS regarding acceptable use of the Internet may have access to the Internet. The purpose of Internet access is to allow an expanded opportunity for research and education; therefore, all use of the Internet must be in support of education and research consistent with educational objectives of CFCS. Students will be allowed to access the Internet only under the direct supervision of their teachers. **Substitute teachers should not be allowed to log onto computers nor should they allow students to use computers, unless administrative approval has been granted.** The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of the privilege and disciplinary action. It is the responsibility of the student to know and abide by the school's policy concerning the use of the Internet.

### **COMPUTER LAB AND INTERNET PROCEDURES**

- Teachers sign up for lab use on the monthly calendar located at the entrance of each lab. (Arrangements must be made with Mrs. McCannon before using the library lab).
- Students must be supervised at all times.
- No food or drinks are allowed in computer labs.
- Upon arrival and before departure, please check the mouse pads, speakers, headphones, and printer.
- At the end of the period, students should exit all programs and leave the computer at the Windows or XP screen. (If your class is the last to use the lab for the day, make sure all computers are turned off to conserve energy).
- Seating charts must be kept for each lab visit. Assign computers for year-long classes.
- Students must be closely monitored at all times to ensure that they are not accessing unauthorized sites such as YouTube, Facebook, music sites, etc.
- Students should only print class assignments.
- Make sure the lab is clean and the door is locked when you leave.

## **STUDENT DISCIPLINE**

The CFCS discipline plan is continuous for the entire school year. Only tardies start over each semester. Teachers are expected to have clear and concise classroom rules and consequences and make every attempt to handle discipline in their classrooms. Prior to writing referrals, contact parent(s)/legal guardian(s) for their assistance. Keep coaches/mentors informed, also. Some offenses, however, require an immediate referral. **Refer to Student Handbook Behavior Matrix.**

## **PROTOCOL FOR REPORTING BULLYING**

- Faculty/Staff will report to administration via email any incidents of bullying that he/she witnesses or any reports of bullying made by students.
- Investigations may require student interviews by administration.
- Administration will email faculty/staff of bullying reports. Look for the subject line STUDENT CONCERN. The email will include students' names and any significant facts. Faculty/Staff will be asked to closely monitor the students involved and report any incidents of bullying IMMEDIATELY to administration via email. In case of an emergency, call the Main Office from your classroom phone or personal cell phone. (864-418-8014)

## **STAFF CONDUCT**

Administration reaffirms one of the oldest beliefs in education which is "One of the best methods of instruction is that of setting a good example."

Administration expects the staff of CFCS to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, in dress, conduct, interpersonal relationships, and professionalism, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern of and warrant the attention of administration if it directly prevents the employee from effectively performing assigned functions during duty hours, or if it violates local, state or federal law, or contractual agreements.

No employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct, which may be harmful to others or bring discredit to the school. If it appears an employee may have violated the law, the school will cooperate with law enforcement agencies.

Employees of the school, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the

influence of intoxicating beverages. Employees will not be involved in drug abuse or drug traffic.

Violations of this policy by employees will be grounds for immediate suspension and possible termination of employment.

The following list includes some of the actions that are considered misconduct while on duty on or off CFCS premises:

- behaving unprofessionally through action, word, or deed in a way that undermines the authority of administration and/or the unity of faculty/staff
- possessing, using, selling, manufacturing, distributing or dispensing any illegal drugs or alcohol while on duty or off school property
- fighting or deliberately harming another
- being absent without approval
- refusing to follow a supervisor's instructions and directions
- failure to adhere to safety and health rules as established by state law and CFCS
- destroying school property intentionally
- using obscene language that is unsuitable in the school setting
- having any interaction/activity of a sexual nature or intent with a student
- possessing weapons on school property (unless otherwise authorized by law)
- using school property without proper authorization
- behaving in any inappropriate manner to the extent of adversely affecting the employee's ability to perform his/her work
- harassment, intimidation or bullying of a student or co-worker

The provisions of the South Carolina Teacher Employment and Dismissal Act (Article 5, Chapter 25 of Title 59 of the South Carolina Code of Laws) do not apply to the employment and dismissal of teachers at CFCS. CFCS is an at-will employer.

### **ARREST OF AN EMPLOYEE**

Certain types of arrests may receive wide publicity and prove disruptive to the school environment. The Principal or primary supervisor will take appropriate employment action with regard to an employee who has been arrested, consistent with state law. An employee must notify his or her supervisor if he or she is arrested. Employees who are arrested will not be required to submit a statement about the arrest but will be required to submit a written explanation of a conviction. The Principal or primary supervisor will determine if the conviction interferes with the ability of the employee to perform job duties

### **SEXUAL HARASSMENT (STAFF)**

CFCS will not tolerate or condone sexual harassment in the workplace. CFCS considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee. Unwelcomed sexual advances, requests for sexual

favors, or other sexual conduct, either verbal or physical, constitutes sexual harassment under the following circumstances:

- The harasser requires the employee to submit to the conduct as an explicit or implicit condition of employment, status or promotion.
- The harasser uses the employee's submission to, or rejection of, the conduct as a basis for an employment decision.
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.
- The employee's submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee who feels that he/she is being harassed should immediately report such incident to the Principal. CFCS will promptly and thoroughly investigate all complaints of sexual harassment. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it. CFCS prohibits retaliation or reprisal in any form against an employee who has filed a complaint of sexual harassment.

CFCS prohibits sexual harassment of students by school employees. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

### **ADMINISTRATIVE LEAVE**

Administrative leave is a general term for temporary removal from a job assignment. The Principal may place an employee on administrative leave when allegations of misconduct have been made against him or her. CFCS may remove the employee from the situation while investigating the allegations. When the allegations are inflammatory or become public knowledge, administrative leave can also be beneficial for the employee. An employee on administrative leave may continue to receive pay and benefits during the leave at the discretion of the Principal. During this time, the employee should not discuss the matter with any other staff member and should refrain from contact with any other parties engaged in the matter.

CFCS may place an employee on administrative leave pending the resolution of a criminal case, even when the case is not directly school related but when the case may cause disruption to the school environment. Placing an employee on administrative leave for investigative purposes is not a disciplinary action.

### **REPORT CARDS**

PowerSchool generated report cards will be issued beginning with the first nine (9) weeks grading period. Teachers will be given all deadlines for grade submissions at the beginning of each school year. Teachers are responsible for finalizing all grades in

PowerTeacher by each deadline per grading period. The dates for issuing report cards will follow the school year calendar.

### **STUDENT GRADES**

- No grade below a 50 will be recorded on the first nine (9) weeks' Report Card. Standards must be retaught if the class average for the assessment is below 80.
- The following nine (9) weeks, the actual grade will be given. If the grade falls below a 60, you will indicate that this grade is not a true reflection of the actual grade and request a parent/legal guardian conference.
- Teachers must contact parent(s)/legal guardian(s) if the student has a D or F or drops ten (10) or more points on a progress report.
- Grade reports for all state-tested courses must be issued every two (2) weeks.
- Progress reports are sent home every four and a half (4½) weeks.
- Report cards are issued every nine (9) weeks.
- Student work that will be recorded in a grade book can only be graded by the classroom teacher.
- You may drop the lowest daily grade, quiz grade, and/or test if you choose. Everybody has at least one bad day each nine (9) weeks.
- Student papers (homework, tests, and exams) should be kept until the first nine (9) weeks of the new school year. These serve as documentation, if the need arises.
- Grade books must be turned into Assistant Principal at the end of the school year.

### **ICU PROGRAM (Late Assignments/Make-up Work) <http://poweroficu.com>**

The Intensive Care Unit Program (ICU) is designed to ensure that EVERY student masters EVERY standard by completing and turning in EVERY assignment.

ICU is a research-based NO ZERO program that holds students accountable for completing all class work, homework, tests, projects, etc. When a student fails to complete an assignment, he will receive an official notice indicating the assigned ICU date. Students will report to ICU until all work is completed at an acceptable standard.

**Instructors will not use class time to complete make up assignments, tests, etc.**

Full credit will not be given for work completed in ICU; however, students will not receive a **ZERO** when assignments are turned in and completed at an acceptable standard.

- **MINOR ASSIGNMENTS:** Students are penalized **five (5) points per school day** from the due date for minor assignments (class work, homework, worksheets, etc.).
- **MAJOR ASSIGNMENTS:** For major assignments (research papers, projects, presentations, etc.), the following scale will be used.

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. ONE (1) day late           | highest possible grade is a 90  |
| 2. TWO (2) days late          | highest possible grade is an 80 |
| 3. THREE (3) days late        | highest possible grade is a 70  |
| 4. FOUR (4) or MORE days late | highest possible grade is a 60  |

**If the student turns in the missing assignment to his instructor before the scheduled ICU session, he will not be required to attend; however, grade deductions may still be made. Disciplinary actions may be taken for repeat offenders reporting to ICU.**

## **MEETINGS**

Any meeting scheduled for students during the school day must be approved by administration.

## **FIELD TRIPS/ATHLETIC EVENTS**

Field trips will be coordinated through administration. CFCS Field Trip forms will be posted on the school's website for download. Please observe the following guidelines when requesting a field trip.

All out-of-state and overnight field trips must receive prior approval from the CFCS School Board before a sponsor begins planning the field trip. Sponsors should provide the Principal with the following information to be presented to the Board: Place, Dates, Times, Transportation, Names of Students, and Chaperones. Board meetings are the third Thursday of every month.

Faculty and staff should be notified of the trip via email as soon as the trip is approved. Permission forms should be signed by each of the student's teachers and a parent/legal guardian. If possible, each teacher should also indicate any assignment the student is responsible for making up. Students who are failing a class or who have behavior or attendance issues should not be allowed to attend. A list of all participants should be emailed to faculty/staff as early as possible.

Students must have passing grades in all core subjects to participate in field trips and no more than five (5) absences the first semester or a combined first and second semester total of ten (10) absences for the second semester. Students must also have no more than five (5) Level 1 offenses, three (3) Level 2 offenses, and one (1) Level 3 offense. Extenuating circumstances or special requests should be presented to administration.

While on field trips:

- Students must be closely monitored on buses.
- Strategically place chaperones in the front, middle, and back of bus.
- Separate boys from girls on the bus.
- School administration must approve any use of personal Vehicles to transport students.

## **FUNDRAISING**

Requests to the Athletic Director for fundraising projects must be made in writing at least TWO (2) WEEKS PRIOR to the beginning of the project. These requests should include dates of event and purpose of fundraiser. Receipts must be turned in for all purchases. Money collected must be turned in at the end of each day. No money should be kept overnight in a classroom. Any money lost or stolen is the responsibility of the sponsor.

All receipts and invoices must be turned into Office Manager before payment or reimbursements are issued. No checks will be written without proper documentation.

## **COLLECTION OF MONEY (RECEIPT BOOKS)**

Collection of money:

- Any faculty or staff taking up money must keep a duplicate receipt book and document all money received.
- Notify the office you will be receiving funds.
- Give a receipt (the payor and the payee sign the receipt, verifying the amount). Bring funds received to the Office Manager daily, with a copy of the receipt for the funds received. Keep your own copy of the receipts also. Receipts should match the total amount that you are depositing in the office.
- Be sure you receive a receipt from the office upon turning in the money (the payor and the payee sign the receipt, verifying the amount). No money should be kept in classrooms or offices overnight.

When turning in money to Ms. Angie, please note: All change should be in coin wrappers. Loose change is to be turned in using small envelopes or baggies. (There are wrappers and envelopes available in the office). Please count and list all money. Please put the same denominations together in a stack and band; when counting ones, please put in stacks of 50). No money will be accepted after 3:30 p.m. Please do not leave money on Ms. Angie's desk unattended.

## **TEXTBOOKS**

Mrs. Brown and Mrs. Lyda oversee issuing and receiving all textbooks. Mrs. Lyda will oversee all book orders. Please do not take textbooks out of the bookroom without Mrs. Brown's or Mrs. Lyda's permission.

## **EMPLOYEE LEAVE CHECK LIST**

Employees, who will not be returning to CFCS, must return or pay for the following items:

- Keys
- Technology (laptops, tablets, elmos, calculators, cameras, etc.)

- Gradebooks
- Teacher edition textbooks
- Receipt books
- Cafeteria fees

### **LUNCHROOM (BREAKFAST AND LUNCH)**

Teachers may purchase lunch by the day, week, or month. Breakfast is **free** for students and staff. Lunch prices are **\$3.50 for teachers**, \$2.50 for regular rate students, and \$0.40 for reduced rates.

### **ANNOUNCEMENTS**

Announcements will be made the first five (5) minutes of 2nd and 5th periods. All announcements must be approved by administration or the Office Manager.

### **ASSEMBLIES/PEP RALLIES**

Faculty members will sit with students to assist in maintaining order and discipline during assemblies. Teachers will also attend pep rallies and assist with supervision.

### **BUILDING MAINTENANCE**

Teachers are responsible for the equipment assigned to their room, i.e. technology, calculators, lab equipment. Please exercise careful supervision over your room and its contents. Any damages should be reported **IMMEDIATELY** to a member of the custodial staff. Anything that may cause injury or harm to students or others should be removed immediately, ie. unsecured cords, broken furniture. Document your report and file a copy for yourself.

Teachers are responsible each day for closing windows, locking doors, and turning off lights and computers. Thermostats should be set no lower than 70 and no higher than 72, unless directed otherwise.

### **USE OF COPY MACHINE**

The copy machine is to be used by teachers, trained office workers, or teachers' assistants (TA's). Names of all student assistants must be given to administration. TA's will wear a TA badge for identification. Please report any students who are not wearing proper identification.

### **HALL PASSES**

Any student leaving the classroom must have a hall pass from the teacher. Teachers, you may use your own restroom and locker passes (paddles, tickets, etc.) when the student is returning to your class. Students going to another teacher's class or to the office must

have a pass with student's name, assigned teacher's name, destination, date, and time.  
**Core teachers should avoid issuing hall passes to students unless necessary.**

### **RESTROOM PASSES**

Three (3) restroom passes will be issued every nine (9) weeks. You may assign teacher detention for any other visits to the restroom.

### **EXTRACURRICULAR EVENTS**

All professional staff members are expected to attend Open House, evenings designated for Report Card Pick Up, and graduation. Instructors are also encouraged to support students by attending extracurricular activities when possible. Faculty/Staff and one visitor will be allowed to attend home athletic events for FREE.

### **PURCHASE OF MATERIALS**

All orders for materials or supplies will be made by the Office Manager and must have written approval of the Principal. Invoices received by teachers to be paid from school funds should be turned into the office immediately. No bill will be paid that has not been properly authorized.

### **ON-THE-JOB INJURIES**

It is imperative that all on-the-job injuries be reported immediately to administration. Employees should then file a report with the Office Manager. These steps are necessary to ensure that the correct forms are completed.

### **TELEPHONE AND E-MAIL**

All telephone and e-mail communications systems and all communications and information transmitted by, received from, or stored in school systems are the property of CFCS. Improper use of the E-mail system (e.g. harassment or spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal, in the sole discretion of the school.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the school's legitimate interests, authorized representatives of the school may monitor the use of such equipment from time to time. This includes but is not limited to listening to stored voice-mail messages and viewing emails. Employees have no reasonable expectation of privacy with respect to the use of school electronic and telephonic communications systems.

### **SOCIAL MEDIA "Best Practices"**

It's appropriate to post on social media at work ONLY if you are a supervisor-appointed

administrator of a CFCS-related blog or Facebook, Twitter, YouTube, or other social media account and you are posting to that account.

With regard to personal social media accounts, remember the following guidelines:

**Be accurate.** Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly.

**Be respectful.** You are more likely to achieve your goals or provoke thoughtful discussion if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

**Consider your audiences.** Social media often spans traditional boundaries between professional and personal relationships. Use privacy settings to restrict personal information on otherwise public sites. Choose profile photos and images carefully. Be thoughtful about the type of photos you upload.

**Think before you post.** There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry about a subject, it's wise to delay posting until you are calm and clear-headed.

**Maintain confidentiality.** Do not post confidential, proprietary, or inflammatory information about CFCS, its students, its alumni, or your fellow employees. Do not post student pictures, work, statements, etc., without school permission. Use good ethical judgment and follow CFCS policies and federal requirements, such as FERPA.

**Be clear.** In personal posts, you may identify yourself as a CFCS faculty or staff member. However, be clear that you are sharing your views as a member of the higher education community, not as a representative of CFCS. A common practice among those who write about the industry in which they work is to include a disclaimer on their site, usually on their "About Me" page. If you discuss higher education on your own social media site, consider including a sentence such as: "The views expressed on this [blog, website] are mine alone and do not necessarily reflect the views of CFCS."

**Take the high ground.** If you identify your affiliation with CFCS in your comments, readers will associate you with the school, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly.

**Be aware of liability.** You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts).

**Do not use the CFCS logo or make endorsements.** Do not use CFCS's name or logos to promote/endorse any product, cause, or political party/candidate.

**Follow a code of ethics.** There are numerous codes of ethics for bloggers and active participants in social media, to help you participate responsibly in online communities.

**Monitor comments.** Most people who maintain social media sites welcome comments—it builds credibility and community. You may choose to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments and to delete spam comments or offensive posters.

### **PERSONAL DATA**

Personal data necessary for the operation of the educational system shall be defined as follows: name and address of parent/legal guardian, birth date, completed academic work, level of achievement (grades, standardized test scores) and attendance data. Student information contained in confidential files may be released to parent(s)/legal guardian(s) only by the Principal or his/her professional designee. The Principal will determine the appropriate time for release of information after he has received a written request from the parents/legal guardians stating the particular information they wish to receive. No confidential information other than transcripts will be released to any outside agency without the written consent of the parent(s)/legal guardian(s).

No teacher may give information from a child's record to anyone outside the school staff unless permission from Principal is given, nor shall any teacher enter into discussion with others concerning confidential school records, except as outlined in school policy. Such discussions must be in conference with school officials and/or parent(s)/legal guardian(s). Students, including TAs and assigned Office Workers, are not allowed to work with other students' personal records.

### **TOBACCO PRODUCTS FOR TEACHERS/STUDENTS**

Teachers and staff members are not to use tobacco products while at school or while attending school-sponsored events or engaging in school duties.

It is the policy of CFCS that all tobacco products and paraphernalia are banned from student possession and use while on school grounds, in school buildings, on buses and during other times that the student is under the direct supervision of the school whether on or off school grounds. See CFCS Student Handbook on tobacco policy.

