



Royal Live Oaks Academy of the Arts & Sciences Welcomes You

Dr. Karen Wicks,
Executive Director and Co-Founder

Mr. Les Wicks,
Co-Founder

Approved by:
RLOA Board

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Royal Live Oaks' History, Mission and Vision

Welcome to RLOA!

You were invited to be a part of this learning community because we see in you the potential to do something great. Teaching is a hard job, one that some consider to be presumptuous. How can any group of people expect to inspire hundreds of students to achieve their maximum, individual potentials in varying subject areas in the space of nine months? Won't teachers be hindered by the differences in students' backgrounds and prior knowledge? Won't teachers be discouraged by disciplinary issues and cracks in the support structure? Won't the long days and nights create weariness and discouragement among the group's members? These are all questions whose answers become "NO" when we choose to work together and find solutions to the problems of education together. At Royal Live Oaks, through honest reflection, teacher support and perseverance, we choose to be unstoppable. That's what knights do. We are glad to have you.

The History

Dr. Karen Wicks, RLOACS' Executive Director/Principal and a Ph.D. from New York University, brings a plethora of experience into school administration. Apart from teaching courses ranging from middle school to the college level, she was a college administrator at City University (NY), and she served as director for curriculum and instruction at the College Board—the SAT people. She and her husband Les Wicks, a lifelong entrepreneur, responded to the call of Jasper County parents in 2010, many years after establishing a non-profit to support school systems in general. Jasper's parents wanted an educational alternative for their children. Dr. Wicks wrote the charter with her husband's help, and Mr. Wicks used his business expertise to garner community support and establish a Charter Planning Committee. RLOACS opened its doors on Aug. 20, 2012. School population: 90% free/reduced lunch; 1/3 African-American, Hispanic and Caucasian.

The Mission

Every child should taste success! No child deserves to fail! RLOA provides an individualized, hands-on, engaged learning environment where every child can acquire the secrets to success for college and careers.

The Vision

We seek to create and sustain a cohesive community.

Particulars About Charter School Structure and Purpose

A charter school is an independent public school that operates according to an innovation (a new way of providing quality education to student groups). Public charters are tuition-free and students are chosen by lottery or by first-come, first serve enrollment. Like public school, charters are expected to maintain a certain level of enrollment and provide a challenging curriculum that will lead to college and career readiness. Charter schools are called “charters” because school directors must write an educational program and submit it to an authorizing body or district, which then awards a “charter” or contract to schools that meet the authorizing requirements.

Particulars About Our Charter School’s Structure and Purpose

Royal Live Oaks Academy is a Project-Based Learning school; that is our innovation. Parents and stakeholders in our community expect our students to engage in more hands-on, rubric-graded, interactive instruction than is typically found in a public school environment. To support this innovation, we implement a nationally recognized STEAM program, Project Lead the Way, in classrooms, grades K through 12. The Buck Institute’s “8 Essential Elements of PBL” model is used to guide all other project-based learning instruction on our campus.

The At-Will Employment Structure

No policy or provision in this handbook is intended to create a contract binding the employee or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason. Employees must provide at least a 14-day notice of resignation. No representative or agent of the employer, other than the Executive Director, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

The Employee Screening Process

A criminal background check is performed on all prospective employees, substitutes, volunteers and contract employees. This is for everyone’s protection. Individuals whose criminal history indicates a conviction of a crime (whether misdemeanor or felony) that might result in an individual posing a threat to students, employees, or property, or that indicates that an employee does not have the integrity or honesty to fulfill his/her duties as a RLOA employee, will result in exclusion from employment or termination if the person is already employed.

The Teacher Dress Code

Staff should dress in a clean and neat manner that prepares them to meet the public. “Business-casual” is the standard dress for teachers and administrators. (Business-casual is defined as a button-down, collared, tucked-in shirt and slacks for men; a blouse, suit-top, or other professional-looking top and slacks or skirt for women.) Cafeteria and janitorial personnel are to wear clothing conducive to their work. Exceptional body piercings and tattoos should be covered.

FAQS About Pay, Reimbursement and Fee Collection

How often are we paid at RLOA?

We are paid twice each month at Royal Live Oaks. The schedule is not exactly bi-weekly. Please consult the most current pay schedule for exact pay dates. All teachers and all full-time employees are eligible to participate in the SC Retirement and Health Benefits Systems.

How are we paid?

Pay is sent to employees via direct deposit. If you prefer a method other than direct deposit, you must specifically request another pay method with Human Resources or the Director of Facilities & Personnel.

How are sick days or personal leave days distributed?

All employees must work 30 days before accruing sick or personal days, and each 188-192-day employee receives **3 personal days** and **5 sick days** each school year. After 30 days you earn 1 personal day and 1 sick day. After 60 days you earn 1 personal day and 1 sick day. After 90 days you earn 1 personal day and 1 sick day. At 120 days you earn 1 sick day. After 160 days you earn 1 sick day. Each 193+ day employee receive **4 personal days** and **6 sick days** each school year. After 30 days you earn 1 personal day and 1 sick day. After 60 days you earn 1 personal day and 1 sick day. After 90 days you earn 1 personal day and 1 sick day. At 120 days you earn 1 personal day and 1 sick day. After 160 days you earn 1 sick day. After 190 days you earn 1 sick day.

What happens with sick days that we do not use?

For every **complete** personal or sick day an employee does not use, he or she will receive, in the last June payment of the school year, a bonus for the equivalent or greater day's pay. If an employee is absent for two partial days, no bonus is paid for those days. Bonus is paid only for any full day worked in lieu of taking a personal or sick day.

How do I request leave?

Take a completed leave request form to an immediate supervisor for a signature. Then, submit your form to the Bookkeeping Coordinator for confirmation of days remaining. The Bookkeeping Coordinator will submit the form to the Executive Director for approval. A copy will be placed in your box that tells your approval and pay status for the day(s).

Does RLOA provide a teacher stipend for purchasing materials?

Certified classroom teachers receive the teacher stipend after the state disburses the funds to the school. We do not determine the timing or amount of the supply check, but we disburse as soon as the state releases the funds. Save receipts of purchases made with this money to submit when requested.

If I purchase materials for my students, will I be reimbursed?

If you would like reimbursement for any expense (materials, travel or other), you must have your purchase pre-approved by the Executive Director. The request can be submitted via e-mail or on a RLOA requisition form, and approval (if granted) will be sent to both you and the Bookkeeping Coordinator if your purchase is pre-approved for reimbursement. See the "Employee Expense Reimbursement Procedure" for more information.

What do I do with money I collect for trips or events?

Trip or event advisors/leaders are responsible for collecting and receipting money for field trips or events. A triplicate receipt book must be signed out prior to collection. White receipts go to parents; yellow copies are to be stapled to the daily collection sheet. All pink copies remain in the book as a part of the permanent monetary record. Money must be submitted in a Ziploc style bag daily.

Standards of Conduct for All SC Educators

Educators at Royal Live Oaks are expected to meet the “Standards of Conduct for All SC Educators” as shown below. You can find this document online via the SC Department of Education’s website.

STANDARDS OF CONDUCT FOR SOUTH CAROLINA EDUCATORS

Pursuant to State Board of Regulation 43-58, the State Board of Education has the legal authority to deny, revoke, or suspend a certificate, or issue a public reprimand, for the following causes:

- incompetence,
- willful neglect of duty,
- willful violation of the rules and regulation of the State Board of Education,
- unprofessional conduct,
- drunkenness,
- cruelty,
- crime against the law of this state or the United States,
- immorality,
- any conduct involving moral turpitude,
- dishonesty,
- evident unfitness for the position for which one is employed,
- sale or possession of narcotics,
- obtaining or attempting to obtain a certificate by fraudulent means or through misrepresentation of material facts,
- failure to comply with the provisions of a contract without the written consent of the local school board,
- test security violation,
- failure to comply with a court order for child support, and
- failure for a second time to complete successfully the formal evaluation process as an annual contract teacher.

The State Board of Education may impose any one of the following disciplinary actions on an educator certificate:

- permanent revocation;
- revocation with the right to reapply after three years,
- suspension for a specified period of time;
- suspension for a specified period of time, upon satisfaction of certain conditions such as drug or alcohol testing, counseling, or treatment; psychiatric testing, counseling, or treatment; or other conditions appropriate to the facts of the case,
- public reprimand.

The process for taking disciplinary action on an educator certificate:

1. The Department of Education may learn of possible grounds for disciplinary action on an educator certificate from a school district superintendent pursuant to State Board of Education Regulation

43-58.1, other states, the media, and individual complaints.

2. Once the Department of Education learns of conduct that may constitute just cause for disciplinary action, the Department will notify the educator of pending disciplinary action and of the educator’s right to a hearing. The educator has fifteen days from the receipt of the notice to make a written request for a hearing.
3. If the educator fails to request a hearing within this time frame, he or she will waive the right to a hearing and the State Board may impose disciplinary action based on the information presented by the Department.
4. If the educator requests a hearing, a hearing will be conducted before the Board or a hearing officer, pursuant to State Board of Education Rule BCAF, Procedures for Educator Certification Hearings.

South Carolina educators have had disciplinary action taken on their certificates for

- pursuing a personal, inappropriate relationship with a student;
- touching a student inappropriately;
- engaging in a physical altercation with a student;
- supplying alcohol or drugs to a student;
- using a school computer to view or download pornography;
- sending or receiving prurient e-mails;
- violating test security;
- violating state or federal laws involving drugs or alcohol or other illegal behavior;
- embezzling public funds;
- committing breach of trust; and
- breaching a teaching contract.

Applicants for certification in South Carolina have had their applications for certification denied because they have serious criminal records and, in some cases, failed to fully disclose their criminal records.

Notice of the denial, suspension or revocation of an educator’s certificate is sent to all districts in South Carolina and to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse. Notice of a public reprimand is sent only to the school districts.

Non-Negotiables for All RLOA Educators and Stakeholders

In addition to the legal expectations outlined by the SC Department of Education, there is a set of expectations that all members of the RLOA family must meet to ensure our school's success. These expectations include:

<p>Timely and Consistent Daily Attendance</p>	<p>Employees' daily schedules vary based on the duties assigned to individuals. As a result, the schedule allows for arrival at school at different times (6:45, 7:00, 7:30, 8:00, 8:30) or departure from school at different times (4:00, 4:30, 5:00, 5:30). Each person is expected to follow the specifics of his or her approved attendance slot. Failure to sign in and out at the appropriate times can result in loss of pay.</p> <p>All teachers are expected to be in their classrooms and prepared to greet their students at the door at 7:30 a.m. each morning. Interventionists' arrival times vary.</p>
<p>Adherence to Safety/ Security Policies</p>	<p>Employees are responsible for securing their classrooms and familiarizing themselves with the Emergency Management Handbook and all codes and procedures required for various security situations. Classrooms should be locked when teachers are out of the room, and students should not be allowed in rooms without adults. You should immediately report any suspicious behavior seen on the campus or just outside the campus area to the school's resource officer.</p>
<p>Appropriate Public Relations</p>	<p>Staff members who wish to write articles for publication in news media (for any reason) should submit a copy of the document to the Executive Director for review before it is submitted to the media. In addition, communications in public (in any setting or medium) should represent the standard of behavior and professionalism expected from all SC educators when they engage in discourse with community stakeholders.</p>
<p>Consistent Participation in Professional Development</p>	<p>Teachers, interventionists, and paraprofessionals must attend staff development meetings on the 3rd Friday of each month, from approximately 1:30 to 3:30 p.m. Staff should not schedule personal off-campus appointments during these times. If emergency meetings are needed, they will be approved and announced by the Executive Director in advance.</p>
<p>Maintenance of Staff Development Logs</p>	<p>Maintain a staff development log that demonstrates your commitment to continued education. Logs can be used to prove credits for certificate renewal. Both teachers and administrative staff members are required to attend staff development sessions and keep staff development logs.</p>
<p>Consistently Attend Assigned Duties</p>	<p>Morning, afternoon and cafeteria duties are key parts of our school's safety and security plan. Be sure to arrive on time to duties to proactively prevent situations that can become security problems.</p>

Services That We Provide to Our Teachers

Type of Service	Description	Contact Person
Lunch with the Principal	Each month, the Executive Director sits down with a teacher group (by grade level or subject area, etc.) to discuss concerns.	Executive Director
Regular Instructional Coaching	Every day, instructional coaches are available to provide standards, planning, assessment, data, classroom management and strategy support.	Instructional Coach Assistant Principal
Weekly PLC Support	Assistant Principals and Instructional Coaches host PLCs weekly to address topics that concern the teachers and our students.	Instructional Coach Assistant Principal
Monthly Professional Development	Each month, on the 3 rd Friday, the Administrative Team hosts a PD to address topics that concern the whole staff and our students. These PD sessions typically last from 1:30 to 3:30 p.m. and have set agendas.	Instructional Coach Assistant Principal Executive Director
Administrative Observations	Administrators complete random walkthroughs and observations to provide you with snapshots of feedback during your instruction.	Assistant Principal ADEPT Team Executive Director
Curriculum Support	Your Assistant Principal and Instructional Coaches will provide support for unwrapping standards and standards alignment at your request.	Instructional Coach Assistant Principal
Project-Based Learning Support	The STEAM Team and your Instructional Coach will provide planning, implementation and rubric/grading support for your major projects at your request.	Instructional Coach STEAM Coordinator
Modeling/ Co-Teaching Opportunities	Instructional Coaches and Assistant Principals will model or co-teach classes on difficult topics for your and your students' development upon your request.	Instructional Coach Assistant Principal
Induction/ADEPT Support	All teachers will be trained in ADEPT expectations and supported according to their ADEPT assessment level.	Instructional Coach ADEPT Team
SLO Coaching and Support	The Student Learning Objective process is supported from start to finish with a series of reflective conversations and observations at your request.	Instructional Coach Assistant Principal ADEPT Coordinator
The PAL Advancement Loan	Teachers interested in pursuing advanced degrees can apply for a PAL Advancement Loan. A down payment must be made, and afterward 1/24 th of the balance is deducted from each paycheck until the balance is paid.	Bookkeeper Executive Director
Grievance Support	If there is a grievance between employees (regardless of level of employment), employees can submit a grievance form within ten days of an incident to seek resolution or restitution.	Uninvolved Supervisor

Services That We Provide to Our Students

Type of Service	Description	Responsible Party
Saturday School	Students who need more time or support in their academics can be assigned to Saturday School, a free service, from 9:00 a.m. to 12 noon on scheduled Saturdays.	Guidance Counselor Assistant Principal
Saturday Detention	According to the Assistant Principal's behavior code, children can be assigned Saturday Detention (a community service consequence) instead of suspension.	Assistant Principal
Virtual School	Students interested in accelerating in their coursework or retaking failed classes can take SC Virtual School courses for free.	Guidance Counselor
Contracted Transportation	Local stakeholders provide busing services for surrounding areas for a per-week fee. RLOA facilitates, but does not control, this service.	See Admin for Current Provider
Pull-Out/Push-In Academic Intervention	Rtl team members have a servicing schedule for Tier 3 students. You can expect this kind of support for students who are more than one year behind in Reading or Mathematics.	Rtl (Response to Intervention) Coordinator
Guidance Counseling	All students are free to see their Guidance Counselor by appointment or for emergency reasons. Check IEPs and 504s for mandated counselor appointments or requirements.	Guidance Counselor
Administrative Counseling	Administrators are always willing to sit down and have one-on-one conversations with students for whom they believe this kind of counsel will be beneficial. Administrators may also pull and mentor students according to their needs.	Assistant Principal Other Administrator Executive Director
College/Career Counseling	The Guidance Counselor will provide college and career counseling via scheduled classroom and counseling office visits.	Guidance Counselor
ESOL Intervention	The ESOL team monitors and supports all students in the ESOL program, even after their "test-out" exit, for growth and development.	ESOL Coordinator
Class Websites	Teachers provide "Flipped Classroom" services for students and parents by provided lesson resources, agendas and materials on class websites.	Classroom Teachers (Can Ask for Support)
Movement in Instruction	Teachers use strategies like Kagan Cooperative strategies to get students moving while they are learning to boost retention.	Classroom Teachers Instructional Coach
High Progress Literacy	Everyday, students participate in four quadrants of reading, writing and speaking : modeled by a teacher, practiced with a teacher, practiced with a student (or students), practiced independently.	Classroom Teachers Literacy Coach Instructional Coach
Rubric Grading	Projects and major assignments are always preceded and graded by a rubric so parents and students know learning and performance expectations.	Classroom Teachers Instructional Coach

Expectations for Community and Student Relationships

Parent Contacts	<p>It is very important to establish healthy, successful working relationships with parents. At the beginning of the school year, call parents and send introduction letters to introduce yourself. During the year, call parents to report both good and concerning news about students. Keep a log of all communications with parents that includes a summary of the content of the communication. See your assistant principal for information about the required frequency for parent contacts and the contact log format.</p>
Adherence to Rule of Law and Violation Reporting	<p>Staff must follow local, state, national and international laws. If a staff member is charged with, or arrested for, any violation of any law, ordinance or serious traffic violation, he/she must report that in writing to the Executive Director or her designee no later than the next scheduled business day. If hospitalization and/or incarceration (jail) results from the alleged violation(s), the alleged violation(s) must be reported within 24 hours after his/her release. The report must include all pertinent facts for the Executive Director's consideration. See the expanded handbook for specifics.</p>
Bloodborne Pathogen/ Communicable Disease Awareness	<p>If a student or other member of the school community is bleeding or sick, it is important that teachers know and follow the appropriate protocols to protect himself/herself, students and other school community members. The school nurse will provide training for all staff regarding who to contact when there is blood or other bodily fluids in the classroom and how to protect the staff member and the students.</p>
Maintenance of Appropriate Relationships with Students	<p>As stated in the expectations for all SC educators, teachers are expected to maintain appropriate relationships with students. The teacher-student relationship is a professional one that does not allow for romance or direct friendship. A mentoring/facilitating connection is expected where students are taught healthy respect and trust for the teaching adult. Action can and has been taken against teachers who form inappropriate relationships with students (minor or not).</p>
Collaboration with Volunteers	<p>Volunteers from the community will be asked to participate in our clubs to mentor students, work with children on projects within the volunteer's area of expertise, act as aides in the classroom, develop fundraising projects, and generally support our school. Staff should be welcoming and attentive to volunteers, some of whom will be retirees as well as parents of our students. All volunteer programs must be approved in advance by the Executive Director</p>

Expectations for Personal and Professional Growth

Activity	Description	Contact Person
Faculty Book Studies	The Executive Director selects at least two texts for faculty book study each year. Assistant Principals, Instructional Coaches or other School Administrators may be asked to provide a reading schedule or further guidance for the pace of reading and expected products (writings, etc.).	Executive Director Assistant Principal Instructional Coaches
Weekly PLC Meetings	Professional Learning Communities meet once each week to discuss data, instructional strategies, faculty readings and other relevant topics.	Assistant Principal
Monthly School-wide Professional Development	On the third Friday of each month, staff is required to participate in either planned parent meetings or announced administrative professional development until 3:30pm. Any teacher absent during this required training will be subject to disciplinary action.	Assistant Principal Executive Director
Friday Parent Conferencing (1st, 2nd and 4th Fridays)	Each Friday afternoon 12:30-1:30pm is reserved for parent conferences. This is an opportunity to build positive relationships with parents, who are key stakeholders in our school community. Take this time to provide honest, high quality feedback to your students' parents and guardians.	Guidance Counselor Assistant Principal Executive Director
Induction/SAFE-T/ GBE ADEPT Documentation	All teachers are evaluated at some level of South Carolina's system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT). Professional growth goals will be set as a part of this experience, but recommendations for growth or study can be made throughout the process. Contact persons can provide support during the school year.	ADEPT Coordinator Induction Coordinator Instructional Coach Assistant Principal
The SLO Personal Growth Goal and Journal/Logs	The Student Learning Objective (a part of SC ADEPT) that each teacher must set includes a section for setting a personal growth goal. Contact persons are available to help you think through the most appropriate goal for you based on your development needs and interests.	Instructional Coach Assistant Principal SLO Coordinator ADEPT Coordinator

Expectations for Campus and Classroom Supervision

Time of Day/ Situation	Teacher's Supervisory Responsibility	Accountability Partner
Before School	Teachers may be assigned morning duty before school at the crosswalk or in the cafeteria. The SRO or Assistant Principal will provide details.	Student Resource Officer Assistant Principal
Homeroom	Greet students at the door before homeroom. The designated morning routine (Morning Meeting, etc.) should be completed. Complete attendance in PowerSchool.	Attendance Secretary Assistant Principal Executive Director
Transitions Between Classes	Stand at your door during transitions between classes. Ensure that students are safe and moving to class.	Assistant Principal Executive Director
Start of Class	Begin the opening activity. Monitor students who are sharpening pencils or using the restroom. Take attendance during the first fifteen minutes.	ADEPT Team Assistant Principal Executive Director
Explicit Instruction/ Lecture Windows	Interact with students during explicit instruction. Be sure that you have a captive audience without disruption. Make students accountable for how they use this time.	ADEPT Team Assistant Principal Executive Director
Transitions Between Tasks	Plan tasks that smoothly transition into and away from each other. Preteach routines that will allow for swift, orderly transition between tasks.	ADEPT Team Assistant Principal Executive Director
Partner or Group Work Windows	Preteach protocols for how partner or group work should function. Make students accountable for their roles. Circle to hear conversation, monitor activity and provide support.	ADEPT Team Assistant Principal Executive Director
Independent Work Windows	Preteach/model expectations for what should be done. Circle the room to provide one-on-work support through quick consultations.	ADEPT Team Assistant Principal Executive Director
Digital/Computer Work Windows	Preteach the school's technology policy. Arrange your room so that you can see all screens. Make students accountable for their work and always time digital tasks to raise the level of accountability. Report misuse.	IT Director ADEPT Team Assistant Principal Executive Director
End of Class	Require an exit slip or activity as a final check for understanding. Ensure that students have enough time to pack and clean up/arrange the room. Answer final questions.	ADEPT Team Assistant Principal Executive Director
Dismissal/ Transition After Dismissal	Stand at the door. Monitor student conversations and behaviors as they exit the room. Greet incoming students at the door.	ADEPT Team Assistant Principal Executive Director

What to Do If You Will Be Absent

<p>If you know you will be absent...</p>	<p>Complete the leave request form one week prior, take it to your immediate supervisor for signature and submit the form to the Bookkeeping Coordinator. The Bookkeeping Coordinator will complete the days absent/available portion and submit the form to the Executive Director for signature. A final copy with days/approval status will be delivered to your mailbox.</p>
<p>If you have a sudden emergency...</p>	<p>Call the Executive Director or the Director of Facilities & Personnel as soon as possible so a substitute teacher or replacement can be secured. Do not leave a message in any location; speak directly to the Executive Director or a designee via cellular phone. If the employee cannot notify the Executive Director or a designee the night before, notification must be made no later than 6:00 a.m. on the morning the employee will be out. Upon return to school, a Teacher/Staff Absentee form should be completed for each day missed.</p>
<p>If you decide to resign...</p>	<p>Licensed, professional employees are required to provide a minimum of a 14 day notice prior to a resignation. Failure to do so will result in the recommendation to the SC Department of Education that the employee's license be revoked for failure to meet statutory requirements. If an employee leaves before the end of the school year, he or she shall receive a prorated amount based on the number of days in the final month that the employee worked.</p>
<p>If you are absent without leave/ notification...</p>	<p>If an employee is absent from work without approval, it will be considered an unauthorized absence from work. An unauthorized absence will be charged as leave without pay, and the employee will be subject to appropriate disciplinary action or dismissal. Furthermore, if the employee is absent without approved leave for more than three (3) consecutive days, the absence may be considered a voluntary abandonment of one's position, resulting in dismissal.</p>

Expectations for Classroom Management and Related Discipline Procedures

Preteach Expectations (CHAMPS)	RLOA uses CHAMPS or CHAMPS-like models to teach expectations to students. Your class rules and modes of behavior should be posted in your classroom so you can refer to it often.
Err on the Side of Firm Management	As a rule it is wiser for teachers to lean toward strict discipline in the beginning than to be lenient. It is easier to relax the classroom atmosphere over time than to gain control after a class has gotten out of control.
Promote Self-Discipline	The best discipline is self-discipline. Every teacher should strive toward the goal of having students determine and accept rules of conduct that they will observe wherever they are on the campus. Such discipline is one of the foundations of a democratic society. We all need practice in it.
Follow a Logical Progression of Consequences	Assistant principals will provide coaching in the logical progression of consequences expected at your grade level. No referral will be accepted without proof of the teacher fairly completing all classroom level consequences and parent contacts.
Be Fair to All Students	Playing favorites will be disastrous. Our student population is very sensitive to any teacher decision that unfairly accepts one kind of behavior over another. Once you set a rule, all should follow it.
Be Consistent (Always Follow Through)	Being severe one day and then allowing the class to run wild the next day will also be disastrous. Instead, be consistent. Once the class rules are set, be sure to reinforce them and follow through with the assigned consequences every day.
Communicate with Parents Often	Parent communication is one of the most important parts of a teacher's day. Children are not adults. Because the students and their parents are our customers, we must always be sure that parents understand how their children are responding to our daily educational investments. Disciplinary action will be taken in instances where this duty goes unfulfilled.
Log Parent and Student Conferences	Keep a log of parent and student conferences for review with assistant principals and the guidance counselor. This is documentation that you have done your due diligence to help your students "taste success." Please Note: No student will be allowed to fail a class or be retained without proper activity logs.
Contact Guidance When Appropriate	When a student is continually resistant to class structure, contact guidance after parent contacts are completed. Your guidance counselor can provide you with additional support prior to administrative involvement. Serious infractions should go straight to an administrator on a referral.

Your Role as Teacher Leader and Member of a Professional Learning Community

RLOA Parking	Staff should park their cars in the designated areas, remove all valuables, and lock their cars before entering school buildings. RLOA is not responsible for lost property. No one can park in the crossed off areas. By law, parking in handicapped parking spaces without a hanging pass is prohibited and subject to a ticket by the Security Resource Officer (SRO).
Absences During Testing Windows	Teachers will not be approved for leave during statewide testing . These days require maximum personnel, and research shows that students do better on standardized tests when their regular teachers monitor them.
The “Open Door” Policy	RLOA stakeholders thrive on an “open door” policy. You can trust that you can see an Administrator and talk about your concerns at any time without feeling judged or being punished for suggesting valid solutions to real problems. In the same way, teachers are expected to open their classrooms to honest feedback and observation for the teaching team’s growth and development.
Lesson Plan Expectations	Lesson plans are to be submitted to the RET (Royal Executive Team) weekly on the template provided by your Assistant Principal. A set day will be announced.
The RLOA Grading System	Every teacher must check digital gradebook settings to be sure that students are graded according to the RLOA Grading Policy. For Daily Grades: Projects/Tests are 40%; Classwork is 30%; Enrichment/Acceleration is 20%; Participation is 10%. For Yearlong Courses: Each semester is 40%; Final Exams/EOCs are 20%. For Semester Courses: One semester is 80%; Finals/EOCs are 20%.
ESOL, SPED and Rtl Consultations	If you have the opportunity to serve students from the ESOL, SPED or Rtl populations, you will be an important part of the planning and implementation of learning plans for these children. Necessary consultations will be announced.
Peer Observations	A fellow teacher may benefit from spending some time watching you use best practices. An administrator may request a peer observation/coaching relationship.
Collaborative Planning	Subject area and/or grade level teachers are expected to plan together. This kind of team planning allows for focused discussion about best practices for our population and personal improvement.
Teacher-Led Workshops	You may be asked to teach a small workshop or present professional development for teachers on a topic in which you show strengths and interest. Be ready!
Website Maintenance	Class websites must be maintained to keep our learning community informed and to provide an additional layer of instructional support.

Expectations for Data Collection, Analysis, Management and Usage

Teacher Responsibility	Description	Accountability Partner(s)
Pretesting/ Posttesting	Before and after each instructional unit, teachers should give and document a pre- and post-test that check for students' understanding.	Instructional Coaches Assistant Principals Co-Planning Teachers
Weekly Grading	A minimum of two, standards-aligned grades must be entered each week. Additional participation and enrichment tasks are also expected.	Instructional Coaches Assistant Principals PLCs (Learning Communities)
Timely Feedback	Assign tasks that can be completed and marked within reasonable time frames. A child should never wonder how well he or she is doing; students should know their performance levels.	Parents and Students Assistant Principals Executive Director
Weekly Reporting	Parents should be informed (via phone call, face to face meeting or in writing) about students' performance weekly. PowerSchool updates are one avenue; employ the others as well.	Parents and Students PowerSchool Facilitator Assistant Principals Executive Director
Data Analysis	All instruction depends on what is required in the standards, testing blueprints for the course and data collected from students. Analyze data to determine appropriate directions for teaching.	Instructional Coaches PLCs (Learning Communities) Assistant Principals Executive Director
Collaborative Data Meetings	Meet with grade level or content area teachers to discuss data and strategies that will impact student learning positively.	Assistant Principals PLCs (Learning Communities)
Frequent, Varied Formative Assessment	Assess students through their speaking, writing, reading and presentation of information.	Instructional Coaches PLCs (Learning Communities) Assistant Principals
Regular Summative Assessment	Assess students in a manner similar to the expected end-of-year assessment on a regular schedule (bi-weekly, etc.).	Instructional Coaches PLCs (Learning Communities) Assistant Principals
Communication w/Coaches	Instructional coaches will use your data to help you set goals for personal development in instruction and management.	Instructional Coaches Co-Planning Teachers
Communication w/ Intervention Team	RtI team members will use your data to identify students who need extra help (push-in or pull-out).	School Interventionists Instructional Coaches RtI Coordinator
Communication w/Admin.	Administrators will monitor your data to check for timely feedback and identify student groups who need additional support. Your data will also be used to help you set goals for personal development in instruction and management.	Guidance Counselor Intervention Team Members Assistant Principals Executive Director

Mandatory Reporting and Other Culturally Sensitive Issues in Education (For Your Review)

Key Issue	Description	Teacher Role	Administrator Role
Bullying/ Cyberbullying	A student has revealed to you that a student or group of students is harassing him or her regularly on or off campus.	Report to the Guidance Counselor immediately. Determine with Guidance who will make the parent contact.	Assistant Principals and Guidance will follow-up.
FERPA	The Family Educational Rights and Privacy Act requires that you keep student records private except in conversations with need-to-know persons.	Keep student academic information private from all surrounding eyes and ears.	Administrators will only get involved if there is a violation.
HIPAA	The Health Insurance Portability and Accountability Act requires that you keep student health information private except in conversations about academics with need-to-know, approved persons.	Keep student health information private from all surrounding eyes and ears.	Administrators will only get involved if there is a violation.
The Jason Flatt Act	The Jason Flatt Act requires that you know the signs of suicidal ideation and intervene immediately in the event that a student reveals thoughts about or intention to commit suicide.	Report any concerns to the Guidance Counselor immediately. Determine with Guidance who will make the parent contact.	Guidance will follow-up.
Mandatory Reporting	Teachers are required to report , immediately, any suspicions of child abuse or neglect to child protective services or a law enforcement agency. Failure to do so will likely result in legal liability for the educator.	Contact the local Department of Social Services immediately. Notify the Executive Director and Guidance Counselor in lieu of your contact.	Child protective services or law enforcement will manage the situation. Guidance will follow-up.
Truancy Law	If a child is accruing excessive absences, you must report this concern to the guidance counselor immediately.	Contact the parent and report to the Guidance Counselor immediately. Determine with Guidance who will make the parent contact.	Guidance and the attendance secretary will begin the truancy process.

Expectations for the Use of Technology in the Classroom

Sign In/Out Teacher Technology	Sign in or sign out technologies borrowed from the IT Director or school's media center according to the procedure established by the Executive Director, IT Director and School Administrators.
Maintain Class Technology Logs	Be sure that students sign in and sign out their equipment in accordance with the procedure established by the school's IT Director.
Adhere to Copyright/ Broadcasting Laws	Always get approval from the Executive Director and your Assistant Principal to show a movie. There are copyright and broadcasting rules that specify the conditions under which movies can be show and the length of movie that can be shown for educational purposes.
Protect the School Network from Viruses/ Pirating	Do not download or upload unapproved software onto school computers. Do not open Websites known to carry malware, and do not use USB or other plug and play devices that may transfer viruses from other computers. Do not allow students to use proxy sites to "jump the firewall," even for educational reasons.
Monitor Student Use/ Screens	When students are using school equipment, you must be able to see their screens at all times. Arrange your room and move about the room in such a way that you are always aware of how school equipment is being used.
Enforce School Technology Policies	If a student accesses an inappropriate site during instructional time, follow the school's procedure for reporting inappropriate use of technology. Do not allow students to watch unapproved movies, play un-approved games or access unapproved social media on school machines.
Protect User Privacy	Advise students to login and logoff of school equipment using the standard procedure. Do not allow students to access other users' accounts under any circumstances.
Specify Task Timing for Work	Students must have defined windows of time in which they will be allowed to complete digital work. Do not assign work to be done on computers without deadlines, benchmark times and accountability for completion.
Report Damaged Equipment	Accidents will result in damaged equipment. All equipment damage must be reported to the IT Director using the approved form(s).
Guard Against Profane/ Illegal Communication	No user of school technology, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or considered to be harmful to minors.

Who to See When You Have Concerns

About Address Changes/Direct Deposit Changes...	Director of Facilities & Personnel
About Athletes...	The Athletic Director/The Coach
About Bullying...	The Guidance Counselor
About Certification...	The ADEPT Coordinator
About Clubs...	Your Assistant Principal
About Data...	RtI Coordinator/Your Assistant Principal/ Guidance Counselor
About Discipline...	Your Assistant Principal
About Equipment/ Computers...	The IT Director
About ID Badge...	The IT Director
About Instructional Strategies...	The Instructional Coach
About Internet Connectivity...	The IT Director
About Keys...	Director of Facilities & Personnel
About Pay or Pay Issues...	The Bookkeeping Coordinator/The Executive Director
About PowerTeacher Access/Parent & Student PS Login...	PowerSchool Administrator/Registrar/Guidance Secretary
About Resources/ Ordering...	Your Assistant Principal/The Executive Director
About Schedules...	The Guidance Counselor
About Student Absences...	The Guidance Counselor
About Work Requests/ Maintenance Issues...	Director of Facilities & Personnel
About Workshops/ PD Opportunities...	Your Assistant Principal/The Executive Director
About Your Absences...	Your Assistant Principal/The Bookkeeper or Coordinator

Best Practices for Success with Our Student Population

Best Practice	Description	For Questions, See:
Greeting at the Door	Be at the door to greet your children and dismiss your children to build relationship and boost security.	School Administrator
Discussion of the Standards	Discuss the standard and the objective with students so that they know what they are expected to understand at the end of the lesson.	Instructional Coach
Advanced Organizers	Engage students in tasking of some kind as soon as they enter your classroom.	Instructional Coach
Agendas and Task Lists	When class begins, let students know what they are to learn and help them keep track of instructional segments.	Instructional Coach
Video Clips and Multimedia Activities	Show short (2-5 minute) clips with a required task to boost the level of accountability. A “watch the first time, task the second time” arrangement is best.	Team Teachers Instructional Coach
Timed Tasking	For each task, there should be a window of time in which to complete it. Use a timing device.	Instructional Coach Assistant Principal
Graphic Organizers and Pictures	As often as possible, use graphic organizers and pictures to support concept instruction.	Team Teachers Instructional Coach
Chunked Instruction	“Chunk” instruction so that your class is divided into manageable bites with transitions and variety in tasking.	Instructional Coach Assistant Principal
Regular, Timely Grading	If students give you a product, always give them the courtesy of feedback on that product’s quality.	Instructional Coach Assistant Principal
Frequent, Friendly Parent Contact	Keep parents informed about major projects and goals in your class and student performance. They are your partners.	Instructional Coach Assistant Principal
Home Mailings	Send home letters and/or reports that parents can reference when they have questions about grades or your class.	Bookkeeper (Stamps) Executive Director
Open and Closed Note Quizzing	Add value to your course notes by allowing students to use them practically for open-note quizzing. Require study for success on closed note quizzes.	Instructional Coach
Bi-Monthly Summatives	Get a snapshot of how well your children will do on state or other standardized tests by giving bi-monthly assessments.	Instructional Coach
Bell-to-Bell Instruction	Teach from the “start bell” to the “end bell” with structured transitions between tasks to ensure student focus and growth.	Instructional Coach Assistant Principal
10 and 2 Instruction	For every ten minutes that you talk and are the center of attention, plan for students to talk and be the center of attention for two minutes . This will allow natural opportunities to check for engagement.	Instructional Coach



ROYAL LIVE OAKS

ACADEMY OF
THE ARTS AND SCIENCES

*No one deserves to fail.
Every child should taste success!*



2016-2017 School Calendar

Breakfast 7:00-7:30

M-Th 7:30-4:15; Fri 7:30-12:30

Summer Office Hours 9-4 M-Th

Walkers Leave 4:45 M-Th; 12:45 Fri

Early Pick-up before 3:00 M-Th

S1 EOC Exam 1/9-1/13/17

REQUIRED REGISTRATION:

8/1-K-5th; 8/2-6-8th 8/3 9-12th 9:00-4:00

S2 EOC Exam 5/22-5/30

July 2016						
Su	M	Tu	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2016						
Su	M	Tu	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	13 days		

September 2016						
Su	M	Tu	W	Th	F	S
21 days				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

October 2016						
Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	20 days				

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	16 days		

December 2016						
Su	M	Tu	W	Th	F	S
12 days				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	19 days *1/17 S2 Beg			

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	19 days			

March 2017						
Su	M	Tu	W	Th	F	S
23 days			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
15 days						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2017						
Su	M	Tu	W	Th	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	22 days		

June 2017						
Su	M	Tu	W	Th	F	S
1 day				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	7/1 -8

	School Office Closed		Staff PD/No Sch Students		New Staff Orientation
	First/Last Day School		Progress Reports > Home		Report Cards Go Home
	Parent/Tchr 1:30-3:30		Saturday School 9-12		No School
	1/2 a.m. Std/Tchr PD p.m.		1/2 Stud/Par/Tch Cnf 1:30-4		Report Card Office Pick-Up
Map Testing 8/22-9/2; 12/5-16; 3/27-4/17; SC Ready 5/1-23			Open House 2:00-7:00		
Parent Conference 1:30-3:30: 9/16; 11/10&11; 1/20; 3/17; 4/21					
Teacher Friday Afternoon PD 1:30-3:30: 10/21; 12/16; 1/20; 2/10					
Q1 Ends 10/18; Q2 Ends 1/13; Q3 Ends 3/21; Q4 Ends 5/31			Inclement Weather Make-up TBA		

PTO Meetings at 6:30: 8/25/16; 9/22/16; 10/20/16; 1/26/17; 2/23/17; 3/23/17; 4/27/17 RLOA Board Meetings 3rd Tuesday of each month at 6:30

P.O. Box 528, 1398 Church Road, Hardeeville, SC 29927 843-784-2630 phone; 843-784-2623 fax Board Approved January 2016

Progress Reports	
9/15/2016	1st Nine Weeks
11/30/2017	2nd Nine Weeks
2/21/2017	3rd Nine Weeks
5/2/2017	4th Nine Weeks

End of Nine Weeks	
10/18/2016	1st Nine Weeks 45th day
1/13/2017	2nd Nine Weeks 90th day
3/21/2017	3rd Nine Weeks 135th day
5/31/2017	4th Nine Weeks 180th day

Grades Due for Progress Reports	
9/14/2016 12 noon	1st Nine Weeks
11/29/2016 12 noon	2nd Nine Weeks
2/17/2017 12 noon	3rd Nine Weeks
5/1/2017 12 noon	4th Nine Weeks

Report Cards	
10/25/2016	1st Nine Weeks
1/19/2017	2nd Nine Weeks
3/28/2017	3rd Nine Weeks
6/14-20/17	4th Nine Weeks

Grades Due for Report Card	
10/21/2016 7:00am	1st Nine Weeks
1/17/2017 7:00am	2nd Nine Weeks
3/24/2017 7:00am	3rd Nine Weeks
6/5/2017 7:00am	4th Nine Weeks

Board Meeting (3rd Tu) 6:30	
8/16/2016	2/21/2017
9/20/2016	3/21/2017
10/18/2016	4/18/2017
11/15/2016	5/16/2017
1/17/2017	6/20/2017

PTO Meetings (4th Th) 6:30	
8/25/2016	2/23/2017
9/22/2016	3/23/2017
10/20/2016	4/27/2017
1/26/2017	

Holidays	
9/5/2016	Labor Day
10/9/2016	Columbus Day
11/8/2016	Election Day
11/19-11/27/16	Thanksgiving/Fall Break
12/17/16-1/2/17	Holiday/Winter Break
1/16/2017	MLK Birthday
2/20/2017	President's Day
4/8-4/16/17	Spring Break

Open House 8/12: Staff Time: 10:30-7:30	
1/2 day Professional Devlp (1:30-3:30) 10/21/16; 12/16/16; 1/20/17; 3/17/17; 4/21/17	
1/2 Day Parent/Teacher Mtg (1:30-3:30) 9/16; 11/10; 11/11; 1/20; 3/17; 4/21	

Whole Day Professional Development: 9:00-4:00 1/3/17; 6/1/17	
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<i>Teachers in classroom 7:30-4:30 M-Th; 7:30-1:30 Fri when no mtgs; days w/mtgs 3:30</i>	
<i>Paras/Interventionists in class 8:00-5:00 M-Th; 8:00-1:00 F no mtgs; days w/mtgs 3:30</i>	
Parent Liaison 192	8/1/16-5/31/17
Administrators 212	7/18/16-6/20/17
Office Staff 212	7/18/16-6/20/17
Teachers 190	8/3/16-5/31/17
Nurse & Paras 189	8/3/16-5/31/17
Cafeteria Mgr 192	8/1/16-5/31/17