



# GREENE COUNTY CAREER CENTER EMPLOYEE HANDBOOK



It is policy of the Greene County Board of Education that no person shall, on the grounds of race, color, handicap, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## **Foreword**

Welcome to Greene County Career Center! We are excited at the promise this year holds and are pleased to share this excitement with you. This handbook is designed to provide you with important information to follow in the daily operation of Greene County Career Center. Each employee is asked to read this handbook and to abide by the guidelines contained herein. The guidelines are based on the district's policies and procedures regarding personnel and instruction.

In addition to this handbook, each employee is encouraged to read the Greene County Schools Board Policy Manual as well as the Students and Parents Information Guide to gain further knowledge on personnel and instructional matters. A copy of the Board's policy manual can be obtained from the administrative office, the high school library, or the central/Superintendent's office.

Continuous improvements in the school program will necessitate occasional changes in the policies, practices, and programs. Should any changes or supplemental items be distributed, we suggest you file them for your own convenience with your handbook. Teachers are encouraged to submit suggestions and recommendations for additional changes to the administration.

Again, we welcome you to this school year and look forward to working with you.

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## **SECTION I: GENERAL INFORMATION**

## **Greene County Career Center**

### **General Information**

**Theme:**  
**“Preparing Career Ready Graduates”**

#### **Mission Statement**

##### **Greene County School District**

To educate confident, lifelong learners who understand their relationship to the world and who have the skills, attitudes and abilities to be successful in the 21<sup>st</sup> century. We will accomplish this mission by proving a professional, dedicated competent and enthusiastic staff who teaches a challenging intellectually rigorous and relevant curriculum in an environment that is safe and conducive to a culture of achievement.

#### **Mission Statement**

##### **Greene County Career Center**

To provide adequate instruction, resources, facilities, and technology applications to prepare students to meet the 21<sup>st</sup> century workforce challenges.

#### **Logo**



# OBJECTIVES

## **The Career Center family strives:**

1. To create, on the part of each student, an awareness of the demands of the present business and occupational structures,
2. To instill in each student an awareness of the constant need to adapt and adjust with the constant demands of technology,
3. To create a foundation upon which each student can build future specialization in multiple occupations,
4. To assist each student in the selection of a career for which he/she is suited and prepare him/her for entrance into the workplace,
5. To assist each student in acquiring and developing the needed skills and knowledge which will enable him/her to secure and hold a job,
6. To create and nurture those attitudes and abilities which help to ensure civic and career success and happiness,
7. To develop in students a proper respect for honest work, pride in their career, and an understanding of the contributions they will make to society,
8. To teach the basic fundamentals of mathematics, science, oral and written communications, and technology education within occupations as a basis for future transitions, and
9. To develop in each student the attitudinal desire to obtain proficiency of skills in diverse career paths.
10. To provide a quality education in an environment conducive to learning for all students and teaching for all teachers.
11. To develop in each student the desire to graduate with the exit document most suited to his/her abilities and/or strengths.
12. To promote sense of community and acceptance of differences by working together to ensure peaceable resolution and/or compromise of differences.



**DISTRICT ORGANIZATION**  
**GREENE COUNTY BOARD OF EDUCATION EMPLOYEES**

Dr. Emma Louie, Interim Superintendent  
Mrs. Sarah Brewer, Payroll  
Mr. Leslie Carlisle, Maintenance Supervisor  
Ms. Sarah Hall, Federal Programs Administrative Assistant; Receptionist  
Mrs. Tonya Cockrell, Administrative Assistant to the Superintendent  
Ms. Cynthia Crawford, Technology Coordinator  
Mrs. Shirley Ezell, Federal Programs Coordinator/Curriculum 4-6  
Mrs. Lucille Prewitt, Administrative Assistant to CNP, Transportation and  
Maintenance  
Mr. Shane Martin, Chief School Financial Officer  
Ms. Lisa Heard, Special Services Coordinator  
Mrs. Barbara Martin, At-Risk Coordinator/Curriculum P-3  
Ms. Morrow Local Accounts Payable  
Mrs. Freddie Meriweather, Child Nutrition Program Director  
Mr. James Dee Powell, Transportation Supervisor  
Ms. Cindy Taylor, Truancy Officer  
Mr. Joe N. Webb, Custodial Manager  
Ms. Lisa Heard, Secondary Instruction

**GREENE COUNTY BOARD OF EDUCATION**  
**BOARD MEMBERS**

Mr. Leo Branch, Chairperson  
Mr. Morris Hardy  
Ms. Bobbie Morgan  
Mr. Frank Smith  
Mr. Lester Brown  
Senator Hank Sanders, Legal Counsel

# Greene County Schools

## GRADING AND EXAM SCHEDULE

### 2011-2012

#### First Nine Weeks Mid Point Check-up

|                             |  |
|-----------------------------|--|
| September 1, 2              |  |
| Thursday, September 1, 2011 | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , and 7 <sup>th</sup> Period Exams |
| Friday, September 2, 2011   | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup>                                |
|                             |  |

Mid-Nine Weeks Progress Reports distribute on Friday, September 9, 2011

#### First Nine Weeks Exam

|                            |   |
|----------------------------|---|
| October 5, 6, 7            |   |
| Wednesday, October 5, 2011 | 3 <sup>rd</sup> , and 7 <sup>th</sup> Period Exams      |
| Thursday, October 6, 2011  | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> |
| Friday October 7, 2011     | 1 <sup>st</sup> and 5 <sup>th</sup>                     |

Grade Verification due to Counselor by October 17, 2011

Report Cards will be Distributed on October 20, 2011

#### Second Nine Weeks Mid Point Check-up

|                          |  |
|--------------------------|--|
| November 4, 7            |  |
| Friday, November 4, 2011 | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Period Exams |
| Monday, November 7, 2011 | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup>                              |
|                          |  |

Mid-Nine Weeks Progress Reports Distributed on November 14, 2011

#### Second Nine Weeks Exams Period and First Semester Ends

|                            |  |
|----------------------------|--|
| December 16, 19, 20        |  |
| Friday, December 16, 2011  | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> Period Exams |
| Monday, December 19, 2011  | 3 <sup>rd</sup> and 7 <sup>th</sup>                                  |
| Tuesday, December 20, 2011 | 1 <sup>st</sup> and 5 <sup>th</sup>                                  |
|                            |  |

Grade Verification due to Counselor by January 10, 2012

Report Cards will be Distributed on January 13, 2012

### **Third Nine Weeks Mid Point Check-Up**

|                             |  |
|-----------------------------|--|
| January 25, 26              |  |
| Wednesday, January 25, 2012 | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Period Exams |
| Thursday, January 26, 2012  | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup>                              |
|                             |  |

Mid-Nine Weeks Progress Reports Distributed on February 6, 2012

### **Third Nine Weeks Exam Period**

|                         |   |
|-------------------------|---|
| March 6, 7, 8           |   |
| Tuesday, March 6, 2012  | 1 <sup>st</sup> , 5 <sup>th</sup> and Period Exams      |
| Wednesday March 7, 2012 | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> |
| Thursday March 8, 2012  | 3 <sup>rd</sup> and 7 <sup>th</sup>                     |

Grade Verification due to Counselor by March 19, 2012

Report Cards will be Distributed on March 23, 2012

### **Fourth Nine Weeks Mid Point Check-Up**

|                           |  |
|---------------------------|--|
| April 18, 19              |  |
| Wednesday, April 18, 2012 | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Period Exams |
| Thursday 19, 2012         | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup>                              |
|                           |  |

Mid-Nine Weeks Progress Reports Distributed on April 27, 2012

### **Fourth Nine Weeks Exams and the Second Semester Ends – Final Exams**

|                         |   |
|-------------------------|---|
| May 21, 22, 23          |   |
| Monday May 21, 2012     | 3 <sup>rd</sup> , and 7 <sup>th</sup> Period Exams      |
| Tuesday, May 22, 2012   | 2 <sup>nd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> |
| Wednesday, May 23, 2012 | 1 <sup>st</sup> and 5 <sup>th</sup>                     |

Grade Verification due to Counselor by May 23, 2012

Report Cards will be Issued after May 24, 2012

### **Semester Evaluations May 21 – 23, 2012**

Grade Verification due to Counselor by May 24, 2012

Report cards will be issued after May 25, 2012.

Principals, Semester Exams Schedule must be submitted to the central office for approval prior to distribution to students and faculty on May 14, 2012.

# **GREENE COUNTY SCHOOLS**

## **School Calendar 2011-2012**

### **Employee Work Days**

#### **Employee Required Work Days**

|                           |                 |
|---------------------------|-----------------|
| <b>Bus Drivers</b>        | <b>182 Days</b> |
| <b>9 Month Employees</b>  | <b>187 Days</b> |
| <b>10 Month Employees</b> | <b>202 Days</b> |
| <b>11 Month Employees</b> | <b>222 Days</b> |
| <b>12 Month Employees</b> | <b>240 Days</b> |

12-Month Employees must work five additional holidays to meet the requirements of 240 days.

#### **Selected Holidays are as follows:**

|                         |                             |
|-------------------------|-----------------------------|
| <b>Fall Break (3)</b>   | <b>November 21-25, 2011</b> |
| <b>Winter Break (2)</b> | <b>March 12-16, 2011</b>    |

#### **11 Month Employees**

- ❖ Will follow scheduled days for 12 month employees (minus 18 days)
- ❖ First day of work 2011-2012 school term: July 25, 2011
  - ❖ Last day of work 2011-2012 school term: June 26, 2012

#### **10 Month Employees**

- ❖ Will follow scheduled days for 9 month employees (plus 15 days)
- ❖ First day of work 2011-2012 school term: July 27, 2011
- ❖ Last day of work 2011-2012 school term: June 07, 2012

# DISTRICT CALENDAR

| GREENE COUNTY SCHOOLS                                    |  |                |  |
|--|--|----------------|--|
| School Calendar 2011-2012                                |  |                |  |
|  | Date   | Day            | Event  |
| July 2011  | July 1, 2011   | Friday         | SCHOLASTIC YEAR BEGINS   |
| August 2011  | July 4, 2011   | Monday         | Independence Day (System Closed)   |
| September 2011   | July 25, 2011  | Monday         | 11 Month Contract Begins   |
| October 2011   | July 27, 2011  | Wednesday      | 10 Month Contract Begins   |
| November 2011  | August 3, 2011                                       | Wednesday      | 9.5 Month Contract Begins  |
| December 2011  | August 5, 2011                                       | Friday         | Institute  |
|  | August 8, 2011                                       | Monday         | Professional Development Day   |
|  | August 9, 2011                                       | Tuesday        | Teacher Work Day   |
|  | August 10, 2011                                      | Wednesday      | 1st Day of School  |
|  | September 5, 2011                                    | Monday         | Labor Day (System Closed)  |
|  | October 7, 2011                                      | Friday         | Parent Teacher Conference  |
|  | November 11, 2011                                    | Friday         | Veterans Day (System Closed)   |
|  | November 21-25, 2011                                 | Monday- Friday | Fall Break Holidays (Schools Closed)                                     |
|  | December 20, 2011                                    | Tuesday        | End of 1st Term Winter - Break Begins End of School Day (Schools Closed) |
|  | January 3, 2012                                      | Tuesday        | Employees Return/Professional Development Day                            |
|  | January 4, 2012                                      | Wednesday      | Teacher Work Day   |
|  | January 5, 2012                                      | Thursday       | Students Return  |
|  | January 16, 2012                                     | Monday         | Dr. M.L. King Holiday (System Closed)                                    |
|  | February 20, 2012                                    | Monday         | Presidents Day (Weather Make-up Day, if needed-System Closed)            |
|  | March 12-16, 2012                                    | Monday- Friday | Spring Break (System Closed)   |
|  | April 6, 2012  | Friday         | Spring Holiday (Weather Make-up Day, if needed-System Closed)            |
|  | May 24, 2012   | Thursday       | Last Day for Students  |
|  | May 25, 2012   | Friday         | Last Day for Teachers  |
|  | May 28, 2012   | Monday         | Memorial Day (System Closed)   |
|  | May 31, 2012   | Thursday       | 9.5 Month Contract Ends  |
|  | June 7, 2012   | Thursday       | 10 Month Contract Ends   |
|  | June 26, 2012  | Tuesday        | 11 Month Contract Ends   |
|  | June 29, 2012  | Friday         | SCHOLASTIC YEAR ENDS   |
| January 2012   |  |                |  |
| February 2012  |  |                |  |
| March 2012   |  |                |  |
| April 2012   |  |                |  |
| May 2012   |  |                |  |
| June 2012  |  |                |  |
| 1st Nine Week..... August 10, 2011 - October 12, 2011    |  |                |  |
| 2nd Nine Weeks..... October 13, 2011 - December 20, 2011 |  |                |  |
| 3rd Nine Weeks..... January 5, 2012 - March 9, 2012      |  |                |  |
| 4th Nine Weeks..... March 19, 2012 - May 24, 2012        |  |                |  |
| 1st Nine Weeks Mid Reports.....September 10, 2011        | 1st Nine Weeks Ends..... October 12, 2011 (44 Days)  |                |  |
| 2nd Nine Weeks Mid Reports.....November 10, 2011         | 2nd Nine Weeks Ends..... December 20, 2011 (43 Days) |                |  |
| 3rd Nine Weeks Mid Reports.....February 3, 2012          | 3rd Nine Weeks Ends..... March 9, 2012 (45 Days)     |                |  |
| 4th Nine Weeks Mid Reports.....April 20, 2012            | 4th Nine Weeks Ends..... May 24, 2012 (48 Days)      |                |  |

**GREENE COUNTY CAREER CENTER**  
**MASTER SCHEDULE**  
**FY'11**

|  |                |                              |   |   |   |   |  |   |   |
|--|----------------|------------------------------|---|---|---|---|--|---|---|
| Government & Public Administration (JROTC) | Timothy Gibbs  | Morning Duty/Planning        | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   | Planning/Lunch                         | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   | JROTC I (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester)   |
|  | Glen Monroe    | Morning Duty/Planning        | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) | Planning/Lunch                         | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) | JROTC III (1 <sup>st</sup> Semester)<br>JROTC II (2 <sup>nd</sup> Semester) |
| Human Services (Family Services)           | Cynthia Lewis  | Homeroom/Morning Assignments | Fashion   | Housing   | Food & Nutrition  | Housing   | Fashion/Lunch                          | Food & Nutrition  | Planning/Dismissal Duty   |
| Business Management, and Administration    | Gloria Forte   | Homeroom/Morning Assignments | Business Technology Applications  | Business Finance  | Business Technology Applications  | Accounting  | Business Technology Applications/Lunch | Multimedia Design   | Planning  |
| Human Services (Cosmetology)               | Willie Gilmore | Planning/Morning Duty        | Introduction to Cosmetology   | Introduction to Cosmetology   | Introduction to Nail Care   | Introduction to Nail Care   | Planning/Lunch                         | Chemical Services   | Chemical Services   |
| Agricultural, Food, & Natural Resources    | Jerry Williams | Planning/Morning Duty        | Construction Site Preparation   | Construction Site Preparation   | Agriscience   | Agriscience   | Planning/Lunch                         | Admin Details   | Admin Details   |
| CTE Counselor                              | William Morgan | Morning Duty                 | Counseling  | Counseling  | Career Class  | Career Class  | Planning/Lunch                         | Career Class  | Counseling  |

## GREENE COUNTY CAREER CENTER FACULTY & STAFF IN-SERVICE MEETINGS

| DATE  | TIME                  |
|---|-----------------------|
| August 8, 2011<br>Professional Development Day  | 9:00 a.m.             |
| August 9, 2011<br>Work Day                      | 8:00 a.m.             |
| Open House/SES Fair<br>TBA                      | 5:00 p.m. – 7:00 p.m. |
| In-Service Meeting<br>September 21, 2011        | 3:30 p.m.             |
| In-Service Day<br>October 19, 2011              | 3:30 p.m.             |
| In-Service Meeting<br>November 16, 2011         | 3:30 p.m.             |
| In-Service Meeting<br>December 14, 2011         | 3:30 p.m.             |
| Professional Development Day<br>January 3, 2011 | 8:00 a.m.             |
| Teacher Work Day<br>January 4, 2012             | 8:00 a.m.             |
| In-Service Day<br>January 18, 2012              | 3:00 p.m.             |
| In-Service Meeting<br>February 15, 2012         | 3:30 p.m.             |
| In-Service Meeting<br>March 21, 2012            | 3:30 p.m.             |
| In-Service Meeting<br>April 18, 2012            | 3:30 p.m.             |
| In-Service Meeting<br>May 16, 2012              | 3:00 p.m.             |

Note: Attendance at faculty & staff meetings is required. Please ensure the indicated dates are cleared on your calendar. Called meetings will be held as circumstances warrant. Meetings will be rescheduled only if there is an emergency. The meetings will be held in the Health Science classroom or as notified.



## **FIRE/SEVERE WEATHER/EMERGENCY DRILL SCHEDULE**

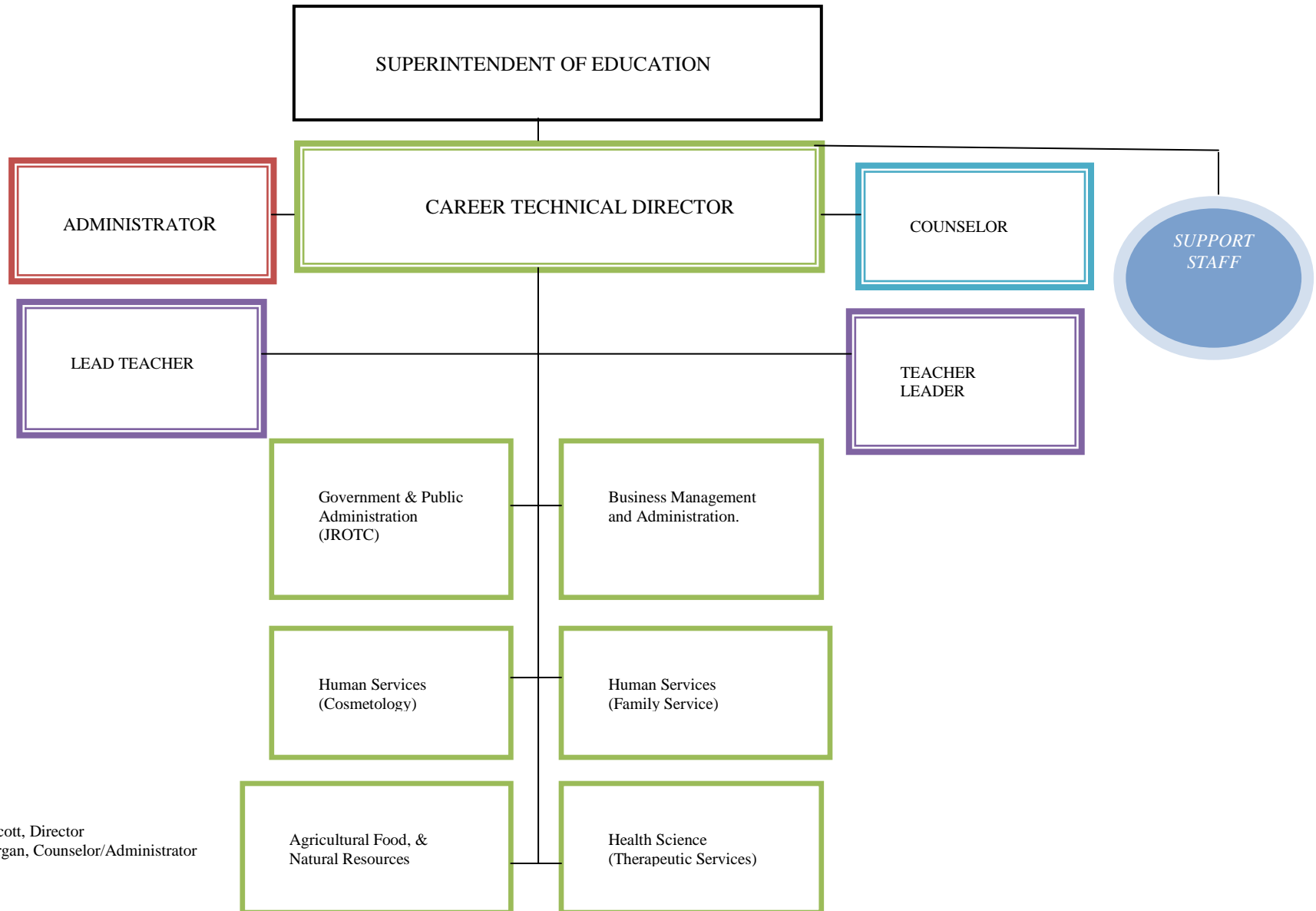
| <b>Month</b> | <b>Drill</b> | <b>Time</b> |
|--------------|--------------|-------------|
| August       | Fire/Tornado | 8/24        |
| August       | Bomb Threat  | 8/25        |
| September    | Fire/Tornado | 9/21        |
| October      | Fire/Tornado | 10/19       |
| Ocyober      | Lock Down    | 10/25       |
| November     | Bomb Threat  | 11/16       |
| December     | Fire/Tornado | 12/14       |
| January      | Fire/Tornado | 1/18        |
| February     | Fire/Tornado | 2/15        |
| March        | Fire/Tornado | 3/21        |
| March        | Bomb Threat  | 3/28        |
| April        | Fire/Tornado | 4/17        |
| May          | Fire/Tornado | 5/16        |

The Safety Committee will coordinate the above drills. The secretary will sound the bell/record and maintain the official Fire/Severe Weather Documentation. The time of the each drill is random.



## **SECTION II: SCHOOL ORGANIZATION**

# GREENE COUNTY CAREER CENTER ORGANIZATIONAL STRUCTURE



Dr. Rhinnie B. Scott, Director  
Mr. William Morgan, Counselor/Administrator

## **GREENE COUNTY CAREER CENTER**

**POSITION TITLE:** Teacher

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

**REPORTS TO:** Instructional Leader and/or Director

**SUPERVISES:** Students and assigned personnel

### **PERFORMANCE RESPONSIBILITY:**

1. Determine individual and class needs.
2. Establishes objectives and plans learning experiences.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
5. Exhibits positive human relations skills.
6. Evaluates the educational program and/or student progress.
7. Communicates with parent/guardians, colleagues, and community groups.
8. Demonstrates proficiency in written and oral communication.
9. Maintains and submits records and reports.
10. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
11. Engages in personal professional growth and demonstrates professional ethics and leadership.

Title: Janitor and Maid  
REPORT TO: Instructional Leader and/or Director  
RESPONSIBILITY: To keep the school clean and attractive.

OTHER RESPONSIBILITIES OF JANITORS AND MAIDS:

1. Keep all classrooms clean.
2. Keep all windows, blinds, and doors clean.
3. Keep the campus premise clean
4. Make grocery pick-ups for the lunchroom when necessary.
5. Clean the cafeteria (tables, floors, walls, etc.) after each meal.
6. Remove non-food garbage from the cafeteria to the garbage room.
7. Store food, supplies, and commodities in proper place.
8. Adjust heat and air as needed.
9. Cut grass when necessary.
10. Keep the shrubbery trimmed and neat.
11. Replace all unworkable lights in the school.
12. Report all mal-functions to the principal.
13. Perform other tasks as needed and directed by the principal.

TITLE: School Secretary

RESPONSIBILITIES: Instructional Leader and/or Director

QUALIFICATIONS: High School diploma with secretarial training required.

A demonstrated ability to type 50 wpm is preferred.

Knowledge of computer applications preferred.

Two years of job-related experience preferred.

JOB GOAL: To insure the smooth operation of the Principal's office through application of secretarial and clerical duties.

**DUTIES AND RESPONSIBILITIES:**

1. Provide secretarial services for the principal and other administration.
2. Maintain student records, post standardized test scores, initiate new records for incoming students, and forward requested records for transfer students.
3. Provide routine management of the principal's office.
4. Publish the daily bulletin for teachers and students.
5. Select, train, and supervise office assistants.
6. Forward student transcripts to authorized colleges, universities, employment agencies, etc.
7. Assist with composing and forwarding letters of recommendation for student scholarships.
8. Assume general receptionist duties such as answering phone, greeting school visitors, etc.
9. Make necessary administrative reports related to attendance, grade reporting, etc.
10. Assume limited bookkeeping duties in the absence of the bookkeeper.
11. Assume other responsibilities and equitable job-related duties as assigned by the immediate supervisor.

**JOB GOAL:** To insure the smooth operation of the Principal's office through application of secretarial and clerical duties.

**EVALUATION:** Job performance for non-probationary will be evaluated by the immediate supervisor based on Board policy.  
Probationary personnel will be evaluated annually.

**APPEALS:** An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.

# **COUNSELOR**

## **JOB DESCRIPTION**

**TITLE:** Guidance Counselor

**QUALIFICATIONS:** At Least three years of successful teaching experience

A valid certificate as a guidance counselor

A master's degree, or its equivalent, representing intensive course work in the principles and practice of educational testing and measurement; counseling; the organization and administration of guidance services; and the psychology of learning.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal

**JOB GOAL:** To help students overcome problems that impede learning and to assist them in making educational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

### **PERFORMANCE RESPONSIBILITIES:**

1. Conducts pre-registration activities for students; works with the Principal on the development of the school schedule.
2. Register students new to the school and orients them to school procedures and the school's varied opportunities for learning.
3. Aids students in course and subject selection.
4. Maintains student records and protects their confidentiality.
5. Works to resolve students' educational handicaps.
6. Works to discover and develop special abilities of students.
7. Works to prevent students from dropping out of school.
8. Provides student information to colleges and potential employers according

- to provisions of the Board's policy on student records.
9. Plans guidance field trips to schools, colleges, and industry for interested students.
  10. Make recommendations to colleges for admissions and scholarships.
  11. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and work with students in evolving education and occupation plans in terms of such evaluation.
  12. Guide students in their participation in school and community activities.
  13. Obtains and disseminates occupational information to students.
  14. Help students evaluate career interests and choices.
  15. Arranges and coordinated testing program.
  16. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
  17. Confers with parents whenever necessary.
  18. Interprets the guidance program to the community.
  19. Provides Principal with a monthly progress report.
  20. Advise administrators and faculty on the matters of student discipline.
  21. Assists in the orientation of new faculty members.
  22. Perform other tasks as directed by the Principal.



## **JOB DESCRIPTION**

**TITLE: Career Technical Director**

**SUPERVISES: Career Technical Education Personnel**

**PURPOSE: To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each staff member.**

### **DUTIES AND RESPONSIBILITIES:**

**A. MAJOR FUNCTION: General Planning**

The Director conceptualizes the broad goals of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program. To further ensure that the goods of the total school program are met, the Director will have input in the hiring of all CTE staff.

**B. MAJOR FUNCTION: General Coordination**

The Director ensures that the school program is compatible with legal, financial, and organizational structure of the school system. The Director defines the responsibilities and account ability of staff members and develops plans for interpreting the school program to the community.

**C. MAJOR FUNCTION: Enhancement of Personnel Skills**

The Director provides activities, which facilitate the professional growth of the school staff and enhance the quality of the instructional program.

**D. MAJOR FUNCTION: School Objectives**

The Director identifies the annual objectives for the instructional, extracurricular, and adult community training programs of the school.

**E. MAJOR FUNCTION: Curriculum Objectives**

The Director ensures that instructional objectives for each subject and/or classroom are developed, and involves the total staff and others in the development of specific curricular objectives to meet the needs of the school program. The Director provides opportunities for staff participation in the school program.

**F. MAJOR FUNCTION: Establishes Formal Work Operations**

The Director establishes, implements, and evaluates procedures used to carry out the daily routine of the school.

**G. MAJOR FUNCTION: Evaluates Performance**

The Director evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The Director supervises and appraises the performance of the school staff.

**H. MAJOR FUNCTION: Facilitated Organizational Efficiency**

The Director maintains inter-school system communication and seeks assistance from central office staff to improve performance. The Director maintains good relationships with students, staff, and parents. The Director complies with established lines of authority.

**I. MAJOR FUNCTION: New Staff and Students**

The Director orients and assist new staff members and new students and provides opportunities for their input into the school program.

**J. MAJOR FUNCTION: Community**

The Director encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.

**K. MAJOR FUNCTION: Supplies and Equipment and Physical Plant**

The Director manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. The Director involves the staff in determining priorities for instructional supplies. The Director shall also ensure that the school plant and grounds are maintained in a safe and sanitary manner.

**L. MAJOR FUNCTION: Services**

The Director organizes, oversees, and provides support to the various services, supplies, materials, and equipment provided to carry out the school program. The Director makes use of community resources.

**M. MAJOR FUNCTION: Discipline**

The Director shall maintain discipline by enforcing board policies and procedures and by implementing the student code of conduct.

**N. MAJOR FUNCTION: Advisory Council**

The Director shall establish a viable career technical education advisory council which supports business/community partnerships to preparing students with lifelong career skills.

## **SECTION III: GENERAL SCHOOL ADMINISTRATION**

## **REPORTING TO WORK**

Working hours vary according to the job descriptions of employees:

- Administrative team working hours vary depending on the assigned responsibilities.
- Support personnel (custodian) working hours are set by the Director based on full time employment as designated by the Greene County Board of Education.
- Instructors report to work at 7:40 a.m. and end at 3:30 p.m. with exceptions to duty assignments, staff meetings, special called meetings and planned extracurricular activities.
- Administrative personnel normally work from 7:50 a.m. – 4:00 p.m. or until the assigned duties are completed.

## **ATTENDANCE**

All faculty & staff members are to report to work each day of the working contract. Employees earn one sick leave day per month, and accumulate two personal leave days per year. Twelve month contracted personnel are granted ten annual leave days. The described allocated days are used as stated in the GCBOE policies.

## **LEAVES**

There are three types of leaves for employees – sick, personal, and professional. A sick leave is defined as an absence from regular duty by a person because of personal illness, bodily injury to self, attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) or a person standing ***in loco parentis***. A personal leave is an absence from regular duty by a person to attend to personal business. A professional leave is an absence from regular duty by a person to attend a pre-approved professional growth activity. Extended employees (12 month) are granted an annual leave during the summer. This leave must be pre-approved by the Director/instructional leader and superintendent. Leaves may be accumulated as follows:

1. Sick: One sick day per contracted month per school term).
2. Personal: Two (2) days per contracted school term.
3. Professional: As deemed necessary by the Director and superintendent.
4. Annual: As indicated in the extended employee annual contract.

See Appendix: Leave Form

## **EMPLOYEE AUTHORITY**

In maintaining order for an environment conducive to learning, all school employees have full authority over all pupils in the buildings or on the grounds. Employees include: administration, teachers, support staff, bus drivers, maintenance, job coach, community education liaison and etc.

## **EARLY DEPARTURE/LATE ARRIVAL**

All school employees are required to complete an Early Departure/Late Arrival Form when (a) leaving work before 3:30 p.m. or (b) arriving to work after 7:40 a.m. regardless of circumstances unless otherwise approved by the Director/Instructional Leader or Superintendent.

See Appendix: Early Departure/Late Arrival Form

Note: If an emergency occurs, the secretary may approve an early departure in the event the Director/Instructional Leader is absent, pending notification to the Director. The Early Departure/Late Arrival Form must be signed by the granting person and submitted to the Director/Instructional Leader immediately.

## **LEAVING CAMPUS WHILE ON THE CLOCK**

Selected employees may leave campus throughout the school day to fulfill job responsibilities within the school district or county as outlined within the job description. The selected employees (Secretary and Counselor) must notify the Director/Instructional Leader before leaving. All other personnel with instructional supervisory duties must secure approval from the Director before leaving campus to report to another LEA site during working hours. The procedure for leaving campus, including professional duties and lunch release time, is as follows:

- Personnel secure permission from the Director/Instructional Leader.
- In the main office, sign out on the itinerary/travel log; indicate the date, time out, nature of business, destination point.
- Immediately upon returning to campus, sign in by noting time of return in the main office.

Employees wishing to leave work early for personal business must secure approval from the Director/Instructional Leader before leaving the campus.

## **PROCEDURE WHEN UNABLE TO REPORT TO WORK**

If an employee is unable to report to work, notify the secretary as soon as possible, preferably the day before the absence. Emergency absences (after 7:00 a.m. the day of work) will be reported directly to the secretary at the school at (205) 372-4904 ext.150. Non-emergency absences will be reported in the same manner as emergency absences except the instructor will secure the substitute and leave a voice message on extension 150 or notify the secretary directly the name of the substitute secured. The principal is the second point of contact to notify when unable to report to work.

## **PROCEDURE WHEN RUNNING LATE**

If an employee is running late for work, contact the Director immediately so arrangements can be made to cover your classes. The principal is the second point of contact to notify when running late for work.

## **SIGNING OUT AT THE END OF THE WORK DAY**

All employees are required to sign-out at the end of the workday through the main office. Employees are not to sign out unless prepared to exit the camp at the time of sign-out.

## **TELEPHONE USAGE**

Teachers may use the phone during preparation, lunch, and break times. Phone calls should be limited to school business. Personal calls are to be handled during the off-hours away from campus. Long distance calls must be logged-in and accessed by the administrative staff. The secretary will transfer phone calls to the voice mail when you are in class. Please do not leave your class or stop class to answer a phone call. A message will be left on the voice mail system.

Note: A phone is available in each classroom for your convenience and use. Please respect your colleagues by limiting your calls – there is only one line available for your access. Students are not to use telephones in the classrooms. Send students to the office to use the phone after you have determined the degree of urgency for the student to be excused to use the phone. A pass must accompany the student when excused to use the phone in the office.

Cell phones must be turned off or on vibrate while on the clock.

## **TELEPHONE & INTERCOM EXTENSIONS**

|   |               |
|---|---------------|
| Mrs. Willie Marie Gilmore (Cosmetology) | 152©; 156 (I) |
| Secretary                               | 149           |
| SFC. Timothy Gibbs (JROTC)              | 138           |
| Mrs. Gloria Forte (Business Management) | 120           |
| Mrs. Cynthia Lewis (Human Services)     | 158           |
| Major Glen Monroe (JROTC)               | 121           |
| Mr. Jerry Williams (Agriconstruction)   | 153           |
| Mr. William Morgan (Counselor)          | 158           |
| Dr. Rhinnie Scott (Director)            | 150           |

**LEGEND © = CLASSROOM; (I) = LAB**

## **E-MAIL ADDRESSES**

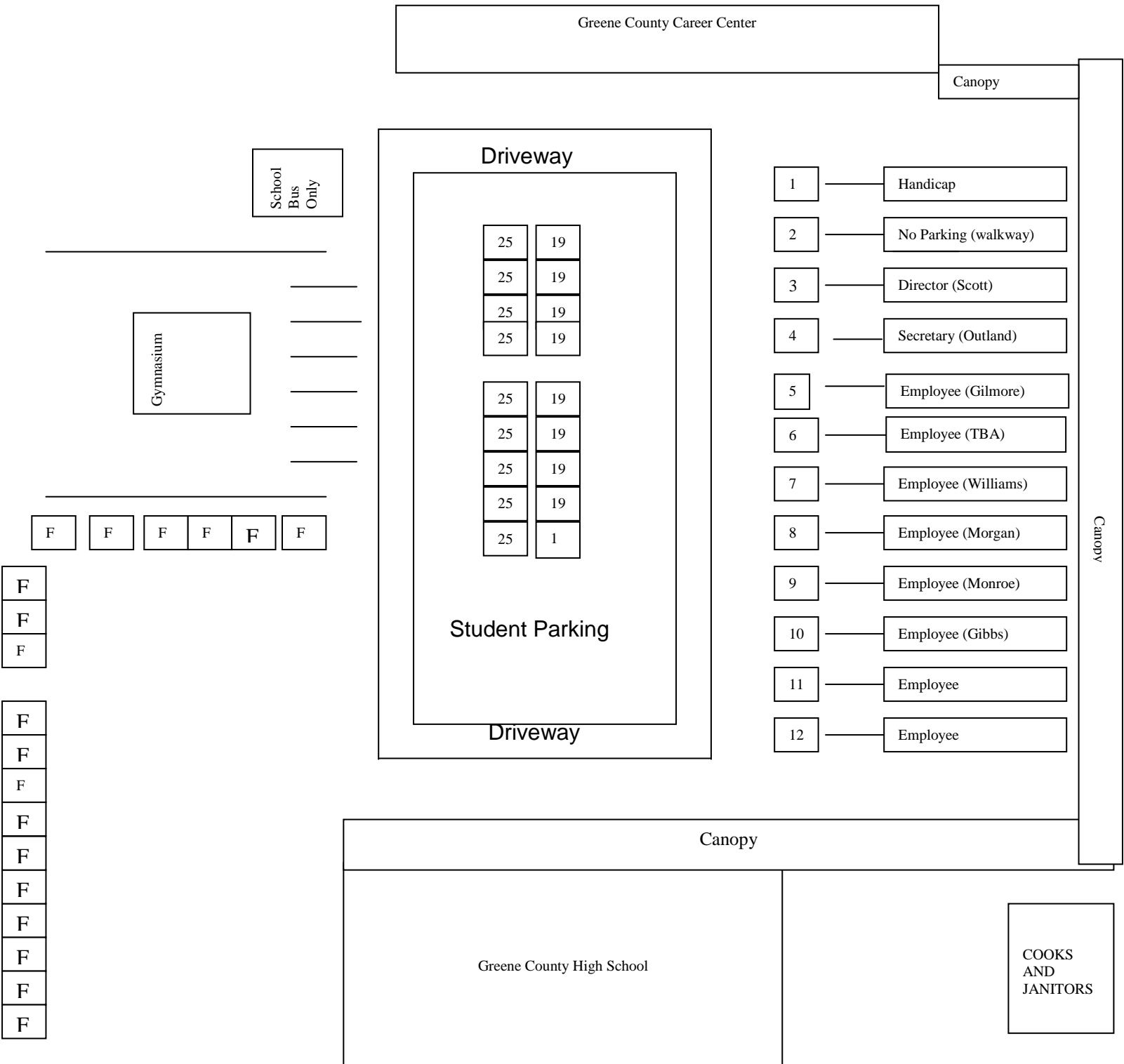
|                       |  |
|-----------------------|--|
| Dr. Rhinnie B. Scott  | <a href="mailto:rscott@greene.k12.al.us">rscott@greene.k12.al.us</a>       |
| Mr. William Morgan    | <a href="mailto:wmorgan@greene.k12.al.us">wmorgan@greene.k12.al.us</a>     |
| Maj. Glen Monroe      | <a href="mailto:gmonroe@greene.k12.al.us">gmonroe@greene.k12.al.us</a>     |
| SFC. Timothy Gibbs    | <a href="mailto:tgibbs@greene.k12.al.us">tgibbs@greene.k12.al.us</a>       |
| Mrs. Cynthia Lewis    | <a href="mailto:clewis@greene.k12.al.us">clewis@greene.k12.al.us</a>       |
| Mr. Jerry Williams    | <a href="mailto:jwilliams@greene.k12.al.us">jwilliams@greene.k12.al.us</a> |
| Mrs. Gloria Forte     | <a href="mailto:gforte@greene.k12.al.us">gforte@greene.k12.al.us</a>       |
| Ms. Willie M. Gilmore | <a href="mailto:wgilmore@greene.k12.al.us">wgilmore@greene.k12.al.us</a>   |

## **PARKING**

All employees must park in the zones designated for employees only. Parking in the driveway, behind buildings, in the loading zones, on the side of the buildings, or in visitor parking parks is prohibited. Employees must remain in the assigned park while on the clock. Refer to the parking assignments for additional information.



# PARKING ASSIGNMENTS



## **PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations is an integral component of developing oneself professionally. Each professional and support staff member is encouraged to become active members in your respective professional organization. Membership provides you with program updates and changes. Especially legislative issues affecting program funding, laws and policies.

## **CELL PHONE USE BY PERSONNEL**

Personnel may possess cellular phones at school. Personnel will not display or use personal cell phone and accessories in the presence of students except in emergency situations.

Consequences:

- 1<sup>st</sup> Offense: Verbal warning
- 2<sup>nd</sup> Offense: Letter of Reprimand
- 3<sup>rd</sup> Offense Conference with Superintendent

### **EMPLOYEE DRESS CODE**

Greene County Board of Education recognizes that good grooming and personal appearance are essential elements in the teaching and learning process. Teachers and other staff are role models for the students. The manner in which teachers and staff present themselves will be reflected in the conduct of the students and the respect given teachers, staff and school system by the community. To this end, all staff members must appear neat, clean and appropriately dressed at all times.

Unless otherwise specifically stated or addressed, the rules and regulations contained in this dress code apply to normal school hours. However, if inappropriate dress is worn at after school functions, rules and regulations may be enforced.

Employees must comply with the following guidelines:

- Employees must be neatly dressed, clean and well groomed.
- Shoes or sandals must be worn.
- Hair must be worn in such a way that it does not impair vision and is not considered unsafe or hazardous.
- Clothing must not include picture, writing, symbols, etc., promoting acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, gangs individual, or activities that would be considered dangerous, disruptive, or hazardous to others.
- Appropriate attire may be worn by physical education, vocational and JROTC teachers, coaches and CNP Staff.
- Dress for employees must be worn that does not reveal the body in an inappropriate manner.
- Capri pants must be mid calf or below.
- All employees must wear shirts "tucked in". Shirts, tops, blouses, and coordinated outfits designed to be worn "untucked" are acceptable.
- All administrative staff is expected to dress in a professional manner. Male administrative staff is encouraged to wear shirts and ties.
- Male instructional staff shall be expected to wear slacks and collared shirts and ties or pullover sweater or turtleneck sweater and sport coat.
- Jewelry shall not be worn by any employee in a visibly pierced area other than the ears. Men cannot wear earrings.
- Beards and mustaches will be allowed if they are neatly trimmed.

### **Non-Acceptable Dress**

- Torn, ripped, bleached, faded clothing
- Denim jeans of any color
- Pants that are not worn on the waist
- T-shirts
- Overalls
- Shorts, miniskirts, athletic shorts and sweat pants
- Wind pants/warm-ups
- Cargo/carpenter pants
- Camouflage
- Flip-flops (beach style)
- Athletic shoes
- Visible tattoos
- Jewelry affixed to the nose, tongue, cheek, lip. Or eyebrow
- Clothing must not be too tight, too loose (sagging)
- Hats, caps bandannas are other head coverings
- Sunglasses shall not be worn inside the building
- Halter, tank tops, see-through garments or clothing with revealing/provocative neckline, bare backs, bare midriff, bare sides, or spaghetti straps. Undergarments must not be visible.
- Greek shirts or jackets

Rules and regulations in the dress code to all employees, unless exceptions are granted due to an employee's disability, medical condition, or other exceptions approved by the principal or superintendent.

The principal or immediate supervisor or superintendent has the authority to determine inappropriate dress and violations to this policy. Any employee violating the dress code may receive a verbal alert and may be asked to return home. A second or repeat violation of this policy any result in a conference with the superintendent.

SOURCE: Greene County Board of Education

ADOPTED: October 24, 2007

REVISED: July 21, 2008

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### **Guidance Counselor**

A guidance counselor will be available to help students develop skills in the areas of personal/social growth and for educational planning which will contribute to their growth into mature, able, and responsible members of society. The guidance counselor will work with teachers to assist students. Forms are available in the office for referring students for services.

Dr. Rhinnie B. Scott, Director  
Mr. William Morgan, Counselor/Administrator

## **Grievances**

Staff members should consult with the principal about any grievance. Specify as factually as possible the nature of the complaint and the basis for it. The principal will consider the matter and investigate.

## **Solicitations/Fundraising**

No solicitations or sales at school may be undertaken without prior knowledge and clearance from the instructional leader and/or superintendent. This includes chances, baked goods, ticket sales, etc. Staff members are not to use school time to talk with sales people, agents, or solicitors about personal business.

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## **SECTION IV: INSTRUCTIONAL ACCOUNTABILITY**

## **HOURS**

Working hours for teachers begin at 7:40 a.m. and end at 3:30 p.m. with exceptions on dates for staff meeting, special called meetings and planned extracurricular activities.

|                      |  |
|----------------------|--|
| <b>7:40 – 8:00</b>   | <b>Morning duty, planning, class and lab preparation (Selected teachers plan to organize and coordinate meaningful on-task lesson(s) on a daily basis and conduct office business.</b> |
| <b>8:04 – 8:54</b>   | <b>1<sup>st</sup> Period</b>   |
| <b>8:58 – 9:48</b>   | <b>2<sup>nd</sup> Period</b>   |
| <b>9:52 – 10:42</b>  | <b>3<sup>rd</sup> Period</b>   |
| <b>10:46 – 11:36</b> | <b>4<sup>th</sup> Period</b>   |
| <b>11:40 – 1:12</b>  | <b>5<sup>th</sup> Period</b>   |
| <b>1:16- 2:06</b>    | <b>6<sup>th</sup> Period</b>   |
| <b>2:10 – 3:00</b>   | <b>7<sup>th</sup> Period</b>   |
| <b>3:00 – 3:30</b>   | <b>Dismissal (See Bus Dismissal Schedule)</b>  |
| <b>3:30 – 3:40</b>   | <b>All buildings (classroom, shops, and offices) officially closed, locked, and vacated unless written permission is granted from the director/instructional leader.</b>               |
| <b>4:00</b>          | <b>Campus closed (The closing time will vary based on the needs of the teachers)</b>   |

**Note: The schedule is subject to change as deemed necessary.**

## **LESSON PLANS**

On Friday of each week, all teachers will post into iNOW the lesson plan for the upcoming week. In the event iNOW is down, teachers will submit a hardcopy of the detailed lesson plan to the office (a separate plan for each day) no later than 12:00 p.m. specifically explaining the outlined lesson to be taught each day of the week. The weekly lesson plan should contain:

- Teacher's Name
- Course: Title of class
- Week of:
- Topic(s): Main subject of discourse of lesson
- Content Standards: Objectives-statements of what students should know or be able to do
- Bell Ringer: Attention opener
- Content: Outline of the content, including all major sub-headings from course curriculum content, character education (CE) and AHSGE Objectives (AHGSE)
- Learning Activities: Labs, lesson developers, presentation (written or oral), club meeting, community service, projects, and etc.
- Resources: materials used to plan lessons – books, magazines, Internet & etc.
- Time on Task (CTE): actual time dedicated to the content of the lesson
- Length of Lesson: duration of the lesson
- Evaluation: means of measuring students' progress – tests, quizzes, homework assignments, and etc.
- Growth Experiences (CTE): Service projects and etc.
- Work-Based Learning Experiences (CTE): Labs activities, internships, mentor programs and etc.

See Appendix: Weekly Lesson Plans

Note: Teacher must use the State Career/Technical Lesson Plan Form and the above local guidelines. If all materials projected for a week's plan is not covered, incorporate the material into the next week's lesson plan (carry-over).

## **ITINERARIES**

On Friday of each week, all support personnel and program coordinators will submit to the office a complete itinerary for the upcoming week explaining planned activities associated with professional responsibilities.



## SUBSTITUTE TEACHER FOLDER CHECKLIST

| Activity                          | Available |    |
|-----------------------------------|-----------|----|
|                                   | Yes       | No |
| <b>Lesson Plan</b>                |           |    |
| <b>Instructions to Substitute</b> |           |    |
| <b>Class Rosters</b>              |           |    |
| <b>Handouts</b>                   |           |    |
| <b>Textbooks</b>                  |           |    |
| <b>Attendance Report</b>          |           |    |
| <b>Discipline Referral</b>        |           |    |
| <b>Master Schedule</b>            |           |    |
| <b>Evaluation Form</b>            |           |    |

Note: An emergency lesson plan must be on file at all times in the Main Office.

## **COURSE SYLLABUS**

A course syllabus will be prepared by each instructor. The syllabus will inform students of all requirements to be met in the indicated career cluster area. Students will know in detail the content to be covered during each semester. Each teacher will utilize the standard format for the course syllabus established by the Curriculum Planning Committee. The course syllabus must be issued to each student and signed off by the student declaring receipt. The content of the course syllabus must contain the listed minimum requirements below. Other information is incorporated as deemed necessary by the instructor:

- Specialty Area Name
- Course Title
- Instructor's Name and contact information – work phone, home phone, office hours, email, visitation time and etc.
- Course Description
- Goals of Program
- Needed Resources and Supplies
- Course Requirements
- Student Organization
- Classroom Rules
- Dues and Fees
- Grading System
- Grading Scale
- Parent Consent/Receipt Form

## **CHARACTER EDUCATION**

Lesson plans must reflect how character education is incorporated in the lesson daily. Character education is mandated through the SDE, effective 1996.

See Appendix: Recommended Weekly Character Education Concepts.

## **GRADING PROCEDURE**

The following grade scale will be used:

|              |             |                |
|--------------|-------------|----------------|
| 90 – 100 (A) | 70 – 79 (C) | 64 – Below (F) |
| 80 – 89 (B)  | 60 – 65 (D) | I – Incomplete |

The nine weeks grade will be calculated by:

1. Averaging the number of weekly grades (minimum of 9 weekly grades),
2. Multiplying the weekly grade average by two (2),
3. Adding the nine weeks test grade to the product of step #2,
4. Dividing the sum of step #3 by three (3).

The semester grade will be calculated by

1. Averaging the nine weeks grades for that semester,
2. Multiply the nine weeks grade average obtained in step #1, by two (2),
3. Adding the semester test grade to the product of step #2,
4. Dividing the sum of step #3 by three (3)

## **MAKE-UP WORK OPPORTUNITIES**

If a student is absent from school and misses any test(s) and /or assignments, she/he must meet with his/her teacher(s) the day following the absence to discuss make-up work. During the session with the teacher(s), the student must provide a written excuse signed by a parent or guardian, medical doctor, officer of the law, or school official.

When the student presents the teacher with an official excuse as required by the Board's guidelines, make-up work is allowed. If the student fails to issue the official excuse within two days of returning, contact the parent. If the parent does not provide an excuse, the student will be unable to make-up work and is graded as such.

## **STUDENT RECORDS**

Student records are confidential and maintained according to board's policy. A iNow printout will be maintained to verify grades on each student enrolled in your class including a hard copy roll book, a computerized iNOW grade book and a iNOW hardcopy. The gradebook will reflect the following:

1. attendance

2. daily and/or weekly grades, including but not limited to tests, quizzes, homework, projects, research, reading assignments, class work, class participation, lab performance(s) and etc.
3. excused and unexcused absences,
4. individualized class roster,
5. grading period with month and date,
6. daily average,
7. nine weeks test grade,
8. nine weeks average for each nine weeks and semester,
9. semester test grade,
10. semester average

A career portfolio/student folder will be maintained on every student enrolled in your class in a secure area in your department. The student folder will reflect the following:

1. personal profile sheet
2. emergency contact data
3. career interest major
4. task checklist
5. program completers data (CTE only)
6. graded tests, quizzes, homework, class work or any other measure used to calculate a student's grade.

Teachers and employees of the Board must file all records and reports that are required by the state superintendent of education or the local board of education before they are entitled to receive any payment from public funds.

## **PARENT/TEACHER CONFERENCES**

A parent/teacher conference must be scheduled as needed with every student enrolled in your class. Supporting documentation must be maintained in the students' folders. Telephone conference must be documented also.

See Appendix: Parent/Teacher Conference Form

## **PROGRESS REPORTS**

A mid-nine weeks progress report must be on file and submitted to parents or guardian(s) reflecting the performance of students as recorded in the records. Call at least one parent per week and document the conference/progress report. Print a copy of the progress report from iNow and forward the report home to the parent(s) of all students receiving 69 or below during the grading period (or as indicated according to BOE policy updates).

See iNow Reports

Dr. Rhinnie B. Scott, Director  
Mr. William Morgan, Counselor/Administrator

## **GUIDANCE and COUNSELING**

Guidance and Counseling Services for students will be offered by both the counselor Greene County Career Center and at Greene County High School. The Director/Instructional Leader will also be available for immediate counseling services.

## **CORPORAL PUNISHMENT**

A teacher is regarded in good standing *in “loco parentis”* while students are under his/her care. Reasonable means to discipline may be enforced to correct disciplinary problems. Although corporal punishment is NOT permitted by teachers, the director is the only school personnel authorized, on a school level, to administer corporal punishment.

## **CLASSROOM RULES**

Each teacher must establish classroom rules regarding expected student performance, conduct, and involvement in student organizations. The rules must be posted in a visible area within the classroom.

## **BOOKS, MATERIALS, and TOOLS**

Certain classes may require certain books, materials, small tools, and/or uniforms. Students will furnish the said items. For the convenience of the students, necessary items may be purchased through the administrative office of the assigned school.

## **HOMEWORK**

Homework is a vital factor in determining a student's progress. Assign homework on a regular basis (at least twice a week) throughout each grading period. Homework is not a learning assignment completed within the class setting. Homework is a means of reinforcing the content (lesson) taught to provide the student practice to gain mastery of the skills taught.

## **PLANNING PERIOD**

A planning period is made available to provide time for the instructor to effectively plan for instruction. All lesson plans, copies, and other tasks regarding instructional time must be conducted during the planning period.

## **VISITORS**

All visitors must report directly to the main office and secure a written pass to visit any department. Visitation is encouraged during preparation time to allow minimum interruption of class time.

## **GUEST SPEAKERS**

Prior to visiting your classroom, guest speakers must be approved by the Superintendent and Director/Instructional Leader on the applicable form. State Department of Education personnel must inform the Director/Instructional Leader of visit at least one day (24 hours) prior to visit. If the director is unavailable, the Superintendent must approve the visit.

See Appendix: Guest Speaker Form

## **SECTION V: STUDENT AFFAIRS**

## **ADMISSIONS (GCCC)**

Admission is open to any student who meets the Board's admissions policy. Any student in the ninth (9<sup>th</sup>), tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>), or twelfth (12<sup>th</sup>) grades may enroll at the career center. Students enrolled at the career center should express a sincere desire to become competent in a skilled trade or vocation offered at the center. Occupational entry requirements vary, depending upon the particular occupation in which a student chooses to pursue. A formal check of school records, career assessment, student interests, and aptitudes will be used as career guidance for the students.

Enrollment requires a recommendation from the counselor, high school principal and concurrence with the director.

## **ATTENDANCE**

Student attendance will conform to the Greene County Board of Education regulations. A student who is absent from the "parent" school will not be permitted to attend class at the career center. All students attending class at the career center must officially be identified as present at the "parent" school.

An absence is defined as non-attendance in regularly scheduled school class or activity, regardless of the reason for such absence. During the school year, a student can accumulate only 20 unexcused absences. Any student with over 20 absences will be retained.

According the GCBE Policy Manual (File (BD)), excused absences are as follows:

- Illness,
- Death in the immediate family,
- Inclement weather which would be dangerous to the life and health of the child as determined by the director,
- Legal quarantine,
- Emergency conditions as determined by the principal, and,
- Prior permission of the principal and consent of the parent or legal guardian

Students are only excused for high school assemblies when notified by the Director or the secretary.

Note: On the second day tardy offense, notify the secretary in writing. The secretary will consult with Greene County High School to verify the reason for tardiness. If the tardy is not caused or justified through the high school administration, the parent must be notified. If the tardiness continues, refer the problem immediately to the Director.

***See Appendix: Tardy Report Use STI***



## **STUDENT CONDUCT**

Students attending the career center are expected to practice good citizenship at all times. The sole purpose for students attending the career/technical center is to LEARN and become competent in an occupation which will enable them to become productive citizens.

- Students who lose, damage, destroy, sell or otherwise dispose of school property which has been placed in their possession will be charged to the full extent for damages or loss and will be subject to disciplinary actions.
- Students guilty of disorderly conduct on the bus approved for the career center will answer to the director of the career center. Students guilty of disorderly conduct on a bus assigned to the “parent” high school will answer to the principal of the “parent” high school. Students are not allowed to attend the career center while on suspension or expulsion at Greene County High School.
- Students referred to the Director due to inappropriate classroom behavior or any other reason must be documented on a discipline form at the time of the referral.

Please refer to the “Greene County Board of Education Code of Student Conduct” for additional information regarding student conduct.

***See Appendix: Disciplinary Referral Form***

## **STUDENT DRESS CODE**

The Board of Education recognizes a safe and disciplined learning environment of a good school. Students who are safe and secure, who learn basic American values and the essentials of good citizenship are better students. In response to the growing levels of discipline problems in the nation's schools, the Greene County Board of Education supports the beliefs of parents, teachers and school officials that a mandatory standardized school uniform dress program is a positive and creative way to reduce discipline problems, promote school safety, and enhance the overall learning environment.

The Greene County Board of Education hereby adopts the following guidelines for all elementary, middle, and high schools to participate in a mandatory standardized school uniform dress program.

1. Students shall dress in proper uniform attire. It will be the parents' responsibility to ensure compliance with the uniform dress policy.
2. Students shall wear the adopted school attire. The clothing may not be altered by slits, cuts, holes, shredded hems, slashes, etc.
3. A belt must be worn with pants and shorts that have belt loops.
4. Shoes may be casual black, brown, or navy.
5. The School Uniform Policy must accommodate students whose religious beliefs are substantially burdened by the requirements.
6. The uniform policy may not prohibit students from wearing or displaying expression items for example a button showing support for a political candidate so long as such items does not independently contribute to disruption by substantially interfering with discipline or with the rights of others.
7. Students unable to afford uniforms will give notification in writing to Greene County Board of Education immediately. Means of acquiring uniforms due to said special extenuating circumstances will be channeled through other charitable institutions or organizations for assistance.
8. No student shall be considered non-compliance with the policy in the following instances:
  - a. When noncompliance derives from demonstrated financial hardships.
  - b. When noncompliance derives from a documented disability.
  - c. When wearing a uniform violates a student's sincerely held religious belief.

The following shall be considered inappropriate dress for students:

- Shirts outside slacks
- Strapless dresses
- Sunglasses inside building (except for medical reasons)
- Spaghetti straps
- Picks, combs in hair
- Hair brushes and curlers in hair
- Tank tops, muscle shirt, or see-through clothing
- Belts unfastened, slacks and shorts below the waist (sag), overalls with snaps unfastened
- Halter, short-shorts, skin tight biking shorts, boxer shorts, and mini-skirts
- Hats or other head covering (except for safety reasons) shall not be worn inside the building
- Clothing with decals or slogans of unacceptable groups of language that contains and/or refers to suggestive or immoral behavior or profanity, gang activity, alcohol or tobacco advertisement
- Sweat suits
- Clothing or insignia that could insight ill feelings and racial problems
- Earrings or studs for boys are not allowed

If parents or guardians desire not to have their child comply with the Greene County Board of Education School Uniform Dress Policy for reasons set forth in above or due to special extenuating circumstances related to an item in the student's parents or guardian must file an exemption form with their child's school. Approval for the exemption must be granted by the Superintendent according to the guidelines set forth in the exemption action of the Greene County Board of Education Uniform Dress Policy and in accordance with the information requested on the Exemption Form.

## **STUDENT ORGANIZATIONS**

Student organizations are an important factor in measuring the success of the school. All organizations must become active (gain a charter) and comply with the State Department of Education guidelines or program specific guidelines as indicated by your service area. A complete schedule must be submitted to the Director/Instructional indicating officers, members, goals, competitions, trips, meeting dates, meeting times, service projects, fundraisers, and other activities planned for sponsorship.

FFA – Future Farmers of America

FCCLA – Family, Career and Community Leaders of America

SkillsUSA VICA – Vocational Industry Club of America

FBLA – Future Business of America

HOSA – Health Occupational Students of America

JROTC – Junior Reserve Officers Training Corp

Note: CTSO's meet on the second (2<sup>nd</sup>) Friday of each month. Food, drink, or any other food related item is not allowed unless written permission is granted by the director.

## **SECTION VI: SAFETY ACCOUNTABILITY**

## **CLASSROOM SAFETY**

Teachers are required to provide a safe environment in the classroom and in high-risk areas such as labs, and on field trips. To insure the safety of the students involved, follow the suggested recommendations:

1. Teach safety and document this in your lesson plan.
2. Post safety rules in a conspicuous place.
3. Provide pre-instruction in high-risk situations.
4. Report damaged or faulty equipment.
5. Arrange furniture and equipment for safety in the classroom.
6. Check all electrical connections, wiring, and equipment for safety.
7. Report any unsafe development in your department to the Director in writing.
8. Take the necessary precautions to avoid danger on field trips; instruct students of possible hazards, rules and regulations to be observed on trip; use parental permission slips as a safety device.

## **REPORTING ACCIDENTS**

Accidents are documented on the Unusual Occurrence Form. The accident is reported immediately to the office. Follow all safety measures to ensure proper attention is rendered when handling the accident.

See Appendix: Unusual Occurrence Form

## **FIRE/SEVERE WEATHER DRILLS**

A fire/severe weather drill will be conducted monthly. A fire drill is signaled by three (3) short rings and the severe weather drill is signaled by one (1) long ring. See the fire/severe weather chart for emergency shelter.

See Appendix: Fire/Severe Weather Plan

## **INSURANCE**

Every student attending the career center is encouraged to purchase accident insurance. Accident insurance forms can be obtained from Greene County High School.

## **SECTION VII: EXTRACURRICULAR ACCOUNTABILITY**

## **ADVISORY COMMITTEES**

A strong advisory committee determines the quality of your program. All career programs must have an active advisory committee. Submit to the office the following information on the advisory committee:

- members, officers, goals, meeting dates and time, an agenda for meetings, and minutes of each meeting.

## **FIELD TRIPS**

Each instructor is encouraged to plan a specialty area related field trip for students to promote career awareness and to enhance the students' knowledge. State required trips must be incorporated in your agenda accordingly.

Field trips must be requested on official forms and approved at least two (2) weeks prior to requested trip date by the Director/Instructional Leader and Superintendent. **Out of state field trips must also be approved by the BOE in a regular meeting session at least a month before the requested trip date.**

See Appendix: Field Trip Request and Bus Request Forms.

## **COMMITTEES**

### **OPEN HOUSE TEAM LEADERS**

Purpose: Coordinate open house (set a date, send out invitations, work with hospitality committee on planning menu, work with public relations committee developing invitations and strategy to invite parents, and business and community members, develop a program for open house, assign other duties as needed to make open house a success

Members: All teachers, support staff and administration

**Ms. Cynthia Lewis, Chairperson**

### **HOSPITALITY TEAM LEADERS**

Purpose: Plan refreshments for special occasions, ensure that the environment is suitable for welcoming guests, and recognize staff members on birthdays, during illness, and moments of distress.

Members: All teachers, support staff and administration

**Ms. Willie Gilmore, Chairperson**

## **PUBLIC RELATIONS TEAM LEADERS**

Purpose: To promote public relation strategies

Task: To coordinate media releases, develop school newsletter, and design programs' & school brochures.

Members: All teachers, support staff and administration

**Dr. Rhinnie Scott, chairperson**

## **TECHNOLOGY**

Purpose: To coordinate up-to-date technologies for daily applications in specialized areas and maintain inventory.

Members: All teachers and administration.

**SFC Timothy Gibbs, co-chairpersons**

## **BUDGET**

Purpose: Establish a programmatic budget from instructional, library enhancement, maintenance, and technology fund.

Members: All teachers, support staff and administration.

**Mrs. Gloria Forte, and Dr. Rhinnie Scott, Co-chairpersons**

## **SCHOOL IMPROVEMENT TEAM LEADERS**

Purpose: To assess instructional, facility, and operational plans; to establish a timeline to address and correct the needs assessment; to evaluate the success of implementing the plans.

Members: All teachers, administration and support staff.

**Mrs. Gloria Forte, Chairperson**

## **SCHOOL SAFETY TEAM LEADERS**

Purpose: To develop a safety plan to reflect the resources and needs of the school.

Members: All teachers, support staff and administration.



**Major Glen Monroe, Chairperson**

### **HOMECOMING FLOAT TEAM LEADERS**

Purpose: To coordinate the homecoming festivities, the parade, and the floats.

Members: All teachers, support staff and administration.

**Mr. Jerry Williams, Chairperson**

### **HONORS DAY TEAM LEADERS**

Purpose: To recognize students for outstanding achievement.

Task: To plan the honors program.

Members: All teachers, support staff and administration.

**Mrs. Cynthia Lewis, Ms. Willie Marie Gilmore, Co-chairpersons**

### **(RTI) BBSST TEAM LEADERS**

Purpose: To assist students at-risk of failing school.

Task: To meet with the team members to develop an action plan to counteract problems associated with the danger of failing.

Members: All teachers, support staff, and administration.

**Mr. William Morgan, Chairperson**

August-October: Planning

November: Gloria Forte, Major Glen Monroe,

December – February: Timothy Gibbs, Cynthia Lewis

March: May: Willie Gilmore, Mr. Jerry Williams

### **DISPLAYING FLAG**

**Task: To display the flag by 8:00 a.m. and remove by 3:00 p.m.**

Major Glen Monroe  
SFC Timothy Gibbs  
JROTC students

## **SECTION VIII: FINANCIAL ACCOUNTABILITY**

## **COLLECTING/RECEIPTING FUNDS**

Instructors are issued receipt books to receipt funds collected from students for the purpose of supporting the program or activity sponsored by the program. All funds collected from students must be receipted. The student is provided a copy of the receipt and the funds are submitted to the secretary within 24 hours of collecting said funds. The secretary will provide the instructor a receipt of the funds submitted and deposit the funds into the school's banking account.

## **REQUESTING REFUNDS FROM SCHOOL BASED ACCOUNTS**

Instructors may request funds from the school-based account in which funds have been deposited. Use the school based purchase order to make such a request. All school-based purchase requests must be submitted to the secretary for clearance. Upon clearance, the secretary forwards the request to the Director/Instructional Leader for approval. Orders for school-based purchases must not be placed before the Director, Local School Accounting Bookkeeper, Chief School Financial Officer and Superintendent approves the order. Employees failing to follow accounting practices will be held responsibility for payment of the order(s) placed.

## **REFUNDS**

High school students may not receive refunds after funds have been deposited into the LSA unless there was an official/documented emergency.

## **SECTION IX: GENERAL PROCEDURES**

## **POLICIES AND PROCEDURES**

1. All teachers are expected to check out through the office when leaving the campus during teaching time. When this procedure is violated it could be considered as insubordination.
2. Each teacher should remain in his/her individualized classroom during teaching time unless it is a teaching related activity approved by the Director.
3. All teachers are to sign in no later than 7:40 a.m. each working day.
4. Each teacher is required to submit an alphabetical roll for each class.
5. All request forms must be approved by the Director before executing the request.
6. All IEP's must be checked and approved by the Special Services Contact Person.
7. Long distance calls must have prior approval and be logged in.
8. All teachers are to plan a first and second year program; these programs must be geared toward the State's Course of Study or program syllabus for your occupation.
9. Visitors and guest speakers must be pre-approved by the Director before invitations are extended.
10. Use the STI daily absentee report to notify the office of students absent from your class.
11. Lunch period for teachers may vary. Refer to master schedule.
12. Ensure that the student organization for your program is organized and functioning.
13. Before leaving work, adjust the thermostat, turn off all lights, and lock and secure the department.
14. When unauthorized vehicles or persons are seen on campus, immediately inform the office and/or direct the person to the office.
15. Teachers are responsible for all equipment, furniture, and properties under their supervision, including the building(s).
16. All teachers are to administer nine weeks exams and semester exams. A copy of each nine weeks and semester exam must be submitted to the office.
17. Selected program specific teachers are to establish a live work plan each nine weeks. The live work plan must be approved by the Director before accepting work.
18. Equipment purchases must be submitted on the necessary forms.
19. The minimum class size is twelve students. If less than twelve students are enrolled in your class, enrollment requirements are not met.
20. Cleanliness is a part of teaching. All departments should be cleaned daily. Note: We only have one custodian. He cannot handle all cleaning details. Please dust your furniture, clean the chalk board, and keep your windows clean on the inside in the classrooms and labs.
21. Students will not be accepted in the office without supporting disciplinary form when being referred.

22. Tenured teachers will be evaluated at least twice per school year.
23. Purchase orders must be pre-approved prior to purchase regardless of the type of purchase order (the school-based or centralized).
24. Teachers placing orders in the school's name without pre-approval by the Director will be held personally accountable for payment of the order. In other words, DO NOT PLACE ORDERS IN THE SCHOOL'S NAME WITHOUT WRITTEN APPROVAL FROM THE DIRECTOR.
25. Any type of program change for students after enrollment can be made only by the high school counselor with the approval of the Director.
26. Requests for use of a bus must be approved ten (10) working days before the trip (In State).
27. A plan of work must be submitted for the extended contract employees.
28. A roster of two-year completers must be submitted to the office by May 15<sup>th</sup> of each year.
29. A copy of the following items must be submitted before officially checking out: book inventory, equipment inventory, program evaluation, keys, roll/grade book, student folders, and live work records.

## **SECTION X: APPENDIX**