

# ANDREWS HIGH SCHOOL

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2017 – 2018 Teacher Handbook

The Fighting Yellow Jackets



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A Title I School

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## **INTRODUCTION**

This handbook has been prepared to enable staff members to become better acquainted with the procedures, policies, and services at Andrews High, a Title I School.

Each staff member should use this handbook as a guide and study it before the opening of school. Faculty and staff, who are familiar with the contents of this book and who follow the directions and suggestions, will be able to solve and prevent many problems.

During the school year, we are asking for total commitment of our staff to provide quality educational opportunities for our school community. With our capable teaching staff, excellence in education can be achieved.

## **GOALS AND OBJECTIVES FOR ANDREWS HIGH SCHOOL**

The staff of Andrews High School is committed to providing every student with the best education possible allowing each individual to attain excellence by realizing their greatest potential. Our goals are as follows:

1. To provide an environment that is safe and conducive to learning.
2. To emphasize the worth and dignity of every individual.
3. To provide every student with the opportunity to experience success.
4. To recognize and provide for the individual needs and difference of all students.
5. To help all students understand their value as citizens in our complex and changing world.
6. To promote cooperative relationships between the school, the home, and the community.
7. To provide students with opportunities for acquiring leadership skills through participation in clubs, student government, and other co-curricular activities.

**ADMINISTRATION, FACULTY, AND STAFF**

**OFFICE PERSONNEL**

Dr. Michelle Greene..... **Principal**  
Dr. Paula Anderson..... Curriculum Coach  
Mrs. Tracy McCants..... Assistant Principal  
Gina Tindall..... Bookkeeper  
Jessica Rogers..... Senior Secretary  
Robin Hilburn..... Attendance Clerk  
Theah Miller..... Nurse  
Zelda Odom..... Receptionist  
Sheryl Cordray..... Clerical Assistant  
Paul Glover..... SRO  
Kara Griffin..... Psychologist  
Amanda Cohen..... Behavior Interventionist

**CAFETERIA STAFF**

Othella Berry..... Manager  
Dellerice Grant  
Stacy Harrington  
Betty Moyd  
Cynthia Strong

**CUSTODIAL STAFF**

Randolph Pope..... **Head Custodian**  
Benjamin Davis  
Carolyn McGee  
George Miller  
Willie Tisdale

**GUIDANCE DEPARTMENT**

Dr. Marty Avant..... Guidance Counselor  
Dr. Jacqueline Geathers..... Guidance Counselor  
Jonie Howard..... Guidance Clerk

**CAREER AND TECHNOLOGY DEPARTMENT**

Debra Morgan..... Chairperson/Food Services  
Kevin Branham..... Student Leadership  
Roland Clemons..... Small Engine Repair  
Ronnie Jackson..... Welding  
Terri Kines..... Health Occupation  
Traci Weaver..... Business  
Jawana McCray..... CATE Aide

**ENGLISH DEPARTMENT**

Kathy Ferdon-Anderson..... **Chairperson**  
Laura Fitz  
Pam Freeman  
Paul Morris  
Franklin Shand

**FOREIGN LANGUAGE DEPARTMENT/FINE ARTS**

Shalane Lynch..... **Chairperson/Art**  
Zachary Greene..... Band  
Carlos Guerra..... Spanish  
Olivia Huggins..... Chorus  
George Roseborough..... French

Luis Torres.....Spanish  
Lula Nesmith.....ESOL

**MATH DEPARTMENT**

Melissa Durham..... **Chairperson**  
Dennis Andrus  
Marc Belfer  
Christine Butler  
Penny Walczyk

**MEDIA CENTER**

Laura Cameron..... **Media Specialist**  
Elizabeth Bourne.....Clerk  
Kelly Smith.....FuelEd Learning

**NJROTC**

Commander Richard Schafer..... **Chairperson**  
Petty Officer Michael Antoine.....ROTC

**PHYSICAL OR DRIVERS EDUCATION DEPARTMENT**

Kathy Stewart..... **Chairperson/Physical Education**  
Scott Durham.....Drivers Education  
Richie Poston..... Physical Education

**SCIENCE DEPARTMENT**

YeVonne Abrams..... **Chairperson**  
Nidya Caviedes  
Rebecca Leffew  
Allen Poston  
Chase Runyan

**SOCIAL STUDIES DEPARTMENT**

Lee Peace..... **Chairperson**  
Bontrice Anderson  
James Rowell  
Jason Stoddard  
Ron Terry

**SPECIAL EDUCATION DEPARTMENT**

Tracy Madarasz..... **Chairperson/Resource**  
Cathy Lumsden.....Resource  
Elizabeth McCall..... Resource  
April Maglich.....PAES Lab

**NEW TEACHER POSITIONS/STAFF REVISIONS**

Custodian:	Benjamin Davis
Media Specialist	Laura Cameron
Psychologist:	Kara Griffin
Nurse:	Theah Miller
ROTC:	Richard Schafer
Mathematics	Penny Walczyk
Science:	Nidya Caviedes, Rebecca Leffew, and Chase Runyan
Spanish:	Carlos Guerra and Luis Torres
Special Education:	Cathy Lumsden and Elizabeth McCall
Band	Zachary Greene

## **ANNOUNCEMENTS**

The PA system will be used for daily announcements. These will be made **at the end of First and/or Fourth Block**. If you have any announcements, please e-mail these to the three administrators and receptionist **by 8:00 a.m.** or 1:00 p.m.

## **CLASS RULES**

Teachers are required to formulate and post class rules and consequences. These rules should be understood by each student, and shall not be in conflict with general school policy. Submit a copy of class rules to the Assistant Principal for approval. Class rules shall be posted in the room.

## **CLASSROOM MANAGEMENT**

Here are eleven suggestions for establishing and maintaining classroom control. You may gain confidence in your ability to handle behavior problems with these aids. In addition, teachers often benefit from a reassessment of these basic techniques essential to the maintenance of a harmonious teacher-pupil classroom relationship.

1. **BE PREPARED** - Start each lesson on time and know what you are going to say and do. The work should be on the board so the class is ready to start when school begins.
2. **KEEP YOUR LESSONS AND PRESENTATIONS INTERESTING** - Bored students will get into trouble. Meet the needs of ALL children.
3. **BE BUSINESS-LIKE** - Students will watch to see what kind of person you are. First impressions mean a great deal. If they size you up as a mature, confident person who knows what he/she is doing, the battle is half won.
4. **KNOW WHAT TO OVERLOOK** - Don't seek trouble and overlook small things which are unintentional and do not matter.
5. **KNOW WHEN TO ASSERT YOURSELF** - Every experienced teacher knows that, for the common good, there is, in every democratically run classroom, an invisible line beyond which students must not pass.
  - a. Distinguish between unintentional and intentional pupil misbehavior.
  - b. Distinguish between pupil discussion and pupil argumentation.
  - c. Distinguish between pupil humor and pupil insolence.If you have decided that a pupil's action falls into one of three categories, deal with it immediately. Remember you as a teacher have certain rights. **Do not be afraid to assert yourself.** Your students will respect you for doing so.

6. **DON'T BLUFF** - Students are quick to see through and lose respect for the teacher who continually threatens but who does nothing about student misbehavior. Act at the time, as you are fair game for a roomful of high spirited children. You will learn that students respect a teacher with strength of mind and character. Once having decided that a student deserves disciplinary action, stick to your guns.

7. **BE CONSISTENT** - Do not suppress certain students' actions one day and tolerate them the next. Let the pupils know what you will and will not stand, and your disciplinary problems are few and far between.

8. **BE FAIR** - There is not a place for favoritism in the classroom.

9. **DO NOT PRETEND THAT YOU KNOW EVERYTHING** - Simply because you are a teacher does not mean that you must always be right. Students already know you aren't infallible and will respect you if you say, "I don't know. Let's look it up."

10. **GET TO KNOW YOUR STUDENTS** - One of the basic needs of students is a need to conform. A series of after school conferences with an interested, understanding teacher can do much to help such students find out and accept themselves. A teacher who takes the time to know and understand his students finds that his job has become more interesting and that disciplinary problems have a way of disappearing.

11. **KEEP YOUR SENSE OF HUMOR** - Students look forward to their classes with mature confident teachers, whose cheerfulness and humor combine to make the lesson more interesting and worthwhile. Humor at times saves many a classroom situation from becoming needlessly embarrassing or difficult for

both pupil and teacher. The teacher who combines firmness with a sense of humor to fit the occasion is hard to beat.

### **Remember that students learn more if teachers:**

1. Expect them to learn
2. Focus on the content to be covered
3. Keep them on task
4. Provide adequate practice
5. Monitor their performance
6. Care about whether they succeed

### **CLASSROOM REPAIRS**

Any minor repairs needed in your classroom should be reported by e-mail to the senior secretary.



## **DISCIPLINARY REFERRALS**

When necessary, teachers are to send students to the *administrator with a written referral*. Ninth grade students should be referred to Mrs. McCants, tenth grade and eleventh grade to Dr. Anderson, and twelfth grade to Dr. Greene. Referrals should include a complete explanation of the problem. BEFORE A STUDENT IS SENT TO THE ADMINISTRATOR FOR A CLASS DISRUPTION, THE TEACHER SHOULD BE SURE THAT THE CLASSROOM DISCIPLINE PLAN HAS BEEN UTILIZED APPROPRIATELY. Suggestions: Keep a record of classroom disruptions with date, time, type of disruption, and parental conference. When a student is sent to the office, the administrator will then have enough information for action to be taken. Please do not refer students “*in masses*.” This may indicate that you have the greater problem. REMEMBER THAT WE ARE RESPONSIBLE FOR DISCIPLINE IN THE SCHOOL. *If you see rules being violated, deal with it as best you can at your level. If the problem is such that it requires attention at a higher level, bring the student to the office.*

## **FACULTY DRESS**

Personal appearance plays a great part in a teacher’s success in the classroom. Each faculty member should consider it his/her responsibility to be dressed in a manner that reflects professionalism, as well as setting a good example for the students. Unless you are a PE teacher, please refrain from wearing tennis shoes unless you receive prior approval. ***Flip flops*** of any kind are prohibited.

## **FIELD TRIPS**

Appropriate instructional activities shall precede and follow each field trip. All field trips shall begin and end at school. Field trips requiring bus transportation shall not interfere with the regularly scheduled transportation of students to and from school. Written permission of parent or guardian is required for the participation of students in all field trips. When a field trip is made to a place of business or industry, the teacher must be assured prior to beginning such a tour that an employee of the host company will serve as conductor. Adult personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. For trips which extend for one day only and do not require that the students stay overnight, a minimum of one adult per conveyance shall be provided. Two adults shall be required for groups of 30 or more and three adults shall be required for groups of 60 or more. For trips which require that students stay overnight,

students shall be supervised by one adult per each 15 students with one certificated staff member and one parent of a group participant per 30 students. **All volunteers must receive clearance through the district office.**

The bus driver(s) shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.

Procedures for Requesting Field Trips: **Field trip requests for the fall semester must be made by Friday, September 15th. Field trip requests for the spring semester must be made by Friday, February 2<sup>nd</sup>.**

Teachers shall make their requests to the principal **at least three weeks** before the date desired. The purpose of the trip and its relationship to the instructional program must be stated. The principal shall approve or disapprove the request based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. At the principals' discretion, a decision may be made to request supplementary funds from parents of participating students to pay for bus rentals and miscellaneous expenses. Students must not be denied a field trip experience due to lack of funds. If the field trip is approved by the principal, the teacher shall send permission requests to parents at least five days before the date of the trip, indicating date, time, and purpose of the trip. The principal shall arrange for necessary bus transportation or if private vehicles are to be used, shall ascertain that an approved certificate of insurance is on file in the District office for each.

**NOTE:** Students who participate in school field trips are not to be marked absent from class; however, they are responsible for any work missed. The office will need an updated list of students going on the trip. **Parental Permission Forms** should be kept on file by the teachers.

Field trips are a valuable and viable learning alternative to classroom experiences if:

- A. The trip is the most appropriate learning experience.
- B. Students will not miss excessive time or any time in any other classes.
- C. Arrangements are made well in advance.
- D. Costs/arrangements are not prohibitive.
- E. Adequate follow-up and evaluation occurs.

Every time a group travels in the name of the school or during the school day, a Field Trip Request Form must be completed.

Please follow the procedures outlined:

1. Complete a Field Trip Request Form.
2. Submit form to Dr. Greene **3 or more weeks** in advance for approval.

3. Arrange the means of transportation with the school secretary and a bus driver.
4. When the trip has been approved, disseminate information.
5. Collect Parental Permission and Pre-arranged Absence Forms.
6. Receipt all monies collected, if applicable.
7. Once plans are finalized, notify attendance by submitting a list of all who will be participating in the field experience **(3 days in advance)**.
8. Attendance will submit to the lunch room supervisor a count of all students and teachers who will be absent from school on the day of the field trip.
9. Prepare announcements for the daily written bulletin and run one week in advance of the field trip.
10. Students not participating should be supervised by an appropriate substitute unless the principal approves alternate plans.

**Please provide a brief description of the bus route you will follow to and from your destination on the back of the attendance report form.**

## Emergency Drills and Procedures

### FIRE DRILL EXIT ROUTES

**GYM** - Doors to student parking lot.

**Wt. Room** - Door to student parking lot.

**ROTC** - Hallway doors to front of building.

**Main Office** - Front doors to outside.

**Guidance** - Front doors to outside.

**Nurse** - Front doors to outside.

**Chorus** - Hallway doors to front of building.

**Band** - Door to front of building.

**Auditorium** - Doors to front of building/gallery to teachers' parking lot.

**Cafeteria** - Door to front of building/door to teachers' parking lot.

**Kitchen** - Door to porch area.

**Art** - To gallery and out to teachers parking lot.

**Media Center** - Doors to courtyard enter gallery and out through Music Dept. hallway.

**Rooms 402-410** - To gallery and out to teachers parking lot.

**Rooms 411-438** - Doors at North end of building.

**Rooms 501-523** - Doors at East end by workroom area to parking lot.

**Room 605** - outside access door to parking lot.

**609** - outside access door to parking lot.

**615** - outside access door to parking lot .

**619** - outside access door to parking lot .

**Rooms 608-616** To gallery and outdoors by gym to parking lot.

**Room 626** - Exit through 615 to parking lot.

**Room 630** - Outside access to courtyard and exit through covered walkway to practice field.

### TORNADO DRILLS AND WARNINGS

1. Monitor **Tornado Warnings** on radio or TV (Media Specialist).

2. Serve as weather spotters and keep an eye on the sky for dark rolling clouds, hail, driving rain, or sudden increase in wind, in addition to the tell-tale funnel. Report concerns to Dr. Greene, Mrs. McCants or Dr. Anderson.

3. Round up students that are in outdoor areas during a **Tornado Warning**.

4. When students are assembled in designated areas, they should be instructed to respond to a specific command to assume protective postures. Such a command might be: "Everyone down! Crouch on elbows and knees! Place hands over the back of your heads!"

5. Wait for all clear from administration before returning to classroom. Notify designated teachers (along with Principal) when it is safe to return to the classroom.

## **LOCK DOWN PROCEDURES**

1. KEEP DOOR SHUT AND LOCKED AT ALL TIMES.
2. REMAIN QUIET.
3. TURN LIGHTS OFF IN THE CLASSROOM/LAB.
4. CLOSE BLINDS.
5. TURN SMARTBOARDS AND COMPUTERS OFF.
6. MOVE TO A CORNER OF THE ROOM WHERE NO ONE IS VISIBLE.
7. USE RED CARD IF NEEDED.
8. DO NOT ANSWER THE DOOR.

## **NURSE'S OFFICE**

The Nurse's Office is provided for those students who become ill or are injured at school. Students must have written permission from a teacher before being admitted. Students who are too sick to return to class may go home if parent's permission is obtained. In order to be admitted to any class missed, a student who leaves through the nurse's office must obtain a written note from the Attendance Clerk or School Nurse.

**ANY MEDICINE BROUGHT ON CAMPUS MUST BE TAKEN TO THE NURSE'S OFFICE AND GIVEN TO THE NURSE FOR DISPENSING AS NEEDED.**

Students with special health problems are to report to the school nurse at the beginning of the school term or when such problems arise. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit students at school.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided by the District Office for those children, who because of illness or accidents (even with the aid of transportation), cannot be instructed in a school. In other words, a student who becomes sick and/or injured in an accident and cannot attend regular daily classes is eligible for homebound instruction. The attendance clerk is responsible for assignment to homebound instruction.

## **INSTRUCTIONAL RESPONSIBILITIES TO STUDENTS ON HOMEBOUND**

Homebound instruction must be provided to students who qualify. **These students must be counted present in class.**

All teachers will be made aware of student's attendance by receiving the daily attendance report. When a student is on homebound, the attendance clerk

notifies the homebound instructor of the official starting date. The instructor then request the students work from his/her teachers. (The forms to be used are shown on the following pages).

In some cases, the students can do assignments which are exactly the same for “in-Class” students; however, in most cases these students will need to be assigned alternate activities since they will receive only five hours of instruction per week. If you have any questions on appropriate activities for homebound students, please consult with your department head or an administrator.

Students who require special assistance on a short-term basis can receive their assignments by submitting a request to guidance. Teachers are asked to complete the request for assignments as soon as possible within 24 hours and return the form to Guidance. Parents are responsible for picking up and returning all assignments and work.

## **INSURANCE**

Insurance forms will be distributed to students at the beginning of the school year. Parents should read and decide if the wish to purchase the plan offered. Parents will mail any and all payments directly to the company. The school is no longer involved in this process.

Athletic insurance is handled by the Athletic Directors.

## **JOB DESCRIPTIONS**

### ***CLASSROOM TEACHERS:***

1. Prepare appropriate lesson plans for classes.
2. Prepare emergency lesson plans and updates them as necessary.
3. Arrange for substitute teacher with Dr. Greene prior to online submission.
4. Prepare appropriate lesson plans for substitute.
5. Provide students with pertinent information concerning subject area course requirements, etc.
6. Notify parents of students who are borderline or failing.

7. Assign appropriate remedial work.
8. Keep a record of student's progress in remediation program.
9. Notify guidance of students who may have problems requiring professional counseling.
10. Sign absence excuse and keep appropriate record of absences.
11. Check class attendance.
12. Send name of students with excessive absences to attendance office.
13. Prepare, administer, grade and record all tests, written assignments, projects, research papers, etc.
14. Administer standardized test as deemed necessary by the State Department, the School District, and subject area departments.
15. Grade, record, and maintain records of test and scores.
16. Review and assist in selection of textbooks for subject areas.
17. Maintain clean and attractive classroom.
18. Coordinate with other subject area teachers.
19. Keep up to date records in PowerTeacher.
20. Coordinate with Media Specialist for the use of the Media Center and supplementary materials.
21. Review catalogs, magazines, etc. and recommend supplementary material.
22. Perform other duties needed to effectively manage a classroom and carry out the instructional program.



**DEPARTMENT HEAD:**

1. Submits departmental budget to the principal.
2. Keeps an up-to-date inventory of equipment, textbook, instructional materials, etc.
3. Handles checkout list for materials.
4. Checks in new materials and inventories during the school term.
5. Directs the evaluations of textbooks, teaching materials, and supplies with other department heads.
6. Evaluates materials for a new course before adding to curriculum.
7. Supervises the orientation of new teacher(s).
8. Observes and assists teachers.
9. Interviews prospective teachers when possible.
10. Helps with teacher's problems.
11. Fills in, in case of emergency, for teachers in the department.
12. Aids the guidance office in placing new students in proper courses.
13. Meets with other department heads and principal(s); dispenses information to the department.
14. Conducts department meeting twice monthly.
15. Receives and compiles course descriptions for pre-registration.
16. Develops new course(s) and course description(s).
17. Coordinates curriculum within the department.

18. Helps substitutes in the department.
19. Selects and presents departmental awards.
20. Writes letters of recommendation.
21. Coordinates curriculum.
22. Acts as liaison between teachers and administrators whenever necessary.
23. Performs other duties as assigned.
24. Serves on committee for selection of students for honors and advance placement courses.
25. Coordinates pretests and post-tests, including providing testing materials and answer sheets.

## **KEYS**

Keys are issued on the first day of school. Please be sure that rooms are secured when unoccupied. Rooms must be locked at lunch. Teachers are responsible for locking their classrooms when leaving the end of the day. **DO NOT LEAVE KEYS UNATTENDED.**

## **LESSON PLANS**

Teachers have the option of completing weekly or bi-weekly lesson plans. These short range plans should include objectives, activities, methods, instructional materials and evaluation. **A copy of your plans is to be submitted online by 7:42 a.m. each Monday. Teachers should also maintain a lesson plan file in the classroom. THE LESSON PLAN SHOULD BE READILY AVAILABLE FOR REVIEW BY THE ADMINISTRATIVE OR DISTRICT STAFF. THESE PLANS SHOULD BE UTILIZED AND REFLECT WHAT IS ACTUALLY BEING TAUGHT IN THE CLASSROOM.**

## **LUNCH DUTY GUIDELINES AND RESPONSIBILITIES**

During lunch, students will spend the period in the cafeteria or in the front section of the courtyard (the front sidewalk from 400 wing to 600 wing is the boundary). To eliminate disruptions, all other sections of the campus will be off limits for loitering and/or passage without proper authorization. If everyone does his or her part, disruptions during third period classes should be kept to a minimum. If a student is dismissed from a class or leaving an office, it is imperative that all teachers and staff members issue a pass indicating his or her destination; without a pass, it is impossible to know if a student needs to return to class or is just trying to go to an area for some unauthorized reason. If a staff member finds a student in a restricted area without a valid pass, he or she should refer the student to the administration for being in an unauthorized area.

Students are to use the restrooms next to the cafeteria; all others will be off limits during lunch. Students are not to leave the main compound to go to the students' parking lot, the teachers' parking lot, the patio area, or the back of the gym. **Teachers are not to allow students to visit classes during either lunch break.**

## **RESPONSIBILITIES FOR STAFF MEMBER ON DUTY AT RESPECTIVE STATIONS**

### **400 wing (fire door should be closed)**

Stop all student traffic on art/400 wing. Only students with passes should be allowed to go to the media center, an office, or a locker.

Monitor traffic at restrooms by the cafeteria.

Do not allow students to loiter; they need to congregate in the cafeteria or in the courtyard.

### **600 wing (fire door should be closed)**

Stop all student traffic going to 500 AND 600 halls. Only students with passes should be allowed to go to classrooms, the gym, offices, or a locker.

Monitor traffic and restrooms by the gym.

Do not allow students to loiter; they need to congregate in the cafeteria or in the courtyard.

### **Gallery—cafeteria side of the "A"**

Students are **not** allowed to walk through the gallery. Have students exit through doors closest to the cafeteria.

Monitor student traffic in the hallway; do not allow students to loiter on the benches, on the window ledges, or in the Band or NJROTC hallway.

Check visitors for proper passes and direct them to office if not in possession.

### **Lunch line**

Check IDs and monitor traffic going into the cafeteria.

After the line is gone, monitor students at the tables until the end of the lunch period.

Do not allow students to loiter in the gallery hallway.

If students choose to stay in the cafeteria, they should stay at the tables.

Do not allow students to leave the building at the teachers' parking lot area.

### **Inside cafeteria**

Monitor students in area of the cafeteria where food is served to help prevent stealing of food.

Once serving line has closed, monitor students who are at the tables.

If students choose to stay in the cafeteria, they should stay at the tables.

Do not allow students to leave the building through the doors at the front of the building.

## **Outside #1 and #2**

Monitor students in all of the designated area from the gallery wall to the front sidewalk boundary.

If lawn equipment is located in the corner by the media center, do not allow students to congregate in that area.

During the first lunch, students should not be allowed to congregate around the classroom windows of the front section of the 600 wing as classes will be in session in this part of the building.

### **Stay on the move to eliminate opportunities for students to huddle and smoke.**

No students should be allowed to go beyond the sidewalk boundary without a valid pass.

### **THE BACK CORNER OF THE MEDIA CENTER IS NOW OFF LIMITS TO ALL STUDENTS DURING EACH LUNCH TIME.**

In case of inclement weather, students should remain in the cafeteria or the gallery. The outside persons should move inside to help monitor students there.

PLEASE REVIEW THE RESPECTIVE ROSTERS TO NOTE LOCATION AND DATES FOR YOUR DUTY. Kathy Stewart and Shane Maglich have accepted morning duty.

## **MAILBOXES**

Mailboxes are provided for all faculty members and are located near the main office. These mailboxes are a very important part of our communication system at Andrews High School. Mailboxes should be checked and the contents removed each morning, during your planning period, and at the end of the day. Memos, directives, mail, and messages will be placed in your mailbox as required.

Communication is dependent upon the regularity of mail check by staff. No faculty meeting time will be utilized to deal with business that can be handled by a memo. **Please read your memos and respond** when a response is requested.

## **OBSERVATIONS AND EVALUATIONS**

All teachers will be observed regularly and will receive some type of feedback; checklist, narrative, or a verbal comment. Those teachers being formally evaluated this year will be notified early in the year and the criteria for evaluation reviewed.

When administrators observe a class, either formally or informally, below are a few things we will look for.

1. All students will be actively involved in a planned lesson. Lesson plans should be available for view at all times.
2. Teachers will actively supervise students and circulate among them.
3. Students will practice the skill being taught.
4. The classroom will be orderly, clean, and attractive. Students work will be displayed.
5. Class rules should be displayed and enforced.
6. Teachers will use positive reinforcement throughout the period.
7. Teachers will stress the need for students to speak clearly, correctly, and in complete sentences.
8. We expect teachers to stress those skills tested on the SAT/ACT and all standardized tests.
9. The teacher will plan for and address the different ability levels and learning styles in the class.
10. Instruction will begin promptly and continue until the end of the period.

## **PURCHASES**

**IMPORTANT! ALL PURCHASES MUST HAVE THE PRIOR APPROVAL OF THE PRINCIPAL AND THE APPROPRIATE DEPARTMENT HEAD. PLEASE SEE MRS. TINDALL FOR REQUEST FORMS. ANYONE NOT FOLLOWING APPROVED PROCEDURES WILL BE PERSONALLY RESPONSIBLE FOR ANY PURCHASES.**

**NOTE:** Calling alterations directly to the vendor once a purchase order has been placed is strictly prohibited. There are to be no phone-in orders without prior approval.

## **RECEIVING GOODS, MERCHANDISE, AND MATERIALS**

Upon receipt of goods or materials, the receiving teacher will verify that everything has arrived or note that which is short and report this to **Mrs. Tindall**. **NO** invoice can be paid without verification that the merchandise has been received. **It is of utmost importance that packing slips be verified with Mrs. Tindall.**

## **SMOKING**

Smoking is prohibited in all indoor school facilities that serve children under age 18. (Policy KGC, issued 4/96).

## **STAFF MEETINGS**

Every 1st and 3rd Tuesday of each month will be reserved for meetings, either departmental, faculty or both. Faculty meetings begin at 3:10 p.m. and should not last beyond 4:00 p.m. Attendance is required of all instructional staff.

## **STUDENT ASSESSMENTS**

Teachers are encouraged to use a **variety of assessments**. It is very important that an **adequate number of assessments** regarding student performance be provided during each nine weeks period.

## **STUDENT ATTENDANCE PROCEDURES**

Everything must be done to encourage regular student attendance. It is important that each teacher keep an accurate record of student class attendance in PowerSchool. It is extremely important that attendance be recorded accurately in each class.



**DAILY ATTENDANCE PROCEDURES:** Under the 4X4 plan, to receive credit, students may miss a maximum of five (5) days in a unit class and three (3) days in a half-unit class. We want to encourage parents to call the school whenever the child is absent due to illness.

**RETURN AFTER ABSENCE:** When a student returns to school after an absence, a note from a parent/guardian or from a doctor should be given to their first period teacher. Students will have three (3) days to turn in an excuse or the absence will automatically be counted as unexcused.

Students who sign out early, upon returning to school, must present a pass from the attendance office to be admitted to any class missed. Special passes will be issued for bus tardies, which will still be excused.

**TARDY POLICY:** Since instructional time is so important, it is necessary that students be in class and prepared for the lesson when the tardy bell rings. Unexcused tardies should be dealt with according to the following procedures:

1st tardy: Warning

2nd tardy: Warning

3rd tardy: After-school detention

4th tardy: Overnight suspension

5th tardy: In-School Suspension

6th tardy: In-School Suspension

7th tardy: In-School Suspension

## **STUDENT CLASSIFICATION**

Students must successfully complete 80% of the course objectives with a minimum of 70% accuracy in English, mathematics, science and social studies courses.

The following minimum criteria governing promotion from one grade to the next are established for the Georgetown County School District:

The following requirements must be met in order to receive a diploma.

### **Classification**

- To be classified as a sophomore, a student must have earned a minimum of four units. Those units must include at least one unit in English, one unit in mathematics, and one unit in social studies.
- To be classified as a junior, a student must have earned a minimum of twelve units. Those units must include two units of English, two units of mathematics, one unit of social studies, and one unit of science.

- To be classified as a senior, a student must have earned a minimum of sixteen units. Those units must include three units of English, three units of mathematics, two units of social studies (one of which must be United States History), and two units of science.

Students will be classified only at the beginning of a school year.

### **STUDENTS' LOCKERS:**

**Students are to go to lockers only at the following times: before school, between classes, before and after lunch and after school. No student is to go to lockers during class time.**

1. Lockers should be kept clean and free from an accumulation of trash and papers.
2. No signs, stickers, or writing are allowed on the lockers.
3. Articles of value should never be kept in lockers.
4. Lockers are to be locked and secured.
5. The school is not responsible for anything missing from the lockers.
6. Lockers are the property of Andrews High School and are subject to searches at the discretion of the Administration.

### **SUPERVISION OF STUDENTS**

**Each teacher is charged with the responsibility of supervision of students. Teachers are not to leave students without supervision at any time. Teachers are to stand at their door and supervise students in the halls during the change of classes.**

**All accidents which occur on school property shall be reported to the principal immediately by the teacher.** A written report should then be submitted stating what happened and what action was taken by the teacher. If a student requires the administration of first aid, only those teachers trained in first aid techniques should administer first aid.

Teachers will be assigned various supervisory duties. Assignments will be made and no changes should be made without permission of the principal. No student should be allowed to leave class unless it is an emergency or requested by an administrator or guidance counselor. **IF A STUDENT HAS PERMISSION TO LEAVE CLASS, HE/SHE MUST HAVE A HALL PASS.**

## **TEACHER ATTENDANCE**

Teacher attendance is paramount to the success of our school. All teachers are encouraged to make every effort to have a perfect attendance record for the school year. The following guidelines will be used to supervise teacher attendance.

**Teachers are expected to arrive at school by 7:30, to be in their classroom at 7:42 a.m. and to supervise their respective hall areas each day. ALL TEACHERS SHOULD BE AT THEIR CLASSROOM DOORS TO ACTIVELY SUPERVISE THE HALLWAYS AT THE BEGINNING OF EACH SCHOOL DAY, BETWEEN EACH CLASS CHANGE, AND AT THE END OF EACH SCHOOL DAY. The teachers' day will end at 3:20 p.m. All Employees are required to sign in and out daily.**

School employees are hired based on professional abilities, character, judgment, and knowledge. Thus, all school personnel should spend the necessary time to do a complete job. **Acceptance of a job in the school makes it imperative for each person to put school responsibilities first. Occasionally, teachers will be requested to participate in school functions requiring time beyond regular school hours.**

Effective schools are characterized by teachers who are in attendance on a regular basis. Although substitute teachers provide a much-needed service and support system, research literature attests to the fact that student learning is hampered, student management often becomes a problem, and the continuity and consistency of the instructional process provided by the regular classroom teacher is affected when teachers are not in attendance. To further support the dire necessity of having teachers in attendance regularly, the district provides monetary incentives yearly to teachers for unused sick leave days.

We do recognize that teachers may be absent due to illness, emergencies, jury duty, professional leave, etc. If you are absent from school, you are required to follow the procedures outlined below:

### **A. SICK LEAVE**

1. Call Dr. Greene **between 5:30 a.m. to 6:15 a.m.**
2. Leave detailed lesson plans in your teacher box.
3. Leave updated class rolls on file with your plans and have the substitute teacher date and mark attendance.

4. Leave your course schedule and assigned duties. Substitutes should assume duties unless otherwise

Indicated by an administrator.

5. Inform your students about expectations of behavior relative to attendance, classroom participation, attitude and behavior.

6. Upon returning to school, review any notes left by the substitute teacher for your information.

7. Upon your return, sign your Absence Report Form and present it to **Dr. Greene.**

8. It is **very important** that you **leave your room keys** for the substitute. If you know in advance that you

will be absent, you may choose to leave them in your mail box.

#### **B. PROFESSIONAL/PERSONAL LEAVE**

1. Secure administrative approval for professional/personal leave from Dr. Greene on the appropriate “request for leave” form. Please **do not** access Kelly Services before notifying Dr. Greene.

## REGULAR BELL SCHEDULE

	<b>1st Lunch</b>	<b>2nd Lunch</b>
7:42	Students may enter	Students may enter
7:50	Begin 1st Block	Begin 1st Block
9:35	End 1st Block	End 1st Block
9:42	Begin 2nd Block	Begin 2nd Block
11:12	End 2nd Block / Begin 1st LUNCH	End 2nd Block
11:17		Begin 3rd Block
11:48	End 1st LUNCH	
11:53	Begin 3rd Block	
12:48		End 3rd Block / Begin 2nd LUNCH
1:23	End 3rd Block	End 2nd LUNCH
1:30	Begin 4th Block	Begin 4th Block
3:00	End 4th Block	End 4th Block

\*Which lunch you and students have will be determined by the third block class.

