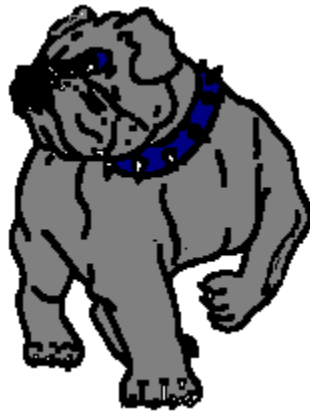


# GEORGETOWN HIGH SCHOOL

## TEACHER HANDBOOK



**2016 – 2017**

***“The mission of Georgetown High School, in cooperation with the home and community, is to provide educational opportunities for lifelong learning and for ethical, productive participation in a democratic society and the global community.”***

## **\*\*\*\*\*Notice to the Public\*\*\*\*\***

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, gender, national origin, religion, age, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

***Dr. Marthena Grate Morant***  
***District Title IX Coordinator***  
***2018 Church Street***  
***Georgetown, SC 29440***  
***Email: [tmorant@gcsd.k12.sc.us](mailto:tmorant@gcsd.k12.sc.us)***  
***Telephone: 843-436-7065***

***Mr. Michael Caviris***  
***District Section 504 Coordinator***  
***2018 Church Street***  
***Georgetown, SC 29440***  
***Email: [mcaviris@gcsd.k12.sc.us](mailto:mcaviris@gcsd.k12.sc.us)***  
***Telephone: 843-436-7125***

All other complaints of discrimination may be filed as specified in Board Policy. The Board Policy Manual may be accessed from the District website.

Complaints of discrimination can also be filed with:

***Office for Civil Rights***  
***US Department of Education***  
***400 Maryland Avenue, SW***  
***Washington, DC. 20202-1475***  
***Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)***  
***Telephone: 202-453-6020***

***Fax: 202-453-6021***

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex

## **\*\*\*Notice for Reporting Abuse\*\*\***

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities.

There are no exceptions to this legal requirement.

Georgetown DSS	546-5134
Georgetown Sheriff	546-5102
Georgetown Police	527-4454

Este manual ha sido diseñado para ayudar a familiarizar a cada uno de ustedes con las directrices de la escuela. No se pretende tener todo incluido, regulaciones y cambios en la política pueden hacerse durante el año escolar a la discreción de la administración o el Consejo de Educación. Si tiene alguna pregunta, inquietud o necesita cualquier información adicional, no dude en comunicarse con la escuela.

Es nuestro sincero deseo de brindar a los niños una educación de calidad que le ayudarán a prepararse para sus actividades futuras. Consulte la página web de la escuela frecuentemente para obtener información sobre las actualizaciones de información pertinente. Mis mejores deseos de una experiencia positiva este año escolar.

"Si tienes dificultad con esta traducción o comprender el idioma Inglés, usted puede, gratuitamente", solicitar los servicios de asistencia de idioma llamando al 843-436-7000.

### **\*\*\*\*\*AVISO AL PÚBLICO \*\*\*\*\***

*En cumplimiento a la Orden Ejecutiva 11246: Título II de Las Enmiendas de Educación de 1976: Título VI de la Ley de Derechos Civiles de 1964, modificada por la Ley de Igualdad en el Empleo 1972; el Reglamento de Aplicación Título IX de las Enmiendas de Educación de 1972: Sección 504 de la Ley de Rehabilitación de 1973; y todas las demás leyes Federales, Estatales, las Normas Escolares, los reglamentos y las políticas, el Distrito Escolar del Condado de Georgetown no serán discriminatorias por motivos de sexo, raza, color, sexo, nacionalidad, religión, edad, o discapacidad en los programas de educación o de las actividades que dirige.*

*Es la intención del Distrito Escolar del Condado de Georgetown cumplir tanto con lo escrito y con el espíritu de la ley asegurándose de que no existe discriminación en sus políticas, normas y las operaciones. Se han establecido procedimientos para que cualquier estudiante, padre/tutor o empleado que cree que ha ocurrido un acto de discriminación pueda presentar una queja.*

*Las quejas alegando la discriminación basadas en sexo bajo el Título IX o basado sobre la discapacidad bajo la sección 504 pueden ser dirigidas a las siguientes personas:*

*Dr. Marthena Grate Morant  
Coordinadora del Distrito Título IX  
2018 Church Street  
Georgetown, SC 29440  
Correo Electrónico: [tmorant@gcsd.k12.sc.us](mailto:tmorant@gcsd.k12.sc.us)  
Teléfono: 843-436-7065*

*Sr. Michael Caviris  
Coordinador del Distrito Sección 504  
2018 Church Street  
Georgetown, SC 29440  
Correo Electrónico: [mcaviris@gcsd.k12.sc.us](mailto:mcaviris@gcsd.k12.sc.us)  
Teléfono: 843-436-7125*

*Todas las demás quejas de discriminación se pueden presentar como se especifica en la Política del Consejo. El Manual de Normas se puede acceder desde la página web del Distrito.*

*Las quejas de discriminación también pueden presentarse con:*

<i>Office for Civil Rights</i>	<i>(La oficina para los Derechos Civiles)</i>
<i>US Department of Education</i>	<i>(Departamento de Educación de los Estados Unidos)</i>
<i>400 Maryland Avenue, SW</i>	
<i>Washington, DC. 20202-1475</i>	
<i>Correo Electrónico: <a href="mailto:OCR.DC@ed.gov">OCR.DC@ed.gov</a></i>	
<i>Teléfono: 202-453-6020 Fax: 202-453-6021</i>	

*Todos los estudiantes que asisten a las escuelas del Condado de Georgetown pueden participar en programas educativos y actividades, incluyendo pero no limitado a la salud, educación física, música, educación vocacional, educación doméstica y de consumo, educación industrial y comercial., educación de negocios/oficina, sin importar raza, color, nacionalidad, religión, género, discapacidad o sexo.*

### **\*\*\*Aviso Para Denunciar Los Abusos \*\*\***

Todos los empleados del Distrito Escolar del Condado de Georgetown están obligados por la ley a informar de inmediato cualquier sospecha de abuso infantil, negligencia o abuso sexual a un niño(a) en el hogar al DSS (Departamento de Servicio Social).

Todos los empleados del Distrito Escolar están obligados por la ley a informar de inmediato a la autoridad policial de cualquier comportamiento sospechoso delictivo en las actividades escolares o patrocinadas por la escuela.

No hay excepciones a este requisito legal.

Departamento de Servicio Social de Georgetown  
Oficina del Jefe de Policía de Georgetown  
Policía de Georgetown

546-5134  
546-5102  
527-4454

## **Student Complaints, Harassment, Intimidation, Bullying and Sex/Gender Discrimination**

From Policy JICFAA; Policy JFH; Policy JICFB: The board prohibits acts of discrimination, harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. While the district generally does not have jurisdiction to respond to acts of discrimination, harassment, intimidation or bullying of a student by another student or group of students that occurs at times or in places other than those indicated above, the board encourages students and parents/legal guardians to report such incidences to law enforcement.

For purposes of these policies harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to discrimination, harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of these policies to the principal or his/her designee. The principal or his/ her designee will handle any violations by complying with the Level III, Criminal Conduct consequences listed in the district discipline code of conduct. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of discrimination, harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Procedures that are set forth in the policies above will be used to process student/parent complaints of discrimination based upon alleged violations of Title VI (race); Title IX (gender); Section 504 (disability) or alleged discrimination based on religion, national origin or color. If a student/parent complaint alleges discrimination, the principal will notify the appropriate school/or District coordinator, who will be involved in the investigation and resolution of the complaint.

Policy location: GCSD website

# **GBAA**

## **SEXUAL HARASSMENT**

Issued: 01/07

Rescinds: GBAA

Issued: 5/97

*Page 1 of 1*

The School District of Georgetown County respects the worth and dignity of each student and employee and will not tolerate or condone any type of sexual harassment in the work and school environment. The district will not permit sexual harassment of an employee or a student by another employee, student, non-employee, or non-pupil. The School Board considers sexual harassment to be a major offense which may result in disciplinary action against any employee or student involved, including possible termination of the employee and expulsion of the student. Supervisors who fail to follow the policy or fail to investigate complaints may also be disciplined, up to and including termination.

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#### **LEGAL REFERENCES:**

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, 42USC.2000E

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***Georgetown County Board of Education***

# **GBAA-R**

## **SEXUAL HARASSMENT**

Issued: 01/07

Rescinds: GBAA-R

Issued: 05/97

Page 1 of 2

### **Administrative Implementation Procedures:**

1. Sexual harassment may include, but is not limited to:
  - a. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
  - b. Subtle pressure or requests for sexual activity.
  - c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship.
  - d. Creating a hostile work or learning environment, including the use of innuendoes or overt or implied threats.
  - e. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body.
  - f. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or a student's status.
  - g. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a student's status.
  - h. Sexual assault or battery as defined by current law.
  - i. Any sexual relationship between a student and an employee of the District.
2. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. Students should discuss the problem with their principal or other certified staff members.
3. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to

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**Georgetown County Board of Education**

# **GBAA-R**

## **SEXUAL HARASSMENT**

Issued: 01/07

Rescinds: GBAA-R

Issued: 05/97

*Page 2 of 2*

the Executive Director for Human Resources or the district's Title IX Officer. If a student's principal is the object of a harassment complaint, the student may bypass the principal and report directly to the Executive Director for Human Resources. Complaints against the Superintendent shall be directed to the Board. An employee who feels that he or she is being harassed should immediately report such incident to his or her immediate supervisor by filing a complaint in accordance with Board Policy GBK. If the employee feels his or her immediate supervisor is the source of, contributes to or condones the sexual harassment, they may proceed to the next level administrator or the district Title IX Officer as the first step in the grievance process.

4. All complaints of harassment or of inappropriate conduct of a sexual nature will be investigated promptly and appropriate steps will be taken to correct or rectify the situation.
5. Individuals who file a complaint of harassment or inappropriate conduct of a sexual nature will not be subject to retaliation in any form.
6. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
7. There will be publication of information to all Georgetown County School District employees and students that will inform them of the sexual harassment policy.
8. Information may be disseminated in a variety of ways, including, but not limited to:
  - a. Announcements;
  - b. Policy postings;
  - c. Students/Employee Handbook; and
  - d. District Website
  - e. Other communications, as determined appropriate by the District.

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***Georgetown County Board of Education***

Purpose: To establish the Board's expectations for Georgetown County School District staff conduct.

The Board reaffirms the belief that one of the best methods of instruction is that of setting a good example. Therefore, District staff members are expected to set the kind of example that will serve students well in managing their own conduct and behavior and subsequently, will contribute to an appropriate school atmosphere.

Staff members are expected to present a professional appearance, dressing in accordance with safety regulations and in a manner appropriate for the work assigned. To that end, in dress, conduct and interpersonal relationships, all staff should recognize that they are being observed continuously by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern of and warrant the attention of the District if the employee's conduct impairs his/her ability to effectively perform his/her job responsibilities; if it casts the District in a negative light, or if the conduct violates Federal law, State law, and/or Board policy.

No employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct or criminal conduct. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

Employees of the District who are in the presence of students while on duty will not use profanity, will not consume alcoholic beverages and will not use tobacco in any form.

All employees will maintain professional and appropriate relationships with students at all times, both inside and outside of school. No employee may engage in any conduct of a sexual nature with students at any time. This includes any action or conduct communicated or performed in person, in writing or electronically.

The following list, though not all-inclusive, includes some of the conduct that will subject an employee to disciplinary action:

- possessing, using, selling, manufacturing, distributing or dispensing any illegal drug or alcoholic beverage while on duty or on any District property
- fighting or deliberately harming another person
- being absent without approval
- refusing to follow a supervisor's instructions and directions
- failing to adhere to safety and health rules as established by Federal law, State law and/or District rules and regulations
- intentionally damaging or destroying District property



## **GBEB**

### **STAFF CONDUCT**

*Issued: 2/10*

*Rescinds: New*

*Page 2 of 2*

- using profane or obscene language which is inappropriate in the school setting
- having any interaction/activity of a sexual nature or intent with a student
- possessing weapons on District property unless otherwise authorized by law
- using District property without prior authorization
- behaving in an inappropriate manner to the extent that the employee's ability to perform his/her work is adversely affected
- harassing, intimidating or bullying a student, coworker or member of the public
- posting inappropriate personal information or pictures on any social networking website which results in disruption of the school environment or which impairs the employee's credibility or performance.

Any violation of the staff conduct policy by an employee will be grounds for immediate disciplinary action as determined appropriate by the District, including unpaid suspension and possible termination of employment. In such cases, an employee will be informed of his/her right to any hearing or due process procedure that may be applicable under State law or Board policy.

#### **Arrest of an employee**

The Board delegates specific authority to the Superintendent to take appropriate employment action with regard to an employee who has been arrested for any reason. The nature of the offense, whether a misdemeanor or a felony, and any possible danger or perceived danger to students, coworkers or the District will be considered in determining the most appropriate disciplinary sanction or employment action. An employee is expected to notify the District administration within 24 hours of any arrest and to keep the administration informed of the continuing status of any criminal charges filed against the employee.

**GBEBB**  
**STAFF CONDUCT WITH STUDENTS**

*Issued: 2/10*

*Rescinds: New*

Page 1

Purpose: To establish the board's vision and the basic structure for appropriate staff conduct with students.

The relationship between staff members and students in the District should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff members will treat each other with respect.

All employees are expected to exercise good judgment and maintain professional boundaries when interacting with students, in all curricular and extracurricular activities, both on and off District property.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two persons or between the employee and the parent/legal guardian of the student. However, employees and students should immediately report a violation or perceived violation of the District's nondiscrimination and anti-harassment policy regardless of whether a conference has been held.

**Sexual misconduct**

Any behavior of a sexual nature between employees and students is strictly prohibited.

No employee may use his/her status as an employee to adversely influence a student of the District. No employee may date, make sexual advances toward or engage in any sexual relationship with a District student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made, or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct will immediately report it to the appropriate District administrator (*Human Resources*). After a thorough investigation and depending upon the nature of the charges, the District will take appropriate disciplinary action, up to and including dismissal, and contacting law enforcement officials.

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Cf. AC, JB, GBAA, GBEB, JI, JLF

Adopted ^

Legal references:

A. Federal statutes:

1. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, national origin, religion or sex.
2. Title IX of the Education Amendments of 1972, 20 USC Section 1681, et seq. - Prohibits discrimination on the basis of sex.

B. S.C. Code of Laws, 1976, as amended:

1. Section 16-3-655 - Criminal sexual conduct with a minor.
2. Section 16-3-800, et. seq. - Sexual performance by children.

## **ABSENCES / ATTENDANCE**

All employees of Georgetown High School are expected to report to work daily and punctually. The normal hours for faculty members when students are in attendance are 7:30 A.M. to 3:30 P.M. If a teacher has a duty assignment, it is important to report to the duty post by 7:25 A.M.

In order to give lead-time in securing a substitute and to avoid interruption of instruction or services, employees must notify a designated person as far in advance as possible. Attendance at approved workshops, conferences, etc. requires at least a one-day notification before the staff member is to be absent from school. You must use the calling system to secure a substitute. Mr. Walker can be reached at (843) 485 – 7946 or (843) 833 - 2866.

### **In the event of an absence, employees must use the following procedure:**

You must secure a substitute and provide the designated administrator with details. **You may leave a message on the answering machine, but you must leave a telephone number at which you can be reached. Lesson Plans must be provided to substitute teachers no later than the beginning of 1<sup>st</sup> block.**

#### **SICK LEAVE:**

Sick Leave                      Refer to School Board Policy Manual  
Maternity Leave              Refer to School Board Policy Manual  
Professional Leave          Refer to School Board Policy Manual

#### **PERSONAL LEAVE:**

Three (3) days of sick leave **may be** used for personal leave each year. Each teacher wanting to use a personal day must make the request in writing to the principal.

Personal Leave Procedures:

1. All personal leave requests must be e-mailed five (5) days in advance of the leave.
2. Approval/Disapproval will be given the next day.

#### **ATTENDANCE AT SPECIAL MEETINGS:**

All teachers must attend special meetings such as Open House, Report Card Pick-Up sessions, or any other designated meeting required by the principal. The hours obtained at these functions will count towards the time used on Flex Days. Failure to attend may result in time being docked for absences. The principal must be notified at least twenty four (24) hours in advance if a teacher will not be in attendance. Emergencies will be considered by the principal.

## **ACCIDENTS**

Should a student become injured while under a teacher's charge, the teacher must immediately notify the school nurse. An accident report must be completed. The accident report must include details of the accident and actions taken by the teacher. **All accidents on school property or during a school sponsored activity must be reported to the principal on the day of the accident.**

Employees who are injured on the job must notify an administrator immediately. An accident report and a worker's compensation form must also be completed. These forms can be secured from the school nurse or the senior secretary in the absence of the nurse.

## **AFTER SCHOOL DETENTION**

After school detention will be held on the following Tuesdays and Thursdays during the school year and will be administered by **Mr. Randy Gamble**.

August	25		February	2	
	30			7	
				9	
September	1			14	
	8			16	
	13			23	
	15			28	
	20				
	22		March	2	
	27			7	
	29			9	
				14	
October	4			16	
	6			21	
	11			23	
	13			28	
	18			30	
	25				
	27		April	4	
				6	
				11	
November	1			25	
	3			27	
	15				
	17				
	29		May	2	
				4	
				9	
				11	
December	1			16	
	6			18	
	8			23	
	13			25	
	15				
			June		
January	5				
	10				
	19				
	24				
	26				
	31				

# Georgetown High School

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## Regular Bell Schedule

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<b>7:50</b>	<b>First Bell</b>
<b>8:00 – 9:45</b>	<b>Channel One + First Block</b>
<b>9:50 – 11:20</b>	<b>Second Block</b>
<b>11:20 – 11:55</b>	<b>3A Lunch</b>
<b>12:00 – 1:30</b>	<b>3A Class</b>
<b>11:25 – 12:10</b>	<b>3B Class</b>
<b>12:10 – 12:40</b>	<b>3B Lunch</b>
<b>12:40 – 12:45</b>	<b>Return from 3B Lunch</b>
<b>12:45 – 1:30</b>	<b>3B Class</b>
<b>11:25 – 12:55</b>	<b>3C Class</b>
<b>12:55 – 1:30</b>	<b>3C Lunch</b>
<b>1:35 – 3:05</b>	<b>Fourth Block</b>

### **LUNCH PERIODS:**

Georgetown High School will have three (3) lunch periods. Teachers must follow their lunch assignments each day; **there must be no deviations from this schedule.**

#### **Lunch A (11:20 – 11:55)**

NJROTC, Fine Arts, PE, Drivers Ed., & Career Center

#### **Lunch B (12:10 – 12:40)**

English, Social Studies, & Downstairs Special Ed.

#### **Lunch C (12:55 – 1:30)**

Science, Math, Upstairs-Special Education, & Foreign Language

**Georgetown High School buildings will open at 7:15 a.m. each day.  
Students should not arrive on GHS campus earlier than 7:15 a.m. each day.**

**Students who are on GHS campus after 3:20 p.m. must be under the direct supervision of a GHS Faculty/Staff Member**

# **Georgetown High School**

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## **HOMEROOM SCHEDULE**

7:50	First Bell
8:00–9:45	Channel One + 1 <sup>st</sup> Block Class
9:50–11:00	2nd Block Class
11:00–11:05	Students Report to Homeroom
11:05-11:20	Homeroom Period
11:20	Follow Regular Bell Schedule

\*Students with late arrival are expected to attend announced homeroom meetings.

## **2 HOUR DELAY SCHEDULE - BREAKFAST WILL NOT BE SERVED**

9:50	Report to 1 <sup>st</sup> Block
10:00 –11:00	1 <sup>st</sup> Block Class
11:05 –12:05	2 <sup>nd</sup> Block Class
12:10 – 12:30	3A Lunch
12:35 – 1:41	3A Class
12:10 – 12:40	3B Class (Part I)
12:40 –1:05	3B Lunch
1:10 –1:41	3B Class (Part II)
12:10 –1:15	3C Class
1:15 –1:41	3C Lunch
1:46– 3:05	4 <sup>th</sup> Block Class

## **BOOK BAG POLICY**

Students may bring books to school in book bags. **However, each student's book bag must be placed in his or her locker before the beginning of the first class, and it may not be removed until the end of school day.** Failure to comply will result in disciplinary consequences.

## **BUDDY TEACHERS**

Experienced teachers who are new to GHS will be assigned a buddy teacher. The buddy teacher is to provide information regarding the operation of Georgetown High. **The administration will meet with all new teachers at GHS prior to the school year to address most of the policies & procedures below. However, the Buddy Teacher is to assist the New Teacher with any of these issues below.**

1. Arrival and dismissal times for teachers
2. **Hall duty between classes and before and after school**
3. Discipline and discipline notices
4. Following district grading policy
5. **Do Not** teach anything related to sex education or religion without the written permission of the principal.
6. Attendance – explain procedures for entering in PowerSchool
7. Duty roster and description of duty
8. **Lesson plans (format available on G drive)**
9. How to determine lunches
10. Classroom rules and consequences (Post in classroom.)
11. Assigning textbooks and list
12. Student handbooks
13. Email and internet usage
14. Make-up work policy
15. Book bag Policy
16. Location of copiers
17. Calculating and entering grades into PowerSchool
18. The importance of entering information accurately in PowerSchool
19. Media equipment available
20. Hall passes (**Blue Passes Only**)
21. Teacher restrooms
22. Homeroom responsibilities
23. **Daily checks of sign-out list, attendance list, and first-block tardy-admit slips for suspended students**
24. Block scheduling and quarters
25. Reservations for library and computer labs

- 26. Teacher detention – 24 hour notice
- 27. Student computer usage (internet)
- 28. Sending students to the nurse
  
- 29. Sending students to the guidance office
- 30. Classroom telephone
- 31. Kennel Club
- 32. Students of the Month
- 33. Pep Rallies
- 34. The importance of attending meetings
- 35. Accounting for school money
- 36. Substitute Procedure
- 37. Parking Sticker
- 38. Setting up Voice Mail in Classroom
- 39. Web Page
- 40. Testing Dates
- 41. Tardy and ID Policies

## **CELL PHONES**

Occasionally, teachers may find it necessary to bring cell phones to school. If a teacher chooses to have a cell phone on campus, the phone must be kept out of view of students and turned off during instructional time to avoid class distraction. **Teachers should never use their cell phone to talk or text during instructional time.**

Confiscated cell phones/electronic devices from students must be brought to Main Office by the teacher and given to Mrs. Venters. Please label with student name, teacher, and date/time confiscated.



## **CHARACTER WORDS OF THE MONTHS**

**September – Honesty**

**October – Integrity**

**November – Sportsmanship**

**December – Respect**

**January – Confidence**

**February – Responsibility**

**March – Perseverance**

**April – Courtesy**

**May – Judgment**

## **EMPLOYEE REPORTING REQUIREMENTS FOR CHILD ABUSE OR NEGLECT AND SUSPECTED CRIMINAL ACTIVITY DISTRICT POLICY JG**

State law requires that certain individuals, including nurses, mental health professionals, school teachers, counselors, principals, assistant principals, and social workers, who in their professional capacity have received information which gives them reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, must report the suspected abuse or neglect to the appropriate authorities. The required report may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found. All other District employees who have reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect may report, and are encouraged to report, the suspected abuse or neglect as provided above.

State law also requires that school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property. All other District employees who are on notice that a person is engaging or has engaged in activities described above must report the activities to an administrator or supervisor, who will then contact law enforcement authorities, as provided above.

### **CLASS INTERRUPTIONS**

Class interruptions must be limited to emergencies only. The teaching and learning process must not be disrupted.

### **CLASSROOM MANAGEMENT**

Each teacher is expected to maintain a classroom environment that is safe, orderly, and conducive to learning. Classroom rules and consequences must be posted in plain view of all students. **Before a discipline referral is submitted to an administrator for a minor discipline problem (talking, eating, sleeping in class etc.), the student's parent(s) must be contacted, so they are aware of the problem.** In the event that the misbehavior recurs, a statement that a parent has been contacted must be indicated on a discipline referral and given to the appropriate grade level administrator. Discipline referrals for serious behavior problems must be turned in immediately after the incident occurs or by the end of that school day.

### **CLASSROOM MAINTENANCE REQUESTS**

Maintenance requests should be reported to the building manager, Mr. Karon Jackson, via email and CC'ed to Mrs. Beth Cribb.

Teachers should emphasize the importance of respecting school property, equipment, and classrooms.

## **CLASSROOM VISITATION BY PARENTS**

It is the practice of the Georgetown High School administration to encourage parents/guardians to visit classrooms. Parents must have the permission of the principal or an assistant principal to visit a classroom. The parent(s) must sign in with the main office secretary and wear a GHS visitor pass.

## **CLUB SPONSORS**

Each teacher should sponsor a club unless already performing an after school functions for GHS such as coaching a sports team, drill team, etc. Any club from the list may be chosen. If a club is not chosen, the teacher may be assigned to other duties by the principal or an assistant principal. All clubs must be active and perform a service for the GHS community in order to remain in good standing.

**Club sponsors must submit ALL planned meeting dates and activities to Mrs. Venters in advance.** Club sponsors are responsible for the behavior and safety of club members during club activities and must supervise members at all times. **Club sponsors must remain at the meeting sites until all club members have departed.**

### **Homeroom Sponsors:**

Homeroom teachers will serve as sponsors for the homeroom levels to which they are assigned.

**Junior homeroom teachers** will assist with GHS prom as needed.

**Senior homeroom teachers** are required to serve on the GHS senior committee, which will be involved in activities such as graduation and etc.

## **CONFERENCES**

Parent-Teacher conferences are a vital part of the teacher's work. Parents usually request a conference when they need assistance and advice about their children. Teachers should consult with an administrator if they feel apprehensive about meeting with a parent. Listed below are some ideas that will help the teacher in the conference setting:

### **Planning**

1. A teacher should help the student understand that a parent-teacher conference is in his/her best interest. He/She may ask the student to suggest specific points or areas to be included during the conference.
2. The teacher should list the points he/she wants to develop on a sheet of paper prior to the conference.
3. When arranging the conference, the teacher should specify a definite starting and closing time.
4. The teacher should have available his/her gradebook, examples of the student's work, the textbook, or any other material that might assist in the conference.
5. The teacher must select a comfortable place that will give the greatest amount of privacy.

### **Beginning**

1. **Listen more and speak less!**
2. It is suggested that the teacher come out from behind his/her desk and welcome the parent, using some neutral topics of conversation before plunging into the conference.
3. The conference should begin with positive news about the student. Sometimes a teacher must dig hard to find such news. The teacher should proceed in a friendly manner, and he/she should be honest.
4. The teacher should listen to what the parent has to say without appearing shocked or resentful so that he/she may learn as much as possible from the parent.

### **Ending**

The conference should end on a positive note by communicating good news to the parent.

## **COMMUNICATION**

### **E-Mail:**

Much of the communication will be via e-mail. E-mail must be checked daily and responses should be timely. Inappropriate materials such as jokes and chain letters must not be sent via e-mail.

### **Communication With Parents:**

It is extremely important for teachers to contact parents by phone, letter and email. Contacting parents to communicate student academic performance and student behavior can establish positive relationships. Please contact parents often.

### **Mailboxes:**

All faculty members are provided mailboxes in the teacher workroom. Memos, directives, and messages will be placed in mailboxes. They must be removed daily.

## **VOICE MAIL:**

### **TO SET UP VOICE MAIL (VM)**

There are two types of phones – some have all of the buttons on the right hand side in a straight line – the other one has buttons on the top and the middle of the phone.

Open VM Feature (F) 981 – screen will ask for password – 0000 (default for entire building) – you must change your password – any four numbers - 0 cannot be your first number - you may use 0 anywhere else – enter new password again to verify – pick up handset immediately to record your name – it is suggested that you only say your name (Jane Doe) – OK – play back to hear – if OK – accept – if not OK – retry

If the buttons are on the right hand side use your # key to OK - if the buttons are on top use the three keys in the middle of your phone

You will see the info you need on your window and the message will be on your phone. Wait for it.

### **TO RETRACT MESSAGES**

Pick up handset – F 981 or Open Voice Mail – your code – use middle buttons or # key and do what the viewing window or voice instructs you to do. Please be sure to delete your messages – don't let them accumulate all year long. On the old phone #8 deletes.

### **CODES**

Leave Voice Mail–Feature 980– phone will not ring in room–goes straight to e-mail

Open Voice Mail–Feature 981–open and check your e-mail

Transfer Voice Mail–Feature 986–use to transfer a call to room–phone will not ring

Whether via e-mail, via voice mail or via mailboxes, memos must be read and responded to in a timely manner when requested.

**Students are not to be sent to mailbox or faculty lounges**

### **CONFUSABLE WORDS**

- |                               |                             |
|-------------------------------|-----------------------------|
| 1. accept / except            | 26. it's / its              |
| 2. advice / advise            | 27. let / leave             |
| 3. affect / effect            | 28. lie / lay               |
| 4. already / all ready        | 29. notable / noticeable    |
| 5. altogether / all together  | 30. object / subject        |
| 6. are / our / hour           | 31. passed / past           |
| 7. bad / badly                | 32. peace / piece           |
| 8. beside / besides           | 33. plain / plane           |
| 9. between / among            | 34. principal / principle   |
| 10. brake / break             | 35. proceed / precede       |
| 11. can / may                 | 36. quit / quite / quiet    |
| 12. capital / capitol         | 37. raise / rise            |
| 13. cite / sight / site       | 38. reward / award          |
| 14. clothes / cloth           | 39. see / sea               |
| 15. compare / contrast        | 40. sit / set               |
| 16. compare with / compare to | 41. than / then             |
| 17. course / coarse           | 42. there / their / they're |
| 18. delusion / illusion       | 43. through / threw         |
| 19. device / devise           | 44. to / two / too          |
| 20. faint / feint             | 45. waist / waste           |
| 21. farther / further         | 46. week / weak             |
| 22. here / hear               | 47. whether / weather       |
| 23. hole / whole              | 48. who's / whose           |
| 24. imply / infer             | 49. your / you're           |
| 25. insight / incite          |                             |

## **COPIER USE**

Copiers are located on the first and second floors and the Career Center. **Do not send students to the copiers.** The copier in the front office is for office use **ONLY**.

## **DETENTION (AFTER SCHOOL)**

Teachers may assign students after-school detention to be held in their own classrooms. **Each student must be given at least a twenty-four-hour notice** of the detention and a parent must be contacted regarding the detention. A discipline referral must be written for the detention and signed by the student. Since a copy of the referral is not given to the student, the student's signature is a record that he/she is aware of the detention. If the student does not attend the detention, then the teacher will write a note on the referral indicating that the student did not report to the detention. The grade level administrator will then assign an hour detention, which is usually held on Tuesdays and Thursdays in room #136 from 3:10 P.M. until 4:10 P.M.

## **DRESS - FACULTY**

**Each faculty member must consider his/her job assignment in regard to appropriate attire. Educators are professionals and must dress accordingly.**

## **DUTIES OF DEPARTMENT CHAIRPERSONS/PLT LEADERS**

1. Submit department budget to the administration.
2. Maintain an updated inventory of equipment, textbooks, instructional material, etc.
3. Handle checkout lists for materials.
4. Check in new materials and inventory them during the school term
5. Direct the evaluation of textbooks, teaching materials, and supplies with other department heads.
6. Evaluate materials for a new course before adding to curriculum.
7. Supervise the orientation of new teacher(s)
8. Review lesson plans and observe teachers.
9. Interview prospective teachers when possible.
10. Monitor teacher attendance (sign-in/sign-out) and conference w/teacher as necessary
11. Assist w/substitute teachers (open classes door and ensure lesson plans available.
12. Meet with other chairs and principal and dispense information to the department.
13. Ensure PLT meetings are being conducted & minutes of these PLT managements are placed on G drive
14. Receive and compile course descriptions for pre-registration.
15. Develop new course(s) and course description(s).
16. Coordinate curriculum within the department.
17. Evaluate and make recommendations for changes in department curriculum
18. Select and present departmental awards.
19. Write letters of recommendation.
20. Coordinate curriculum for grades 9-12.
21. Disseminate Exit Exam information and materials.
22. Act as liaison between teachers and administrators whenever necessary.
23. Serve on committee for selection of students for honors and advanced placement courses.
24. Perform other duties as assigned by the administrator.

## **Duties of Teachers (Outside the Classroom)**

The supervision of students before school, during lunches, and after school is extremely important. **Teachers must be at their assigned duty posts on time.**

Teachers are also responsible for being in the halls during class changes and after the dismissal bell.

### **Lunch Duty Descriptions**

**Please read the description of the lunch duty post to which you are assigned. Lunch duty lasts throughout the entire lunch period.**

**Lunch Door** – Check ID badges before allowing students to enter the cafeteria. Seniors have a “head of the line” privilege. Students with GHS issued ID badges should be allowed to enter the cafeteria ahead of those who have temporary ID badges.

**Lunch Line** – Monitor the lunch line. Do not allow students to break in line or wear someone else’s ID badge. Students should be in a single file line. Remain in the Joe Isaac Student Center throughout the entire lunch period.

**Restrooms** – (*Off Student Center*) Do not allow students to “hang out” in or near the restrooms. Students may not walk past the restroom areas or into the stairwells unless they have a hall pass. Students may use the exit that leads to the patio.

**Student Parking Lots** – No one is allowed without a pass and approval from an administrator.

**Patio** – Monitor student behavior. *Assigned specifically to vending machine area or area nearest the English hallway exit.* These areas cannot be properly supervised from inside the faculty break room, classrooms, etc.

**Student Center** - Monitor student behavior.

**Gym Hall** – A hall pass is required unless it is raining. Students may access vending machines through this hallway if it is raining outside.

**GEORGETOWN HIGH SCHOOL  
MORNING DUTY ROSTER  
2016 - 2017**

Team	FRONT CAMPUS	STUDENT CENTER		DOWN-STAIRS REST-ROOMS	Parking Lots		Patio & Bus Area
Mon	Reid	Kosienski		Pieterse	McCants		PMD
	Butts	Yeargin			J. Walker		TMD
		Ramsing					Cribb/Cook
Tues	Reid	PE Vac Thornton		Hahn	J. West		TMD/PMD
	Butts	Hapeshis			Willm		Cribb/Cook
Wed	Reid	Westbrook		Todd	Hebard		PMD
	Butts	Haines			Phillips		TMD
		Miller					Cribb/Cook
Thurs	Reid	Griffin		Altman	Morgan		TMD
	Butts	Dorr			Ward		PMD
		Studley					Cribb/ Cook
Fri	Reid	G. Bonds		Wilson	Scott		PMD
	Butts	McCarty			Arrowood		TMD
		Eppolito					Cribb/Cook

**GEORGETOWN HIGH SCHOOL  
AFTERNOON DUTY ROSTER  
2016 – 2017**

TEAM	FRONT CAMPUS	STUDENT CENTER	BUS AREA	Parking Lot	Parking Lot
Mon	Garcia	Greene	R. Gamble	Thompkins	Clark
			TMD / PMD	Thomas	Jones
Tues	Silva	Palmer	R. Gamble	Hammond	Sturkin
			TMD / PMD	Sweeney	Jones
Wed	Gates	Distler	R. Gamble	Grayson	Morris
			TMD / PMD	Langston	Jones
Thurs	Tiberio	McNutt	R. Gamble	Duke	Lambert
			TMD / PMD	Lee	Jones
Fri	L. Bonds	Barrow	R. Gamble	C. West	Barnes
			TMD / PMD	Edwards	Jones



**GEORGETOWN HIGH SCHOOL  
LUNCH DUTY ROSTER 2016- 2017**

**LUNCH A (11:20 11:55) NJROTC, Fine Arts, Physical Education, Career Center, Foreign Language**

	<b>Team A</b>	<b>Team B</b>	<b>Team C</b>
<b>Lunch Door</b>	<b>McCarty</b>	<b>J. Walker</b>	<b>Miller</b>
<b>Lunch Line</b>	<b>Garcia</b>	<b>Ramsing</b>	<b>Eppolito</b>
<b>Restrooms off Student Center</b>	<b>Barnes</b>	<b>Lambert</b>	<b>Altman</b>
<b>Patio (Vending)</b>	<b>G. Bonds</b>	<b>Morris</b>	<b>PE Vac</b>
<b>(Eng. Exit)</b>	<b>Westbrook</b>	<b>McCants</b>	<b>Morgan</b>
<b>Student Center/ Gym Hall</b>	<b>Silva</b>	<b>Tiberio</b>	<b>Clark</b>

**LUNCH B (12:10 – 12:40) English, Social Studies, & Downstairs Special Ed.**

	<b>Team A</b>	<b>Team B</b>	<b>Team C</b>
<b>Lunch Door</b>	<b>Kosienski</b>	<b>Hebard</b>	<b>Sweeney</b>
<b>Lunch Line</b>	<b>Hammond</b>	<b>Dorr</b>	<b>Yeargin</b>
<b>Restrooms off Student Center</b>	<b>Barrow</b>	<b>Duke</b>	<b>McNutt</b>
<b>Patio (Vending)</b>	<b>Phillips</b>	<b>Griffin</b>	<b>Hapeshis</b>
<b>(Eng. Exit)</b>	<b>Langston</b>	<b>Gates</b>	<b>Lee</b>
<b>Student Center/ Gym Hall</b>	<b>C. West</b>	<b>Prudhomme</b>	<b>Palmer</b>

**LUNCH C (12:55 – 1:30) Science, Math, Upstairs Special Ed.,**

	<b>Team A</b>	<b>Team B</b>	<b>Team C</b>
<b>Lunch Door</b>	<b>Willm</b>	<b>L. Bonds</b>	<b>Edwards</b>
<b>Lunch Line</b>	<b>Thornton</b>	<b>Distler</b>	<b>Thompkins</b>
<b>Restrooms off Student Center</b>	<b>Todd</b>	<b>Pieterse</b>	<b>Greene</b>
<b>Patio (Vending)</b>	<b>West</b>	<b>Scott</b>	<b>Arrowood</b>
<b>(Eng. Exit)</b>	<b>Ward</b>	<b>Thomas</b>	<b>Hahn</b>
<b>Student Center / Gym</b>	<b>Grayson</b>	<b>Wilson</b>	<b>Brown</b>

## **LUNCH DUTY CALENDAR**

Aug. 17-19 <b>Team A</b>	Aug. 22-26 <b>Team B</b>			
Aug. 29-31 <b>Team C</b>	Sept. 1-2 <b>Team C</b>	Sept. 6-9 <b>Team A</b>	Sept. 12-16 <b>Team B</b>	Sept. 19-23 <b>Team C</b>
Sept. 26-30 <b>Team A</b>	Oct. 3-7 <b>Team B</b>	Oct. 10-14 <b>Team C</b>	Oct. 17-20 <b>Team A</b>	Oct. 24-28 <b>Team B</b>
Oct. 31 <b>Team C</b>	Nov. 1-4 <b>Team C</b>	Nov. 7-10 <b>Team A</b>	Nov. 14-18 <b>Team B</b>	Nov. 21-22 <b>Team C</b>
Nov. 28-30 <b>Team A</b>	Dec. 1-2 <b>Team A</b>	Dec. 5-9 <b>Team B</b>	Dec. 12-16 <b>Team C</b>	
Jan. 2-6 <b>Team A</b>	Jan. 9-11 <b>Team B</b>	Jan. 17-20 <b>Team C</b>	Jan. 23-27 <b>Team A</b>	
Jan. 30-31 <b>Team B</b>	Feb. 1-3 <b>Team B</b>	Feb. 6-10 <b>Team C</b>	Feb. 13-17 <b>Team A</b>	Feb. 21-24 <b>Team B</b>
Feb. 27-28 <b>Team C</b>	Mar. 1-3 <b>Team C</b>	Mar. 6-10 <b>Team A</b>	Mar. 13-16 <b>Team B</b>	Mar. 20-24 <b>Team C</b>
Mar. 27-31 <b>Team A</b>	Apr. 3-7 <b>Team B</b>	Apr. 10-13 <b>Team C</b>	Apr. 24-28 <b>Team A</b>	
May 1-5 <b>Team B</b>	May 8-12 <b>Team C</b>	May 15-19 <b>Team A</b>	May 22-26 <b>Team B</b>	
May 30-31 <b>Team C</b>				

## **EATING AREAS**

Teachers may eat meals in the Joe Isaac Student Center or the teacher's lounges. Students are permitted to eat breakfast in the Joe Isaac Student Center **only**. Students are permitted to eat lunch in the Joe Isaac Student Center or on the patio.

## **EMPLOYEE SUSPENSION AND DISMISSAL- add on**

### **GBEAB**

#### **EMPLOYEE SUSPENSION AND DISMISSAL**

Issued: 02/10

Rescinds: GBEAB

Issued: 10/09

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#### **I. Offenses That Can Result in Employee Dismissal**

Certain serious incidents of employee misconduct or violations of School District policies or procedures or unsatisfactory performance may result in the immediate termination of any employee on the first offense. The following list is not all-inclusive, but outlines the types of violations that may result in immediate termination.

- A. Reporting to work under the influence of, possessing an open container on the job, or consuming at work any alcoholic beverages
- B. Reporting to work under the influence of, possessing on the job, or consuming at work any controlled substance, illegal drug or narcotic without a prescription
- C. Use of illegal drugs at any time and in any place, including but not limited to crack/cocaine or methamphetamines
- D. Fighting on the job
- E. Refusing to follow directions or to perform work assigned by the supervisor
- F. Falsifying or tampering with any school or District records
- G. Theft, unauthorized use, or destruction of School District or another employee's property
- H. Use of profane, abusive, or derogatory language
- I. Unauthorized and improper possession of firearms or other dangerous weapons on School District property
- J. Improper, inappropriate, or unprofessional relationships with students
- K. Failure to report any arrest and/or convictions other than minor traffic violations while employed by Georgetown County School District
- L. Violation of any School rule or policy

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***Georgetown County Board of Education***

# GBEAB

## EMPLOYEE SUSPENSION AND DISMISSAL

Issued: 02/10

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- M. Unsatisfactory performance or neglect of duties
- N. Lack of judgment in execution of duties
- O. Possessing weapons on District property unless otherwise authorized by law

### II. Dismissals

#### A. Certified Employees

Any teacher or other certified employee may be dismissed at any time in either of the situations described below. Any notice of dismissal must be in writing from the Superintendent and must state the reasons for the dismissal.

1. The teacher or other certified employee fails or is incompetent to give instruction in accordance with the directions of the Superintendent or otherwise manifests an evident unfitness for teaching. Evident unfitness for teaching is manifested by conduct such as, but not limited to, persistent neglect of duty, willful violation of rules and regulations of the Board of Trustees, drunkenness, conviction of or pleading guilty or nolo contendere to charges of a violation of the law of this State or of the United States, gross immorality, dishonesty, or illegal use, sale or possession of drugs or narcotics. Commission of any offense listed above in section I or of any other offense similar to those in section I shall be considered evident unfitness for teaching.
2. Whenever a principal or other supervisor has brought to the attention of a teacher or other certified employee, in writing, reasons other than or including those covered by subsection II.A.1.a, that may lead to or be cited as a reason for dismissal or failure to re-employ and made a reasonable effort to assist the teacher in correcting whatever appears to be the cause of potential dismissal or failure to re-employ and the teacher, after a reasonable time for improvement, has not sufficiently improved.
3. The dismissal or non-renewal of certified employees who hold induction or annual contracts shall be carried out in accordance with S.C. Code §59-26-40.

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**Georgetown County Board of Education**

# **GBEAB**

## **EMPLOYEE SUSPENSION AND DISMISSAL**

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4. The dismissal or non-renewal of certified employees who hold continuing contracts shall be carried out in accordance with the S.C. Employment and Dismissal of Teachers Act, S.C. Code § 59-25-410, et seq.

## **END OF COURSE TESTS**

GCSD end-of-course tests are the final exams for Math, Science, English, and Social Studies courses. The exams will count twenty percent of the students' final grades for the courses. End-of-course tests will be given on final exam dates. S. C. End-of-Course exams are administered for English 1, Algebra 1, Biology, and U.S. History.

**Carefully review the grading policy as stated in Policy IHA. Teachers are required to hold conferences with parents and students with failing grades. Records of conferences must be kept indicating dates, times, and outcomes of the contacts. If the teacher is unable to contact the parent/guardian by telephone after three attempts, the teacher will mail a copy of the Student Progress Conference form to the student's home with documentation of the attempts.**

Category Weights by Subject Area

Subject	College Prep	Honors	AP
English	Major Assignments/Tests 35% Formal Writing 35% Minor/Quick Assessments 30%	Same as CP	NONE
Math	Daily Grades 25% Quizzes 35% Major Assessments 40%	Daily Grades 20% Quizzes 30% Major Assessments 50%	Same as Honors
Science	Daily Assignments 25% Labs/Projects 30% Major Assessments 30% Quizzes 15%	Same as CP	Daily Assignments 20% Labs/Projects 30% Major Assessments 40% Quizzes 10%
Social Studies	Major Assignments 40% Minor Assignments 20% Classwork/Quiz 25% Homework 15%	Major Assignments 45% Minor Assignments 20% Classwork/Quiz 25% Homework 10%	Major Assignments 55% Minor Assignments (includes homework) 20% Classwork/Quiz 25%
PE	Dress-Out/Participation 80% Tests 20%	NONE	NONE
Foreign Language	Major Assignments 38% Quizzes 34% Homework/Classwork 28%	NONE	NONE
Special Education	Classwork 25% Participation 25% Tests/Quizzes 25% Supplemental 25%	NONE	NONE

## **Guidance**

**Updates for grading system IHA will be shared when available.**

## **EXTRACURRICULAR ACTIVITIES**

Teachers are expected to support extracurricular activities at GHS. These activities include clubs, athletic and cultural events.

## **FACULTY / DEPARTMENTAL MEETINGS**

Unless prior arrangements have been made with the principal, all teachers are to attend faculty meetings. Faculty meetings will usually be held after school in the Media Center on the second Tuesday of each month. **PLEASE KEEP TUESDAYS OPEN FOR MEETINGS AND PLT MEETINGS.**

Department head will meet with administrators on the first Tuesday of each month. PLT meetings will be held the third and fourth Tuesdays of each month.

CATE teachers are required to have advisory committee meetings.

## **FACULTY LOUNGE**

The faculty lounge is provided for the convenience and use of the faculty. Please assume your share of responsibility for keeping the lounge attractive, comfortable, and clean. Those who use the lounge should remove lunch trays, cups, and empty bottles. **No students are allowed to use the lounge. DO NOT SEND STUDENTS TO THE LOUNGE FOR ANY REASON!**



## **FIELD TRIPS AND EXCURSIONS**

### **IICA**

#### **FIELD TRIPS AND EXCURSIONS**

Issued: 01/11

Rescinds: IICA

Issued 1/07

Page: 1 of 1

Field trips are recognized as part of the curriculum as long as there is educational justification for such trips. Trips should not be scheduled too frequently for any one given group of students so as not to interfere with the instructional program of the school.

All field trips must be carefully planned by the teacher and approved by the principal and the superintendent or his/her designee.

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***Georgetown County Board of Education***

## **IICA-R**

### **FIELD TRIPS AND EXCURSIONS**

*Issued: 1/11*

Rescinds: IICA - R

*Issued: 1/07*

Page: 2 of 2

#### Procedures for Requesting Field Trips:

1. Teachers shall make their requests to the principal at least fourteen (14) school days before the date desired. The purpose of the trip and its relationship to the instructional program must be stated.
2. 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.
3. 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.
4. The principal shall arrange for necessary bus transportation or if private vehicles are to be used, shall ascertain that a copy of a valid driver's license and an approved certificate of insurance are on file in the District office for each.

#### Volunteers/Chaperones

Field trip participants will follow the required criminal record checks on individuals serving as chaperones, see policy GBEBDA – Criminal Records Checks.

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**Georgetown County Board of Education**

## **FIXED ASSETS**

Computers, printers, and any other bar coded equipment in classrooms are assigned **to those classrooms and not to teachers**. Before any transfer of this equipment takes place, teachers must contact Mrs. Cribb at ext: 3003. **NO EQUIPMENT IS TO BE MOVED FROM THE CLASSROOMS WITHOUT HER KNOWLEDGE.** Teachers are responsible for the fixed assets assigned to their classrooms. For any questions regarding your fixed assets, please see Mrs. Cribb at ext: 3003.

## **HALL PASSES**

**Students must not be allowed to leave class during instructional time except in extreme cases.** Each time a student leaves class, the teacher must sign a pass with the student's name, the time, date and destination of the student. **Please use only the blue hall passes provided by GHS.** Before a student is sent to the nurse or to the media center, the teacher must call first, giving the student's name and the nature of the visit. This will be monitored closely by the GHS administration.

## **HEALTH ROOM**

The health room is adjacent to the main office. The school nurse is available to students during school hours.

- The health room is provided for students who are ill or injured.
- Teachers will contact the nurse before sending students to the health room.
- Students who are too ill to return to class may go home with parental permission.
- Students who leave school due to illness must submit documentation to the attendance secretary upon returning to school.
- Medications brought on campus must be taken to the health room and given to the nurse for dispensing as needed. Under no circumstances are students to have medication in their possession during the school day. Documentation must accompany medications.
- Students should not report to the nurse's office during class change. All students, except in emergencies, must present a blue hall pass from a GHS staff member.
- Students with diagnosed health issues are to report to the school nurse at the beginning of the school term or when such problems arise. Diagnosed issues include allergies, vision and hearing impairments, diabetes, epilepsy, recent surgery, medication, or other issues that may limit student performance at school.

**A physician's note must be brought to the school nurse.**

## **SOUTH CAROLINA DHEC – COMMUNICABLE DISEASES**

The following is a list of communicable diseases and the lengths of exclusion from school as recommended by the South Carolina Department of Health and Environmental Control.

- Chicken Pox or Varicella – Exclude until 7 days after onset of pocks or until vesicle become dry.
- Common Cold – Exclude during acute phase.
- Conjunctivitis (Pink Eye) – Exclude until 24 hours after being seen by a physician for medication.
- Diarrheal Diseases – Exclude during acute phase.
- Erythema Infectiosum (5th Disease) – After diagnosis, no exclusion.
- Hepatitis A (Infectiosum) – Exclude until physician allows return.
- Hepatitis B (Serum) – Exclude until physician allows return.

- Head and Body Lice (Pediculosis) – Exclude until 24 hours after first treatment with recommended shampoo. The school nurse must then judge as non-infective upon student's return.
- Impetigo – Multiple lesions – Exclude during period of peak symptoms.
- Influenza – Exclude during period of peak symptoms.
- Measles (Rubeola) – Exclude from first symptoms until 5 days after appearances of rash.
- Mononucleosis – Need not exclude unless ill.
- Mumps – Exclude for 9 days from onset or until salivary gland swelling has subsided.
- Ringworm – Exclude until appropriate treatment has been started. Ringworm of scalp must be treated by a physician.
- Rubella (German Measles) – Exclude for 7 days after onset of symptoms.
- Scabies – Exclude until 24 hours after treatment.
- Shingles – Exclude until 7 days after onset of pocks or until vesicles become dry.
- Streptococcal Infections (Including Streptococcal Sore Throat and Scarlet Fever)-Exclude 24 hours after start of effective antibiotic therapy and no fever.
- Whooping Cough (Pertussis) – Exclude until 21 days from first symptoms or may return after 5 days of antibiotic treatment.

**HOMEBOUND INSTRUCTION**  
**DISTRICT POLICY: IEBH-R**  
**“INSTRUCTION AT A PLACE OTHER THAN SCHOOL”**

A student who becomes sick or is injured in an accident and cannot attend regular daily classes may be eligible for homebound instruction. Students must secure a Request for Homebound Instruction form from the main office secretary or on the GHS website. The completed form must be submitted to Mrs. Becky Wheeler at the J. B. Beck Administration and Education Center.

The homebound instructor and teacher work cooperatively. The classroom teacher will grade assignments, tests and other assessments. **The classroom teacher must regularly communicate with the parents of the homebound student about the student grades / progress.** Issues or concerns regarding the homebound program must be addressed to the designated administrator.

Homebased instruction refers to Special Education students whose IEP Team deems that they instruction at home. The procedures outlined above for homebound applies to homebased students as well.

### Homerooms 2016 - 2017

<b>12<sup>th</sup> Grade</b>	<b>Teacher</b>	<b>Room</b>		<b>11<sup>th</sup> Grade</b>	<b>Teacher</b>	<b>Room</b>
12-01	Altman, Donna	385		11-01	Arrowood, Andrew	241
12-02	Barnes, Leslie	374		11-02	Bonds, Leona	224
12-03	Bonds, Gareth	411		11-03	Brown, Urica	242
12-04	Clark, Peggy	302		11-04	Distler, Kaitlin	211
12-05	Lambert, Erica	340		11-05	Edwards, Hugh	214
12-06	McCants, Michael	452		11-06	Ferry, Kevin	223
12-07	Morgan, James	446		11-07	Grayson, Ivy	226
12-08	Morris, John	400		11-08	Greene, Nikki	213
12-09	Sturkin, Kyea	375		11-09	Pieterse, Jean	221
12-10	Walker, Jamie	303		11-10	Hahn, Lauren	216
				11-11	Scott, Robert	218
				11-12	Thomas, Edward	240
				11-13	Thompkins, Denise	225
				11-14	Thornton, Walletha	220
				11-15	Todd, Todd	219
				11-16	Wilson, Karen	212
				11-17	Prudhomme, Michele	109
				11-18	Gordon, Sharon	113
<b>10<sup>th</sup> Grade</b>	<b>Teacher</b>	<b>Room</b>		<b>9<sup>th</sup> Grade</b>	<b>Teacher</b>	<b>Room</b>
10-01	Barrow, Angela	136		9-01	Garcia, Erica	207
10-02	Dorr, Kathleen	130		9-02	Gates, Larry	125
10-03	Duke, Virginia	112		9-03	Griffin, Sean	121
10-04	Haines, Kirsten	111		9-04	Hapeshis, Christopher	120
10-05	Kosienski, Shawn	118		9-05	Hebard, Chad	129
10-06	Langston, Jamie	119		9-06	Lee, Dennis	126
10-07	McNutt, Allison	114		9-07	McCarty, Perry	Gym
10-08	Palmer, George	108		9-08	Phillips, Robert	123
10-09	Hammond, Allison	116		9-09	Ramsing, Whitney	Gym
10-10	West, Carrie	132		9-10	Silva, Maria	209
10-11	Willm, Adam	203		9-11	Studley, Shawn	ROTC 2
10-12	Yeargin, Emme	115		9-12	Sweeney, Brian	122
10-13	West, Jason	229		9-13	Tiberio, Vanessa	206
				9-14	TBA, PE 2	Gym
				9-15	Ward, Jordan	128
				9-16	Eppolito, Charity	A-20
				9-17	Miller, Christopher	M-31
				9-18	Westbrook, Ralph	A-12
				1	Waldrop, Elizabeth	V-14

				2	Huckabey, Meryl	133
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## **IDENTIFICATION BADGES**

Employees of Georgetown High School are required to wear identification during normal working hours. ID badges should never be given to anyone because of the ability to open exterior doors with the badge. Teachers who lose his/her badge must immediately report the loss to the principal for security reasons.

All Students are required to wear their ID badges. The administration will handle all ID violations. **ALL** teachers are required to enforce the GHS ID policy.

## **INTERROGATIONS AND SEARCHES – POLICY JFA**

The Board recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. However, the district considers any person entering the premises of any school or facility in the district, including visitors, as consenting to a reasonable search of his/her person and personal property. Accordingly, district officials are authorized to conduct reasonable searches in accordance with the procedures set forth in administrative rule JCAB-R. The district will post appropriate notices on school property notifying individuals of this fact. In conducting searches, school officials will make every effort to protect the privacy interests of individuals. The district's express intention for this policy is to enhance security in the schools and to prevent students from violating Board policies, school rules, and state laws.

# JFA

## INTERROGATIONS AND SEARCHES

Issued: 1/07

Rescinds: JFA

Issued: 10/00

Page 1 of 1

### SEARCHES

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### POLICE INTERROGATIONS

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is therefore the responsibility of the school administration to protect each student under its control according to the following criteria.

- When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee will be present. The questioning will be done in an administrator's office. School personnel will make every reasonable effort to contact the student's parent/legal guardian and request his/her attendance prior to the questioning of the student.
- If custody and/or arrest is involved and/or an official warrant has been issued, the principal/director will cooperate with law enforcement. School personnel will make every reasonable effort to contact the parent/legal guardian to make them aware of the situation. If a parent/legal guardian can not be reached for students under the age of seventeen, school personnel will accompany or follow students to the police station, unless law enforcement advises that will not permit that to occur.

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### LEGAL REFERENCES

- A. S.C. Code § 59-63-110 (2004, as amended)
- B. New Jersey v. T.L.O., 469 U.S. 325 (1985).

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**Georgetown County Board of Education**

## **JFA-R**

### **INTERROGATIONS AND SEARCHES**

Issued: 11/06

Rescinds: JFA-R

Issued: 10/00

Page 2 of 3

#### **SEARCHES OF LOCKERS, DESKS AND OTHER SCHOOL PROPERTY**

The district provides lockers, desks, and other such school property to students for their use during the academic year. Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. School officials will notify students at the beginning of each school year that such property may be randomly searched at any time.

#### **SEARCHES OF VEHICLES ON SCHOOL PROPERTY**

Students are permitted to park on school premises as a matter of privilege. Accordingly, all students desiring to park their vehicles on school premises must first obtain a parking permit from a designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots set forth in this administrative rule. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains the authority to conduct routine searches of the exterior of vehicles parked on school property. In conducting a search of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view.

The district may search the interiors of student vehicles, including such things as trunks, glove compartments and personal belongings within a vehicle, whenever a school official has reason to believe a student is violating Board policies, school rules or state law, as described in the "reasonableness standard" set forth in this administrative rule. When a school official needs to gain access to the interior of a vehicle parked on school premises for purposes of conducting a search in compliance with the "reasonableness standard," he/she will first ask the student to provide such access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she will be subject to appropriate disciplinary action, including loss of all parking privileges.

(See also Policy JHFD)

#### **SEARCHES BY CANINES**

The use of a trained canine to search for controlled substances in schools shall be on a random, unannounced basis. From time to time during the school year or at the request of the school principal or his/her designee, a trained canine with its handler may

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**Georgetown County Board of Education**



## **JFA-R**

### **INTERROGATIONS AND SEARCHES**

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Issued: 10/00

Page 2 of 3

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**Georgetown County Board of Education**

## **JFA-R**

### **INTERROGATIONS AND SEARCHES**

Issued: 11/06

Rescinds: JFA-R

Issued: 10/00

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go onto the school premises to sniff lockers, desks and the exterior of vehicles. At no time will a trained canine be used to search a person for controlled substances. The use of trained canines to conduct searches may occur during the regular school year, as well as during summer school. A qualified and authorized handler will accompany the canine and will be responsible for the dog's actions. Should the dog alert its handler to the presence of any controlled substance, school officials would then have a reasonable basis to conduct a search of the item alerted on, as well as to conduct a search of those persons who own, are currently using, or are associated with the item in accordance with the procedures set forth in this administrative rule. The school may enforce disciplinary sanctions based on any contraband found.

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***Georgetown County Board of Education***

**AT NO TIME IS A TEACHER OR STAFF MEMBER OTHER THAN A SCHOOL ADMINISTRATOR TO SEARCH A STUDENT.** This includes, but is not limited to, asking students to empty pockets and asking students to open pocketbooks or book bags. If a teacher suspects that a student is in possession of a weapon, drugs, cigarettes, or any other item that is not allowed on a school campus, an administrator must be notified immediately.

### **KEYS**

Keys are issued by the Senior Secretary (Mrs. Rogers). **Keys must not be duplicated unless authorized by the principal.** At the end of the school year, keys and ID badges that all access to the building must be returned to the Senior Secretary during the end-of-year check out procedure. In the event of resignation, long-term illness (including FMLA), or termination, keys ID badges must be returned to the principal. Rooms must be locked when unoccupied. **Only the principal may authorize the changing of a lock at GHS.**

### **LESSON PLANS**

All teachers will download a Long Range Plan (LRP) for each course they teach in their departments designated folder on the G drive. **Lesson Plans must include objective, strategies and lesson assessments. A daily lesson plan must be placed in the lesson plan folder. The objective(s) for the lesson must be clearly visible to students. Objectives may be written on the board, flip chat, etc..**

Long Range Plans are due on Friday, September 6<sup>th</sup> for all teachers. Induction teachers and those going through formal evaluations through the ADEPT office are to adhere to the deadlines set forth by that office. Long Range plans are to include:

- course description for each course taught
- goals/objectives/standards
- description of students taught that semester
- units of instruction/time frame for each course taught
- instructional resources
- assessments and weightings
- record keeping process
- classroom management plan
- non-instructional routines
- means of communicating with parents

*Substitute teachers must have lesson plans from the classroom teacher.*

## **MEDIA CENTER POLICIES/SERVICES**

The Media Center is open from 7:30 A.M. to 4:00 P.M. Monday through Thursday, and until 3:30 on Fridays. Students are welcome to work in the media center before school, during lunch, and after school. Computers are available for student use.

We love to collaborate lessons with teachers using technology and/or some type of research. Please sign up for a time on the calendar in the office.

**Some Services Available to Teachers:** book talks, technology assistance, help finding sources, compiling a list of research materials, help with MLA and APA citations, and, of course, help finding just the right book. Also, please let us know if there are books that you think we should buy. We listen to teachers. If you have ideas that will improve the library, please let us know.

Teachers should remain with students and are responsible for their behavior while in the media center. Substitute teachers are not to take or send students to the Media Center. Teachers may borrow materials for no longer than one month unless an extension is granted by media center staff. Borrowed materials are the responsibility of the teacher.

Students may check-out three books for a period of two weeks and renew for additional time if needed. They must present a school ID badge and are discouraged from borrowing for other students. The student is held responsible for any materials checked out in his or her name and will be expected to pay five (5) cents per day for overdue fines and the replacement cost of lost materials.

Overdue notices and other communications are sent to the second (2) block teachers for distribution to students. Your cooperation in the prompt delivery of these items is greatly appreciated.

Passes are required for students throughout the instructional day. Please be sure the date, time, student's full name, and teacher's signature are on the pass. Indicate if they are to return to class at a certain time; otherwise, they will be held until the end of the block. Audiovisual equipment must be requested at least one day in advance to ensure availability.

Videotapes and DVDs are available in the media center for instructional purposes only. Most of the holdings were purchased by departments and therefore are not eligible for lend off campus. It is a violation of the copyright law to use films as entertainment. Programs available through the district taping center may be broadcast from the media center.

A written request must be presented to the media specialist for off-air recording of television programs. Again, copyright restrictions limit recording of programs at home for use in the classroom.

## **OBSERVATIONS**

All professionals will be observed periodically in conjunction with their job responsibilities.

## **PARKING AREAS**

Staff members are to park in the following designated areas (unless authorized by the principal):

**All faculty and staff vehicles must display a GHS Staff Parking Sticker.**

**Stickers can be obtained from Mrs. McDaniel in the Attendance Office.**

- Parking lot in front of main building
- Parking lot in front of Career Center
- Parking lot in front of gymnasium
- Vehicles may not be parked beside the building

Only school volunteers, visitors and employees will be allowed to park in the designated areas. The principal reserves the right to make exceptions to this rule.

Assigned faculty members will supervise the student parking areas each morning and each afternoon.

## **PERSONNEL ASSIGNMENT AND TRANSFER** **DISTRICT POLICY GCK**

Personnel shall be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three conditions, personnel are assigned first in accordance with the needs of the District, second where the administration feels that the employee is best qualified to serve, and third as to the expressed preference of the employee. All other considerations being equal, the preferences of employees are granted in order of their seniority in the District.

In the case of vacancies in new or existing positions, consideration will be given to qualified applicants among current staff members.

Employees who wish to transfer to another school within the district shall make a written request to the Executive Director for Human Resources no later than April 1<sup>st</sup> of each school year. Employees normally must have served in their present assignment for at least three years before they will be considered for a voluntary transfer.

## **POINTS OF EMPHASIS 2016 - 2017**

1. Reporting to work daily and on time.
2. Placing lesson plans that contain objectives, strategies and assessments in the appropriate folder.
3. Accurately and consistently entering grades into PowerSchool
4. Reducing the percentage of students failing courses by utilizing intervention strategies.
5. Consistently facilitating active student learning in the classroom
6. Keeping students in class and actively engaged in a lesson that results in quality teaching

and student proficiency

7. Consistently communicating with families
8. Consistently enforcing school and district policies (ID's, Tardies, etc.)
9. Wearing ID badges
10. Adhering to the school district's financial policies
11. Students must have hall passes when out of class.
12. Knowing our students (Where do they live?)
13. Attending faculty and other required meetings
14. Fixed assets accounting
15. Duty Assignments
16. Attendance
17. Following procedure for sending students to guidance and to the nurse
18. Areas off limits to students – teachers' lounge, and teacher work rooms. Your keys must not be given to students.
19. Students must not use copy machines.
20. Staff members must be visible in the halls before and after classes (especially at dismissal – 3:05 P.M.)
21. Students cannot leave campus without permission from the principal.

## **PURCHASES, ACCOUNTING, & WORK ORDERS**

### **PURCHASES:**

First you must obtain a purchase requisition form from the shared G: drive (.GHS Forms). Be sure to "save as" to your H: or C: drive prior to filling out the form. (If not, it will not be accessible for anyone else.) Excel will calculate totals, add taxes and shipping for you. **No handwritten forms will be accepted.** This form must have prior written approval from your department head (if applicable) and/or the principal. A requisition is required on **all** purchases. Be sure to include: item number, quantity, unit i.e., (ea. pack, set), list price, etc. **Also, note club name at bottom of requisition which items will be charged to (Please do not make requests if funds are not available). (If requesting instructional materials, please note class name.)**

Once requisition is complete, it can be left in the principal's office for final approval. It will be at the discretion of the bookkeeper if a purchase order is required. Upon arrival, packing slips must be sent directly to the bookkeeper for payment. If there is no need for a PO, you will receive a copy of the approved requisition with a note as to directions for purchase. Some purchases are only allowed if you are willing to get reimbursed. **Any purchase made without prior written authorization will be the sole responsibility of the purchaser and will not be paid for by GHS.**

## **WORK ORDERS:**

A work order must be obtained for any work/repairs done at GHS and must be signed by the patron before work begins.

It should also be stressed to patrons that students work on equipment and no valuables should be left in a vehicle. Work orders must be paid when the work is completed. Under no circumstances should the instructor pay for parts or receive any money from a patron. All transactions must go through the bookkeeper – Mrs. Denetta McCray. **See FUNDS/RECEIPTS below for details.**

## **FUNDRAISERS:**

If you have a club and would like to have a fund raiser you must first fill out a fund raiser request form which is located on the shared G: drive. It requires prior written approval by the principal. All money collected must be receipted and turned in (to the bookkeeper) on the day of the event. If collected during the school day, it should be turned in by 2:00 pm unless **prior** arrangements are made with the bookkeeper. **The absolute deadline for delivering money to the bookkeeper is 3:05.** If event takes place after school you will need to make arrangements with the bookkeeper to get a hold bag and night drop key prior to dismissal and you will be responsible for dropping the bag at the bank on that night. In the event the bookkeeper is not present, please see the principal's secretary. **PLEASE NOTE: No cash purchases are allowed using proceeds from fundraisers.**

## **FUNDS/RECEIPTS:**

**A receipt must be written for all goods and services.** When collecting money from students, it is best if you only collect once or twice a week, with the exception of fundraisers. **Under no circumstances should any money be left in your classroom. This is against district policy.** Also, no personal checks can be cashed from your collections prior to making your deposit. All money collected must be receipted and turned in (to the bookkeeper) before 2:00 pm daily unless **prior** arrangements are made with the bookkeeper. **The absolute deadline for delivering money to the bookkeeper is 3:05.** In the event money is collected in the evening arrangements must be made prior to dismissal of school to obtain a hold bag and night drop key for deposit and you will be responsible for dropping the bag at the bank on that night.

### **When collecting money...**

\*Be sure that each check has a **street** address and phone number on it. (If not, it will not be deposited.)

\*Write individual receipts. (Unless you are selling candy, cookies, etc.) In this case you will need to write one receipt each day for total money collected. **Receipts are to be written in numerical order.**

\*Receipt books will be collected at year end and sent to the district office for auditing. Please return all bank bags and packets along with receipt books at year end.

\*A bank bag and an accounting procedure manual from the district office are provided for your convenience.

Everyone that gets a receipt book should receive a packet.

## **TICKETS/ACCOUNTING:**

Pre-numbered tickets are required for all school events for which admission is charged. Ticket reports will be issued along with the tickets. Money and ticket reports must be submitted to the bookkeeper for deposit. If the event is held at night, hold bags and a night deposit key will be provided so the proceeds can be dropped in the bank night depository. **PLEASE NOTE: STAFF MEMBERS MUST NOT PAY ANYTHING FROM THE PROCEEDS.** If a custodian is required, he/she must complete a time sheet. **UNDER NO CIRCUMSTANCES SHOULD PURCHASES BE MADE OR INVOICES BE PAID WITH PROCEEDS.** No check may be cashed from proceeds. Money must be turned in (to the bookkeeper) no later than 2:00 pm (unless **prior** arrangements are made).

## **FIELD TRIPS:**

A field study request (located on the G: drive) must be submitted at least 14 days in advance (This means it has to get to the district 14 days prior). An absence form must accompany the field study request (check professional). You will also need to request a sub for that day.

**If funds are needed for reimbursement for field trip expenses or if invoices need to be paid,** please attach approved field study request which will be sent to you via email from the bookkeeper. It will be processed through accounts payable and if the approved form is not attached it will delay payment.

## **SIGN IN:**

**Teachers:** You must sign in each morning upon arrival and (go back) and sign out each evening. You must sign out after your academic time is complete. If you receive a supplement, do not include this time on your sign in/out sheet.

**Staff:** You must sign in each morning upon arrival and (go back) and sign out each evening. Please enter the correct time that you begin and end your work day. If you receive a supplement, do not include this time on your sign in/out sheet.

Also, a time sheet is required for the district office. (It is separate from the sign in/out sheet and should go to Mrs. Cribb.)

**ABSENCES:** Absence forms, requested and unrequested are available on the shared G: drive. Unrequested forms must be submitted to the bookkeeper on the morning following your return to work. **(Including Teachers)** Requested forms can be turned in to the principle up to two months in advance. **Teachers, these forms are in addition to the call in procedure.**

**If you have an emergency and need to call in sick, you will need to contact Mr. Alvin Walker. His numbers are: 843-485 – 7946 (Nextel) and 843 – 833 -2866 (Cell), he will be at GHS by 7:15.**



## **SAFETY DRILLS**

### **Fire Drill**

Fire drills are held once a month. The signal for a fire drill is one long blast on the buzzer. Teachers are to explain evacuation procedures at the beginning of the term. **A fire evacuation plan must be posted in each classroom.**

During a fire drill, students must walk in a single file to the appointed exit and stand a safe distance from the building. Teachers must also take **ATTENDANCE BOOK and RED & GREEN** with them as they exit the building. **Teachers must account for all students under their supervision.** Everyone must remain outside until an administrator or designee gives a verbal signal to re-enter the building.

### **FIRE EXITS**

Rooms: 212, 213, 214 216, 217, 218	Northeast Stairway & Exit toward Middle School
Rooms: 219, 220, 221, 223 241, 242, 239,240	Southeast Stairway & Exit toward Middle School
Rooms: 209, 210, 211 236, 237, 238	Northwest Stairway & Exit toward Patio
Rooms: 224, 225, 226 205, 206, 207	Southwest Stairway& Exit toward Teacher Parking Lot
Rooms: 201, 202, 203, 204 229, 230, Asst. Prin. Secretary	North Stairway & Exit through main doors
Rooms: 114, 115, 116, 118 119, 120, 145	Northeast Exit toward Middle School
Rooms: 121, 122, 123, 125 126, 127	Southeast Exit toward Middle School
Rooms: Media Center	Exit at the rear-Southeast toward Middle School
Rooms: 111, 112, 113 146, 107, 109	Northwest Exit toward Patio
Rooms: 143, 128, 129, 130 132, 133, 134	Southwest Exit toward Teacher Parking Lot
Rooms: 103, 104, 105, 106 Asst. Prin.	First Main Exit out front door-South
Rooms: 135, 136, 137	Middle Exit out front door-South
Rooms: Commons, Gen. Office Prin., Asst. Prin., Clinic	

Bookkeeper:	First Main Exit out front door-South
Rooms: Restaurant & Kitchen	Rear exit from kitchen & exit at rear of Commons, Across from restaurant to court yard
Rooms: All of Guidance	Exit South from Guidance
Rooms: M-12 Art, A-20 Art M-21 Choral, M-31 Band Aud. Stage	North Exit form Aud. Hall
Rooms: Auditorium	Use West, East, & South Exits from Aud.
Rooms: V-9 PMH V-14 Home Ec. A-01, 02, 03	North Exit at Gym
Rooms: G36, G37, G77	West Exit at main entrance to Gym
Rooms: Gymnasium	Use North, East, South and West Exits
Rooms: CC Office Areas 312, 313	Exit through main entrance
Rooms: 345, 357, 300 302, 303	Exit West End toward Bus Parking Lot
Rooms: 333, 341, 374 382, 385, 369	Exit East End toward Middle School
Rooms: 431, 422, 421 411, 400	Exit toward Middle School - Proceed toward Football Field
Rooms: 463, 452 446, 437	Exit at the Back – proceed toward Middle School

### **Earthquake Drill**

The state mandates that all schools participate in an earthquake drill once a year.

Definition: Trembling and shaking of the building and grounds, signaling movements in the earth's crust.

Signals: Administrative announcement or intermittent rings of the schedule bell.

### **Steps of Action:**

1. Protect face and head from flying debris with arms, books, coats, etc. ("Duck and Cover" drill.)
2. Stay in this position until building tremors and/or flying debris ceases.
3. Await further instructions.
4. When so instructed, evacuate a safe distance from the building. If electricity is inoperative, a bullhorn or some other communication device will signal evacuation.

5. If students need to move to an alternate safe area, a principal will notify teachers.

### **Staff Roles in an Earthquake**

#### **Principal**

- Evacuate students and staff.
- The principal assess injuries and damages to the district office.
- Assign auxiliary persons to administer first aid assistance at evacuation site.
- Have maintenance assess the soundness of the building.

#### **Custodian**

- Secure building by shutting off gas and electricity.
- Report to principal.

#### **Teachers**

- Evacuate with students, take roll.
- Report any missing students.
- Supervise students.

#### **Other Staff Members**

- Report to principal for assignments.

**School Emergency Response Team will assume pre-assigned duties.**

### **Tornado Drill**

The state mandates that each school participate in a tornado drill once a year. The move-to-shelter signal will be by voice over the public address system or a series of short, intermittent rings of the schedule bell. If power is not available, a hand bell will be used. Teachers will explain the shelter assignments for their classes at the beginning of the term. The duck and take cover position that students will assume will be explained by the teacher. A signal to evacuate the building will be the continuous ringing of the school bell or the blowing of a whistle. Students and teachers should evacuate the building using routes designated for their classes. It is important for safety reasons that everyone moves in an orderly fashion and remain quiet. Silence must be maintained so that communications to and from the emergency control center will remain open.

### **GHS MAIN BUILDING:**

1. The move to shelter signal will be a series of short, intermittent rings of the schedule bell. If power is not available, a hand bell will be used.
2. Do not take time to close windows and doors.
3. Teachers in the gymnasium should take the female students to the girls' physical education dressing room and the boys to the girls' basketball dressing room
4. All persons should evacuate the second floor.
5. Rooms 201-206, 226, 229, and 230 should use the stairs next to the book room and sit in the hallway between the restrooms and room 133.

6. Rooms 217-221, 240, and 241 should use the fire exit stairway assigned and sit on the wall nearest the library in front of rooms 118-123.
7. Rooms 207, 209, 210, 224, 225, and 236 should use the assigned fire exit and sit against the wall between room 143 and 146. Room 224 should use the southwest exit.
8. Rooms 211,212, 213, 214, 216, 237 and 238 should use the assigned fire exit and sit against the wall between rooms 112 and 115.
9. Rooms 242, 223, 125,126, and 127 should move to the area between rooms 126 and 129.
10. The following rooms will move to the auditorium hall: M-31, M-21, M-12, Art 1, and Art 2, 102,103,104,105,135,136, and 137.
11. The following classes are to move to the hall between the Joseph Isaac Student Center and the gym: ROTC 1, ROTC 2, V-3, and V-14.
12. The following classes will go to the media center and sit around the perimeter:  
108, 109, 111, 112, 113, 118, 119, 120, 121, 122, 123,130, and 132.
13. Students in room 134 will remain in the room. Rooms 128 and 129 will move to room 143.
14. The following rooms will go to the room 145: 114,115, and 116.
15. ROTC 1 and ROTC 2 will stay in the ROTC area.
16. All students should be sitting in a “duck and cover” position (head between knees and hands over head) and away from windows.
17. People in the main office and guidance office should move to the hall between the teacher’s lounge and the nurse’s office.
18. Lunchroom personnel should stay in the serving area.
19. Stay away from windows, doors, and outside walls.
20. Storage rooms, bathrooms, and interior halls offer good protection.
21. Everyone should be orderly and move quietly. Silence should be maintained so that communications will remain open with the Emergency Control Center.
22. The signal to evacuate the building will be a continuous ringing of the schedule bell.
23. Evacuate the nearest exit. Move away from the building.

### **GHS CAREER CENTER:**

**SIGNAL:** The move to shelter signal will be by voice over the public address system or a series of short, intermittent rings of the school bell.

Room: 357	Cosmetology Office
Room: 345,369	Middle Hallway
AD Office	Office Hall Area
CC Offices	Inside Office Wall
Room: 300,302	
303,312, 313	IMC Workroom
Room: 382, 385	Classroom Interior Wall
Room: 400,411,421	
422,431,437	
446,452, 463	Classroom Interior Wall
Room: 374	Health Occupations Storage Room
Room: 341	Classroom Interior Wall
Room: 333	Hallway outside Classroom

**The signal to evacuate the building will be a continuous ringing of the schedule bell. Evacuate through the nearest exit. Move away from the building.**

### **Lockdown Procedures**

The following procedures will be followed when the emergency notification is given:

1. Quickly clear the halls.
  - Students in your area are to be brought into your classroom.
  - If you do not recognize a person, do not let them in your classroom.
2. Lock your doors.
3. Move all students away from the windows.
4. Turn off the lights.
5. Maintain a quiet and calm classroom.
6. **NO ONE** is to leave the classroom until the **ALL CLEAR** is given.
7. All secretaries and aides, other than the main office, are to stay at their stations. (doors locked-blinds drawn) The main office personnel will move to the guidance office.
  - Guidance personnel will immediately lock all outside doors.
  - The switchboard operator will put the phone system on “night” and move to the desk of the guidance secretary. **ALL CALLS** will be answered at that station.
  - The secretary to the principal (Mrs. Cribb) will move to extension 3026 and call 911. This station will answer all calls from law enforcement. (principal’s station) (Mrs. Frantz)
  - The secretary to the assistant principal for curriculum (Mrs. Frantz) will move to extension 3028. This station will call the district office (assistant superintendent) and handle all calls returned from them. (assistant principal for curriculum station)
  - The assistant principal for curriculum (Ms. Finley) will move to extension 3027. This station will handle all calls from parents.
8. The SRO or an assistant principal will secure and search the Career Center building (if possible) after communicating with the office.
9. The upstairs administrator will secure and search the upstairs (if possible) after communicating with the main office.
10. All other administrators, guidance counselors, and the plant manager will report to the guidance office. If this is not possible, go to the nearest secure area and make contact with the front office as soon as possible.
11. Any teacher who has an unencumbered block should move to the nearest secure area and remain there until the all clear is given.
12. Cafeteria workers will secure the serving area and remain there until the all clear is given.
13. All custodians will report to the nearest secure area.
14. If the lockdown occurs during the change of classes, teachers will clear the halls and follow the procedures listed above.
15. If the lockdown occurs during lunch, the following steps should be taken:
  - Classes in session should follow the procedures listed above.
  - Students on the patio should be moved to the football field or to the softball field by the teachers and administrators on duty.
  - Students in the cafeteria should be moved to the auditorium or gym by the teachers and administrators on duty.
  -

Some interesting statistics...  
National Center for Educational Statistics

## Announcement Guidelines

### **"Lockdown: Level 1 (K-9)"**

#### **What to Do: (teachers)**

- 1) **Close and lock the door,**
- 2) **Keep Students in their seats (They should 'freeze' in their spots, taking the nearest seat if standing)**
- 3) **close windows**
- 4) **Document any student movements or unusual behavior**
- 5) **Wait for K-9 unit to inspect the room**

**Why:** The object is to find students in possession of illegal or dangerous substances or objects. Keeping them in their seats will eliminate a majority of opportunities for disposing of substances. This in turn allows the officers reasonable evidence when something is found. DO NOT open the door except for the k-9 unit. DO NOT ask how much longer the lockdown will take.

### **"Lockdown: Level 2"**

#### **What to Do:**

- 1) **Close and lock your door,**
- 2) **Move students to the wall nearest the door (object is to remain unseen)**
- 3) **close your blinds**
- 4) **Keep everyone quiet**

**Why:** This is an Emergency! There is a serious threat in the building. You are trying to convince the threat that there is no one in your room.

*(Given to principals at 3/22/06 Meeting)*

- In 2001, 29 percent of all students in grades 9 through 12 reported that someone had offered, sold, or given them an illegal drug on school property in the 12 months prior to the survey (table 19.1). There were no consistent patterns of increase or decrease found in the percentage of students who had reported that drugs were made available to them on school property between 1993 and 2001.
- In each survey year, males were more likely than females to report that drugs were offered, sold, or given to them on school property (figure 19.1 and table 19.1). For example, in 2001, 35 percent of males reported the availability of drugs, while 23 percent of females did so.
- Students' grade level in school does not appear to be associated with whether they had been offered, sold, or given drugs on school property (table 19.1). Generally, in each survey year, the percentage of students in each grade level who reported the availability of illegal drugs did not differ.
- In 1998 and 2001, there were few differences by racial/ethnic background in students' reports of having illegal drugs offered, sold, or given to them on school property (figure 19.2 and table 19.1).<sup>13</sup>
- In 2001, 24 percent of students in grades 9 through 12 reported using marijuana anywhere—during the last 30 days, whereas 5 percent of students reported using marijuana on school property (table 18.1).
- Overall, there were no consistent patterns of increase or decrease found in the percentage of students who had used marijuana between 1993 and 2001—both anywhere and on school property (table 18.1).
- Males were more likely than females to have used marijuana in every survey year—both anywhere and on school property (figure 18.1 and table 18.1). For example, in 2001, 8 percent of males and 3 percent of females reported using marijuana on school property.
- In 2001, students in lower grades were less likely than students in higher grades to report using marijuana anywhere (figure 18.2 and table 18.1). However, students' grade in school was not associated with their use of marijuana on school property.
- In 2001, Asian students were less likely than White, Black or African American, Hispanic or Latino, and American Indian or Alaska Native students to report using marijuana anywhere (table 18.1). However, regarding marijuana use at school among these groups, no differences could be detected.<sup>14</sup>

**GEORGETOWN COUNTY SCHOOLS**  
**COLOR CODED EMERGENCY PROCEDURE CARDS**

**Staff Actions — Emergency Response**

In general, staff should take the following actions in the event of an emergency:

- Notify principal; then principal or designee will call 911 if necessary
- Call 911 only if an imminent risk to life or safety is present, then call principal
- Take steps deemed necessary to ensure the safety of students, staff and other individuals in the implementation of Emergency Management Protocols
- Remove students from immediate vicinity of danger, assist students needing special assistance
- Provide basic first aid (if needed) until emergency responders arrive
- Secure roll book or attendance sheet for student accounting
- Report missing students to Student Accounting and Release
- Follow Universal Emergency Procedures and wait for further instructions

In an emergency situation, staff actions consist primarily of maintaining appropriate supervision of students in their care, and notifying the principal of the emergency at hand. Your school's **Incident Command Team/School Safety Team** will have specific roles and responsibilities, but may request assistance for large scale emergencies.

Emergencies can range from severe weather and chemical spills, to suicide risk and threats of harm. All staff members are responsible for learning building procedures for Evacuation routes, Assembly Areas, Severe Weather Safe Areas and Student Accounting. All school staff share in the responsibility for overall school safety.

**RED CARD:** injury, missing students, emergent problem or "out of place" object in room. Help needed immediately.

## **SEARCHES BY CANINES**

The use of trained canines to search for controlled substances in schools shall be on a random, unannounced basis. During those times, an announcement will be made stating that GHS is on Lock Down 1 until further notice. Teachers must be aware of all student activity in their classrooms while the inspection is conducted.

The handler, police officers, an assistant principal, and a representative from the school district will randomly choose classrooms for inspection. Teachers and students will be asked to step into the hallway (leaving books, jackets, pocketbooks, etc. in the room) while the inspection takes place. Teachers are responsible for keeping students quiet and orderly until they are allowed back into the classroom.

The canine with its handler may sniff lockers, desks, and the exterior of vehicles. Should the dog alert its handler to the presence of any controlled substance, school officials would then have a reasonable basis to conduct a search of the item alerted on as well as to conduct a search of those persons who own, are currently using, or are associated with the item.

Students may be asked to leave their classes to report to the parking lot if it is deemed necessary by officers and administrators searching vehicles.

**It is important that all teachers understand the seriousness of these inspections and that they follow all instructions provided by the administration. If a teacher suspects that any student is in possession of an illegal substance, an administrator must be notified immediately. Under no circumstances and at no time is a teacher to search students. This includes asking students to remove clothing or shoes, to empty pockets, and to open book bags, pocketbooks, or any other types of bags.**

## **GEORGETOWN COUNTY SCHOOL DISTRICT** **COLOR CODED EMERGENCY PROCEDURE CARDS (RED)** **CARD SHOULD BE LOCATED IN YOUR CLASSROOMS**

### **Staff Actions --- Emergency Response**

In general, staff should take the following actions in the event of an emergency:

- Notify principal; then principal or designee will call 911 if necessary
- Call 911 only if an imminent risk to life or safety is present, then call principal
- Take steps deemed necessary to ensure the safety of students, staff and other individuals in the implementation of Emergency Management Protocols
- Remove students from immediate vicinity of danger, assist students needing special assistance
- Provide basic first aid (if needed) until emergency responders arrive
- Secure roll book or attendance sheet for student accounting
- Report missing students to Student Accounting and Release
- Follow Universal Emergency Procedures and wait for further instructions

In an emergency situation, staff actions consist primarily of maintaining appropriate supervision of students in their care, and notifying the principal of the emergency at hand. Your school's **Incident Command Team/School Safety Team** will have specific roles and responsibilities, but may request assistance for large scale emergencies.

Emergencies can range from severe weather and chemical spills, to suicide risk and threats of harm. All staff members are responsible for learning building procedures for Evacuation routes, Assembly Areas, Severe Weather Safe Areas and Student Accounting. All school staff share in the responsibility for overall school safety.



**RED CARD:** injury, missing students, emergent problem or “out of place” object in room. Help needed immediately.

## **Emergency Quick Reference Guide Georgetown County Schools**

### **Universal Emergency Procedures**

Universal Emergency Procedures are standard, clear directives that may be implemented across a variety of emergency situations. The principal as the Incident Commander, or designee, will activate the appropriate emergency procedures, based upon the situation. Outlined below are the Georgetown County Schools basic response procedures.

### **EVACUATION PROCEDURE**

(For use when conditions outside are safer than inside)

- ✓ Take a hard copy of roster, add students who are under your supervision and not on your roster, keep these students under your supervision
- ✓ Scan your classroom for any “suspicious” or “out of place” objects
- ✓ Escort students to your assigned area and remain there until the “all clear” is given
- ✓ Hold up appropriately colored card to inform school and emergency responders the status of your students

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### **BOMB THREAT EVACUATION**

- Visually scan your classroom for “out of place” objects as you evacuate to assigned area
- Place a red card outside your classroom door if there are objects that appear unusual or out of the ordinary

### **LOCK DOWN 1**

- Lock down when **drug dogs** are on school grounds
- Clear students from the hallway
- Windows are to be closed and shades pulled down
- Keep all doors locked

Do not open or unlock the door until the all clear is given

### **Shelter in Place**

(For use in external gas or chemical release)

*When the announcement is made:*

- Clear students from the hallways
- Assist those needing special assistance
- Seal all windows and doors
- Take attendance, report according to student accounting and release procedures
- Do not allow anyone to leave the room
- Do not leave until directed to do so

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### **REVERSE EVACUATION**

(for use when the conditions inside are safer than outside)

*When the announcement is made:*

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom and check for injuries
- Take attendance, report according to student accounting and release procedures
- Wait for further instructions

### **LOCK DOWN 2**

- Lock down for emergency situations (intruder, bomb threat, threatening behavior outside, etc...)
- Clear students from the hallway
- Keep all doors locked
- Do not cover ***Door*** windows – Keep students away from exterior windows
- Slide color coded card under your door to advise the sweep team of the status in your room

Do not open or unlock the door until the all clear is given

### **SEVERE WEATHER SAFE AREA**

(for use in severe weather emergencies)

- Take the nearest/safest route to designated areas
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for personal belongings
- Close all doors
- Do not leave until directed to do so

## **SEXUAL HARASSMENT**

The School District of Georgetown County respects the worth and dignity of each student and employee and will not tolerate or condone sexual harassment in the work and school environment. The district will not permit sexual harassment of an employee or a student by another employee, student, non-employee, or non-pupil. The School Board considers sexual harassment to be a major offense, which may result in disciplinary action against any employee or student involved, including possible termination of the employee and expulsion of the student. Supervisors who fail to follow the policy or fail to investigate complaints shall be disciplined. **(Policy GBAA, GBAA-R)**

## **SIGN-OUT/IN**

All employees must sign-in each day by recording their times of arrival. Teachers who wish to leave campus during the school day must be granted permission by Mr. Evans. Upon returning, teachers must sign in. Teachers at the Career Center may sign out and in at the Career Center office. All others will sign out and in at the main office. *This policy is provided for occasional use, and the privilege must not be abused.*

## **STUDENT ATTENDANCE/RECORDS BOOK**

Teachers are responsible for accurately recording attendance & grades in PowerSchool. Workshops may be provided during Staff Development days to ensure all teachers know how to do this.

## **Attendance and Substitutes**

Class rosters must be left for substitutes. Subs are to submit a list of name of absent students to Mrs. McDaniel at the beginning of each block.

## **STUDENT CLUBS/ORGANIZATIONS AND SPONSORS**

Academic Team  
Black History Club  
*Currents* (Yearbook)  
Dance Team ("High-Steppers")  
DECA / FBLA  
Gospel Choir  
Health Occupation (HOSA)  
Interact Club  
Kennel Club  
Mu Alpha Theta  
National Art Honor Society  
National Honor Society  
National Vocational-Technical  
Honor Society  
NJROTC Academic Team,  
Drill Team, Orienteering Team  
NJROTC Color Guard and  
Patriotic Chorus  
NJROTC Rifle Team and Physical  
Training Team  
Science National Honor Society  
Spanish National Honor Society  
Special Olympic  
Student Council  
  
Vocational Industrial Clubs  
Of America (VICA)

Dr. Larry Gates, Brian Sweeney  
Nikki Davis Greene  
Michele Prudhomme  
Jean Pieterse  
Jo Clark  
Leona Bonds  
Leslie Barnes  
Jean Pieterse  
Erica Lambert  
Tonya Todd  
Charity Eppolito, Ralph Westbrook  
Sharon Gordon, Jamie Langston  
  
Erica Lambert  
  
Senior Chief Vincent Luppino  
  
Senior Chief Vincent Luppino  
Major Shawn Studley  
  
Ivy Grayson, Kevin Ferry  
Vanessa Tiberio  
Kristen Haines  
Kevin Ferry, Brian Sweeney, Sean Griffin  
  
Michael McCants, Mike Morgan

### **STUDENT LEADERSHIP REQUIREMENTS**

To be elected as student council officers and class officers, students must maintain at least an overall C average and must have no discipline infractions entered into the PowerSchool computer program during current school year.

## **SUPERVISION OF STUDENTS**

Each teacher/coach is charged with the responsibility of supervising students. All teachers are **required** to be in the hallways, by their doors, when students are moving to and from classes. Teachers are responsible for supervision during their respective lunches. This includes all after school activities and field trips. If an emergency requires you to leave students unattended, please call the office or notify an administrator immediately. For safety reasons, teachers/coaches must supervise their own children who are on campus after school hours. After school activities involving students require teachers/coaches supervision until the students leave campus.

## **TARDY POLICY**

Promptness and punctuality are habits that are important to develop, and they are expected at Georgetown High School. Students are expected to be inside their classrooms before the tardy bell rings to begin class. All tardies are handled by the administration. Tardy round-up is held each block. **ALL** teachers are to participate in the round-up during their respective planning block.

## **TELEPHONES**

Telephones in classrooms are for school business only. Students should not be allowed to use classroom phones. No student is to use any school telephone without supervision.

## **TEXTBOOK PROCEDURES**

### **General Information**

Textbooks are furnished by the State at no charge to the student. Although the State Department will not supply book covers, students are still required by State Law to take care of their books. Teachers are therefore urged to exercise every effort to see that all books are properly cared for by cautioning students and by conducting periodic inspections throughout the year.

### **Issuing Textbooks: Beginning of School Year**

1. Textbooks will be delivered to each teacher's classroom with hardcopy for each teacher to fill out. The quantity delivered will reflect the most recent totals available of those scheduled for classes. Teachers are asked to verify the number of books delivered for their personal accounting system.
2. Before issuing a student books, check the class roll (and if necessary a student's schedule to be sure that he/she is in the proper place). Students registering late may not be on the class roll but should have schedules to present to you. These students may be issued books.
4. Textbooks must be checked out individually to students. Textbooks will be scanned to each student using their student ID badges.

### **Lost Textbook Procedures: Before Closing**

If a book is lost, a student must pay for it before he/she can receive another book. When a student is prepared to pay for the lost (stolen) book, give them a pay slip (look on G-Drive) and send them to the Bookkeeper to pay. They are to bring the pay slip back marked paid; then you may get a book issued to them using step #4 above.

**NOTE:** A lost book is a good reason to make a phone call to a parent. As we are all aware, a lost book may result in, or help explain, poor achievement.

### Procedures for Withdrawing Students

When a teacher becomes aware that a student is planning to withdraw, he/she is asked to send the student to the guidance office to go over the procedures for withdrawing. Textbooks are to be returned to the guidance department secretary to be cleared with the scanner.

### Collecting Textbooks: End of The Year

At the end of the school year teachers will collect all textbooks issued to students they teach. Textbooks will be collected prior to the taking of final exams.

## **TOBACCO PRODUCTS**

Staff members are not to smoke or use tobacco products in any building on the school campus. Tobacco products are not to be used in the presence of students during or after school hours at school related activities. Teachers may smoke in their cars only.

## **VISITOR POLICY**

1. All visitors, including family and friends of employees of GHS, must sign in at the main office before proceeding to any area of the school.
2. A visitor badge will be issued by the main office secretary.
3. If there is a visitor without a badge, direct him/her to the office to get one, or notify the office personnel, an administrator, or the School Resource Officer.
4. Upon leaving, the visitor must sign out.

## **WORKERS' COMPENSATION – DISTRICT POLICY GBGD**

The Board of Education of Georgetown County provides workers' compensation insurance through the South Carolina School Boards Insurance Trust for all employees, professional and classified, except bus drivers. Workers' Compensation for bus drivers is paid through the State Accident Fund.

The South Carolina Workers' Compensation law is designed to provide medical care and payment of wages lost during the period of disability for employees who are physically injured while at work. The law provides, when possible, medical care for an early and complete recovery of the injury. In case of death of an employee resulting from a workers' compensation injury, certain compensation is given to deceased employee's dependents.

# **WORKERS' COMPENSATION**

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## LEGAL REFERENCES

- A. S.C. CODE, 1976 AS AMENDED:
  - 1. TITLE 42
- B. S.C. CODE ANN. SECTION 42-15-95; BROWN V. BI-LO, 354 S.C. 436, 581 S.E. 2d 836 (2003)

In the event of an injury by accident arising out of and in the course of employment, the injured employee may be awarded workers' compensation. When such an injury occurs, it should be reported immediately to the employee's supervisor and a Workers' Compensation Commission Form 12A, a Medical Information Release Authorization form, a Workers' Compensation Incident Report, and a Wage and Sick Leave Verification for Workers' Compensation Form must be filled out completely and sent to the District Office to the attention of the Executive Director for Human Resources and the Associate Superintendent for Finance/Operations or designees.

The injured employee should see an approved workers' compensation doctor immediately.

During the first seven days an employee is out of work, the employee will receive compensation at the daily rate the employee was earning at the time of the accident, and these days will not be charged against the employee's accrued sick leave.

Beginning the eighth day an employee is out of work, the employee may choose one of the following options:

1. The employee may draw a payment of 66 2/3 percent of his/her average weekly salary directly from Workers' Compensation. In such cases, the employee will be on leave without pay and will be responsible for the employee portion of his/her insurance premiums and retirement; or
2. The employee may use his/her accrued vacation or sick leave and receive full salary from the District, in lieu of receiving workers' compensation benefits from the Workers' Compensation Commission.

Employees who fail to indicate which option they choose will be considered to have elected to receive workers' compensation benefits. Employees who are on workers' compensation leave will not accrue sick leave days or vacation days.

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## **Legal References**

- A. S.C. Code of Laws, 1976, as amended
  - 1. Title 42
- B. S.C. Code ANN, Section 41-15-95; Brown V. Bi-Lo, 354 S.C. 436, 581 S.E. 2d 836 (2003)

**Accidents must be reported within to the school principal 24 hours.**