

# **Southside High School Faculty Handbook**

**Southside High School  
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**2001 - 2002**

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**Jane W. Morgan, Assistant Principal**

**Jackie Seaborn, Assistant Principal**

**Willie Thomas, Assistant Principal**

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## **Faculty Handbook**

The purpose of the Southside High School Faculty Handbook is to provide a set of guidelines and procedures that will enhance the instructional program and provide for the efficient operation of the school. While adhering to Board policies, the handbook reflects the philosophies and ideas of all faculty and staff members.

### **Mission Statement**

At Southside High School - Center for International Studies, a comprehensive learning environment, our mission is to prepare, develop, and stimulate the acquisition of knowledge and to promote an understanding of community and world cultures by encouraging our students to become involved, caring citizens.

### **Philosophy**

We, the administration, faculty, staff, and community of Southside High School, Center for International Studies, believe in a comprehensive learning environment that provides opportunities for all students to develop to their fullest capacities and be productive members of a rapidly changing global and technological society.

Education is an ongoing process, which stimulates the acquisition of knowledge and provides students with appropriate strategies for integration into life in the twenty-first century. Therefore we expect students to be actively involved in their intellectual development with their teacher acting as an essential catalyst in the learning process. Our curriculum reflects the variety of student needs and developmental levels and incorporates an appreciation and respect for the diversity of cultural backgrounds in our population as it promotes democratic citizenship.

In an atmosphere of harmony for a productive school life, we expect excellence in all areas of learning as we promote an understanding of community and world cultures and strive to enable all students to render beneficial services to their world.

## Goals

The following goals reflect the implementation of this philosophy.

The students will:

1. Develop competence in listening, speaking, reading, writing, mathematical, and real life skills.
2. Utilize available technology and adapt to future technological advances.
3. Develop ethical standards of behavior and participate in society as involved knowledgeable, caring world citizens.
4. Develop a positive and realistic concept of self and others in our multicultural society.
5. Exhibit school pride and develop an understanding of their community by increasing service of the school to the community.
6. Foster a continual awareness of the need to preserve and improve our environment.

*Revised 1997-98 based on ACT 135 Mission statement*

## **Administrative and Staff Responsibilities**

Responsibilities may vary with the needs of the school program and the talents of administration, faculty, and staff.

### Stephen Chamness, Principal

- Athletic program coordination
- Classified personnel evaluation
- Coordination of public relations programs
- Coordination of staff development activities
- Instructional monitoring
- Liaison to community and parent groups
- Lunch, campus, special program supervision
- Maintenance of buildings and grounds
- Master Schedule
- Security
- Student discipline
- Teacher and staff evaluation

### Jane Morgan, Assistant Principal

- ADEPT coordinator
- Building use dates
- Coordination of Act 135
- Daily student bulletin
- Disciplinary program- twelfth grade
- Grants cohort
- Instructional monitoring
- Master Calendar
- Master Indebtedness Record
- SAT Plan coordinator
- Sexuality Education school contact
- School-to-Work program
- SIC
- Substitute teachers
- Teacher evaluation: English, Fine Arts, and Foreign Language Departments

### Jackie Seaborn, Assistant Principal

- Coordination of student observation/ teaching program
- Coordination of extra curricular programs
- Discipline program- eleventh grade and first half of tenth grade
- Free and reduced lunch program, fee waivers
- Instructional monitoring
- State, federal, local reporting, including BEDS
- Teacher and staff evaluation: Science, Math, and Social Studies Departments
- Textbooks, supplementary materials, and textbook indebtedness
- Safe School Program and Crisis Management

## SIC

Willie Thomas, Assistant Principal

Athletic program supervision

Building use on weekends

Coordination of building maintenance program

Disciplinary program- ninth grade and the second half of tenth grade

Field trips

Fire drills

Instructional monitoring

Lockers and locks

Teacher and staff evaluation: Special Education, Physical Education, AFJROTC,  
and Business Departments

Debbie Carrero, Director of International Baccalaureate Program

International Studies Program

Exchange students

Advanced Placement program

Instructional monitoring

Teacher and staff evaluation

Curriculum

Linwood Floyd, Guidance Counselor, Department Chairman

Jan Janarella, Guidance Counselor

Marion Cantrell, Guidance Counselor

Academic reporting procedures

Awards Day

College admission forms

College visitations

Community services liaison

Enrollment/ withdrawal of students

Graduation duties

Individual and group counseling

Registration

Schedule changes

Shadowing Program

Student records

Test Data

Testing program – PSAT, SAT, ACT, OLSAT, MAT 7, BSAP, PACT

Katherine Richardson, Guidance Clerk

Federal housing verification

Guidance clerical duties

Student master file

Student records

Verification of student assignments

Laura Taylor, IB Clerk

Sabrina Stone, Front Office Clerk

Carolyn Mills, Front Office Clerk

General clerical duties

Receptionist

Mail distribution

Classroom supply orders (local)

Bells

Administrative removal packets

CARS

Information

Rosa Sullivan, Bookkeeper

Accounting of ticket sales

Checks

Local school financial accounts

Pay rolls, W-4 forms, Leave forms

Purchase requisitions

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Receiving and depositing funds

Student insurance/Athletic insurance

Toni McAfee, Attendance Clerk

Attendance reporting

Calling of absentees

Daily absentee report

OSIRIS

Tardies to school

Shirley Irvin, Nurse

Accident/ Incident reports

Early dismissals

Health room services

Immunization records

## **Faculty Responsibilities**

Teachers will be responsible to the principal for carrying out the policies of the school board as the policies relate to the function of the school and to the immediate contact with students and parents. Teachers are expected to furnish such after-school time as is needed for assisting students, conferring with parents, and doing other necessary out-of-school work.

### **The responsibilities of the classroom teacher are:**

- Direct and evaluate the learning experiences of students in both curricular and extra-curricular activities.
- Provide students with guidance that will promote their proper educational welfare.
- Be responsible for student accounting.
- Provide for the care and protection of school property.
- Supervise students on the school grounds as designated by the principal.
- Cooperate and participate in the planning and the evaluation of the school program.
- Follow the school district curriculum guides and state mandates for curriculum.
- Take part in the in-service education program of the school.
- Maintain cordial relationships with colleagues.
- Follow the ethics of the profession.
- Support actively the parent-teacher-student organization.
- Enforce policies and regulations established by the board and professional staff.
- Accept a fair share of supervisory duty at pupil activities in buildings and on grounds during school hours.
- Attend school regularly and punctually so that instruction has continuity.

The teacher should have the following credentials:

- Minimum of a bachelor's degree from an accredited college or university.
- Completion of an NCATE or state-approved teacher training program.
- A valid South Carolina certification in the subject employed to teach.

The teacher's terms of employment include nine and one-quarter months with salary determined by current South Carolina teaching certificate as it relates to the Teachers' Salary Schedule as approved by the Board of Trustees of The School District of Greenville County.

Please record your certificate number, date of expiration, and certification areas in your grade book. File a current copy of your certificate with the bookkeeper.

### **Expectations for Teachers Stephen Chamness**

- 1. Teachers are expected to dress in a professional and appropriate manner.**
- 2. Teachers are reminded not to leave campus for lunch.**
- 3. Teachers must sign in with Mrs. Stone before 8:15. YOU ARE NEVER TO SIGN IN FOR ANYONE ELSE.**
- 4. All employees – teachers, clerks, guidance, counselors, media clerks, media specialists- must call CARS about absences.**
- 5. All teachers are to send progress reports home for all students.**
- 6. Coaches and sponsors are responsible for supervising students participating in their activities. They must have a supervised area for students who are waiting for practice, games, or activities. They must provide phones for students to use. No students will use the phones in the front office.**

### Department Chairman Responsibilities

The responsibilities of a department chairman are:

- Disseminate information to teachers regarding meetings, materials, texts, contests, et cetera.
- Gather data and assimilate that which is relative to department business.
- Report to the principal needs in the department for materials and equipment.
- Conduct departmental meetings several times at the beginning of school and at least once a month thereafter.
- Coordinate department texts through the assistant principal.
- Attend district level curriculum meetings.
- Review departmental budget requests and allocate district funds for the department.
- Monitor proper implementation of curriculum throughout the department to ensure that students master appropriate concepts and skills before advancing to the next level.
- Monitor implementation of improvement strategies.
- Provide input in the development of the master schedule.
- Maintain inventory of department instructional materials and equipment and complete fixed assets report.
- Assist department members in areas of individual concern.
- Assist department members in correct student placement during annual registration.
- Provide orientation for new teachers coming into the department.
- Sign off on all financial requests.
- Attend department chairman meetings in the principal's office.
- **Keep a copy of each teacher's syllabus and check to see if it is in accord with district curriculum guide. Keep copies in a permanent file.**

## Homeroom Responsibilities

Students attend homeroom for the first ten days of school. Thereafter, homeroom will meet as scheduled on the master calendar for report cards, debt letters, class elections, prom information, and Guidance information.

### During the opening of school, the homeroom teacher:

1. **Distributes student schedules as directed by Guidance.** (Pay particular attention to directions involving schedules of students who do not appear in your homeroom.)
2. **Distributes the Student-Parent Handbook. The teacher will personally write the name of the students in the appropriate place on the hall pass page.** Students and parents are to remove the last page. The parent may keep the top section for information. The lower portion must be signed by the student and the parent and collected by the homeroom teacher. Clip the returned portions together. Make sure the proper grade level and teacher's name is listed. Place the signed portions in the appropriate box in the front office.
3. **Reviews the Student-Parent Handbook. Read aloud** the sections to your homeroom.
4. **Distributes lunch applications.** Give an application to each student. If the student does not wish to apply, he or she must write VOID on the form and sign and date the form. **Students may return forms to the designated box in the front office or to Ms. Seaborn or the cafeteria manager.** It is very important that we identify all students eligible for free/reduced lunch and breakfast. Healthy students learn better. Students may apply for lunch at any time during the year by contacting the cafeteria manager.
5. **Distributes and collects insurance money** according to instructions from the bookkeeper.
6. **Distributes and collects Health Cards.** Return the cards to the school nurse. Please remind students that dismissals for illness may not be made without parental contact and that the name of anyone sent to pick up the student must be on the card.
7. **Checks to see that all homeroom students have viewed The Greenville County School District School Discipline Video. Completes Discipline Video Form.**

**During the year the homeroom teacher:**

1. Distributes schedules according to directions from guidance.
2. Conducts elections.
3. Distributes test scores according to directions from the guidance department.
4. Distributes report cards and debt letters.
5. Collects PTSA dues as directed by PTSA Membership Chairman.

**Daily responsibilities of first period teachers:**

1. **Mark attendance on the Blue Card according to the Attendance Clerk's instructions.** Have the Blue Card ready to be picked up by an office aide. State law: Only teachers are to mark attendance on Blue Cards. Teachers are accountable for keeping correct attendance. Blue Card attendance establishes the basis for our average daily attendance on which state monies are allocated. Failure to properly record attendance costs us state money. Money is spent for the time used by administrators to track down students listed as cutting because they were improperly marked first period and for the attendance clerk to correct records. Students lose instructional time when called to the office about cutting.
2. Model the correct behavior for the Pledge of Allegiance and moment of silence.
3. **Read Student Announcement Bulletin to students. Post copy on door. Teachers are accountable for assuring that all students hear relevant announcements.**

**Opening of school responsibilities for all faculty:**

It is the responsibility of each teacher to send each parent a course syllabus. Parent signatures indicating that the syllabus was received should be kept on file. Call parents of students who do not return a signature. Copies of course syllabi must be turned in to the office by August 17.

**All faculty and staff set the tone for the year. Please assist students with directions by standing at your door during class change.**

## Bell Schedules

### Regular Bell Schedule

1 A/B.....8:30 – 10:03 (93)  
2 A/B.....10:09 – 11:39 (90)  
Lunch.....11:39 – 12:19 (40)  
3 A/B.....12:24 – 1:54 (90)  
4 A/B.....2:00 – 3:30 (90)

### Morning Activity Schedule #1

1 A/B.....8:30 – 9:50 (80)  
2 A/B.....9:55 – 12:00 (125)  
Act. 50 minutes during 2<sup>nd</sup> period  
Lunch.....12:00 – 12:40 (40)  
3 A/B.....12:45 – 2:05 (80)  
4 A/B.....2:10 – 3:30 (80)

### P.M. Activity Schedule #1

1 A/B.....8:30 – 9:55 (85)  
2 A/B.....10:00 – 11:20 (80)  
Lunch.....11:20 – 12:00 (40)  
3 A/B.....12:05 – 1:25 (80)  
4 A/B.....1:30 – 2:50 (80)  
Activity.....2:50 – 3:30 (40)

### P.M. Activity Schedule #3

1 A/B.....8:30 – 9:55 (85)  
2 A/B.....10:00 – 11:20 (80)  
Lunch.....11:20 – 12:00 (40)  
3 A/B.....12:05 – 2:05 (120)  
Act.50 minutes during 3<sup>rd</sup> period  
4 A/B.....2:10 – 3:30 (80)

### 1 Hour Delay – Homeroom

1 A/B.....9:30 – 10:40 (70)  
HR.....10:45 – 11:05 (20)  
2 A/B.....11:10 – 12:20 (70)  
Lunch.....12:20 – 1:00 (40)  
3 A/B.....1:05 – 2:15 (70)  
4 A/B.....2:20 – 3:30 (70)

### Homeroom Schedule

1 A/B.....8:30 – 9:56 (86)  
Homeroom.....10:01 – 10:17 (16)  
2 A/B.....10:22 – 11:48 (86)  
Lunch.....11:48 – 12:28 (40)  
3 A/B.....12:33 – 1:59 (86)  
4 A/B.....2:04 – 3:30 (86)

### Morning Activity Schedule #2

1 A/B.....8:30 – 9:50 (80)  
2 A/B.....9:55 – 12:00(120)  
1<sup>st</sup> Act.....9:55 – 10:45 (50)  
2<sup>nd</sup> Act.....11:05 – 11:55 (50)  
Lunch.....12:00 – 12:40 (40)

3 A/B.....12:45 – 2:05 (80)  
4 A/B.....2:10 – 3:30 (80)

### P.M. Activity Schedule #2

1 A/B.....8:30 – 9:55 (85)  
2 A/B.....10:00 – 11:20 (80)  
Lunch.....11:20 – 12:00 (40)  
3 A/B.....12:05 – 2:05(120)  
1<sup>st</sup> Program.....12:05 – 1:00 (55)  
2<sup>nd</sup> Program.....1:10 – 2:05 (55)  
4 A/B.....2:10 – 3:30 (80)

### 1 Hour Delay

1 A/B.....9:30 – 10:50 (80)  
2 A/B.....10:55 – 12:10 (75)  
Lunch.....12:10 – 12:50 (40)  
3 A/B.....12:55 – 2:10 (75)  
4 A/B.....2:15 – 3:30 (75)

### 2 Hour Delay

1 A/B.....10:30 – 11:35 (65)  
2 A/B.....11:40 – 12:40 (60)  
Lunch.....12:40 – 1:20 (40)  
3 A/B.....1:25 – 2:25 (60)  
4 A/B.....2:30 – 3:30 (60)

## FACULTY RELATED PROCEDURES

All faculty members are expected to be familiar with information in the faculty handbook and the student/parent handbook, as well as with provisions of the School Board Policy Manual of the School District of Greenville County. Faculty and staff are accountable for following the policies and procedures in this handbook.

Copies of the board policy manuals are available in both the principal's office and in the media center.

Any questions concerning personnel procedures should be brought immediately and directly to the building principal.

### ABSENCES

Teachers and staff are to use the automated phone system (CARS) to arrange for any absence. Teachers and staff must decide by 6:00 a.m. if they will be absent and call CARS immediately. Otherwise the teacher or staff member must report to school and then make arrangements. CARS cannot get a substitute after 6:00 a.m. In addition, **all staff members (including teachers)** must contact the office before 8:00 a.m. on the day of the absence. All absences, pre-arranged or emergency, must be reported to and approved by the principal or his designee. Avoid one/half day absences. **Professional leave must be requested before the day of the leave. Attach documentation to the request.**

Update CARS information at the beginning of the year. Ask Mrs. Fields for assistance.

**Lesson plans must be provided. Do not plan to send students to the gym, to the media center, or to show a movie.**

Regular and punctual teacher attendance is essential for a successful school program.

### ACTIVITY BUS

The Southside Activity Bus may be used for Southside activities. Only properly licensed drivers may operate the bus. Reserve the bus by contacting the athletic director. Follow instructions on the Activity Bus Regulations form. Complete the form and return it to the athletic director. The principal assigns fines. Monies for expenses for each use come from your account.

School District buses are available for field trips. A bus application form is in the FORMS section. Give the form to the appropriate assistant principal. There are limited district buses so reserve early. The Transportation office's deadline is that a request must be in their office at least two weeks before the trip. You pay mileage and the bus driver.

A teacher may not leave an instructional class to drive a bus.

### **CHILD ABUSE/NEGLECT REVISED POLICY (2000)**

**The revised child abuse policy has two significant changes.** School personnel will no longer call in their reports to Kathy Barbee, Coordinator of School Social Work Services. The only written record the school district will have is the one that the reporter maintains in his/her personal file, which is kept for the benefit of the reporter and is not shared with others. DSS will still receive a copy. No one should see the referral but the reporter, DSS, or law enforcement depending on where you referred. New federal laws on family rights and the desire to maintain anonymity of the reporter initiated changes to the policy.

### **CLASSROOM MAINTENANCE**

Teachers are to close all windows, turn off lights, and lock the doors when they leave their rooms during lunch or for any long interval.

During the morning no food or drink allowed anywhere but in the cafeteria. If students are bringing breakfasts, they must enter through the patio doors and consume the eatables in the cafeteria, not in halls or classrooms. The only food eaten in this building is to be consumed in the cafeteria. No food or drink upstairs at any time.

At lunchtime, any food purchased off campus must be consumed off campus. The parking lot is on campus so food should not be consumed there.

No food may be delivered or ordered by parents or otherwise.

Clear pizza parties with Mr. Chamness. Pizza must be eaten in the cafeteria. Teachers and administrators must have permission from the principal when planning food events even if food is part of the lesson. Food cooked during food and nutrition class must not be consumed anywhere but in room 108 or the cafeteria.

Adjusting shades and having students remove paper from the floor and desks should be done at the end of each class.

All personnel are responsible for safeguarding and protecting the properties of the state. Students should be instructed in the proper use of supplies and regard for public property. Good housekeeping should be practiced in each classroom. The environment should always be conducive to good work. Teachers are expected to maintain an orderly room. Staff members should be alert to abuse of furniture and equipment and should report any student to the administration for such an act.

**Classroom door windows are not to be covered, and doors are to remain locked while class is in session in accordance with Safe Schools guidelines.**

Teachers are not to remove or trade classroom furniture without administrative approval. Because of insurance provisions, computers are not to be moved to new locations.

Maintenance requests may be made on Maintenance Request Form to the Plant Engineer.

## **EQUIPMENT USE**

Except for school-related use, district personnel or community patrons shall borrow neither materials nor equipment owned by the District.

Equipment must be kept in working order. Discuss problems with equipment during departmental meetings so that the Chairman may address them. Keep equipment in an orderly fashion.

## **EVALUATION**

**ADEPT** is The Team-based Evaluation and Assistance Model which has been developed by educators in South Carolina. There are ten ADEPT System Performance Dimensions. The Southside Faculty is expected to meet all performance dimensions.

**PD1: Long-Range Planning**

**PD2: Short-Range Planning of Instruction**

**PD3: Short-Range Planning, Development, and Use of Assessments**

**PD4: Establishing and Maintaining High Expectations for Learners**

**PD5: Using Instructional Strategies to Facilitate Learning**

**PD6: Providing Content for Learners**

**PD7: Monitoring and Enhancing Learning**

**PD8: Maintaining an Environment That Promotes Learning**

**PD9: Managing the Classroom**

**PD10: Fulfilling Professional Responsibilities beyond the Classroom**

**Teachers who are teaching in South Carolina public schools for the first year are classified as First Year Induction Year teachers.**

**Teachers who have completed their induction years will be formally evaluated through the ADEPT model during the second year.**

**All continuing contract teachers will be evaluated on a goals-based system and on maintaining satisfactory in all ADEPT performance dimensions.**

## **FACULTY DRESS**

Professionals should dress in a manner that elicits the respect due the person and the profession.

(August 8, 2000) District standards for professional dress:

Appropriate Dress – Men	Appropriate Dress – Women
Shirts with collars	Dresses or skirts at appropriate length
Pressed slacks	Slacks with dress tops
Appropriate shows and socks	Appropriate shoes
Inappropriate Dress – Men	Inappropriate dress – Women
Shorts (except in P.E. class)	Shorts (except in P.E. class)
Jeans or cut-off pants	Jeans or cut-off pants
T-shirts	T-shirts/tank tops, midriff tops, spaghetti straps
Flip flops/shower shoes	Flip flops/shower shoes
Sweat pants/shirts	Sweat pants/shirts
Jogging suits	Jogging suits

## **FACULTY MEETINGS**

**Faculty members are required to attend meetings.**

**THERE MAY BE TIMES WHEN IT IS NECESSARY FOR THE PRINCIPAL TO CALL FOR A SPECIAL FACULTY MEETING. DO NOT SCHEDULE APPOINTMENTS OR PRACTICES FOR WEDNESDAYS.**

1. IB/IS teachers' meeting on the first Monday of each month
2. Department meetings on the second Wednesday of each month
3. Department Chairpersons on the first Wednesday of each month.
4. **Faculty meetings-3: 40 on the first and third Wednesday or on any Wednesday deemed necessary.**
5. **Do not schedule any practice, athletic, co-curricular, or special event, job or appointment for Wednesday afternoons before 4:30.**

## **HOSPITALITY COMMITTEE**

To encourage friendship and the spirit of cooperation, we want to nurture, support and recognize the significant life experiences of our school family. The Staff Hospitality Fund is collected annually to meet these needs. The Hospitality Chairman is responsible for administering the fund. He/she will recruit staff members to assist in activities as necessary. All staff members are encouraged to contribute to the Hospitality Fund.

## **LIABILITY**

Negligence is defined arbitrarily by the court as whether the teacher acted as “the normal, ordinarily prudent parent would have acted under same or similar circumstances.” There are, however, three questions consistently asked in the determination of negligence.

Did the defendant owe the plaintiff a duty?

Was there a breach of duty owed?

Was the breach the proximate cause of the injury?

In short, the plaintiff must prove that the defendant did something that he/she should not have done (or that he/she failed to do something he/she should have done) and that his/her action (or lack of action) caused—either directly or indirectly—the injury.

**Almost all cases involving teachers arise out of his/her duties as an “overseer” of students and, therefore, are acts of omission rather than commission. Below are some helpful guidelines to remember:**

**Never leave students unattended without making provisions with another responsible adult for their supervision.**

**Never assign or even allow students to “work after school” unless you personally supervise them.**

Always be the “first to arrive and last to leave” in your classroom, on field trips, and on all other extracurricular and co-curricular activities.

Do not permit in your presence any potentially dangerous activities either in the classroom, on campus, or at any other school-related activity.

Always keep your classroom door locked when not in use.

Develop a special system whereby you will never “forget” a duty assignment that involves your supervision of students. **This one point has cost some teachers their lifetime earnings in court settlements.**

**Keep accurate records of pupil attendance.**

Notify the office immediately of any serious injury or illness. NOTE: Always send someone to accompany a sick student to the restroom and/or healthroom.

Be prepared to handle classroom emergencies, e. g. small fires, seizures, burns, etc.

Be sure your classroom is free from “built-in” hazards.

Remember that corporal punishment, defined as any form of bodily contact with the intent to punish, is against the policy of the Greenville County School District and should not be administered.

### **LOUNGE, WORKROOM, INNER HALL WORKROOMS**

**The main faculty lounge is on the first floor and is equipped with items teachers will need to prepare classroom materials. A lounge for relaxing and visiting is located adjacent to the workroom.**

**Students, including teachers' children, are not permitted in lounge, workroom, or second floor inner-hall workrooms at any time.** Please inform the administration of any violations.

Teachers may also find the media center helpful in material preparation and resources.

### **MAILBOXES**

Individual boxes for teachers are provided in the main faculty workroom. Materials of a confidential or personal nature as well as office communications will be placed in these boxes. It is important that these boxes be checked at least three times a day. Telephone messages of a non-emergency nature will be placed in the boxes periodically. **All material placed in boxes must be signed.**

**Teachers are not to permit students to pick up materials from the boxes, and mailboxes are not to be used for long-term storage of items. Do not use the unlabeled boxes for storage.**

### **PTSA**

The Parent Teacher Student Association is an integral part of our school operation. Attendance at PTSA meetings is required.

### **Departmental Meetings**

The department chairman will schedule regular departmental meetings. Teachers will be expected to attend the appropriate meetings. The administrative team should be notified and invited to attend.

### **PERSONNEL RECORDS**

#### **District Office Information**

It is the teacher's responsibility to keep the following restricted information currently correct at all times with the Personnel Department through the school bookkeeper.

Name

Address

Telephone number

Next of kin

A transcript of all college credits earned for recertification

Federal and state tax information

Other payroll deductions form for fringe benefit programs

State teacher certification

Records of all leave time (sick pay, personal, etc.)

#### **School Office Information**

The following records of each employee will be maintained in the school office and are available for teacher review upon request:

Records of all leave and vacation

Personnel Information sheet  
 Personnel records  
 Copy of teacher certificate  
 Confidential Emergency Data Information Sheet

### **PLANNING PERIODS**

Each classroom teacher shall have at least one period of planning that is unencumbered by instructional or supervisory responsibilities.

**Planning periods should be used for planning, organizing, parent conferences, administrative or faculty conferences. No faculty member is to use the planning period to arrive late, leave campus during the workday, or leave campus early without specific permission from an administrator.**

### **PROFESSIONAL GROWTH**

All teachers are strongly urged to join and participate actively in a variety of professional organizations. Membership in one of the many content area organizations will provide journals and timely material for growth.

The Media Center maintains a professional library, which will also help meet the need to read and learn regularly. Use Internet Resources in the media center for information and inspiration and lesson plans!

### **SECURITY**

School personnel are issued keys for the purpose of gaining access to and maintaining security for the areas to which they are assigned. Teachers are to secure all areas when not under their direct supervision and are to instruct students not to bring valuable items or large sums of money to school.

Students are not to borrow or have access to keys. At the termination of a staff member's contractual agreement, all keys must be turned in to the office. The principal or assistant principal must approve exceptions. Duplication of school keys is prohibited.

### **SICK LEAVE**

As a portion of the employee benefits package, staff members are permitted absence from work without loss of pay for a variety of circumstances. This fringe benefit is used sparingly by those who recognize its value in the event of extreme emergency,

The annual benefits include:

15 days	Personal Illness and Family Illness
3 days	Death in the family (does not carry over)
2 days	Personal leave

Employees should check the policy manual for restrictions related to personal leave, long-term illness, maternity leave, etc. Personal illness days may be accumulated on a continuing basis.

## **SUBSTITUTE TEACHERS**

The following information must be kept in the teacher's substitute folder. The folder must be kept in the front office. In the folder, leave instructions about lesson plans if the absence was anticipated. Leave instructions to get emergency lesson plans from the front office.

The following information should be updated each quarter:

- Teacher's name
- Room number
- Subjects
- Grade levels
- Map of school with room highlighted
- Fire drill exit and procedures
- Schedules for A and B days
- Seating charts
- Current class rolls (indicate teacher aides)

Teachers should leave detailed lesson plans so that the substitute is not relegated to "baby-sitter" status. The office staff will not be responsible for making copies of materials.

**Designate clearly that substitutes are not to send students to the Media Center or the gym.**

Substitute sheets may be found in the FORMS section. Packets and emergency lesson plans should be given to Mrs. Stone in the front office by September 13.

## **SUPPLIES**

Mrs. Stonewill issue supplies to teachers and other staff members who use office supplies (form in FORMS section). Employees are requested not to send students to the office for supplies. Department chairmen issue other supplies such as scantron sheets.

If you have an overabundance of a particular item, trade with a colleague for a needed item.

## **TEACHER ATTENDANCE**

Regular attendance is expected of all faculty and staff members. However, if it is necessary for you to be absent, you must notify CARS by 6:00 a.m.

Notify Mrs. Stone by 7:30 a.m. When you know about a personal leave or professional leave, call and obtain a substitute as soon as the absence is approved.

Emergency and lesson plans must be on file in the main office.

On the morning you return from an absence, complete the appropriate form and give it to the bookkeeper. **The principal prior to the absence must approve personal leave and professional leave.**

Sick leave is provided for actual illnesses. Do not use sick leave when you are not actually sick.

It is an imposition to continuously fail to provide for substitutes or to be late. Such negligence interrupts the day for other teachers, clerks, and administrators who have to cover classes. Instruction for students is impeded.

### **TELEPHONE CALLS**

Telephone messages received during the day will be placed in staff members' mailboxes.

No office personnel may leave their work status to locate those who have phone calls except in emergency situations. For an emergency call, someone will come to keep your class so you can take the call.

#### **Placing/Returning calls**

Telephone calls should be made before 8:15 a.m., after 3:30 p.m., or during planning periods.

No faculty member is to leave his/her classroom to make personal and/or professional telephone calls. No student assigned to you should ever be left without your direct supervision.

All long distance phone calls must be approved by the principal, recorded on the phone log, and placed through the telephone at the FAX machine in the main office. **Do not use directory assistance. Under no circumstances should you let the operator place the call.**

### **ALL TELEPHONE CALLS FROM THE PARENTS SHOULD BE RETURNED ON THE DAY THEY ARE RECEIVED.**

**Students are not to use the office phones. Pay phones are in the gym hall and on the patio.**

### **USE OF BUILDING**

Students or student groups will not use the building or any school facilities unless they are under the supervision of a teacher or administrator.

Requests by adult groups to use the building should be referred to the appropriate assistant principal.

Students and teachers are encouraged to use the building for school-related activities. However, plans should be made well in advance in order to eliminate conflicts. The scheduling of school plays, programs, and other activities must be coordinated through the appropriate assistant principal in order to eliminate conflicts

The master calendar of school events is kept in the assistant principal's office. Monthly calendars are distributed to all staff members. Teachers should post the calendars and be familiar with scheduled events.

The area that you use, auditorium, lecture room, cafeteria, etc., must be cleaned by your group. All trash must go to the dumpster. No drink cans or food wrappers should be left. Clean up all spills. Arrange before the event for trash bags and a broom or vacuum.

**Please complete the After School Event checklist which must be given to the principal 5 school days before the event. You must arrange for Security for large events.**

#### **USE OF THE CAFETERIA (PP010)**

**Use of the cafeteria for special functions must comply with district policy.** Any activity by non-Greenville County school food service personnel involving the use of equipment and facilities falls under the direct supervision of the schools food service manager.

#### **FACILITY/EQUIPMENT USE OF SERVING AND WARMING EQUIPMENT ONLY**

1. School food service personnel are not required to be on duty when the special function involves the use of serving lines and/or warming equipment only, so long as a school district employee is on site during the event.
2. In the event that a **non-school related organization** is sponsoring a special function, a Greenville County school food service employee must be on duty. The organization sponsoring the function will be billed for the time required for supervision. Such billing will be at one and one-half times the employee's current hourly rate of pay and will include the cost of matching benefits applicable to the individual's salary.

#### **FACILITY/EQUIPMENT USE WHEN EQUIPMENT OTHER THAN SERVING AND WARMING EQUIPMENT IS REQUIRED**

1. Any time that food production or clean up equipment is required for a special function, a Greenville County school food service employee must be on duty.
2. At the discretion of the school principal, the first six hours of such supervision or service required each year may be complimentary, so long as the organization receiving the services is school-related.
3. After the six-complimentary hours have been used, all additional time required during the course of the school year will be billed to the sponsoring organization.

#### **RESPONSIBILITY FOR CARE AND USE OF FACILITIES AND EQUIPMENT**

1. Any organization using food service facilities and/or equipment that is under the direct supervision of the food service manager will be responsible for any damage or lost property occurring as a result of actions taken by a representative of the organization.
2. Any organization using food service facilities and/or other materials will be limited to those functions where food service personnel are on duty. Any item, or items used

for the special function will be billed to the sponsoring organizations at rates established by the Central Food Service Office.

### **VALUABLES**

**Keep purses, money, and mobile phones locked away at all times, even during class when you are in the room.** Store found purses or wallets in the vault, not in the teacher's desk. Be careful with grade books. Copy your grade book each nine weeks and keep the copy at home.

### **WORKMEN'S COMPENSATION—ACCIDENT REPORT**

If you are injured while at work, the accident must be reported to an administrator, proper forms completed (workmen's comp and accident report), and if necessary, you may need to be seen by a doctor on the day the accident occurs. If these steps are not followed, you will be ineligible for workmen's compensation. Forms can be secured from and returned to the bookkeeper.

### **District Policy**

Smoking is prohibited at all schools, on all school property, and in district owned vehicles.

Faculty members may not participate in religious group meetings at school. Faculty may only attend as observers.

Any club that is not related to the curriculum may not meet during the school day.

## OPERATIONAL PROCEDURES

### ACCIDENTS AND INCIDENTS

#### Reporting of Student Accidents

If a student (in or out of classroom) has an accident, the supervising teacher and/or other adult witnesses will report the accident to the front office. The supervising teacher or other adult must complete the standard student accident report form and file it with the bookkeeper.

#### School Incident Report

Any time a staff member witnesses or encounters a situation that could result in litigation, a police report, or an insurance claim, the staff member will report to an administrator who will complete a School Incident Report Form. Below is a list of incidents that could lead to such action:

- Fighting between students
- Personal attack on or physical abuse to another student or staff member
- Stolen property of student, teacher, or school
- Damage to personal or school property
- Forceful entry to any area of the building

### ANNOUNCEMENTS

#### Public Address

The P.A. system will be used in the morning at 8:31 a.m. for the Pledge of Allegiance and the moment of silence. Any announcements at this time must be approved by the principal.

No P.A. announcement will be made during the school day without the permission of the principal unless there is an emergency. **Teachers will read the Southside High School Daily Student Bulletin to students during the first period of the day. Teachers will then post the bulletin on or near the door.**

#### Daily Student Bulletin

A daily announcement sheet will be placed in the Teachers' Workroom each morning prior to the beginning of the school day. First period teachers should read appropriate announcements to students during first period. Teachers are required to post the bulletin near the door.

Announcements to be included should be submitted in writing no later than 3:00 p.m. on the day prior to publication to the appropriate assistant principal. All announcements must be legible – dark, large, neat- and have the signature of the appropriate staff member. Please spell students' names correctly. Announcements will be limited to a three- (3) day run unless approved by an assistant principal.

## **ALL ANNOUNCEMENTS SHOULD APPEAR ON THE DAILY**

**ANNOUNCEMENT SHEET.** The P.A. system will be reserved for special and/or emergency announcements approved by the principal. Time has been included in first period for the express purpose of teachers' reading announcements.

Lengthy lists of students involved in any program that interferes with classes should be provided for staff members including the cafeteria manager in typed memo form from the activity sponsor (after the assistant principal gives approval for the activity). Southside teachers have requested that such lists be given to teachers **three class meetings in advance of the event. Any list of students that does not have the appropriate principal's signature should not be honored. If a student list or a memo asking for students to leave or miss your class is placed in your mailbox or sent to your classroom, do not send the student/s. Send the memo to the principal.**

## **ASSEMBLY**

Assembly programs must be planned and timed to ensure adherence to the assembly schedule. The principal may call an end to an assembly if it interferes with instructional time. All teachers are to accompany students to the assemblies and to enforce proper deportment.

## **ATTENDANCE**

### **Recording Student Attendance**

It is absolutely imperative that each first period teacher keeps accurate daily attendance. State monies are allocated to the district on the basis of daily attendance, and every mistake costs the District and ultimately the school, money.

Teachers are to **personally** record attendance on the Blue Card as instructed by the Attendance Clerk. Student assistants will collect the cards during first period.

A Daily Absentee Report will be generated by the attendance office and delivered to teachers by the end of third period each day. An individual Student Attendance Report for each teacher will be in the teacher's mailbox at the end of the day. **IT IS IMPERATIVE THAT TEACHERS CORRECT THEIR ATTENDANCE REPORT SHEETS AND RETURN THEM TO THE ATTENDANCE OFFICE WITH YOUR BLUE CARD THE NEXT DAY. If a student was absent from your class but not listed on the sheet, list the student as absent. If a student was present in your class, but listed as absent from your class, list the student as present. Cuts will be determined from these reports. The reports must be returned to Mrs. McAfee each morning. An individual computer printout for each student's attendance shows each period a student was absent. If you count a student absent from your class, the absence must be reflected on the computer record. When you refer a student for cutting, the computer must show a U for that class period. Study hall teachers and teachers with teacher aides are also responsible for completing these reports.**

### **Admission after Absence**

Upon return from an absence, every student will submit one of the following to the first period teacher:

- Doctor's note verifying the absence, or
- Parent's note verifying the absence, or
- College visitation confirmation showing prior approval
- Student's note stating the date of the absence and that there is no adult verification at this time.

Senior teachers are reminded that a college visit with documentation counts as an absence.

The first period teacher will complete an admission slip in duplicate and give one copy to the student for teachers to sign. The top copy with note attached should be put with the Blue Card to be collected.

### **Recording Attendance: Individual Classes**

Each teacher is required to keep an accurate and up-to-date record of attendance for each class he or she teaches. An attendance record book is provided for teachers to record this data.

Teachers should keep students informed about their absences from classes and should check daily for and sign admission slips of students who have been absent.

### **Required Student Attendance**

A student must attend each class a minimum of days during each instructional period in order to receive consideration for credit for the class. Below is an attendance schedule required for each instructional period:

Semester	45 days	42 days' attendance required
Year	90 days	85 days' attendance required

If a student reports to class without an official admission slip, the absence is unexcused. The teacher should admit the student, mark the absences unexcused, and note the irregularity on the teacher's Individual Attendance Report. The student may bring a proper admission slip on the following class meeting day at which time the teacher's record should be up-dated.

**If the student has mislaid the admission slip, admit the student to class,** but it is the student's responsibility to bring either the original slip or a copy on the next class meeting. He may obtain a copy from the Attendance Office but not during a class period.

Suggestion: For your records and end-of-the-year sanity, if the student does not follow through with an excuse, have the student sign a note or a page in your attendance book saying that he or she was absent and failed to bring an admission slip to your class.

### **Arrival of Students**

Students arriving before 8:15 may be in the lobby, the patio area, or the cafeteria. The library opens at 8:00 a.m. Other areas are off limits. Teachers who want students to report to their rooms before 8:15 must give prior written permission to the students.

### **Cuts**

Teachers are required to check their Individual Student Attendance Reports each day. Compare the sheet with the Daily Bulletin which lists Early Dismissals and Late Arrivals. Note any discrepancies on the report. Return the report each day with the Blue Card. If a teacher determines that a student has cut class, a referral should be written immediately.

### **Accountability for Student Attendance**

As soon as students come under the school's jurisdiction (i.e. enrolls and reports for scheduled instruction), the faculty and staff are responsible for supervising their activities as though legal guardians (in loco parentis).

Negligence in the fulfillment of this legal obligation is a breach of trust and the negligent party is liable. Keeping track of the whereabouts and activities of students is a fundamental responsibility of the school, and the effort in meeting this responsibility is "accountability".

The individual teacher's responsibility in this form of accountability is recording and reporting the students' attendance status. Clarity and accuracy are crucial to this task. The teacher is responsible for reminding students of their attendance status every time they are absent or late for class. **Notify parents of the need for attendance at Saturday School as soon as the need arises. Do not wait until the last month of school to inform parents.**

### **BULLETINS**

The "Southside High School Bulletin for Students" will be published daily. All information is to be sent to the appropriate assistant principal by 2:30 p.m. for inclusion in the next bulletin. If the notice is not legible, it will not be included. The P.A. will not be used for announcements other than emergencies.

See the FORMS section on web site for an announcement form. Make copies of the original.

### **COPY MACHINES**

**Photocopy machines are available for staff use in the faculty workroom.**

Staff members are encouraged to plan ahead for machine use. **Students may not use the copier under any circumstances.**

## **DETENTION**

On occasion teachers will need to assign classroom detention. If detention is to be held with the teacher after school, please notify parents in advance in order to make arrangements for transportation. Teachers may choose to have students serve lunch detention in their classrooms under their supervision. In these cases, please give the students passes if they must be in an unauthorized area during lunch. A teacher must be in the room while students are serving detention.

## **DISCIPLINE**

### **Discipline - Classroom**

1. Each teacher is responsible for maintaining discipline within the classroom. Teachers are encouraged to use various classroom management techniques before referring a student to the office. The teacher is the key to good discipline. The best discipline occurs when the teacher is prepared and the instruction is continuous. Teachers will be supported in their efforts to maintain good education.
2. Any student referred to the office will be treated democratically and entitled to due process.
3. **Students should not be put in the halls for punishment.**
4. Humiliation or embarrassment should never be used as a form of punishment.
5. Make sure that your punishment fits or is a logical consequence of the student's specific misbehavior,
6. Teachers should never make derogatory remarks to a student or about a student. "Name calling" should be totally avoided.
7. Students who are sent to the office should have a referral when they get to the office unless the behavior is such a nature that the students must be removed immediately. In which case, a referral must be written as soon as possible to provide adequate documentation of the misconduct.
8. Corporal punishment is not allowed in the school district. No staff member of Southside High School has permission to administer corporal punishment to any student for any offense at any time.
9. **Students must remain in their seats until the bell signals the end of class. No students should line up at the door prior to the bell.**

### **Discipline – After School**

1. Students may be kept after school for punishment, to make-up work, or to receive additional help.
2. **Before a student may be kept after school for any reason, arrangements must be made with the parents so that transportation can be arranged. These arrangements must be between the teacher and parents. Advance notification (minimum 24 hours) is required.**
  - a. The teacher may call the parents and make the arrangements , or

- b. The teacher may provide written communication (e.g. to include detention slips) to the parents explaining the necessity for staying after school. The student must take the letter home for the parent's signature to indicate receipt of notice and commitment to provide transportation.
3. If the parent replies that the student cannot be picked up after school, then an alternative punishment must be arranged.
4. Failure to report to detention without probable cause will result in stringent discipline action administered by the administration.

## **EARLY DISMISSALS**

### **Daily Early Dismissals**

Daily early dismissals are provided for the purpose of dealing with student health, illness, and family emergencies. Students requesting early dismissals are required to bring a note of explanation from their parent/guardian and place the note in the box on the counter in the Health Room by 8:25 a.m. to be approved on the morning of the dismissal. The note should contain the following information, which will be verified by a telephone call to the parent or guardian before permission is granted:

Student's name	Grade level
Date of dismissal	Reason for dismissal
Time of dismissal	Signature of parent or guardian

**Telephone number where parent may be reached before 10:00 a.m.**

After verification, an early dismissal card should be picked up from the Health Room during class change. If no phone verification can be made, the student will not be released.

The same policies and statutes that apply to absences will apply to early dismissals since students miss class time.

Early dismissals will be excused for the following reasons:

- Medical or dental appointments certified by a physician's statement.
- Serious illness in family.
- Death in immediate family.
- Religious services with written prior approval by the principal.
- Family emergencies or hardships as approved by principal only.
- Personal illness.

Any other reason for early dismissal will be unexcused.

### **Emergency Early Dismissals**

There are circumstances which will occur in a family which cannot be foreseen. These are emergency conditions such as death in the family, serious illness in the family, extreme hardships, etc. Under these unforeseen circumstances, **a parent/guardian must come into the health room to request the early dismissal and sign out his/her child.**

An Early Dismissal Card will be issued to the student for admission to classes the next day.

### **Early Dismissals Because of Illness**

A student who becomes sick while at school should request permission from his or her teacher to visit the health room. If the nurse determines that the student is **too sick to remain at school**, the parent/guardian must be notified before the student is allowed to leave school.

Students reporting to the health room because of serious illness must remain in the health room until released by the nurse to return to class or go home. **Any student who leaves school without the proper authorization from the nurse or some other school official –even with parents’ knowledge – will be considered truant from those classes missed.**

**Students are responsible for showing a dismissal card to the teachers whose classes they missed.** Please make sure that your students understand their responsibilities toward keeping an accurate account of days in your classes. They should mark days missed on the calendars in their student handbooks.

## **EMERGENCIES**

### **Accident to Student**

In the event of student injuries, teachers are expected to insure that an injured student is given proper assistance by taking the following steps:

#### **Emergency Medical Procedures**

1. Teacher will remain with student and send or call for help.
2. Notify school office immediately.
3. The office will alert the school nurse and administration of the location of the emergency.  
Students already in the health room will be sent to the office.
4. The office will alert another CPR responder to assist the nurse if needed.
5. The office will call EMS/911 if needed.
6. The office will send someone to meet and direct EMS.
7. As soon as the situation warrants, the administration will call parents and report the nature of incident.
8. In the event the student is transported by EMS, a staff member should accompany the student if the parent is unavailable,
9. The school nurse should notify the Area Health Coordinator or District Coordinator of Health Services.

### **Accident to Faculty Member**

Accidents in any school building are to be reported promptly to the office. An accident suffered by any member of the faculty or staff which requires the services of a physician should be reported promptly to the office so that the District Office may be notified and

the proper forms completed and mailed to the insurance carrier. In the event of a serious accident, the procedures that apply to student accidents should be followed.

### **ENROLLMENT OF NEW STUDENTS**

The guidance department will handle enrollment of new students. When a new student is enrolled and assigned, notice will be given to the attendance office, homeroom teacher, and subject teachers.

No teacher may refuse to accept students assigned to a course, and concerns should be discussed with counselors, not students.

Special education teachers are responsible for informing the attendance office of new students added to special education classes. Such notice must be done on the morning of the student's first day in special education classes.

### **EXAMINATIONS**

Examinations are considered an important part of the instructional program and provide valuable learning experiences. **The exam will count no more than one-fifth (1/5) of the total semester grade.**

**All students will take two-hour examinations at the completion of first and second semesters courses.**

**No teacher will dismiss a class early. No teacher will give a final exam before the official exam period.**

**Students will not be allowed to take exams early or late unless a doctor verifies the absence or unless an extreme emergency occurs in which case the parent must make a written request of the principal. Teachers must administer exams during the exam period not before.**

**Students enrolled in AP exams are required to take the AP exam.  
All students must take exams.**

**Teachers should give a copy of the exam to the appropriate administrator three class meetings before the exam.**

The school calendar is published in advance so that parents can make vacation plans accordingly.

## EXAM SCHEDULE 2001-2002

### First Semester Exams

**December 14, Friday**      1B and 3A exams  
**December 17, Monday**      1A and 3A exams  
**December 18, Tuesday**      2B and 4B exams  
**December 19, Wednesday**   2A and 4A exams

The bell schedule to be followed during semester exams:

**8:30- 9:25** Class period  
**9:30 -11:30** Exam for that class  
**11:30 - 12:25** lunch  
**12:30 – 1:25** Class period  
**1:30 – 3:30** Exam for that class

### Final Exams

#### Senior Final Exams

**May 14, Tuesday** 1A and 3A exams  
**May 15, Wednesday** 1B and 3B exams  
**May 17, Thursday** 2B and 4B exams  
**May 18, Friday** 2A and 4A exams

#### Underclassman Final Exams

**May 23, Thursday** 1B and 3B exams  
**May 24, Friday** 1A and 3A exams  
**May 28, Tuesday** 2B and 4B exams  
**May 29, Wednesday** 2A and 4A exams

### The bell schedule:

#### Thursday, May 23

**8:30- 9:25** 1 B  
**9:30 -11:30** 1 B Exam  
**11:30 - 12:25** lunch  
**12:30 – 1:25** 3 B  
**1:30 – 3:30** 3 B Exam

#### Friday, May 24

**8:30- 9:25** 1 A  
**9:30 -11:30** 1 A Exam  
**11:30 - 12:25** lunch  
**12:30 – 1:25** 3 A  
**1:30 – 3:30** 3 A Exam

#### May 28 & 29

**8:30-10:30** 2 period Exam  
**10:30-10:55** Break  
**11:00-1:00** 4 period Exam  
 School dismisses at  
**1:00 PM.**

**May 30** Make-up exams

**FIELD TRIPS (Revised by Faculty Council, 1999)**

## **FIRE DRILLS AND EVACUATION**

STAFF MEMBERS SHOULD RESPOND TO EVERY DRILL AND EVACUATION AS IF A TRUE EMERGENCY EXISTS.

During a drill, each student is to leave the building under the supervision of a teacher.

Classes will leave **quietly** and in **single file**. Staff members should instruct students in the proper behavior expected of them during a fire drill. The teacher will be the last one to leave the room, and he/she should make sure the room is cleared of all students and close the door.

Classes should clear the building by 150 feet. Students using the front exits must not stop in the main driveway.

**Each teacher is to take his/her record book and make sure all students are accounted for when the class has stopped clear of the building. The record book should contain the students' addresses and telephone numbers.**

Staff members not supervising students during a fire drill should leave the building and give assistance where it is needed. All people must leave the building and must not return until notified to do so by one of the administrators. If a fire drill should occur at the end of class, students and teachers will return to the class from which they were dismissed.

Post the fire drill map in your room next to the door.

## **FUNDRAISER GUIDELINES**

- Please schedule fundraisers on the master calendar.
- Maximum length of selling time is two weeks.
- No fund raising items may be sold during class.
- Bookkeeping procedures must be followed.
- **Do not plan a fundraiser without the principal's written approval.**

## **GRADUATION**

The principal will appoint a graduation committee. The senior class sponsors and the senior guidance counselor will serve on the committee. The committee will submit its plan to the principal at the end of the second nine weeks.

## **GRADE BOOKS**

1. Each teacher is required to keep an accurate, up-to-date clearly labeled grade book.
2. Each list of grades should be marked as to date and assignment.
3. Any special codings for homework, classwork, and the like should be clearly delineated.
4. The procedures for averaging grades should be consistent from student to student and from class to class and in accordance with Board policy.

5. The weightings of various grades and the procedures for averaging should be clearly defined.
6. A numerical value is to be assigned for each grade given.
7. Grade books will be inspected periodically by an administrator.
8. Grade books will be turned in at the end of the school year. It is imperative that the grading procedures be clear, because the school receives numerous calls after the close of school concerning grades.

### **HALL PASSES (School Safety Guidelines)**

#### **Issuing Passes**

- Teachers will write pass in the student's handbook when a pupil leaves the room for any reason.
- Fill out the pass completely: date, time, destination and teacher's signature.
- Students are not to be given passes to go to the telephone or their lockers.
- Students without passes will be returned to the teacher.
- Boards, sticks, "permanent" passes are not acceptable.

#### **Students Standing in the Halls**

- **Students should not be placed in the halls for any reason including for punishment, for testing, for practicing, or while other students are testing.**
- Students who must be removed from the classroom should be sent to the front office with the proper referral form filled out completely. The front office will notify the appropriate assistant principal.

### **HEALTH ROOM**

The health room is located on the first floor, near the cafeteria. Students will be allowed to use the health room in case of emergency with written permission from a staff member, indicating date and time in ink. Any student who requests to go to the health room because of illness should be allowed to go. The nurse will determine the appropriate action when the student arrives at the health room. The health room telephone is not to be used by students for personal calls. The health room bathroom is not the public bathroom.

#### **Medicine**

- No medication will be given to students by any staff member!
- Students who need to take prescription medicine at school should have a parent bring the medicine to the health room in an appropriately labeled container.
- Written authorization of the attending physician is required for long term use.
- Medication cannot be accepted from a student.
- Students who are known to require emergency treatment for allergic response should have medication, written permission, and physician instructions for management of allergic reaction.
- Any unused medication must be picked up by a parent/guardian or person designated by the parent/guardian. Any medication not picked up will be destroyed.

**Immunization Record**

- All students must have a valid immunization record from S.C. Department of Health and Environmental Control to be enrolled in school.
- Unless a valid S.C. certificate is presented, a thirty-day special exemption is issued to all students who transfer into the School District of Greenville County from any other school whether in state or out-of-state.

**HOLDING STUDENTS AFTER CLASSES**

1. **Do not create problems by detaining students in your classroom after their class is over.**
2. **No teacher has the prerogative of keeping any student from another teacher's class. Each student is assigned and scheduled to conform to requirements of the State Department of Education.**
3. **Each student must follow his/her schedule exactly. When a student needs to do extra work or punishment work, he/she must do this during the time assigned to your room before or after school or during lunch.**
4. **Students will not be taken out of regular classes for special occasions or events without the principal's approval. When this occurs, the teachers will be notified in advance and the student will be responsible for all work missed. Students are not to be pulled out of class for rehearsals. Rehearsals should be scheduled during non-class times.**

**LESSON PLANS AND SEATING CHARTS**

The lesson plan must be available on the teacher's desk for observers. All teachers will assign seats for students and the up-to-date seating chart must be available on the teacher's desk for the administration on class room visits.

**LOCKS AND LOCKERS**

The assistant principal will issue locks and lockers at the beginning of the school year. Teachers will have locker clean-out duties.

**LUNCH**

Faculty, staff, and students eat during one lunch shift. ISS students will eat in the ISS room. Faculty are expected to have lunch on campus.

Homeroom teachers will distribute Free/Reduced Lunch Forms at the beginning of the year. See *Homeroom Responsibilities*.

**PARKING**

**All faculty, staff, substitutes, student teachers will have assigned parking places.**

## **PROGRESS REPORTS**

- Mid-term progress reports will be sent to the parents of all students.
- Teachers are expected to notify parents when a student's grade drops to a D or F between progress report and final grade.
- Progress reports forms may be obtained from the Guidance office.
- A copy of each progress report sent home must be kept on file. Collect returned reports and check for parent signatures.
- **A copy of each progress report must be given to the grade administrator. The final copy of the 4<sup>th</sup> quarter must reflect that a report has been sent for each quarter.**
- Many teachers find it helpful to send interim reports to all students. The Greenville County forms are only for poor grades, but teachers may devise other forms for students who are doing well.

## **SCHEDULE CHANGES**

At Southside High School, we do not endorse or encourage schedule changes. However, under certain circumstances it may be necessary for a student to drop a class. In that event, the following questions must be answered during the parent conference:

1. Did the student request the course at registration?
2. Did the parent sign the registration form?
3. Is there a pressing reason, the course must be dropped, such as the need to take a required course?

## **SCHOOL APPEARANCE**

The appearance of our school makes a big impression on our students, parents, and faculty. It is a large task to keep all the boards in the school up to date, clean, and attractive. In order to do this more efficiently, every one will take part in creating bulletin boards each year. Mrs. Boland will publish a schedule and assign Bulletin Boards.

## **SECURITY PLAN**

The security plan for Southside High School includes:

An announcement will be made over the intercom or by word of mouth to alert teachers of an emergency. All teachers will lock their doors until an "All Clear" is announced. In case of a power outage, all students are to remain in their classrooms.

A fire and tornado evacuation plan will be posted in each classroom.

All visitors to buildings and portables, including non-district workers and repairmen, will enter by the main doors, sign in, and obtain nametags in the office. Substitutes will be provided with nametags.

Teachers and other staff members will be encouraged to question the presence of anyone in the building without a nametag. Former students and any other visitors will not interrupt classes, visit teachers, take teachers away from class instruction, or interfere

with the normal workday of teachers. Former students and visitors may see teachers after 3:30 p.m.

A checklist will be given to custodians to assure that everything has been done to make the building secure before they leave at night.

A current list of all bus riders will be kept in the office for each bus route.

**Teachers will provide the office with the names of all students and adults riding on buses for class field trips, and a copy of the list will be taken on the bus. Students and adults must ride the same bus both ways.**

Emergency management kits will be kept in the office for teachers to take on field trips. These kits will contain pads of paper, pens, magic markers, nametags, first aid supplies, flashlights, and a list of telephone numbers needed in emergencies.

A map showing the route to be traveled to and from the off-campus destination will be left at the office.

All students on field trips should wear nametags.

An annual inservice on security will be given for the faculty.

A rechargeable, battery-operated bullhorn will be hung in an accessible place.

Teachers will discuss security with their students in the classrooms.

If an emergency occurs in the buildings, students and faculty will follow the fire drill procedures and map.

**In a fire drill or any other emergency, teachers will take grade books out with them. A list of telephone numbers and home addresses of the students should be in the grade book.**

An emergency management kit will be prepared for the building. This kit will contain legal pads, pens, lists of district and emergency telephone numbers, and building floor plans.

Administrators and office staff to provide direction during any emergency-except for bomb threats- will use walkie-talkies.

### **Security of the Building in Off Hours**

**The following procedures must be used when entering the building:**

1. All staff members entering the building must report to the office and sign in on building security sheet.
2. Alarm must be turned off.
3. **If you turned off the alarm, you are responsible for securing the building and turning the alarm on when you exit the building. You should do an “all call” before activating the alarm.**
4. **Should you need to leave but another staff member has entered the building, you are responsible for talking with that staff member and informing her/him that you are leaving and will be giving that staff member’s name and telephone number to school security. It will then be that staff member’s responsibility to activate alarm and talk with school security and provide proper name and telephone number.**
5. All staff members are responsible for securing the area that was accessed. All doors, lights, computers, etc. must be turned off. If you have students with you, they must be supervised at all times.
6. **The person responsible for securing the building must check front doors before exiting the building. Should a problem with securing the building arise, security is to contact the person responsible for securing the building. That person will be responsible for correcting the security problem.**

\*\*Instructions for turning the alarm on and off should be followed. Instructions are posted at the alarm.

### **STUDENT ACTIVITIES**

A varied extracurricular program is important for a successful school, and every staff member is encouraged to support activities in which they have students participating.

All extracurricular activities (with the exception of athletics) must be processed through the assistant principal. No school club or student group meeting may be announced without the approval of the faculty sponsor in charge of the activity, and no club meeting or activity should be held without the presence of the faculty sponsor.

Sponsors are encouraged to talk with administrators about district policies for responsibilities related to supervision and liability.

Sponsors must insure that students meet eligibility requirements for competition and must complete and file a non-athletic eligibility form at least one week prior to the first competition. The non-athlete forms, typed, alphabetically, must be given to the assistant principal.

Students must satisfy the academic requirements in the semester preceding participation in the interscholastic activity. Please note, however, that for those interscholastic athletic activities that occur over two consecutive semesters and fall under the jurisdiction of the South Carolina High School League, students must satisfy the academic requirements

only in the semester preceding the first semester of participation. Teachers may seek the assistance of the athletic director for clarification.

Interscholastic activities shall be defined as all school – sponsored activities for which preparation occurs outside of the regular school day. Individuals or members of groups involved in activities that include out-of-school practice on more than one occasion weekly shall be required to meet eligibility requirements. See Forms section.

### **STUDENT AIDES**

No student aides.

### **STUDENT-PARENT HANDBOOK**

Practices and procedures relative to students are addressed in the *Student-Parent Handbook*. Homeroom teachers will discuss sections during each homeroom meeting during the first eight days and collect signature receipts. Encourage students to use the calendar in the handbook to plan for tests, practices, and project due dates.

### **TARDY PROCEDURES**

#### **Tardies to School**

Students should strive to arrive at school each day on time. Tardies, as well as absences, are a part of the student's permanent record and thus can reflect negatively on a student's overall performance when considered by college officials or prospective employers.

Students will be marked tardy if they are not in their first period classes when the 8:30 bell rings. Students arriving after the 8:30 bell should report immediately to the attendance clerk so they are not marked absent for the day. Tardies will be classified excused or unexcused by attendance clerk indicated on a late permit and then given to the teacher immediately upon entering the room. Students should bring a parent note explaining the tardy, and the attendance clerk should maintain a record. Refer to *Student-Parent Handbook* for penalties.

#### **Late Buses**

Students arriving on a late bus will not be marked tardy but will be admitted with a bus stamp.

### **Tardies to Class**

Effective classroom management and high expectations are important in the school's efforts to eliminate tardies, and teachers will be supported in their efforts to ensure that students are not chronically tardy by using the following procedures for unexcused tardies:

- Students are allowed 6 minutes for each class change. Unless the student has a note from the principal or an assistant principal, the tardy is unexcused. **Do not send the student to an administrator for a pass.**
- 1<sup>st</sup> and 2<sup>nd</sup> tardies: record the unexcused tardy and give a verbal warning.
- 3<sup>rd</sup> tardy: Write a referral and place in the administrator's box. Do not send the student out of class. Contact the parent.
- 4<sup>th</sup> tardy and thereafter: Write a referral and place in the administrator's box. Do not send the student out of class. The administrator will assign
- OSS and suspend parking privileges.







## **TRANSFERS/WITHDRAWALS**

Withdrawals are initiated primarily by the attendance office (excessive absences) or by students (transfer) and are processed through the guidance department.

Students withdrawing from school should report to their counselor before school on the morning of their last day. Communication with parent/guardian in person is necessary for the counselors to begin the withdrawal procedure.

The student will receive a withdrawal form from the counselor. This form is to be signed by each subject area teacher, the media specialist, the ISS director, and the assistant principal in charge of indebtedness.

Each subject area teacher will receive the textbook assigned to the student and must sign the withdrawal form, indicating whether or not any books or fines are due. A NUMERICAL grade must be included on the form to indicate the student's work at the time of withdrawal.

## **TORNADO PROCEDURES**

### **ALERT STAGE**

Information received that a tornado watch is in effect for area.

#### **PRINCIPAL**

1. By means of messages, written notes, or other quiet means, faculty and other staff members will be advised of weather conditions.
2. By way of the weather alert radio, heed all information pertaining to weather conditions.
3. Assign monitors to view surrounding county, especially to the west and southwest.

### **WARNING STAGE**

Information is received that a tornado has been sighted in the area,

#### **PRINCIPAL**

1. Activate movement to sheltered area (a short intermittent ring of school bell or word by messenger.)
2. Cut off bells for changing classes.
3. Assure that movement action is completed.
4. Stand by to coordinate and direct subsequent action.

Staff and students move to predesignated shelter areas in accordance with the school plan for movement to shelter. Leave all windows and doors of the building closed.

1. Notify fire department.
2. Notify District Office.

3. Assure that areas are evacuated.
4. Report to alternate emergency control center.

At evacuation signal, all personnel and students evacuate building in accordance with the school's evacuation plan.

Please note. Students who are in the gym will move to the locker rooms and assume the "duck and cover" position. If they are on the field, they will go to the nearest area for shelter. If students are having lunch, they will immediately go into the halls and assume the "duck and cover" position.

### **TORNADO EVACUATION PLAN**

When alarm is given (the bell will alternate) teachers and students will move to an assigned shelter area. Students are to take "duck and cover" action, which means immediately sitting, crossing legs, bending head over and covering the head with a book.

Students and teachers who are in open areas when a tornado is sighted are to immediately dive into or under the nearest cover, curling or "knotting up on side", closing eyes and protecting face and head with arms, books, or other available objects.

Out-of-building groups can use ditches and culverts during warning or onset stages of an emergency when they do not have time to reach more adequate protection.

Teachers need to stay with their students at all times. No talking is allowed. When you return to the classroom, call roll immediately to see if all students are present.

## FINANCIAL MATTERS

The finances of the school are both complex and critical to its operation. Several different sources of district money provide the school with equipment and materials. Each account has strict rules designating what may be purchased and which deadline must be observed.

Numerous local accounts are maintained by organizations to fund a variety of other needs, and these accounts also have policy constraints regarding how they may be used.

The most common transactions and forms are addressed in the following pages. **Before making any decisions involving money, consult the bookkeeper to determine the most appropriate way to proceed.**

### BOOKKEEPER'S HOURS

**Money must be turned in to the bookkeeper's office by 1:30 p.m. each day in order to permit the bookkeeper the necessary time to prepare the daily bank deposit required by district policy.**

Teachers should collect and receipt all monies in time to meet the 1:30 p.m. deadline.

### PAYMENT FOR FIELD TRIPS

**Teachers sponsoring field trips should make all financial arrangements in advance.** Money collected from students is to be receipted and deposited in a special account prior to the trip, and money collected must be sufficient to cover the cost of both the bus driver's salary and mileage for the trip. A purchase requisition should be completed and approved at the time the field trip request is made.

If teachers are aware of a student's inability to pay for a field trip, they should notify an administrator as soon as possible so that necessary arrangement can be made,

### SCHOOL PICTURES

Instructions to be added.

### Student Insurance

Homeroom teachers are to collect money and insurance forms from their students during the first eight- (8) days of school.

### PURCHASE REQUISITIONS (DISTRICT FUNDS)

A purchase requisition (Form 130-16) is the instrument used to authorize the School District Purchasing Department to purchase goods and services to be charged against the School District budget. Purchase requisitions may be obtained **from Mrs. Fields** in the front office.

The completed purchase requisition should include the following information: staff member's name, the account to be charged, quantity, unit, stock number, description, unit

price, total, tax, shipping charges (if applicable), and the vendor (including address and zip code and FAX number) from which the items will be purchased. Use only BLUE or BLACK Pens.

The requisition will then be typed, the principal's signature will be obtained and then the requisition will be forwarded to the appropriate personnel in the District Office.

### **PURCHASE REQUISITION (LOCAL ACCOUNTS)**

A purchase requisition (Form 130-15) is the instrument used to request the purchase of goods and services, which will be charged against financial accounts at the local school level. Purchase requisitions may be obtained **from Mrs. Sullivan**. Please plan ahead.

Fill out the PR in detail. The "Purchase Form" section is for whom the check should be written. Please specify if you are to be reimbursed.

**A purchase requisition must be completed and submitted to the bookkeeper BEFORE ANY OF THE FOLLOWING:**

- **Anything is ordered (such as bus for field trips) or purchase.**
- **A purchase is made for which the staff member expects reimbursement.**
- **A proposal figure is obtained from anyone (if decision not to purchase is made, bookkeeper is notified, and the purchase requisition is destroyed by the bookkeeper).**
- **A letter of inquiry is written concerning prices or delivery dates (if decision not to purchase is made, bookkeeper is notified, and the purchase requisition is destroyed by the bookkeeper).**

The auditor checks purchase requisitions to determine if they were written prior to any conversation or purchase with any vendor.

The auditor also checks to see if purchase requisitions are attached to all bills or invoices. This is the responsibility of the staff member making the purchase.

Purchase requisitions are to be completed in duplicate and must be signed not only by the principal but also by the activity account sponsor, department head, or club sponsor.

**IF PURCHASES ARE MADE PRIOR TO WRITTEN APPROVAL BY THE PRINCIPAL, THE INDIVIDUAL MAKING THE PURCHASE WILL BE RESPONSIBLE FOR PAYMENT.**

Prices entered on the purchase requisition should be exact, if known, or the closest estimate possible. Estimates are to be noted as such, and tax should be included if applicable.

The bookkeeper must be given the following before the check is written:

- Written evidence of the goods or services.
- The purchase requisition.
- The invoice and other proper supporting documents.

A staff member's cancelled check is not acceptable evidence of a purchase. Failure to follow this procedure will result in the staff member's accepting responsibility for paying the invoice.

With the required accounting system in effect, checks cannot be written, as easily as before; therefore, staff members are encouraged **to plan ahead. Checks will be written on Tuesdays and Thursdays. No checks will be written on the spur of the moment.**

If a statement or bill comes in the mail, it should be addressed to the person responsible for the bill, who in turn will give it to the bookkeeper. If it is not to be paid immediately, a notation to the statement should be attached.

No advance checks should be written for merchandise, and staff members should provide the vendor with the purchase requisition number when purchasing.

If problems arise with a vendor after presenting him/her with the white copy of the approved purchase requisition, the bookkeeper should be contacted so that she and the vendor can resolve the difficulty.

**The bookkeeper is to initial any purchase requisition BEFORE the principal will sign it.** The bookkeeper will check the account to see if there is enough money to cover the purchase.

No order is to be placed for any fund-raiser project until the administrator and the activity sponsor have signed the fund-raiser request and the purchase requisition. The purchase requisition must then be turned in immediately to the bookkeeper.

Teachers should not send purchase requisitions to the office by students. The bookkeeper checks them upon receipt and may need to discuss something with the staff member who completed the form.

### **RECEIPTING MONEY**

The responsibility for collecting, recording, receipting, and delivering money to the bookkeeper rests with the teacher responsible for the activity. **Financial liability rests with the teacher/sponsor for monies collected and not turned into the office.**

Receipt books must be signed out through the bookkeeper.

## **GUIDELINES FOR RECEIPTING MONEY**

### **Turn in money everyday!**

All money collected from students by a teacher/sponsor must be receipted. If less than \$2 is collected from students, individual receipts do not have to be written. One overall receipt may be written to one student in the class for the total amount collected.

When a teacher collects money from a student, the teacher must record the transaction in a county-numbered receipt book. Receipts should be filled out completely in ink, and the amount entered in the designated places. On the checks, the name, address, and telephone number must be listed in case the check is returned as NSF.

Give the student the white copy of the receipt, and leave the yellow copy in the receipt book. Students should be made fully aware by the teacher that no refund can be made unless the student can provide the white copy of the receipt issued from the teacher's receipt book. Once money has been entered in a receipt book, cash refunds cannot be given for any reason. All refunds must be made by the bookkeeper.

If a receipt is made in error, both the white and yellow copies must be voided in the book. Both copies must remain in the book, and both copies must be clearly marked VOID. If the white copy has already been detached, it must be stapled to the yellow copy.

Money and receipt books must be turned in to the bookkeeper in the bag provided. Money should not be sent to the office with students. Money collected and receipts written must balance. The date(s) in the receipt book must correspond with the date money is turned in to the office.

Office receipts will be written by the bookkeeper, and stapled to the copy of the yellow receipt in the teacher's receipt book.

**Money is to be turned in to the bookkeeper no later than 1:30 p.m. each day.**

Substitute teachers, student teachers, and students must never be permitted to receipt monies.

Teachers are not permitted to receipt themselves but must be receipted by another staff member.

Teachers will be accountable for receipt books. They are issued by the Area Internal Auditor and will be returned to him at the end of the year.

New receipt books will be issued as needed.

## FUNDRAISING PROJECT BOOKKEEPING PROCEDURES

1. Prior to order, a **“Request for Fundraising Project”** form should be secured from Mrs. Sullivan.
2. The sponsor should complete the form in detail and give it to the bookkeeper. **The fundraiser is not approved until the principal has approved and signed it.**
3. After approval, a requisition must be completed and then the order may be placed.
4. When completing the “date of activity” portion, allow ample time to complete the project. The project must be completed by the date that is written on the form.
5. An account will be established by Mrs. Sullivan. You personally must receipt all money received.
6. Individual student records for fundraisers must be turned in with the summary sheet. The record must include the number of items sold, unsold, and items not accounted for. The summary form must also state how unsold items will be disposed of and for what purpose. These records are audited and must be filed.
7. When all money has been collected and bills paid, an **“Authorization for Transfer of Funds” form must be signed by the sponsor and the principal.**
8. A **“Summary of Fundraising Activity”** form will then be completed and accounts cleared by April 30 of each school year.
9. **IF THESE PROCEDURES ARE NOT FOLLOWED, THE INDIVIDUAL TEACHER WILL BE RESPONSIBLE FOR THE BILL.**

## **SOUTHSIDE HIGH SCHOOL MEDIA CENTER**

The Media Center houses a large collection of print and non-print materials for your use and the use of students. Internet access is a tremendous addition to our local area network. We are enthusiastic about working with students and faculty in the Media Center this year. Helping our patrons gain access to needed information and to wisely utilize information are main goals.

### **LOCAL AREA NETWORK: (LAN)**

Our Media Center has new and exciting technology to offer. On our local area network we have the following CD ROM and computer software:

- **SIRS** – full-text magazine and newspaper articles on relevant social and scientific issues
- **Discovering Authors**-information about authors
- **Discovering Science**-information about scientific topics and people
- **Discovering U.S. History**-information about United States history
- **Discovering World History**-information about the history of the world
- **Granger's Index to Poetry**-full-text poetry as well as accompanying information
- **South Carolina Occupational Information System (SCOIS)** college and career information
- **Internet Access**-on-line information via satellite

### **History of the Internet at SHS**

Internet access at Southside High School became a reality in 1996 as a result of the South Carolina SCINET project. A group of dedicated faculty members and parents teamed together to pull wires and connect equipment throughout the high school. This volunteer group accomplished the following:

- **Installed a T-1 line and technology equipment in the Media Center,**
- **Installed Cat 5 wires from the Media Center throughout the school bringing internet access to 14 classrooms,**
- **Created a downstairs HUB to connect the Media Center file server to the Administration file server.**

Although the SCINET project was severely criticized by many who claimed volunteers could not attain such an ambitious project, every single connection worked and continues to work to bring the Internet to Southside High School.

In the summer of 1999, Network Data Services accomplished the following improvements:

- **Created an upstairs wiring closet,**
- **Created wiring for 10 workstations in the Media Center,**
- **Created wiring from the media Center to the upstairs Computer Lab.**

In the fall of 1999, seventeen new Pentium computers were purchased for the Media Center and nine computers were purchased for administration. Twenty-six new stations will soon have access to the Internet.

### **AUDIOVISUAL COLLECTION**

Audiovisual materials owned by the Media Center have been purchased or the rights to use them have been secured. These videotapes are cataloged on the computer. See the following list of guidelines for use of audiovisuals:

- Please prohibit students from tampering with the machines when they are not authorized to do so.
- Any item sent to you from the Media Center will be your responsibility until you return it.
- It is imperative that all films and videos be previewed before presenting them to your students.
- Please check with your department Chairperson to see that the material you wish to show is a part of your curriculum and is not scheduled for another grade level program. A repetitious film can often spoil a lesson of a teacher who is unaware that his/her students have already seen it.

If you wish to rent a video or record a program “off the air” for use in your classroom, there are special forms that should be completed. Copies are available in the media center. All tapes shown in your classroom must be for educational purposes and support the curriculum. It is very important that the copyright law is followed when using audiovisual resources.

### **COPYRIGHT LAW AND AUDIOVISUAL MATERIALS**

Copyright owners have the exclusive right to display and perform their works, including the projections of a film or videotape. However, education may show films or videotapes without explicit permission from the copyright owner if those showings are for purely educational purposes, directly related to instruction and shown only to students in a nonprofit education institution. The following permissible and prohibited uses have been developed:

#### **Permissible Uses**

1. They must be shown as a part of the instructional program.
2. They must be shown by students, instructors, or guest lecturers.
3. They must be shown either in a classroom or other school location devoted to instruction.
4. They must be shown only to students and educators.
5. They must be shown using a legitimate (that is, not illegally produced) copy with copyright included.

**Prohibited Uses**

1. They are used for entertainment, recreation, or even for their cultural or intellectual value but are unrelated to teaching activity.
2. They are transmitted by radio or television (either closed or open circuit) from an outside location.
3. They are shown in an auditorium or stadium before an audience not confined to students such as a sporting event, graduation ceremony, or community lecture or arts series.
4. They involve an illegally acquired or duplicated copy of the work.

**AUDIOVISUAL EQUIPMENT**

Audiovisual material and equipment should be checked out daily from the media center, Exceptions to this are items such as overhead projectors which are checked out to teachers on a yearly basis. Televisions and VCR's are limited; therefore, they should be reserved in advance. A reservation sheet for them is kept in the room where they are stored. You may also reserve other equipment of software in advance.

**THE PROFESSIONAL LIBRARY**

In addition to the resources that are available here at Southside, we can provide access to resources of other agencies. The Professional Library houses a large collection of professional books and periodicals. Any of these may be checked out by an employee either by visiting the library or by telephoning and having the materials delivered via courier. We will gladly assist you in obtaining these resources. The address of the Professional Library is:

Professional Library  
Golden Strip Career Center  
1120 East Butler Road  
Mauldin, SC  
Phone-213-1125

**AV Library & Book Center (292-7392)**  
**Wade Hampton High School**  
**100 Pine Knoll Road**  
**Greenville, S.C.**

The School District also provides a film/video cassette library and from which teachers may borrow resources. Catalogues for these centers are available in the Media Center.

## SOUTH CAROLINA ITV/ETV

The ITV taping center supplies all of the programs aired by the South Carolina Instructional Network. A general resource guide is published annually by SCI TV, Instructional TV, & Audio Resources. This resource guide provides a description of each of the series. Additionally, lesson guides for individual series may be obtained from the media center. The lesson guides describe each lesson in the series with suggestions for pre- and post- use. Tapes of many of the series are a part of our local collection, so they may be used at any time. If we do not already have a particular series, we will be happy to tape it for you.

SC ETV has a wonderful homepage on the Internet and can be reached at <http://www.sctv.org/>

### GENERAL GUIDELINES

**In order to provide effective and efficient service, we need to set forth the following guidelines:**

#### **General Guidelines:**

- **The Media Center hours are from 8:15 to 8:25 and from 8:35 to 3:45 each day.**
- **Passes are required at all times except before school, after school, and during lunch.**
- **Passes must state a specific reason for being in the Media Center and be signed by the student's classroom teacher or administrator.**
- **Substitute teachers and Study Hall personnel may not sign passes or send students to the Media Center.**
- **Recreational reading is to be done before school, at lunch, or after school hours.**
- **Students may not be sent to the Media Center during scheduled class periods for recreational reading.**

Each student must have a signed Internet Use Permission Form before s/he will be allowed Internet access. Internet rules, as established by the Board of Trustees of the School District of Greenville County, are stated on the Internet Permission Use Form.

#### **Class visits**

- Teachers must accompany their classes.
- Teachers need to discuss this visit with us at least one day in advance. By giving us advance notice, we are better able to help you to address the educational needs of your students. We will then schedule your class visit in the library sign-up book in the back office.

#### **Small group visits**

- No more than two students may be sent to the media center without prior arrangement from the media specialists.

- Even with prior arrangements, no more than five students may come from any class without the teacher accompanying them.

Individual search assignments/recreational reading

- Internet usage:
- On-line searches of our local area network
- Access to collection
- ***Please do not send students to use computers for word processing!*** The computers that have word processing capabilities are those that the students can use for Internet access. Please work with us on this.

## FORMS SECTION

**All forms are now on the web site so that you may print them, as you need them.**

<http://greenville.k12.us/southside>

**Go to Faculty. Go to Teacher Handbook.**

**SOUTHSIDE HIGH SCHOOL**

**Homeroom Teacher** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

**I, by signing below, indicate that I have viewed the Greenville County School District video on the Discipline Code.**

STUDENT SIGNATURE AND NAME IN PRINT

1.	12.
2.	13.
3.	14.
4.	15.
5.	16.
6.	17.
7.	18.
8.	19.
9.	20.
10.	21.
11.	22.
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**SOUTHSIDE HIGH SCHOOL**

**Homeroom Teacher** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

**I, by signing below, indicate that I have received a Student Handbook. I will comply with the rules and procedures. I will return the slip indicating my parents have read the handbook**

STUDENT SIGNATURE AND NAME IN PRINT

1.	12.
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33.	



**Duties of Lead (Colleague Helper) Teachers:**

- ◆ Make contact with the new teacher before the school year begins to answer any questions or address any concerns.
- ◆ Seek out the new teacher the first day of school. Don't expect the new teacher to find you.
- ◆ Help new teacher find all materials.
- ◆ Help new teacher get familiar with the building, school, and other faculty members.
- ◆ Never forget about the new teacher. Check on him or her regularly throughout the school year.
- ◆ Assist the new teacher with the following items: progress reports, attendance-Blue Card, entering grades into the computer, bell schedule, important dates, and homeroom procedures.
- ◆ Do not forget about your buddy! Remember that you were once the new teacher!

**REPAIR REQUISITION**

**TEACHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ROOM NUMBER** \_\_\_\_\_

**NATURE OF WORK TO BE DONE** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSON RESPONSIBLE FOR DAMAGE** \_\_\_\_\_

**AMOUNT FOR REPAIRS, IF APPLICABLE** \_\_\_\_\_

**DAMAGED AREA HAS BEEN INVESTIGATED** \_\_\_\_\_

**RESPONSIBLE PARTY IS NOTIFIED OF CHARGES** \_\_\_\_\_

**REQUESTED BY** \_\_\_\_\_

**PLEASE PUT REQUISITION IN THE MAILBOX OF Mr. Thomas.**

## FIELD TRIP CHECK LIST

- \_\_\_\_\_1. Check master calendar to obtain date for trip.
- \_\_\_\_\_2. Fill out request for trip 16 days in advance. Set up a field trip account with the bookkeeper before you take up any money. Give FT form to Mr. Thomas.
- \_\_\_\_\_3. Fill out bus request form. Give form to administrator 16 days in advance.
- \_\_\_\_\_4. Give students GC permission forms and teacher notification forms.  
GC Parent forms: Parents keep the pink copy. Mr. Thomas keeps the yellow copy. If the student has no insurance, you write in “no insurance” and sign. You take the white copy with you on the trip. In case of an accident, sickness, etc., the form will provide phone connections and insurance information.  
Teacher notification sheets: When you sign the sheet, please write legibly. These sheets are kept on file in Mr. Thomas’s office, so if you note tests, make-up work, override requests, those records will be available should parent complaints arise.
- \_\_\_\_\_5. Turn in Temporary Travel/Leave form to school secretary. **Call CARS.**
- \_\_\_\_\_6. Collect both forms from each student and check information. Give paper work to Mr. Thomas in this order: a typed, alphabetical by last names list of students and their first period teachers, each student’s Teacher Notification sheet with all signatures stapled to the student’s yellow permission parent form in alphabetical order. Approval will be given only if both forms are in on time.
- \_\_\_\_\_7. When you check the teacher signature forms, if a teacher has indicated the students has missed a class twice for a field trip, you must follow the “Override Policy,” p.35.
- \_\_\_\_\_8. Complete purchase order/requisition. Give to school bookkeeper.
- \_\_\_\_\_9. Arrange to get first aid kit from nurse.

\_\_\_\_\_  
 Field trip sponsor

School administrator \_\_\_\_\_

School bookkeeper \_\_\_\_\_

Date \_\_\_\_\_

**SOUTHSIDE HIGH SCHOOL**  
**STUDENTS ON FIELD TRIP**

**DATE OF TRIP:** \_\_\_\_\_ **TIME OF DEPARTURE** \_\_\_\_\_

**TIME OF RETURN** \_\_\_\_\_

**TEACHER/SPONSOR OF TRIP** \_\_\_\_\_

LAST NAME	FIRST NAME	GRADE	FIRST PERIOD TEACHER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
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21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

**REQUEST FOR BUS PERMIT****Give to Mr. Thomas.****Bus Center will honor only those requests submitted two weeks ahead of trip.**

**Number of Buses Needed** \_\_\_\_\_  
**User School:** Southside High School                      **Loc. Code** 415  
**Date of Trip** \_\_\_\_\_ **Destination** \_\_\_\_\_  
**Purpose of Trip** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Principal** \_\_\_\_\_

**Teacher** \_\_\_\_\_  
**Supervisor** Rhonda McCuen 299-8399  
**Bus Center** Donaldson Bus Center  
**Beginning Time** \_\_\_\_\_ **Ending Time** \_\_\_\_\_

**A bill will be sent to the school. Make sure that you collect enough money the first time to cover expenses. You may not collect money after a field trip.**

**FIELD TRIP TEACHER NOTIFICATION****Student's name** \_\_\_\_\_**Teacher taking Field Trip** \_\_\_\_\_**Date of Trip** \_\_\_\_\_**Time of Trip** \_\_\_\_\_**Teacher's Signature Acknowledging Field Trip****PLEASE NOTE TESTS, PROJECTS, OR OVERRIDE LETTERS DUE.****1A** \_\_\_\_\_**1B** \_\_\_\_\_**2A** \_\_\_\_\_**2B** \_\_\_\_\_**3A** \_\_\_\_\_**3B** \_\_\_\_\_**4A** \_\_\_\_\_**4B** \_\_\_\_\_

**All students are responsible for making up work missed before they return to class.  
Projects, papers, or reports due on field trip day should be turned in before leaving.**

**Club/Organization** \_\_\_\_\_  
**Sponsor /Teacher** \_\_\_\_\_

**I have checked student records to see that the following members meet all school and organizational requirements for membership, selection, or nomination for office.** \_\_\_\_\_

**Signature**

**Date**

**School requirements:**

**Debt free      Check current status by contacting the assistant principal.**

**Appropriate grades      Check current status with Guidance Department.**

**Appropriate disciplinary record      Check with grade level principal.**

**File this form with the principal.**

### **Club/Organization Sponsor Responsibilities**

Send a copy of the dates of meetings scheduled for the year to the assistant principal. The dates will be added to the master calendar so students do not have conflicts.

Complete the Sponsor Club/Organization Compliance Form. File a copy with the principal.

## **Classroom Environment**

1. Designate a place for posting of school information.
2. Sit in three places in your classroom. Can you easily read important information on walls or board? Can you read your overheads from a desk on the back row? Do you need darker pens or larger print?
3. Post assignments and project dates.
4. Post classroom rules in a format large enough to be read easily from any place in the room.
5. Maintain a section for current student work.
6. Engage students in the responsibility of keeping materials orderly and of removing trash. All teachers using a room are responsible for care of the room. Meet before school opens and list the needs and responsibilities of each teacher, permanent or floater.
7. Keep your lesson plan book and seating chart readily available for observers.

## Discipline – Teacher Responsibilities

Teachers are not to dismiss students before the bell or to keep students after the bell.

**Teachers are not to keep beepers for any reason.** Put the beeper in an envelope. Label the envelope with the student's name, the date, the class, and your name. Seal the envelope and give it to an administrator. Do not place it in a mailbox.

Explain **plagiarism** in your course syllabus. Be specific about students' use of information obtained through computer sources.

Explain **cheating** in your course syllabus. When cheating occurs, follow the procedure in the Student Parent Handbook. Documentation is required and the parent must be notified. It is not necessary to write a referral.

Do not send students out of the room for minor infractions. Do not continue to write referrals unless you have documented (date, time) a conference with the student's parents.

Give receipts to students when you collect projects and important papers. Example: Julius Caesar Notebook received from \_\_\_\_\_(name) at \_\_\_\_\_(time of day) on March 15, 2000. \_\_\_\_\_(Teacher's signature). If the student says you lost the material, tell the student to produce the receipt. If, indeed, the student has the receipt, then you should award full credit,

## **SCHOOL SAFETY POLICY AND PROCEDURES**

**This section will be up-dated when the District finishes the district plan.**

1. Bomb Threat Procedures (Make sure students take jackets and book bags out with them.)
2. Emergency Alert System
3. Off-campus Emergency – Pre-Planning
4. Tornado Procedures
5. Teacher Talk
6. Warning Signs

## **TORNADO PROCEDURES**

### **ALERT STAGE**

**Information received that a tornado watch is in effect for area.**

#### **PRINCIPAL**

- 4. By means of messages, written notes, or other quiet means, faculty and other staff members will be advised of weather conditions.**
- 5. By way of the weather alert radio, heed all information pertaining to weather conditions.**
- 6. Assign monitors to view surrounding county, especially to the west and southwest.**

### **WARNING STAGE**

**Information is received that a tornado has been sighted in the area,**

#### **PRINCIPAL**

- 5. Activate movement to sheltered area (a short intermittent ring of school bell or word by messenger.)**
- 6. Cut off bells for changing classes.**
- 7. Assure that movement action is completed.**
- 8. Stand by to coordinate and direct subsequent action.**

**Staff and students move to predesignated shelter areas in accordance with the school plan for movement to shelter. Leave all windows and doors of the building closed.**

- 5. Notify fire department.**
- 6. Notify District Office.**
- 7. Assure that areas are evacuated.**
- 8. Report to alternate emergency control center.**

**At evacuation signal, all personnel and students evacuate building in accordance with the school's evacuation plan.**

**Please note. Students who are in the gym will move to the locker rooms and assume the "duck and cover" position. If they are on the field, they will go to the nearest area for shelter. If students are having lunch, they will immediately go into the halls and assume the "duck and cover" position.**

### **TORNADO EVACUATION PLAN**

**When alarm is given (the bell will alternate) teachers and students will move to an assigned shelter area. Students are to take "duck and cover" action, which means immediately sitting, crossing legs, bending head over and covering the head with a book.**

**Students and teachers who are in open areas when a tornado is sighted are to immediately dive into or under the nearest cover, curling or "knotting up on side",**

**closing eyes and protecting face and head with arms, books, or other available objects.**

**Out-of-building groups can use ditches and culverts during warning or onset stages of an emergency when they do not have time to reach more adequate protection.**

**Teachers need to stay with their students at all times. No talking is allowed. When you return to the classroom, call roll immediately to see if all students are present.**

**RESOURCE SECTION**

ADEPT PERFORMANCE DIMENSIONS  
SCHOOL-TO- WORK  
STUDENT INFORMATION FORM  
EDUCATION INTERNET GUIDE: WEB SITES