

Butler County High School

Teacher Handbook

School Year
2008-2009

Success - One Student at a Time!

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BCHS MISSION STATEMENT

Success – One Student at a Time!

BCHS PHILOSOPHY

The mission of Butler County High School, supported by available community resources, is to assure that all students acquire and apply basic and higher order thinking skills, resulting in positive educational attitudes and responsible citizenship.

DISTRICT VISION/MISSION STATEMENT

The vision of Butler County Schools, in partnership with the community, is based upon the belief that all students can learn. The mission of this district is to provide a safe environment, which accommodates different learning styles and provides for the development of basic and higher order thinking skills necessary to become life-long learners.

TEACHER RIGHTS AND RESPONSIBILITIES

Teachers have the right to:

- A. The support of co-workers, administrators and parents.
- B. Work in an educational environment with a minimum of disruptions.
- C. Expect all assignments including homework to be completed and turned in as assigned.
- D. Remove any student from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
- E. Safety from physical harm and freedom from verbal abuse.
- F. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- G. Take action, necessary in emergencies, to protect their own person or property, or the persons or property of those in their care.

Teachers have the responsibility to:

- A. Present subject matter and experiences to students and to inform students and parents/guardians of achievement and/or problems.
- B. Aid in planning flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- C. Assist in the administration of such discipline as is necessary to maintain order through out the school without discrimination on any basis.
- D. Evaluate student's assignments and return them as soon as possible.
- E. Exhibit exemplary behavior in action and speech.
- F. Exhibit neatness and cleanliness of personal dress and hygiene.
- G. Reward exemplary behavior or work of students.
- H. Maintain necessary records of student progress and attendance as accurately as possible. For example records of all grades, completed assignments, projects, and posting those grades in a weekly manner.
- I. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- J. Care for the equipment and physical facilities of the school.
- K. Teachers must sign in by 7:40 AM each day and may leave the building at 3:00 PM.
- L. Dismissing early or beginning class late must have prior approval.
- M. Dress professionally. It makes it difficult to enforce the student dress code policies if teachers are violating those very same policies. Jeans are ONLY permitted on Friday and men must wear collared shirts.
- N. Teachers with any complaints or concerns should follow the chain of command.
- O. Please keep all discussions about students or other issues out of the front office. The front office is a very public place and your discussions could spill out and be overheard in the public,

P. Personal days, trip days, or other times when you will be out of the building please put those dates on the principal's calendar.

TEACHER SALARY SCHEDULE

**BUTLER COUNTY BOARD OF EDUCATION
SALARY SCHEDULE 2008-2009
(Based on 187 days)**

YEARS EXPERIENCE	RANK I	RANK II	RANK III
0	41,883	38,065	34,514
1	42,682	38,939	35,388
2	43,039	39,307	35,927
3	43,390	39,805	36,441
4	46,247	42,865	39,319
5	46,778	43,490	39,487
6	47,122	43,668	39,841
7	47,586	44,020	40,014
8	47,850	44,462	40,191
9	48,194	44,816	40,364
10	52,106	48,023	43,220
11	52,644	48,554	43,741
12	53,003	48,963	44,287
13	53,296	49,446	44,773
14	53,535	49,728	44,996
15	54,283	49,976	45,884
16	54,422	50,155	46,067
17	54,633	50,330	46,247
18	54,780	50,515	46,420
19	54,961	50,820	46,597
20	55,269	51,200	47,081
21	55,444	51,373	47,255
22	55,629	51,558	47,440
23	55,823	51,751	47,633
24	56,021	51,949	47,831
25	56,273	52,206	48,086
26	56,550	52,476	48,352
27	56,827	52,747	48,617
RANK IV	31,229		
RANK V	29,179		

Important Dates

Calendar of Important Dates		2008-2009 Butler County Schools Calendar
<p>September 8 College Day for Jr. / Sr. (12:50-2:30)</p> <p>September 11 First 4.5 weeks ends</p> <p>September 13 Home Marching Band Festival</p> <p>September 16 Open House</p> <p>September 17 ASVAB (11th - 8:00-11:15)</p> <p>September 17 PLAN Test (10th - 8:00-11:15)</p> <p>September 17 On-Demand Testing (12th - 8:00 - 10:00)</p> <p>October 10 First 9 weeks ends</p> <p>October 13-17 Fall Break</p> <p>October 18-26 Red Ribbon Week</p> <p>October 20 ½ Day Professional Development</p> <p>October 24 Football Homecoming</p> <p>October 29 PSAT for 10th and 11th grade students who sign up 8:00-11:15</p> <p>November 4 End of second 4.5 weeks</p> <p>November 8 Calendar Girl Competition</p> <p>November 11 Veteran's Day Program (9:00 AM)</p> <p>December 19 End of Second 9 weeks</p> <p>January 5 Second Semester Begins</p> <p>February 6 End of third 4.5 weeks</p> <p>March 10 ACT Test</p> <p>March 12 End of 3rd 9 weeks</p> <p>March 24 ACT Make-Up Day</p> <p>April 21 End of fourth 4.5 weeks</p> <p>April 27 – May 1 Assessment Review</p> <p>May 4 – May 15 Testing Window</p> <p>May 2 Prom / Project Prom</p> <p>May 4 Honor's Night</p> <p>May 8 Writing Portfolios are due</p> <p>May 14 Senior Night</p> <p>May 21 Junior Trip</p> <p>May 22 Senior Trip</p> <p>May 27 End of fourth 9 weeks (28th Teachers)</p> <p>May 29 Graduation</p>	<p>August 13, 2008 Opening Day</p> <p>August 14, 2008 First day for Students (Students Dismissed 12:45 P.M.)</p> <p>September 1, 2008 Labor Day – No School</p> <p>October 13-17, 2008 Fall Break</p> <p>October 13 – 16, 2008 PD(Flexible)-Teachers only</p> <p>October 20, 2008 Hunten School Day for Students (Students Dismissed 12:45 P.M.) – District-Wide Teacher Planning 1:00 P.M.</p> <p>November 4, 2008 Election Day – No School</p> <p>November 26, 2008 No School</p> <p>November 27, 2008 Thanksgiving Day-No School</p> <p>November 28, 2008 No School</p> <p>December 19, 2008 Last Day of Fall Term – (Students Dismissed 12:45 P.M.)</p> <p>January 5, 2009 First Day of Spring Semester</p> <p>January 19, 2009 No School</p> <p>February 16, 2009 No School (Make-up Day)</p> <p>March 30 – April 3, 2009 Spring Break</p> <p>May 25, 2009 No School – Memorial Day</p> <p>May 27, 2009 Last Day for Students (Students Dismissed 12:45 P.M.)</p> <p>May 28, 2009 Closing Day - Teachers only</p> <p>Instructional Days : Fall Term: 82 Days Spring Term: 95 Days</p> <p>Make-up Plan: If days are missed, February 16, 2009, will be used as a make-up day. If additional days are needed, the year will be extended as necessary. Approved: February 11, 2008</p>	

Other Important Dates

<p>SBDM Meetings are scheduled each month at 4:30 p.m. in the BCHS Library: 8/7, 9/4, 10/9, 11/6, 12/4, 1/8, 2/5, 3/5, 4/2, 5/7, 6/4, 7/2</p>	<p>Board of Education meetings are as follows: August 11th, BC Ed. Complex September 8th, Green River School October 20th, North Butler (tentative) November 10th, Butler County Middle December 8th, Butler County Ed. Complex January 12th, Butler County Ed. Complex</p>	<p>Faculty Meetings will take place on the following dates at 3:00 p.m. unless otherwise noted: August 13, August 18, September 8, October 6, November 10, December 8, January 12, February 9, March 9, April 13, May 4.</p>	
Club Meeting Dates		Safety Drills	
<p>FFA – Auditorium M-Pact – Choir Room FBLA – Room 6 FCA, FEA – Unknown 9/10, 10/8, 11/5, 12/3, 1/28, 2/25, 3/25, 4/22</p>	<p>FCCLA – Auditorium Foreign Lang – Room 5 TSA – Auditorium Student Council – Room 26 HOSA – Room 31 PRIDE – Room 22 9/24, 10/22, 11/19, 1/14, 2/11, 3/11, 4/8</p>	<p>Fire Drills (two first month) 8/22, 8/28, 9/4, 10/9, 11/6, 12/4, 1/8, 2/5, 3/5, 4/2, 5/7</p> <p>Principal's Advisory Council Meeting Dates 10/7, 11/5, 12/2, 1/13, 2/10, 3/10, 4/7</p>	<p>Lockdown Drills August, September, October, February</p> <p>Tornado Drills 9/26, 1/27</p>

~ FALL ~

Grades 10 – 12 Bell Schedule

M, T, Th, F		Wednesday
7:55-9:30	1 st Block	7:55-9:20
	Club Time	9:20-9:55
9:35-11:05	2 nd Block	10:00-11:20
11:10-1:05	3 rd Block	11:25-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-2:45	4 th Block	1:25-2:45

Freshmen Bell Schedule

M, T, Th, F		Wednesday
7:55-8:50	1 st Period	7:55-8:44
8:53-9:43	2 nd Period (Club Time)	8:47-10:05 (9:20-9:55)
9:46-10:40	3 rd Period	10:08-10:56
11:05-12:04	4 th Period	11:20-12:16
12:07-1:05	5 th Period	12:19-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-2:45	6 th Period	1:25-2:45

Lunch Schedule

M, T, Th, F		Wednesday
10:40-11:05	Freshmen	10:56-11:20
11:05-11:30	2 nd Shift	11:20-11:45
11:33-11:58	3 rd Shift	11:48-12:13
12:01-12:26	4 th Shift	12:16-12:40

Duty Assignments

	Before 1 st	Between 1 st and 2 nd	Between 2 nd and 3 rd	Between 3 rd and 4 th
Front Girls' RR	Cauley	K. Embry	Hunt	
Front Boys' RR	Dockery	Dockery	Dockery	Annis
Gym Hallway	Daugherty	Ray	Hunt	Ray
Upstairs Girls' RR	Rose	Hunt/McCarty	Glass	Hunt
Upstairs Boys' RR	Gruber	Gruber	Burden	Burden
Business Stairs	Murphy	Murphy	Murphy	Murphy
SS Stairs	Fuller	Fuller	Fuller	Fuller
Boys' RR Down	Hall	Lovell	Robbins	S. Flener
Girls' RR Down	Arnold/Graham	Ringl/Rhoades	K. Flener	Davis
Front Elevator	Rice	Rice	Gill	Gill
Fr. Class Change	1 st and 2 nd	2 nd and 3 rd	4 th and 5 th	
Boys Restroom	Flener	B. Embry	Wilson	
Girls Restroom	McKee	McKee	McKee	
Morning Duty	Melton (Monday – Wednesday – front door at 7:20) Redmond (Thursday – Friday – front door at 7:20) Burden & Lloyd (Monday – Friday – gym door) Robbins (Detention Tuesday and Thursday from 7:20 – 7:50)			

Lunch Schedule

(167) Flener, B. Embry, McKee, Ray
(148) ATC (47), Lockhart, Annis, K. Embry, Rose, Powell, Melton
(140) McCarty, Gruber, Gill, Hall, Daugherty
(147) Rhoades, Arnold, Graham, Lovell, Davis, Ayer, Fuller

~ SPRING ~

Grades 10 – 12 Bell Schedule

M, T, Th, F		Wednesday
7:55-9:30	1 st Block	7:55-9:20
	Club Time	9:20-9:55
9:35-11:05	2 nd Block	10:00-11:20
11:10-1:05	3 rd Block	11:25-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-2:45	4 th Block	1:25-2:45

Freshmen Bell Schedule

M, T, Th, F		Wednesday
7:55-8:50	1 st Period	7:55-8:44
8:53-9:43	2 nd Period (Club Time)	8:47-10:05 (9:20-9:55)
9:46-10:40	3 rd Period	10:08-10:56
11:05-12:04	4 th Period	11:20-12:16
12:07-1:05	5 th Period	12:19-1:15
1:05-1:15	BREAK	1:15-1:25
1:15-2:45	6 th Period	1:25-2:45

Lunch Schedule

M, T, Th, F		Wednesday
10:40-11:05	Freshmen	10:56-11:20
11:05-11:30	2 nd Shift	11:20-11:45
11:33-11:58	3 rd Shift	11:48-12:13
12:01-12:26	4 th Shift	12:16-12:40

Duty Assignments

	Before 1 st	Between 1 st and 2 nd	Between 2 nd and 3 rd	Between 3 rd and 4 th
Front Girls' RR	Hunt	Arnold	Daugherty	Embry
Front Boys' RR	Allen	Dockery	Hunt	Dockery
Gym Hallway	Ray	Ray	Ray	Ray
Upstairs Girls' RR	Gill	Rice	Powell	McCarty
Upstairs Boys' RR	Gruber	Gruber	Burden	Burden
Business Stairs	Murphy	Murphy	Murphy	Murphy
SS Stairs	Fuller	Fuller	Fuller	Fuller
Boys' RR Down	Hall	Lovell	Robbins	Wilson
Girls' RR Down	Rhoades	Ringl	K Flener	Davis/Glass
Front Elevator	McCarty	Graham	Cauley	Cauley
Fr. Class Change	1 st and 2 nd	2 nd and 3 rd	4 th and 5 th	
Boys Restroom	Flener	B. Embry	Wilson	
Girls Restroom	McKee	McKee	McKee	
Morning Duty	Melton (Monday – Wednesday – front door at 7:20) Redmond (Thursday – Friday – front door at 7:20) Burden & Lloyd (Monday – Friday – gym door) Robbins (Detention Tuesday and Thursday from 7:20 – 7:50)			

Lunch Schedule

(167) Flener, B. Embry, McKee, Ray
(154) ATC56, Lockhart, Annis, K. Embry, Melton, Cauley
(131) McCarty, Gruber, Gill, Fuller, Robbins
(148) Rhoades, Arnold, Graham, Lovell, Davis, Murphy

CLUB SPONSORS

BETA & FEA.....	Krista Soelke, Dennis Robbins, & Hanna Gill
FBLA.....	Stacha Murphy
FCCLA.....	Kimberlea Embry & Kelli Cauley
FFA.....	LeeAnn Daugherty
Foreign Language Club.....	Michael Gruber
MPACT.....	Darryl Dockery
PRIDE.....	Jennifer Davis & Shilo Ringl
TSA.....	Barry Carson
Nutritional Advisory Council.....	Hazel Short
Student Council.....	Steve Fuller
HOSA.....	Teresa Rogers
FCA.....	Tim Wilson & Rusty Ray
Skills USA.....	Brian Eadens

FIRST DAY SCHEDULE

At 7:55 – 9:30 students will meet in homeroom and Mr. Elmore will meet with seniors and juniors during that time. At 9:35 students will be released to 2nd block for grades 10- 12 and freshmen go to 2nd period. Students are on a regular schedule until 12:45 at which time they are dismissed.

ATC Bus Schedule will be the following:

Students will be picked up at 9:30 from the HS and taken to the ATC for 2nd block.

Students will be picked up at 10:58 from the ATC and taken to the HS for 3rd block.

Students will be picked up at 11:30 from the HS and taken to the ATC for 3rd block.

Students will be picked up at 12:40 from the ATC and taken to the HS for dismissal.

SECOND DAY SCHEDULE

At 7:55 – 8:35 students will meet in homeroom and Mr. Elmore will meet with sophomores during that time. At 8:35 students will be released to 1st block for grades 10-12 and freshmen will go to the auditorium to meet with Mr. Elmore. Students are on a regular schedule until 2:45 at which time they are dismissed.

ATC Bus Schedule will be the following:

Students will be picked up at 8:35 from the HS and taken to the ATC for 1st block.

Students will be picked up at 10:58 from the ATC and taken to the HS for 3rd block.

Students will be picked up at 11:30 from the HS and taken to the ATC for 3rd block.

Students will be picked up at 1:00 from the ATC and taken to the HS for 4th block.

Students will be picked up at 1:15 from the HS and taken to the ATC for 4th block.

Students will be picked up at 2:40 from the ATC and taken to the HS for dismissal.

THIRD DAY SCHEDULE

At 7:55 – 8:15 students will meet in homeroom. At 8:15 students will be released to a regular schedule.

BUS DUTY

Morning:

Morning bus duty starts at 7:25 and ends at 7:50. Teachers are to report to the front doors and begin checking purses and other items which are not clear or see through. Items such as MP3 players or CD players are allowed into the building. The use of such devices is at the teacher's discretion. Cigarettes are to be turned in to the front office by the teacher and the student's name is given to a principal.

Afternoon:

When a teacher is doing bus duty, they are to arrive in the commons area as soon as they can shut down their classroom. The monitoring of the commons area is important. When large number students come together you have “loving” going on, horseplay, and possibly fights. Teachers are to mainly watch the teachers’ parking lot, greenhouse, and then watch the back of the commons area where the copier is located. Walking back and forth for about 15 minutes prevents many issues and gives the public a positive view of the school.

Dates:

- August 9-17 Leslie Hunt
- August 20-28 Janice McCarty
- August 29-Sept 7 Kelli Cauley
- September 10-19 Stacy Rice
- September 25-October 2
- October 3-18
- October 19-26
- October 27-November 3
- November 6-14
- November 15-27
- November 28 - December 5
- December 6-13
- December 14-January 4
- January 5-12
- January 16-23
- January 24-31
- February 1-8
- February 9-16
- February 20-27
- February 28-March 7
- March 8-15
- March 19-26
- March 27-April 10
- April 11-18
- April 19-26
- April 27-May 4
- May 7-14
- May 15-22

CLUB RUSH

Club rush will be the first Wednesday of a full week. Below is a tentative schedule of how the rush will proceed:

- Date: Wednesday, August 22, 2007 at 9:20.
- Participants: Freshmen will participate. They will be called out in two 20 minute intervals.
 - Group 1 9:20 – 9:35 McKee, Flener, B. Embry,
 - Group 2 9:40 – 9:55 Ray, Ayer

- Location: Commons Area
- Organizer: Kimberlea Embry

What is needed: Representative of the club, a banner displaying the club name, and materials explaining or promoting the club. Sponsors will also need to send a list of students who are working the club rush (officers, members, etc.) to Mrs. Embry.

*NOTE: Club Rush is not a Wednesday schedule.

LESSON PLANS

All non-tenured teachers are required to submit a copy of each week’s lesson plans to the principal on Monday of each plan week. Tenured teachers are to have lesson plans on their desk when walk-thru observations are

done. Gifted and Talented and Special Education modifications and posters created and hung in or around the room must be documented in teacher lesson plans.

SUB FOLDERS

Each teacher is to prepare a folder that may be used by a substitute teacher in your absence. This folder will be kept on file in the office and should contain the following:

- A. Teacher schedule
- B. Class rosters
- C. List of assigned duties
- D. Classroom rules and expectations
- E. Supplemental worksheets or activities for emergency situations.

Sub folders should be turned in to Tammy Dotson by September 1st.

SUBSTITUTE TEACHER POLICY

When you need a substitute, please contact Tammy Dotson as soon as possible at 526-6175. If calling the night before, please call before 8:30 PM. If for some reason you cannot call until the morning please call by 6:00 AM, in order for a substitute to be contacted. It is no secret that the availability of subs is limited, so please call early so that other teachers will not have to cover your classes. Also, please be advised you may be asked to cover another teacher's class during a portion of your planning time, if a sub isn't available. Thank you for your cooperation during these times.

HOURS OF DUTY

Regular Hours

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

Teachers shall be on duty in the classroom or building at least fifteen (15) minutes prior to the opening of school and shall remain at least 15 minutes after the closing of school.

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

School Office Hours

On normal school days, each school office shall be open from 7:30AM - 4:00PM.

Additional Hours

Teachers may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

Teachers' Duty Free Lunch

Each full-time teacher shall be provided with a duty-free lunch period each day during the regularly scheduled student lunch period.

References:

KRS 158.060, KRS 160.290, OAG 77-179, OAG 65-179, 1955 OAG 37,675, Related Policy: 03.121.

SICK LEAVE

Number of Days

Full time certified employee shall be entitled to ten (10) days of sick leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave day equivalent to their normal working day.

Accumulation

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

Definition

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Family Illness and Mourning

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the immediate family. Immediate family shall mean the employee's spouse, children, (including step children and foster children), grandchildren, daughters-in-law and sons-in-law, brothers, sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Transfer of Sick Leave

Teachers coming to the District from another Kentucky School district or from the Department of Education shall transfer all accumulated sick days to the District. Sick days will not transfer out of Kentucky.

Sick Leave Donation Program

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request a transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days. Certified employees are eligible to receive donated days if they meet the criteria established in statute. Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated sick days.

Sick Leave Bank

The Board may adopt a plan for a sick leave bank. Such a plan may include limitations upon the number of days an employee may annually contribute to and draw from the sick bank. Only those employees who contribute to the bank may draw upon the bank. Days contributed will be deducted from the days available to the contributing employee. The sick leave bank shall be administered according to the policy adopted by the Board.

Affirmation

Upon return to work a certified employee claiming sick leave must file a personal affirmation or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.

References: KRS 161.155, Sec.2, KRS 161.152, OAG 79-148, OAG 93-39, Family and Medical Leave Act of 1993. Related Policies: 03.12322, 03.1233, 03.124, 03.175 (retirement compensation)

PERSONAL LEAVE

Number of Days

Full time certified employees shall be entitled to three (3) days of personal leave with pay each school year. Persons employed for less than a full contract year shall receive a prorated part of the authorized personal leave days calculated to the nearest ½ day. Persons employed for less than a full year contract but scheduled for less than a full work day shall receive the authorized personal leave day's equivalent to their normal working day.

Approval

Personal days must be approved by the principal, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Prohibition

Unless otherwise approved by the Superintendent/designee, personal leave shall not be taken on the last work day before a vacation or holiday or on the first day following a vacation or holiday or taken in the first two (2) weeks or last two (2) weeks of the school year. Holidays are defined as school days officially designated in the school calendar as holidays and days that have been excluded from the school calendar.

Affirmation

Employees taking personal leave must file a personal affirmation on their return to work stating that the leave was personal in nature.

Accumulation

On June 30 of each year, personal leave days not taken during the school year shall be transferred and credited to the employee's sick leave account. Reference: KRS 161.154

EVALUATIONS & EXPECTATIONS

Each year non-tenured and tenured teachers will have a formative evaluation. Non-tenured teachers will have a summative (employment) evaluation each year and tenured every 3 years. All teachers are subject to walk-through observations.

The perfect lesson:

1. Start class on time. A teacher can start class on time and still take attendance. How? A teacher can give students a warm up or bell work some call it. Warm ups should relate to content or is something to clue them in to what you may be talking about today. It can be a question, statement, something to write, something to build, etc.
2. Have an outline of what you plan to cover during class today.
3. Make your objectives clear. Point out what the students should learn today. "When you leave here today you should be able to answer 4 out of 5 questions relating to meiosis."
4. Do a quick review over yesterday's lesson. Students often have not thought about your class since they left yesterday. Class will move quicker if you clue them in at the beginning. This review should only take a few minutes.
5. Diversify the lesson. Brain research shows the attention span of an individual is about their age times one minute. A 16 year old student has an attention span of about 16 minutes. Diversify does not mean cover less content. If you have something they can do on their own for just two minutes you have restarted the 16 minute cycle over again. The diversification allows for lots of creativity in a block schedule. Again creativity and diversity should not suffer the content, but should be used in such a way to strengthen the attention span.
6. As a teacher teaches they should refer back to the outline.

7. Teachers should assess student learning quickly during a lesson. Assessment can be done through question and answers, Hunt quizzes, online applications, etc. Again creativity is must and it should not suffer the content.
8. Finally, when the bell is close in ringing, begin shutting down the class. Have students put things up and clean up. Before the class leaves the room, do a quick review of what was covered today and what they learned. It would be ideal to call on students to answer your questions, but here to save time allow call outs. Do not allow students to stand at the door or have lots of down time at the end of the period. Many of the discipline referrals come from students with lots of free time.

POLICY ON EXEMPTIONS

Grades 10-12 Exemptions

All upperclassmen will take midterm exams at the end of the first and third nine weeks. Exemptions will be in place at the end of the second and fourth nine weeks. For the second and fourth nine week finals, students are exempt from a class exam if they had an A the previous nine weeks in a course and have an A for the current nine weeks. If a student was not in the class for the first nine weeks or the third nine weeks of a class, then the current nine weeks will be used to establish and exemption. Seniors will be exempted with an A or B in either of the 9 weeks. All students who have at least a C average and who have no absences or disciplinary actions due to tardies from a class have the option of accepting the exemption or take the final exam. Should an exempted student choose to take the final exam, it will only be counted if a student's grade is improved. No student who is exempt from a final will be excused from school unless the student is in an accident which qualifies them for Home Instruction or a funeral for immediate family (mother, father, grandparent, or siblings). A student who does not attend during finals days will forfeit their exemption and receive a zero on the final. A student who loses their exemption must schedule a time with the principal or teacher to make up the final or the grade will remain a zero.

Grade 9 Exemptions

All freshmen (true freshmen) are required to take the December test in periods 1-5 because it is their mid-term test. Freshmen (true freshmen) must have an A in December and the spring semester (January – May) in order to be exempt for the all A status. All students who have at least a C average and who have no absences during the spring semester or disciplinary actions due to tardies from a class have the option of accepting the exemption or take the final exam. Should an exempted student choose to take the final exam, it will only be counted if a student's grade is improved. No student who is exempt from a final will be excused from school unless the student is in an accident which qualifies them for Home Instruction or a funeral for immediate family (mother, father, grandparent, or siblings). A student who does not attend during finals days will forfeit their exemption and receive a zero on the final. A student who loses their exemption must schedule a time with the principal or teacher to make up the final or the grade will remain a zero.

SHOWING MOVIES POLICY

The showing of movies can be a productive integral part of instruction. However, due to the breadth of movies and content in which they show teachers must fill out a request and get it approved by the principal or assistant principal before showing any movies which are not in the library's collection. It is encouraged that teachers fill out such requests at the beginning of the school year or unit. Any showing of movies which have the R rating must have parental approval in addition to the approval request from the administration.

SCHOOL FINANCE PROCEDURE

It is necessary for teachers to handle money in connection with the activities of the school. Monies collected should be turned into Gina Givens, Finance Secretary. Receipts shall be given and received any time monies are turned in to Gina. Butler County High School shall abide by all state laws dealing with payment of bills and collecting of money. The proper method of bookkeeping shall always be observed.

ORDERING PROCESSES (SIMPLIFIED)

When wondering whether you fill out a school request for purchase or a board request to purchase, follow the below thoughts:

SBDM Money – Money approved through the budgeting committee made up of the department chairs or vocational money.

School Money – Money which is turned in to Gina Givens for deposit. Fundraising money, fee money, and donations are typical of this type of money. This is money which we can write checks for out of our bank account.

If you are purchasing something from SBDM money, do the following:

1. Make sure the item you want to purchase was approved by the budget committee. If the item has not been approved, then the person ordering the item is responsible for making payment.
2. Ask Gina for a Board Request to Purchase Form – white, pink, and yellow copy form.
3. Fill out the form, give back to Gina and tell her what money this will be coming out of – Site Base or Vocational
4. Gina gives me the form to sign and I return it back to her.
5. The board orders the item or returns to you a white PO for you to order.

If you are purchasing something from School money, do the following:

1. Go to Q: and open either a copy of the Request to Purchase Form or the spreadsheet version. Please do not e-mail Gina or the principal a copy of the spreadsheet version.
2. Fill out the account in which the money shall come out of, the person requesting the purchase, and the date.
3. Be specific as to what you are ordering under description, fill out the shipping which is typically 10%, and total the request.
4. Turn the request into the principal and he/she will give it to Gina.

When orders are received, packing slips must be signed by the person who placed the order and given to Gina. A person placing an order without prior approval assumes full financial responsibility for the order – not the school.

LOCKDOWN PROCEDURES

A school lockdown is a process to protect the building occupants from potential dangers in the building. When making the announcement to place the school in a "Lockdown Status", it is recommended to not use **code**

words, but simply state that “Staff we are in ‘lockdown’ until further notice.” BCHS will announce we are in lockdown until further notice.

Once the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Cover all room and door windows
- Stay away from all doors and windows and move students to interior walls and drop.
- Shut off lights
- **BE QUIET**
- Wait for further instructions

TEXTBOOK ADOPTION CYCLES (6 YEAR CYCLES)

State List

Group Name	Year(s) of Adoption
Group I – Language Arts, Reading , Literature	2006, 2012, 2018
Group II – Social Studies	2007, 2013, 2019
Group III – Science	2008, 2014, 2020
Group IV – Mathematics	2009, 2015, 2021
Group V – Vocational Studies & Practical Living	2010, 2016, 2022
Group VI – Arts & Humanities	2005, 2011, 2017

ATHLETIC UNIFORMS CYCLE (4 YEAR CYCLES)

Sports Name	Year(s) of Rotation
Volleyball, Golf, Tennis, Football	2008, 2012, 2016
Basketball (Boys/Girls)	2009, 2013, 2017
Fast-Pitch Softball, Baseball	2010, 2014, 2018
Soccer, Track, Cross Country, Cheerleading	2011, 2015, 2019

MID-TERMS SCHEDULE FALL

Grades 10-12

The day before the 9 weeks end upperclassmen will take mid-terms in 1st and 3rd. On the last day for the 9 weeks upperclassmen will take mid-terms 2nd and 4th blocks.

Grade 9

Two days before the end of the semester (December) freshmen will take mid-terms in 4th and 5th periods.
 One day before the end of the semester (December) freshmen will take mid-terms in 3rd and 6th periods.
 The last day of the semester (December) freshmen will take finals in 1st and 2nd periods.

FINALS SCHEDULE SPRING

Grade 12

Seniors always practice graduation the last two days students are here. They take finals two days before they start practicing for graduation. The first day of senior finals (four days before the end of the year) they will take finals in 2nd and 4th blocks. On the last day of finals (three days before the end of the year) they will take them in 1st and 3rd blocks.

Grades 10-11

The day before the semester ends upperclassmen will take finals in 2nd and 4th blocks. On the last day for the semester upperclassmen will take finals 1st and 3rd blocks.

Grade 9

Two days before the end of school (May) freshmen will take finals in 4th and 5th periods. One day before the end of school freshmen will take finals in 3rd and 6th periods. The last day of school (May) freshmen will take finals in 1st and 2nd periods.

HOMEROOM ASSIGNMENTS 2008

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
0901	P.Clark	LIB	Coty Alford – Zachary Brooks
0902	K. Embry	18	Jared Brosnan – Charles Decker
0903	S. Hunt	ART	Chelsea Deel – Greg Hatcher
0904	L. Hunt	08	Dalton Haynes –Danny McKinney
0905	A. Powell	17	Ashlyn Johnson-Kelby Renfrow
0906	L. Daugherty	AG	Matthew Renfrow-Jeffery Wilson
0907	J. Burden	26	Retained Freshmen

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1001	H. McKee	06	Matthew Allen – Lauren Chism
1002	B. Embry	28	Halen Clark – Zachary Ford
1003	S. Flener	21	Sarah Fry – Austin Lindsey
1004	R. Ayer	23	Chris Manley – Mark Proctor
1005	R. Ray	26	Kortney Renfrow-Megan Woodall
1006	D. Hall	30	Retained Sophomores

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1101	S. Murphy	09	Silas Arnold –Robert Carrender
1102	M. Gruber	05	Shain Carter – Shanna Fisher
1103	L. Rhoades	34	Katelyn Fugate-Lana Jennings
1104	A. Arnold	33	Britney Johnson-Justin Miller
1105	J. Lovell	25	Virginia Miller-Brooke Rone
1106	J. Davis	22	Josh Sago-Jacob Wester
1107	T. Wilson	03	Retained Juniors

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1201	S. Rice	16	Sarah Amos – James Cannon
1202	K. Cauley	02	Tiffany Capps-Clinton Easley
1203	L. Graham	19	Jonathon Embry-Sara House
1204	K. Flener	32	Valarie House-Cody LaMar
1205	S. Ringl	24	Hillary Lykins-Angela Phelps
1206	H. Gill	04	Anthony Oliver – Jesse Stivers
1207	D. Robbins	27	Ashley Stormes-Shaline Woosley

Master Schedule 2008-2009	TERMS 12					TERMS 34				
	1 st 7:55- 9:30	2 nd 9:35- 11:05	3 rd 11:10- 1:05	4 th 1:15- 2:45	5 th 12:07- 1:05	1 st 7:55- 9:30	2 nd 9:35- 11:05	3 rd 11:10- 1:05	4 th 1:15-2:45	
Grade 10-12 Blocks	1 st 7:55- 8:50	2 nd 8:53- 9:43	3 rd 9:46- 10:40	4 th 11:05 - 12:04	5 th 12:07- 1:05	1 st 7:55- 8:50	2 nd 8:53- 9:43	3 rd 9:46- 10:40	4 th 11:05 - 12:04	5 th 12:07- 1:05
Grade 9 Periods	1 st 7:55- 8:50	2 nd 8:53- 9:43	3 rd 9:46- 10:40	4 th 11:05 - 12:04	5 th 12:07- 1:05	1 st 7:55- 8:50	2 nd 8:53- 9:43	3 rd 9:46- 10:40	4 th 11:05 - 12:04	5 th 12:07- 1:05
McCarty	Eng 10	Eng 12C	Eng 12C			Eng 12C	Eng 10		Eng 12C	
Soelke	Eng 12	EDU 250				Eng 11C	Eng 12			
Gill	Eng 11		Journalism	Eng 11C			Leadership	Eng 11C	Eng 11	
Rice	Read 180	Read 180		Eng 10	Eng 10/ Read180	Rea 180	Rea 180		Eng 10	Eng 10
McKee	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9	Eng 9
Gruber		Spanish 2	Spanish 1	Spanish 1	Spanish 1	Spanish 2		Spanish 2	Spanish 1	
Rhoades	Algebra 2		Algebra 2	Leadership & Tutoring			Math 116	Acc Alg 2	Geometry 2	
Arnold	Adv Topics	PreCal		PreCal	AppMath	PreCal	AP Calculus			
K Flener	Alg 1 (1st period 9th grade)	Algebra 2		Bas Geom		Basic Alg 2	Adv Topics	Basic Alg 2		
Graham	Bas Alg 1-10th	Geom	Acc Geom		Geom	Geom		Basic Geom		
Davis	Chem 1	Chem 1		Chem 1	Chem 107/108	Chem 105/106	Chem 105/106			
Lovell	Biology 1	Biology 1	Bio 1 Coll		Bio 1 Coll	Biology 1	Biology 1			
Ringl	Anatomy		ICP/ Coll	ICP/ Coll	Anatomy	Biology 2		ICP/ Coll	Biology 1	
Fuller	Western Civ	Coll US History	Western Civ	Coll US History						

Robbins	World Civ & Coll		US History & Coll	US History & Coll	WorldCiv & Coll		US History	US History			
Cauley	Foods	Com Foods		LifeSkills	Foods	Com Foods		LifeSkills			
Embry	Ch Serv 1 & 2	Relationships	Foods		Par/Ch Dev	Par/Ch Dev	Par/Ch Dev				
Murphy	Adv Comp & Tech Appl		Acct CareerCoop	Comp 9		Comp & Tech Appl	W Proc CareerCoop	Comp 9			
Daugherty		Ag Const 1 & 2	Sm Power	Sm Animal		Env Tech	Grnhs 1 & 2	Ag Sci			
Carson		Multimedia		Graphic Com9	Comp Systems	Graphic Com					
Hunt	Ceramics	Arts App		Drawing	Painting	Arts App		Visual Art 1			
Dockery	Ch Choir	Arts App		Girls Choir	Ch Choir	Arts App	Arts App				
Redmond		ROTC 4		ROTC 1		ROTC 4		ROTC 1			
Melton	ROTC 2		ROTC 3		ROTC 2		ROTC 3				
Wilson	ICE	Arts App C			World Civ Coll			Basic Geo. Coll			
Powell	Basic Alg 2 R	Basic Geom R	Bio 1 Coll			Eng 12 Coll	Bas Alg 2 R	Applied Math			
Glass	World Civ Coll		Rea 180	Rea 180	Eng 10/Read 180	Bio 1 Coll		Rea 180	Rea 180	Eng 11/Read 180	
Burden	Govt	Govt	Ba Alg 1 R	ICP Coll	ICP Coll	Govt	Govt	Ba Alg 1 R	ICP Coll	ICP Coll	
L. Hunt			Bas Alg 1 Coll	US Hist Coll	US Hist Coll	Health Coll	Health Coll	Bas Alg 1 Coll		Bas Alg 1-10 Res	
S Flener	Alg 1	Alg 1	Bas Alg 1 Coll	Alg 1	Acc Alg1		Alg 1	Alg 1	Bas Alg 1 Coll	Alg 1	Acc Alg1
Ayer	ICP	ICP	ICP	Physics 1		ICP	ICP	ICP	ICP/ Coll		Physics 2
B Embry	Govt	Govt	Govt	Govt	Govt		Govt	Govt	Govt	Govt	Govt
Hall		World Civ	World Civ	World Civ	World Civ	Health	Health /Coll	Health	Health	Health	

						/Coll						
Ray	PE 9	PE9	PE9	PE9	PE9	Wellness	PE 10-12				PE 10-12	PE 10-12 Wellness
Ausbrooks						Band						Band
Rogers	CNA Class			Med Term	Health Sci	CNA Class			Health Sci		Med Term	
Tichenor	Auto Tech 2			Auto Tech 4		Auto Tech 2			Auto Tech 4			
Shockley	Carpentry 2			Carpentry 4 & 1		Carpentry 2			Carpentry 4 & 1			
Eadens	HVAC 2			HVAC 4		HVAC 2			HVAC 4 & 1			
White	IMT 2			IMT 4		IMT 2			IMT 4 & 1			
Allen	ICE		ICE	ICE	ICE	ICE		ICE		ICE	ICE	

