

# Butler County High School

## Teacher Handbook 2010-2011



**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.
- Q. Teachers are to take roll on an automated system each period/block to ensure students who are marked absent are not there and students who are marked present are. If a student has been marked present and is not in class, the teacher is to call the attendance clerk immediately. It is the responsibility of the teacher to make sure all students are where they should be each block/period.

## **TEACHER SALARY SCHEDULE**

**BUTLER COUNTY BOARD OF EDUCATION  
SALARY SCHEDULE 2010-2011  
(Based on 186 days)**

<b>YEARS EXPERIENCE</b>	<b>RANK I</b>	<b>RANK II</b>	<b>RANK III</b>
0	42,076	38,240	34,673
1	42,878	39,118	35,551
2	43,237	39,488	36,092
3	43,590	39,988	36,608
4	46,459	43,062	39,500
5	46,993	43,690	39,669
6	47,338	43,869	40,024
7	47,805	44,222	40,198
8	48,071	44,667	40,376
9	48,416	45,022	40,550
10	52,346	48,244	43,419
11	52,886	48,778	43,942
12	53,247	49,189	44,491
13	53,541	49,673	44,979
14	53,781	49,956	45,203
15	54,533	50,206	46,095
16	54,672	50,386	46,279
17	54,884	50,561	46,459
18	55,032	50,747	46,633
19	55,214	51,054	46,811
20	55,523	51,435	47,298
21	55,699	51,610	47,473
22	55,885	51,796	47,658
23	56,079	51,989	47,852
24	56,278	52,187	48,051
25	56,532	52,446	48,307
26	56,811	52,718	48,575
27	57,088	52,989	48,840
RANK IV	31,372		
RANK V	29,313		

Teaching experience allowable in salary calculations:  
A minimum of 140 days taught under contract during a school term.

Approved: 6/21/2010 07/13/10 (rev)

## Important Dates

Calendar of Important Dates		2010-2011 Butler County Schools Calendar	
<p>August 12 Club Rush (Freshmen Only)</p> <p>August 31 School Day Pictures</p> <p>September 3 School Day Pictures Re-Takes</p> <p>September 10 First 4.5 weeks ends</p> <p>September 14 Open House (Tentative)</p> <p>September 11 5K Bear Run</p> <p>September 18 Home Marching Band Festival</p> <p>September 24 Football Homecoming</p> <p>October 1 First 9 weeks ends</p> <p>October 4-8 Fall Break</p> <p>October 17-24 Red Ribbon Week</p> <p>October 23 BCHS Science Super Saturday</p> <p>November 5 End of second 4.5 weeks</p> <p>November 6 Calendar Girl Competition</p> <p>November 11 Veteran's Day Program (9:00 AM)</p> <p>December 9 Chemistry 105 Magic Show</p> <p>December 17 End of Second 9 weeks</p> <p>January 3 Second Semester Begins</p> <p>February 3 End of third 4.5 weeks</p> <p>February 10 Spring Open House</p> <p>March 8 ACT Test</p> <p>March 22 ACT Make-Up Day</p> <p>April 1 End of 3<sup>rd</sup> 9 weeks</p> <p>April 12 – April 16 Assessment Review</p> <p>April 19 - 30 Testing Window</p> <p>April 30 Prom / Project Prom</p> <p>May 3 PAC Trip to Bowling Green</p> <p>May 4 End of fourth 4.5 weeks</p> <p>May 6 Senior Night</p> <p>May 11 Honor's Night</p> <p>May 12 Perfect Attendance Trip</p> <p>May 13 Junior Trip</p> <p>May 14 Senior Trip &amp; Juniors to Park</p> <p>May 18 End of fourth 9 weeks (28<sup>th</sup> Teachers)</p> <p>May 20 Graduation</p>	<p style="text-align: center;"><b>Butler County School Calendar 2010-2011</b></p> <p>August 4, 2010 Opening Day</p> <p>August 5, 2010 First day for Students</p> <p>September 6, 2010 Labor Day (Holiday) – No School</p> <p>October 4 – 6, 2010 Professional Development (Flexible)</p> <p>October 4 – 8, 2010 Fall Break</p> <p>November 2, 2010 Election Day – No School</p> <p>November 24, 2010 No School (Make-up Day)</p> <p>November 25, 2010 Thanksgiving Day (Holiday) – No School</p> <p>November 26, 2010 No School</p> <p>December 17, 2010 Last Day of Fall Term –</p> <p>December 20, 2010- Christmas Vacation (Dec. 24 – Holiday)</p> <p>December 31, 2011 (December 31 – Holiday)</p> <p>January 3, 2011 First Day of Spring Semester</p> <p>January 17, 2011 No School</p> <p>February 21, 2011 No School (Professional Development-District Wide)</p> <p>March 18, 2011 No School (Make-up Day)</p> <p>April 4 – 8, 2011 Spring Break</p> <p>May 17, 2011 Election Day - No School</p> <p>May 18, 2011 Last Day for Students</p> <p>May 19, 2011 Closing Day-Teachers only</p> <p><b>Instructional Days:</b> Fall Term: 87 Days Spring Term: 89 Days</p> <p>If additional instructional days are added by the legislature those days will be added to the end of the calendar.</p> <p><b>Make-up Plan:</b> If days are missed, November 24, 2010 and March 18, 2011 will be used as make-up days. If additional days are needed, the year will be extended as necessary.</p> <p>Approved: June 21, 2010</p>		

### Other Important Dates

<p><b>SBDM Meetings</b> are scheduled each month at 4:30 p.m. in the BCHS Library: 8/5, 9/2, 10/14, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5, 6/2, 7/7</p> <p><b>Beta:</b> Mtg. at 12:30 p.m. 9/15, 10/20, 11/10, 1/19, 2/16, 3/16, 4/20</p>	<p><b>Board of Education</b> meetings are as follows: Jan. 11, Ed Complex Feb. 8, Ed Complex Aug. 10, Ed Complex March 8, Ed Complex Sept.14, Green River BC April 12, MES Oct. 19, NBE May 10, BCHS Nov. 9, BCMS June 7, Ed Complex Dec. 14, Ed Complex July 12, Ed Complex</p>	<p><b>Faculty Meetings</b> will take place on the following dates at 3:00 p.m. unless otherwise noted: August 5, 9, 16, 23, 30, September 7, October 11, November 8, December 6, January 10, February 7, March 7, April 11, May 2</p>
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Club Meeting Dates		Safety Drills	
<p>FFA – Auditorium</p> <p>PRIDE – Commons</p> <p>M-Pact – Choir Room</p> <p>FBLA – Room 9</p> <p>FCA, FEA – Unknown</p> <p>Renaissance Club - Unknown</p> <p>8/18 (1B)</p> <p>9/15 (4B)</p> <p>10/13 (2A)</p> <p>11/3 (1B)</p> <p>1/5 (4B)</p> <p>2/2 (2A)</p> <p>3/2 (1B)</p>	<p>FCCLA – Auditorium</p> <p>Foreign Lang – Room 8</p> <p>TSA – Auditorium</p> <p>Student Council – Room 26</p> <p>HOSA – Room 31</p> <p>9/1 (2B)</p> <p>9/29 (1A)</p> <p>10/27 (4A)</p> <p>11/17 (2B)</p> <p>1/19 (1A)</p> <p>2/16 (4A)</p> <p>3/16 (2B)</p> <p>4/13 (1A)</p>	<p><b>Fire Drills (two first month)</b> 8/13, 8/20, 9/2, 10/14, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5</p> <p><b>Principal's Advisory Council Meeting Dates</b> 10/12, 11/4, 12/7, 1/11, 2/8, 3/8, 4/5, 5/3</p>	<p><b>Lockdown Drills</b> August, September, October, February,</p> <p><b>Tornado Drills</b> 9/24, 3/25</p>



# Semester 1

<b>Grades 9 -12 Bell Schedule</b>	
7:55 – 9:30	1 <sup>st</sup> Block
9:35 – 11:05	2 <sup>nd</sup> Block
11:10 – 1:05	3 <sup>rd</sup> Block
1:05 – 1:15	Break
1:15 – 2:45	4 <sup>th</sup> Block
<b>Split Period Bell Schedule</b>	
7:55 – 8:45	1-A
8:45 – 9:30	1-B
9:35 – 10:20	2-A
10:20 – 11:05	2-B
11:10 – 11:55	3-A
11:55 – 1:05	3-B
1:05 – 1:15	Break
1:15 – 2:00	4-A
2:00 – 2:45	4-B
<b>Lunch Schedule</b>	
11:05 – 11:30	1st Shift
11:33 – 11:58	2 <sup>nd</sup> Shift
12:01 – 12:26	3 <sup>rd</sup> Shift

<b>Duty Assignments</b>	<b>Before 1<sup>st</sup></b>	<b>Between 1<sup>st</sup> and 2<sup>nd</sup></b>	<b>Between 2<sup>nd</sup> and 3<sup>rd</sup></b>	<b>Between 3<sup>rd</sup> and 4<sup>th</sup></b>
Front Girls' RR	McKee	Southerland	K. Flener	Wood
Front Boys' RR	Dockery	Dockery	Dockery	Dockery
Gym Hallway	Daugherty	Bivens	S. Hunt	Bivens
Upstairs Girls' RR	Wood	Rice	Glass	Davis/Arnold
Upstairs Boys' RR	Poole	Poole	Wilson	Blanton
Business Stairs	Murphy	Borzotra	Murphy	Melton
Social Studies Stairs	Fuller	Fuller	Ayer	B. Embry
Boys' RR Down	Burden	Wilson	S. Flener	S. Flener
Girls' RR Down	Glass	Rhoades	Johnson	Ringl
Front Elevator	Elmore	Elmore	Elmore	Graham

## Lunch Schedule

(194) Rice, Bivens, Davis, S. Hunt, Melton, ATC, KEmbry
(189) Graham, Ringl, Blanton, Robbins, Carson, Daugherty, McKee
(193) Poole, Southerland, Burden, Arnold, SFlener, Rhoades, BEmbry, Murphy

# Semester 2

<b>Grades 9 -12 Bell Schedule</b>	
7:55 – 9:30	1 <sup>st</sup> Block
9:35 – 11:05	2 <sup>nd</sup> Block
11:10 – 1:05	3 <sup>rd</sup> Block
1:05 – 1:15	Break
1:15 – 2:45	4 <sup>th</sup> Block
<b>Split Period Bell Schedule</b>	
7:55 – 8:45	1-A
8:45 – 9:30	1-B
9:35 – 10:20	2-A
10:20 – 11:05	2-B
11:10 – 11:55	3-A
11:55 – 1:05	3-B
1:05 – 1:15	Break
1:15 – 2:00	4-A
2:00 – 2:45	4-B
<b>Lunch Schedule</b>	
11:05 – 11:30	1st Shift
11:33 – 11:58	2 <sup>nd</sup> Shift
12:01 – 12:26	3 <sup>rd</sup> Shift

<b>Duty Assignments</b>	<b>Before 1<sup>st</sup></b>	<b>Between 1<sup>st</sup> and 2<sup>nd</sup></b>	<b>Between 2<sup>nd</sup> and 3<sup>rd</sup></b>	<b>Between 3<sup>rd</sup> and 4<sup>th</sup></b>
Front Girls' RR	McKee	Southerland	K. Embry	Wood
Front Boys' RR	Dockery	Dockery	Dockery	Dockery
Gym Hallway	Daugherty	Bivens	S. Hunt	Bivens
Upstairs Girls' RR	Wood	Rice	Glass	Davis/Arnold
Upstairs Boys' RR	Poole	Wilson	Burden	Melton
Business Stairs	Murphy	Murphy	Murphy	Murphy
Social Studies Stairs	Fuller	Fuller	Robbins	Ayer
Boys' RR Down	Burden	Vincent	Vincent	S. Flener
Girls' RR Down	Glass	Johnson	Rhoades	Ringl
Front Elevator	Elmore	Elmore	Elmore	Graham

## Lunch Schedule

(184) Rice, Melton, ATC, Shunt, KEmbry
(187) Johnson, Carson, Daugherty, Rhoades, Davis, Murphy, Vincent, Arnold, Ayer, Blanton
(185) Poole, Southerland, McKee, KFlener, SFlener, BEmbry, Dockery

## **CLUB SPONSORS**

BETA.....	H. Southerland/A. Deweese
FBLA.....	Stacha Murphy
FCCLA.....	Kimberlea Embry
FFA.....	LeeAnn Daugherty
Foreign Language Club.....	Elliot Blanton
MPACT.....	Darryl Dockery
TSA.....	Barry Carson
Nutritional Advisory Council.....	Hazel Short
Student Council.....	Dennis Robbins
HOSA.....	Teresa Rogers
FCA.....	Tim Wilson
Skills USA.....	Brian Eadens
PRIDE.....	YSC

Sponsors, when your club meets please keep your members with you until the end of club time—refrain from sending them back to class because many do not return and the teachers have no way of knowing when your meeting has ended.

As soon as possible provide a club roster for the staff so they may check to see when a student leaves their class they can verify that students are in fact are a part of the club they say they are.

## **FIRST DAY SCHEDULE**

During homeroom students will need to take a bag to put all of the things you are handing out. The bags are from the Youth Service Center.

At 7:55 – 9:00 students will meet in homeroom and Mr. Elmore will meet with seniors and juniors separately during that time. At 9:00 freshmen will be released to 2<sup>nd</sup> period, upperclassmen will be released to 1<sup>st</sup> block and everyone will resume a normal schedule until 2:45 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 2<sup>nd</sup> block.
- Students will be picked up at 10:58 from the ATC and taken to the HS for 3<sup>rd</sup> block.
- Students will be picked up at 11:30 from the HS and taken to the ATC for 3<sup>rd</sup> block.
- Students will be picked up at 12:55 from the ATC and taken to the HS for 4<sup>th</sup> block.
- Students will be picked up at 1:15 from HS and taken to the ATC for 4<sup>th</sup> block.

At 11:00 there will be an announcement to tell ALL students they will need to report to their 3<sup>rd</sup> block class. This is to inform them when they have lunch.

## **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 1<sup>st</sup> 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 1<sup>st</sup> block.
- Students will be picked up at 10:58 from the ATC and taken to the HS for 3<sup>rd</sup> block.
- Students will be picked up at 11:30 from the HS and taken to the ATC for 3<sup>rd</sup> block.
- Students will be picked up at 1:00 from the ATC and taken to the HS for 4<sup>th</sup> block.
- Students will be picked up at 1:15 from the HS and taken to the ATC for 4<sup>th</sup> 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. Tobacco products 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. \*If you are absent or late to bus duty, you will be assigned a day(s) that need to be made up past May 19<sup>th</sup>.

## **BUS DUTY 2010-2011**

August 9-17	Jennifer Davis	January 3-11	Hanna Southerland
August 18-26	Ashley Johnson	January 12-21	Leslie Glass
August 27-September 7	Tim Wilson	January 24-February 1	Scott Flener
September 8-16	Lisa Rhoades	February 2-10	Elliot Blanton
September 17-27	Robert Ayer	February 11-22	Ashley Vincent
September 28-October 13	LeeAnn Daugherty	February 23-March 3	Leslie Wood
October 14-22	Amy Deweese	March 4-14	Brian Bivens
October 25-November 3	John Burden	March 15-24	Holly McKee
November 4-12	Brandon Embry	March 25-April 11	Stacha Murphy
November 15-23	Kimberlea Embry	April 12-20	Shilo Ringl
November 29-December 7	Katie Flener	April 21-April 29	Angie Arnold
December 8-17	Lorie Borzotra	May 2-10	Stacy Rice
		May 11-19	Lori Graham

## **CLUB RUSH**

Club rush will be on Thursday of the 1<sup>st</sup> full week. Below is a tentative schedule of how the rush will proceed:

Date: Thursday, August 12, 2010

Participants: Freshmen will participate. They will be called out in 15 minute intervals.

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.

## **LESSON PLANS**

All teachers are to enter at least 2 different courses into Instruction Planner you received training on in July. There is no need for plans to be printed for administration nor is there a need to have curriculum maps hung on your walls. Please keep these plans up-to-date because they will be reviewed during a walk-thru.

## **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:

- Teacher class schedule and class rosters
- A list of assigned duties, classroom rules and expectations
- Supplemental worksheets or activities for emergency situations.

Sub folders should be turned in to Tammy Dotson by September 1<sup>st</sup>.

### **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 8:00 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.

### **TRIP REQUESTS**

All trips must be approved by Mr. Howard and/or the board of education. The principal will no longer approve any field trips. There is a board approved field trip request form under Q you must use. If the trip is not over-night or out of state, then Mr. Howard can approve the trip. If you are requesting a trip out of state or over night then you must ask Shirley Baize to place it on the board agenda and attend the board meeting when the request will be discussed. Remember to allow plenty of time for these trips to be approved. If you are asking for a trip to be approved in a rush, you may be turned down and disappoint your students. As always with any trip you must have parent permission forms which are also located under Q. It is my recommendation you think through your school year trips and ask for permission at the very beginning of the year as well as ask parents to fill out

permission forms.

## **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**

Grade 12:

- If a senior takes the KCCT On-Demand test and receives a proficient or distinguished in the spring semester of his/her senior year then he/she will be able to choose one final to be exempt from during his/her senior year.

Grade 11:

- When a junior takes the KCCT Math, Science, or Social Studies test and scores proficient or distinguished in two of those areas, then he/she will be able to choose one final to be exempt from during his/her senior year.

Grade 10:

- When a sophomore takes the PLAN test and scores a 20 or higher then he/she will be able to choose one class to be exempt from during his/her junior or sophomore year.
- When a sophomore takes the KCCT Reading test and scores proficient or distinguished, then he/she will be able to choose one class to be exempt from during his/her junior year.

Grade 9:

- Freshmen who scored proficient or distinguished on the on-demand portion of the KCCT test taken in the 8<sup>th</sup> grade will receive one exception their freshmen year.
- Freshmen who scored an 18 or higher on the explore test will receive one exemption their freshmen year.

## **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, DO NOT OPEN the door or windows until the “ALL CLEAR” is announced.**
- Wait for further instructions

## **TEXTBOOK ADOPTION CYCLES (6 YEAR CYCLES)**

### **State List**

<b>Group Name</b>	<b>Year(s) of Adoption</b>
Group I – Language Arts, Reading , Literature	2014, 2019, 2025
Group II – Social Studies	2015, 2020, 2026
Group III – Science	2016, 2021, 2027
Group IV – Mathematics	2011, 2016, 2022

Group V – Vocational Studies & Practical Living	2012, 2017, 2023
Group VI – Arts & Humanities	2013, 2018, 2024

## **ATHLETIC UNIFORMS CYCLE (4 YEAR CYCLES)**

<b>Sports Name</b>	<b>Year(s) of Rotation</b>
Fast-Pitch Softball, Baseball	12/13, 16/17, 20/21
Basketball (Boys/Girls)	13/14, 17/18, 21/22
Soccer, Track, Cross Country, Cheerleading	10/11, 14/15, 18/19
Volleyball, Golf, Tennis, Football	11/12, 15/16, 19/20

## **MID-TERMS SCHEDULE**

### Grades 10-12

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

### Grade 9

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

### Grade 9 (7<sup>th</sup>/8<sup>th</sup> period mid-term)

The day before the 9 weeks end freshmen will take their mid-term test in 6<sup>th</sup> period.

## **FINALS SCHEDULE**

### 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 2<sup>nd</sup> and 4<sup>th</sup> blocks. On the last day of finals (three days before the end of the year) they will take them in 1<sup>st</sup> and 3<sup>rd</sup> blocks.

Grades 10-11--The day before the semester ends upperclassmen will take finals in 2<sup>nd</sup> and 4<sup>th</sup> blocks. On the last day for the semester upperclassmen will take finals 1<sup>st</sup> and 3<sup>rd</sup> blocks.

Grade 9--Two days before the end of school (May) freshmen will take finals in 4<sup>th</sup> and 5<sup>th</sup> periods. One day before the end of school freshmen will take finals in 3<sup>rd</sup> and 6<sup>th</sup> periods. The last day of school (May) freshmen will take finals in 1<sup>st</sup> and 2<sup>nd</sup> periods.

# HOMEROOM ASSIGNMENTS 2010-2011

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
0901	S. Murphy	09	Destiny Alford – Christopher Coleman
0902	E. Blanton	08	Christian Colter – Whitley Grubb
0903	L. Rhoades	34	Sabrina Hall – Tyler Johnson
0904	A. Arnold	33	Katie Jones – Jaret Oaks
0905	A. Johnson	25	Stephanie Parks – William Stewart
0906	J. Davis	22	Jamie Storzum – Jonathan Zlater

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1001	S. Rice	16	Lisa Adams – Brooklyn Byrd
1002	A. Deweese	20	Cameron Carroll – Sierra Fields
1003	L. Graham	19	Amanda Fleming – Paula Hilliker
1004	K. Flener	32	Danielle Hope – Gary Mills
1005	S. Ringl	24	Samuel Moran – Madison Roche
1006	H. Southerland	04	Jared Rose – Zackery Woodcock
1009	T. Wilson	13	Retained Freshmen

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1101	P. Clark	05	Cody Alford – Samantha Brown
1102	K. Embry	18	Roben Burden – Nettie Dockery
1103	S. Hunt	ART	Amanda Drake – Kacie Henderson
1104	L. Wood	26	Trevor Howard – Hayley Miller
1105	L. Borzotra	27	Tori Miller – Michael Pierson
1106	L. Daugherty	AG	Destiny Reneer – Jeffery Wilson
1110	J. Burden	06	Retained Sophomores

<u>GROUP</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>DIVISION</u>
1201	H. McKee	17	Gordon Amos – Maurice Cardwell
1202	B. Embry	28	Charlie Caston – James Felty
1203	S. Flener	21	Travis Findley – Halston Jett
1204	R. Ayer	23	Amber Johns – Seth Mudd
1205	A. Vincent	30	Stephen Outland – Shelby Rose
1206	L. Glass	07	Jessica Saltsman – Megan Woodall
1211	B. Bivens	Choir Rm.	Retained Juniors

Grades 9-12	1st Block (7:55 - 9:30)		2nd Block (9:30 - 11:05)		3rd Block (11:10 - 1:05)		4th Block (1:15 - 2:45)	
Grades 9-12 Splits	1st Period (7:55 - 8:45)	2nd Period (8:45 - 9:30)	3rd Period (9:35 - 10:20)	4th Period (10:20 - 11:05)	5th Period (11:10 - 12:20)	6th Period (12:20 - 1:05)	7th Period (1:15 - 2:00)	8th Period (2:00 - 2:45)
<b>ENGLISH</b>								
1 Deweese	Acc English 9	Acc English 9	English 9	English 9	English 9	Planning	Planning	English 9
2 Deweese	Acc English 9	Acc English 9	English 9	English 9	English 9	Planning	Planning	English 9
1 McKee	Planning		English 12		English 12C		English 12C	
2 McKee	English 12C		Planning		English 10		English 10	
1 Poole	English 10		English 10	English 10	Planning	Master Student	Master Student	Planning
2 Poole	Master Student	Master Student	English 10	English 10	Planning	Master Student	Master Student	Planning
1 Rice	Planning		English 100		Read 180		Read 180	
2 Rice	Planning		Accelerated English 10		Read 180		Read 180	
1 Southerland	English 11C		Planning		English 11	English 11C	English 11	
2 Southerland	English 11		Planning		English 11	English 11C	English 11C	
<b>FOREIGN LANGUAGE</b>								
1 Blanton	Spanish 1		Spanish 2		Spanish 1		Planning	
2 Blanton	Spanish 2		Spanish 1		Spanish 2		Planning	
<b>HEALTH/PE</b>								
1 Bivens	PE 10-12		PE 9	PE 9	PE 10-12		Wellness	
2 Bivens	PE 9	PE 9	PE 10-12		PE 9	Planning	Planning	PE 9
1 Vincent	Health	Health	Foods & Nutrition		Health	Planning	Planning	Health
2 Vincent	Planning		Health	Health	School Leadership		Nutrition	
<b>MATH</b>								
1 Arnold	Advanced Topics		Planning		AP Calculus		Pre-Calculus	
2 Arnold	Planning		Pre-Calculus		AP Calculus		Advanced Topics	
1 K. Flener	Pre-Algebra	Basic Alg. 1	Master Student	Master Student	Planning		Algebra 2	
2 K. Flener	Pre-Algebra	Basic Alg. 1	Master Student	Master Student	Algebra 2	Basic Alg. 2	Planning	
1 S. Flener	Algebra 1	RTI Planning	Acc. Alg 1	Acc. Alg 1	Planning	Algebra 1	Algebra 1	Planning
2 S. Flener	Algebra 1	Planning	Acc. Alg 1	Acc. Alg 1	Planning	Algebra 1	Algebra 1	Resource Rm
1 Graham	Accelerated Geometry		Geometry	Basic Geometry	Geometry		Planning	
2 Graham	Geometry		Geometry	Basic Geometry	Planning		Basic Geometry	
1 Rhoades	Algebra 2		Basic Algebra 2		Algebra 2	Basic Alg. 2	Planning	
2 Rhoades	Accelerated Algebra 2		Planning		Math 116		Algebra 2	
<b>SPECIAL EDUCATION</b>								
1 Glass	Planning		Eng. 10 Collab	Bas Geo Collab	Eng. 9 Collab	Planning	Planning	Eng. 9 Collab
2 Glass	Read 180 10th grade		Eng. 10 Collab	Bas Geo Collab	Planning		Resource Rm	Eng. 9 Collab
1 Wood	Real World Readiness		Biology 2 Collaboration		Health Collab	Planning	Planning	Health Collab
2 Wood	Planning/Read 180 10th grade		Arts Appreciation Collab		Eng. 9 Collab	Planning	World Civilization Collab	
1 Borzotra	Pre-Algebra	Basic Alg. 1	Planning		Eng. 11 Collab	Bas Alg 2 Col	English 12 Collaboration	
2 Borzotra	Pre-Algebra	Basic Alg. 1	Planning		Eng. 11 Collab	Bas Alg 2 Col	Basic Geometry Collaboration	
1 Wilson	Biology 1 Collaboration		ICP Collab	ICP Collab	Planning		Biology 1 Collaboration	
2 Wilson	US History Collaboration		ICP Collab	ICP Collab	English 10 Collaboration		Planning	

## SCIENCE

1 Ayer	ICP	ICP	ICP	ICP	Planning	Physics 1 & 2
2 Ayer	ICP	ICP	ICP	ICP	Physics 1 & 2	Planning
1 Davis	Planning		Chemistry		Chemistry 105/106	ICP ICP
2 Davis	Chemistry		Planning		Chemistry	ICP ICP
1 Johnson	Biology 1		Biology 1	Biology 1	Planning	Biology
2 Johnson	Biology 1		Biology 1	Biology 1	Biology 1	Planning
1 Ringl	Master Student	Master Student	Biology 2		Anatomy	Planning
2 Ringl	Biology 2		Psychology 100		Planning	Psychology 100

## SOCIAL STUDIES

1 Burden	World Civ. Collaboration		Govt. Collab.	Govt. Collab	World Civilization	Planning
2 Burden	World Civilization		Govt. Collab.	Govt. Collab	Planning	World Civilization
1 B. Embry	Government	Government	Government	Government	Government	Government
2 B. Embry	Government	Government	Government	Government	Government	Government
1 Fuller	US History		US History 241			
2 Fuller	Western Civ. 120		Western Civ. 120			
1 Robbins	World Civilization		World Civ.	World Civ.	US History	Planning
2 Robbins	US History		World Civ.	World Civ.	Planning	US History

## ELECTIVES

1 Ausbrooks						Band
2 Ausbrooks						Band
1 Carson	CISCO Discovery 1 & 2		Planning		Intro. To Graphic Comm.	MM/Adv. MM/Web Design
2 Carson	Special Problems		Planning		CADD	Multimedia
1 Daugherty	Ag. Construction Skills 1 & 2		Planning		Wildlife Resources	Equine Science
2 Daugherty	Small Power Equipment		Planning		Ag. Science & Technology	Greenhouse 1 & 2
1 Dockery	Chamber Choir		Arts Appreciation		Planning	Guitar
2 Dockery	Chamber Choir		Arts Appreciation		Women's Choir	Planning
1 K. Embry	Child Services 1 & 2		Foods & Nutrition		Life Management Skills	Planning
2 K. Embry	Parenting/Child Development		Parenting/Child Development		Parenting/Child Development	Planning
1 S. Hunt	Planning		Arts Appreciation		Painting	Ceramics
2 S. Hunt	Drawing		Arts Appreciation		Visual Art	Planning
1 Melton	NJROTC		NJROTC		NJROTC	NJROTC
2 Melton	NJROTC		NJROTC		NJROTC	NJROTC
1 Murphy	Planning		Word Processing		Life Management Skills	Computer & Technology Appl.
2 Murphy	Planning		Adv. Computer Applications		Computer & Technology Appl.	Business Principles
1 Redmond	NJROTC		NJROTC		NJROTC	NJROTC
2 Redmond	NJROTC		NJROTC		NJROTC	NJROTC

**AREA TECHNOLOGY CENTER**

1 Eadens	BCMS	BCMS	HVAC	HVAC
2 Eadens	BCMS	BCMS	HVAC	HVAC
1 Rogers	Medicaid Nurse Assistant	Medicaid Nurse Assistant	Intro. To Health Science	Medical Term/Emergency Pro.
2 Rogers	Medicaid Nurse Assistant	Medicaid Nurse Assistant	Intro. To Health Science	Medical Term/Emergency Pro.
1 Shockley	Carpentry	Carpentry	Carpentry	Carpentry
2 Shockley	Carpentry	Carpentry	Carpentry	Carpentry
1 Tichenor	Automobile Tech	Automobile Tech	Automobile Tech	Automobile Tech
2 Tichenor	Automobile Tech	Automobile Tech	Automobile Tech	Automobile Tech
1 White	Industrial Maintenance	Industrial Maintenance	Industrial Maintenance	Industrial Maintenance
2 White	Industrial Maintenance	Industrial Maintenance	Industrial Maintenance	Industrial Maintenance