

**Thomasville City School System
Thomasville High School
315 South Hansell Street
Thomasville, Georgia 31792**

**Todd Mobley
Principal**

**Bill Settle
Assistant Principal**

**Vanisa Brown
Assistant Principal**

**Craig Crawford
PATHS Director**

**Dale Graham
Scholars Academy Director**

WELCOME TO THOMASVILLE HIGH SCHOOL

The teacher supplement handbook is designed to inform teachers on the policies, rules and procedures at Thomasville High School. It is also designed to enhance the student handbook and the system personnel handbook.

School board policies and legislative mandates will directly impact changes in the handbook from time to time. The administration will inform you of any changes that will affect you and/or the Thomasville City School System.

If you have any suggestions that will make this book better, please don't hesitate to let the administration know. This handbook should be kept in an area that is easily accessible to you. I am sure that it will answer many questions for you.

Once again we are elated that you are a part of the Thomasville High faculty and we look forward to working with you for the 2008-2009 school term.

Todd Mobley

THOMASVILLE HIGH SCHOOL
STAFF HANDBOOK

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it”

Michelangelo

House Bill Form 1187

Section 32. Annual Performance Evaluation Changes

Section 32 amends **Code Section 20-2-210** by adding a new subsection (b), which specifies that **annual teacher evaluations shall at a minimum take into consideration the following:**

- (1) The achievement gains of students assigned to the teacher during the school year;**
- (2) Observations of the teacher by the principal and assistant principals;**
- (3) Participation in professional development opportunities and application of the concepts learned;**
- (4) Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel;**
- (5) Timeliness and attendance;**
- (6) Adherence to procedures and rules;**
- (7) Personal conducts while in the performance of school duties.**

A new subsection © provides that no contract shall be renewed for a certificated person prior to the completion of an evaluation.

PREPLANNING AGENDA

TUESDAY, JULY 29

- A. 8:00 – 12:00 Faculty Meeting/Breakfast**
- B. 12:00 - 1:00 Lunch**
- C. 1:15 – 1:45 FACULTY MEETING WITH SWGTC**
- D. 1:45 – 2:45 DEPARTMENT HEAD MEETING A-1**

WEDNESDAY, JULY 30

- A. 8:00 –3:30 System Wide Meeting (MPMS)**

THURSDAY, JULY 31

- A. 9:00-10:00 Math Department Meeting (Rollins)**
- B. 10:00- 11:00 SOCIAL STUDIES DEPARTMENT MEETING (McCALL)**
- B. 10:00-11:00 CTAE DEPARTMENT MEETING (PERALTA)**
- C. 12:00- 1:00 LUNCH**
- D. 1:00 - 2:00 SCIENCE DEPARTMENT MEETING (BARRONTON)**
- E. 2:00- 3:00 ENGLISH DEPARTMENT MEETING (CANNON)**
- F. 5:00-7:00 9TH GRADE OPEN HOUSE**

FRIDAY, AUGUST 1

- A. 9:00 -11:00 OPEN HOUSE**
- B. 12:00 - 1:00 LUNCH**
- C. 1:00 -2:30 WORK IN CLASSROOMS**
- D. 2:30 – 3:00 FACULTY MEETING**

**Preplanning Workday
Hours
8:00 a.m. - 3:30 p.m.**

Thomasville High School FACULTY AND ADMINISTRATION 2008 - 2009

Principal – Todd Mobley

Assistant Principal-**Bill Settle**
 PATHS Director-**Craig Crawford**

Assistant Principal-**Vanisa Brown**

Guidance Counselor-**Jacquelyn Saunders**
 Guidance Counselor-**Melanie Reynolds**
 Graduation Specialist-**Moses Everett**

Faculty & Subject Taught

Cannon, Lesa	English*	Connell, Larry	Mathematics
Braswell, Lauren	English	Fletcher, Denise	Mathematics
Daniels, Pauline	English	Gwaltney, Keith	Mathematics
Hawthorne, Sally	English	Hodges, Deloris	Mathematics
Stewart, Evie	English	O’Neal, Deborah	Mathematics
Tucker, Jeremy	English	Parsley, Marcus	Mathematics
		Rollins, Dana	Mathematics*

Landing, Lamar	Social Studies	Barronton, Steve	Science*
Dorsey, Daniel	Social Studies	Fuller, John	Science
Hicks, Dale	Social Studies	Farrell, Dean	Science
Sprenkle, Jodie	Social Studies	Kuhns, Bethany	Science
McCall, Mary Carol	Social Studies*	Stewart, Delano	Science
Taylor, Tom	Social Studies	Scruggs, Shirley	Science

Taylor, Shamane	CTAE	Scruggs, Clifford	Food Oc
Ferner, Rose	Foreign Language	Barbara Peralta	Health Oc
Schmidt, Doug	Band Director	Tinsley, Russell	Welding
Pilcher, Louann	Visual Arts	Tillman, Ben	Bus. Ed.
Thomas, Henry	Choral Music	Millere Ed	Bus. Ed.
McLeod, Lt. Col. Stann	AFJROTC	Packer, SMSgt J.D.	AFJROTC
Blair, Jason	Physical Ed.	York, Margie	Physical Ed.
Hunt, Vickie	Special Ed.	Brown, Marilyn	Special Ed.
Campbell, Cheri	Special Ed.	Cowart, Eulah	Special Ed.
Slaughter, Phil	Special Ed.	VerSlius, Matt	Special Ed.
Craene De, Mechelle	Special Ed.		

Support Staff

Bailey, Lisa-Jan	School Psychologist	Angry, Kiel	ISS
Stoddard, Donna	Media Specialist	Souders, Patricia	Interpreter
Gwaltney, Wayne	EXALT	Voyles, Sallijo	Homebound

Classified Staff

Taylor, Leneatha	Discipline Secretary	Hill, Mary	Parapro.
Tennille, Elf	Bookkeeper	Dean, Sharvonne	Parapro.
Head. Karen	CNA Instructor	Wilson, Nathaniel	Parapro.
Hurst, Gloria	Guidance Secretary	Harris, Lizzetta	Parapro.
Rollins, Joey	School Resource Officer	Clay, Tina	Parapro.
		Manning, Sonya	Parapro.
Young, Renata	Receptionist	Reynolds, Mitchel	Parapro.
Blake, Beryl	Attendance Secretary	Lundy, Latoya	Parapro.
Rayburn, Darlene	Cafeteria Manager	Mitchell, Alethea	Parapro.
Frazier, Brenda	Cafeteria	Walker, Francis	Parapro.
Harper, Dot	Cafeteria	Fredricks, Cassandra	Parapro.
Mack, Linda	Cafeteria		
Posey, Barbara	Cafeteria		
Franklin, Sharon	Cafeteria		
Williams, Brenda	Cafeteria		

- Department Heads

THS Mentors 2008-2009

Tucker, JeremyCannon, Lesa
Parsley, Marcus.....Rollins, Dana
Stewart, Delano.....Barronton, Steve
Dorsey, Daniel.....Hicks, Dale
Blair, Jason.....York, Margie
Scruggs, Clifford.....Crawford, Craig
De Craene, Mechelle.....Campbell, Cheri

Bell Schedules For Regular School Day

7:50 School Begins
7:55 1st Period begins
8:45 1st Period ends
8:50 Late bell for 2nd period/2nd period begins
9:40 2nd period ends
9:45 Late bell for 3rd period/3rd period begins
10:35 3rd period ends
10:40 Late bell for 4th period/4th period begins
11:30 4th period ends

FIRST LUNCH

11:30-12:00 Lunch for Pods J, K, L, M, Gym, H, Portables, Tech Building

12:05 Late bell for 1st Lunch

12:05 Instruction/Class time for Pods J, K, L, M, Gym, H, Portables, Tech

12:55 4th period ends

SECOND LUNCH

11:35-12:25 Instruction/class time for pods D, E, F, G

12:25-12:55 Lunch for Pods D, E, F, G

12:55-1:15 Advisement

1:15 Bell for 6th period
1:20 Late bell for 6th/6th period begins
2:10 6th period ends
2:15 Late bell for 7th period/7th period begins
3:00 School day ends

Testing Schedule Will Be Announced

Duty Assignments

2008-2009

Morning Duty (7:30 a.m.-7:50 a.m.)

(7:50 a.m. move to monitor at classrooms)

Back of School	York/Angry
Cafeteria	Sprenkle, McDougald, D.Stewart, Settle
Roaming	Brown
Restrooms & Main Building	Landing (Must check both sides)
Front Parking Lot	Mobley
Outside K Fletcher/Pilcher	Outside J Rollins/Hodges
Outside H Farrell/Scruggs	Outside G Braswell/Ferner
Outside F Cannon/Hunt	Outside E Hawthorne/S.Taylor
Outside D Stewart	
Flag Pole	Tillman
Band Area	Schmidt (Front and Side)
Bike Rack	Hicks
Picnic Tables	VerSluis
Hallways Vocational	Crawford
Front Campus	Connell/Dorsey
At Door to J & K Hallways	J-K Pods (One person inside/one outside)
At Door to D & E Hallways	D-E Pods (One person inside/one outside)
Gym Parking Lot	Marsh/Taylor

Lunch Duty

Cafeteria	Mobley, Settle, Marsh, D. Stewart, Everett
Back Hallway	Tucker
Parking Lot	Connell
Picnic Tables	Packer, McDougald, Brown
Gym (back)	McLeod

Afternoon Duty

3:00 - 3:30

Cafeteria	Parsley
BBQ Pit	Schmidt
Hansell St. Sidewalk	Packer
Outside K Thomas	Outside J O'Neal/Gwaltney
Outside H Fuller	Outside G Tucker
Outside F McCall/Cowart	Outside D Kuhns
Front of School	Mobley, Brown, Settle, Everett
Parking Lots	Rollins
Back of School (Satellite)	Crawford
Portables	McCleod
Football Field	Blair
Back Hallways	Teachers in the Hall-3:00-3:15
Flag Pole	Millere
Outside Tech Building	Scruggs/Tinsley
Gym Parking Lot	Marsh/Taylor

*** Subject to change**

All teachers should be on duty between classes. Teachers should be outside their classroom door until tardy bell rings.

Documentation Of The Student Support Team Process

Proper documentation is essential in the SST process. Forms should be easy to use and efficient while still providing adequate documentation of the team's activities. Written summaries of the team's actions should be kept for every meeting. The actions of the SST should be so clear that new teachers each year would have no difficulty determining what has been tried and found successful for the student in the past. All information should be dated. Team members should adopt the attitude of, "If it isn't written down, it didn't happen".

Documentation of SST activities should include the following:

Student's name

Name of team members

Meeting dates

Identification of student needs

Any records of assessment

Educational plan and implementation results

Follow-up and, as appropriate, continuous evaluation

A suggested list of forms to document the SST activities is as follows:

Organizational Checklist: *helpful in tracking the activities of the SST and assuring that all necessary procedures are implemented in a timely manner.*

SST Request: *essential in gathering initial information on the student. The form should be easy to complete while still providing pertinent information about the student's difficulties, strengths, and weaknesses. Request forms, which are a combination of checklist, narrative, and copies of student records, are most beneficial.*

Parent Notification/Invitation to Meeting: *Should clearly inform parents of the purpose of the referral and invite their participation in the process.*

Background Information: *Helpful in gathering developmental, behavioral, and environmental information about the student.*

Meeting Summary: *must document the actions of the SST in each meeting. These should be written in a professional manner. Parents should be given a copy of the summary from each meeting. SST members should refrain from making diagnoses or judgment statements in SST summaries. The student's problems should be clearly defined. The discussion of the team should be summarized, and the recommendations should be documented. If the student is being referred to special education, considered for Section 504 eligibility, or no longer needs the services of the Student Support Team, the summary must reflect this decision.*

Educational Plan: *Must clearly define the strategies to be implemented and the outcomes after implementation. This may be included with the summaries or developed as a separate document. Team members should develop an appropriate Educational Plan (containing, in general, 3-5 appropriate strategies) based on the student's strengths and weaknesses. The plan should be implemented for an appropriate period of time (20-30 school days is suggested) as sufficient to determine its effectiveness. Plans should be updated as needed.*

CHECKLIST: STUDENT SUPPORT TEAM

1. Teacher notifies SST coordinator of a student who is experiencing difficulties.

2. SST coordinator provides teacher with the following:

- SST Referral Form
- Parent Notification Letter
- Hearing/ Vision Referral Form

3. SST coordinator schedules first meeting and invites any of the following:

- Classroom teacher who referred the student
- Principal
- General education teacher
- Counselor
- Lead teacher
- Central office personnel
- School psychologist
- Subject area specialist
- ESOL teacher
- Special education teacher
- School social worker
- Section 504 coordinator
- Other appropriate personnel

4. First meeting

- Discuss results of the hearing/vision screening
 - Discuss all pertinent student information including student test data
 - Determine CRCT domains on which the student scores below grade level (when available)
 - Discuss strategies previously used by the teacher(s)
 - Review work samples
 - Discuss programs and services available to the student
 - Formulate new strategies designed specifically for the student
 - Design modification plan
 - Determine additional information needed, if any
 - Complete SST minutes
 - Provide copy of minutes/ strategies to appropriate individuals
 - Provide behavioral checklist teacher to complete, as appropriate.
-

5. Strategies are implemented in the classroom for a minimum of 20 school days with teacher(s) documenting dates implemented and results of modifications.

6. Individuals gather additional information requested.

7. Second meeting

- _____ *Review new information and work samples*
- _____ *Discuss results of modifications implemented*
- _____ *Determine plan of action*
- _____ *Develop new modifications*
- _____ *Continue current modifications, if successful*
- _____ *Recommend other screening, as appropriate*
- _____ *Provide copy of minutes/ strategies to appropriate individuals*

8. *Conduct additional meetings to review student's progress.*

9. *Prepare report at the end of the year indicating student's status, progress, etc.*

10. *Discuss student's academic and behavioral status, progress, and plan with the student's teacher(s) for the next year.*

**THOMASVILLE HIGH SCHOOL
SST REFERRAL FORM**

Student's Name _____

Grade _____

Reason for Referral:

Referring Person(s):

FOR SST COORDINATOR USE

SST

Coordinator:

1st Meeting _____

2nd Meeting _____

3rd Meeting _____

Other Meeting

Dates _____

Recommendation for Sp. Ed. Testing: Check Yes or No and put date decided.

This date should match one of the meeting dates

Yes _____ No _____

THOMASVILLE HIGH SCHOOL
Improvement Team
2008- 2009

The following people have been asked to serve on the Leadership Team for the 2008-2009 school year.

<i>Todd Mobley</i>	<i>Bill Settle</i>	<i>Vanisa Brown</i>	<i>Craig Crawford</i>
<i>Lesa Cannon</i>	<i>Dana Rollins</i>	<i>Deborah O'Neal</i>	<i>Bethany Kuhns</i>
<i>Moses Everett</i>	<i>Dale Hicks</i>	<i>Melanie Reynolds</i>	<i>Donna Stoddard</i>
<i>Jacquelyn Saunders</i>		<i>Cheri Campbell</i>	

The Leadership Team will be soliciting your suggestions and ideas as we work together to improve our school.

In addition, if you have any concerns, problems, or suggestions you feel will affect the school as a whole; submit them in writing to one of these teachers. This group will work with administrators to come up with solutions or alternatives.

SPECIAL EMPHASIS for 2008-2009

- **Student and Teacher Attendance**
- **Implementation of Learning Focus Model**
- **Engagement Rate/Time on Task**
- **Guidance Services and Parent School Relations**
- **Quality of Instructional Delivery**
- **Monitoring Student Progress**
- **Discipline With Unity**
- **Implementation of Georgia Performance Standards**
- **Accuracy of Student Records**
- **Meeting AYP**

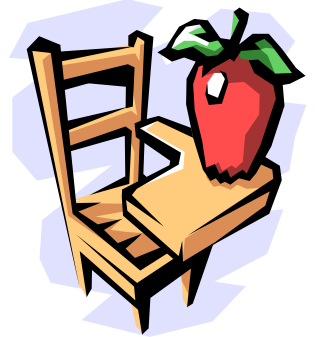
provides instruction;

“NO CHILD LEFT BEHIND” NOTICE

In compliance with the requirements of the **No Child Left Behind** statute the Thomasville City Board of Education informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

- 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher

- 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) the college major and any graduate certification or degree held by the teacher;
- 4) whether the students are provided services by paraprofessionals, and if so, their qualifications.



ANNOUNCEMENTS

Announcements will be made twice daily. Teachers wishing to make announcements should submit them in writing to the office.

ASSEMBLIES/Pep Rallies

*Teachers will be informed in advance (as much as possible) about any special meetings or assemblies. **Teachers** should accompany their class to assemblies and are to **sit among the students** to ensure proper decorum. **Teachers should address inappropriate behavior.***

ATTENDANCE CHECK IN CLASSES

*When students are absent or tardy to class, **mark this in your grade book and in the computer.** This information is vital in justifying student participation in class and in conducting conferences with parents as well as attendance. **Checking attendance is a teacher task and is not to be delegated to students.***

AUDIOVISUAL EQUIPMENT AND FILMS

All use of audio-visual materials should be meaningful and a part of a planned lesson. All audiovisual equipment is stored in the Media Center. This equipment should be secured before class and returned immediately after use. Students are not to operate audio-visual equipment unless they are under Ms. Stoddard's direction.

Please see Ms. Stoddard if you are interested in checking out or ordering videos.

Test/Quiz Days

Subject area test days will be as followed:

Monday-Science

Tuesday-English

Wednesday-Social Studies

Thursday-Math

Friday-Foreign Language, Health, Business Ed., etc.

AVOID LEGAL PROBLEMS

In order to avoid any possibility of legal problems:

***Do not put hands on students.*

***Avoid hugs, pats on backside, squeeze on shoulder, etc.*

***Any kidding that is considered "put downs"*

***Off-color remarks to students or to other teachers, community persons about your students, school, etc. (Even if the adult says he/she was cutting up, the court system doesn't have to prove it. The charge itself will ruin the teacher. Publicity alone will ruin your professional reputation.)*

***Avoid verbal abuse. (i.e.) "Are you dumb?"*

***Avoid humiliating any student before the class.*

***Avoid any racial prejudice remarks. Please don't feed your experiences to your students.*

***Instructional time is guarded. Lengthy lectures should be looked at carefully.*

***Use your judgment for emergency bathroom breaks. Be firm, but fair. (No student should have an accident because he/she was not allowed to go to the restroom)*

***Administrative documentation of inappropriate conduct will include:*

Written statement concerning negative action

Date/time/place

People present

Information files

BOOKBAGS

Students may utilize bookbags in transporting materials to and from school. Bookbags are permitted for carrying materials from class to class.

BUILDING MAINTENANCE

1. Building and ground maintenance is the responsibility of the custodians.

2. Teachers are responsible for the general appearance of their rooms. Have students pick up paper around desks.

3. Lockers should be cleaned periodically.

4. Remind students that writing on desks, chairs, tables, interior and exterior walls will not be tolerated.

5. Gum and candy ruin carpet. If candy is used as a reward, students must consume it in the classroom under the teacher's supervision.

*6. Erasers are **NOT** to be dusted on trees or side of the buildings.*

COMMUNITY IMAGE

Conduct yourself in the community in a manner that reflects positively on the school. One incident or remark of an improper nature can negatively affect how the public views the school and your fellow teachers. One person can negate the good that the entire faculty has done.

CLASSROOMS

Classrooms should be left in good order at the close of the school day. Do not allow your classroom to become a storage area for students' books or personal items. Students should keep items in their lockers.

CONFIDENTIALITY

Confidentiality is of utmost importance in carrying out your duties and responsibilities. Student records, student grades, conferences with students, and conferences with parents should always be treated confidentially.

DRESS CODE

It is one of the goals of our school to promote respect for authority, traditional values and discipline in the classroom. A dress code for faculty and staff is one rational means of helping to promote this goal.

Faculty and staff members are expected to dress in a manner that reflects good grooming and their position as a professional. It is our responsibility as professionals to set appropriate examples for our peers and for the students with whom we are charged to educate.

In determining what is considered appropriate for your position, reflect upon how you dressed for the interview for your job. Any manner of dress, which deviated far from this, would have possibly prevented you from being considered as a final candidate for the position. Your manner of dress was a positive factor in you getting the job. It is also important in doing the job as a professional.

Men should wear trousers with a shirt and tie and shoes that are comfortable. Sandals, flip-flops, and similar footwear are not acceptable in the classroom. Physical education teachers should wear trousers with knit shirts and athletic coaching shoes. Shorts are acceptable only for coaching duties.

Ladies should wear dresses, skirts with blouses or sweaters, slacks with blouses or sweaters, or pant suits. Clothing should not be too short or too tight. Style of dress should be conservative.

No tight-fitting stretchy pants, leotards, bicycle pants, earrings for men, body gloves or other visible body piercings (besides women's earrings) will be allowed. Blue jeans and shorts are unacceptable unless it is allowed for a specific occasion.

GRADE BOOKS

Recording Grades

Student grades are to be recorded accurately and promptly in your grade book and in the computer throughout the year. Identify the work for which each grade is assigned and be able to explain the work and the grade. Failure to keep grades accurately can lead to serious problems in conferences with parents and will be documented as a major discrepancy in the performance of duties and responsibilities.

Teachers should never have to ask the registrar what grade he/she gave a student for any grading period. If this information is not recorded properly in the grade book, the teacher is negligent in his/her record keeping. Teachers should keep the second copy of the progress report until the end of the year.

Incomplete Grades

It is the teacher's responsibility to know which of his/her students has incomplete grades for a particular grading period. The grade of 11 should be posted. All incomplete grades must be cleared within 10 days. Failure to clear the incomplete grade will result in a grade of 60.

Confidentiality

Your grade book should always be kept secure and its contents confidential. Neither students nor parents should ever view any part of your grade book except with your permission and then only that part that pertains to them.

GRADING SYSTEM

State standards will not permit a ceiling for an "F" grade. Students must be given the grades that they earn; therefore please stress to students the importance of doing their best work.

<u>Scale</u>	
A - 90-100	C - 70-79
B - 80-89	F - Below 70

Refer to the policy manual for specifics on grading procedures.

Progress reports will be sent to all parents on a four and a half week basis. A copy of each student's progress report should be turned in to the Departmental Head. Administration may also request a copy.

Security

Always take your grade book with you during evacuations and emergency drills

HOMEWORK

Purpose and Quantity

Homework assignments are part of the learning process. They should be used to reinforce learning. The amount of homework assigned should be appropriate to the need and to the learners' ability to complete it in a reasonable time. The assignment for no one class should ever monopolize time that may be needed for other courses. Keep in mind that the great majority of students are given homework in each of their six classes.

Evaluating Homework

Homework should be checked and properly recorded as a grade in the grade book. Teachers should describe how homework is evaluated for the class. A consistent and meaningful process is required. If you use a method other than an actual numerical grade reflecting correctness and completeness, inform your assistant principal of the method and place an explanation in your grade book.

LANGUAGE

Profane or vulgar language is totally unacceptable and indefensible. Refrain from this at all times.

LEAVING CAMPUS

No school personnel are to be off campus during the day without the approval of the principal. *No other school officials are authorized to grant leave request. Teachers will complete a red leave form after obtaining permission to leave from the principal and prior to signing out which will include the time, reason and destination. Sign in upon returning to campus.*

LEAVING CLASSROOMS

Teachers should only leave the classroom for emergencies and then only if the class is monitored.

LESSON PLANS

Lesson plans are required from all teachers, and they should be located in the lesson plan book available upon request. They should be written and available on the Monday of implementation.

All teachers are required to develop and implement lesson plans, which follow the curriculum map that has been developed and adopted for the course. These plans should include the objectives, teacher activities, student activities in and out of the classroom, and the evaluation procedures to be used. The objectives and activities may be expanded as deemed appropriate for the desired learning outcomes.

Teachers for a particular course may plan together but each individual teacher is responsible for constructing the individual daily plans for teaching his/her students.

Lesson plans must be available for the substitute along with a seating chart, class rules, time blocks, discipline rules, guidelines, a listing of students, and any other materials, which may assist them. Plans should be filed and kept available for reference. Location of plans should be given to the Department Heads and the supervising administrator.

Enrichment and remedial activities should be included in individual and departmental plans. Summary results of standardized tests should be used to identify areas in the curriculum that need special emphasis to improve areas of weakness in student achievement. The team of teachers for each course should identify these areas.

LIBRARY USAGE

The library/media center is open for use by students Monday through Friday from 8:00 – 3:15 p.m. Students have an open door policy before and after school.

Teachers should schedule a time with the librarian. Teachers are expected to plan ahead with the librarian to use the media center. Each teacher will have a media pass for the students to use.

LINE OF AUTHORITY

School personnel are expected to follow the proper channels in making requests or in filing complaints. The line of administrative authority is: assistant principals -- principal -- superintendent. If you have a problem concerning one of these persons, you should let that person know of the problem. If you intend to file a complaint with the person above them, you should inform them of this intention.

LUNCH

Faculty and staff members are encouraged to eat lunch in the lunchroom. Adults must pick up their carryout containers from lunchroom. Do not send students to pick up carryout lunches.

All adults except food service personnel are to pay for their lunch. Tea is provided for faculty members who do not desire milk. There is an additional charge for faculty members who desire both tea and milk.

School personnel who wish to eat breakfast should do so prior to 8:00. All forks, spoons, and glasses are to remain in the cafeteria.

MAILBOXES

Faculty and staff members should check their mailboxes at least two times per day for general information and telephone messages. Please do not send students to check the mailboxes.

MONEY

All funds connected with student organizations or classes are to be deposited with the school's bookkeeper by 10:00 a.m. each day.

Each sponsor must keep a record of monies collected, count the monies and verify the amounts prior to turning them in to the bookkeeper. A receipt will be written in duplicate for all transactions and a copy sent to the sponsor each time monies are turned in. Monthly reports of all financial transactions will be turned in to the principal by the bookkeeper and teachers. An account of the organizational or class funds will be made each spring to the faculty sponsor. Do not leave money in classrooms overnight. If you do not have a place to secure valuables, consider leaving valuables in the office vault.

OFFICE

Office personnel are employed to serve you and the students. In order to operate in an efficient manner, the administrative office areas are to be used for school and school-related business only throughout the entire workday (7:30 A.M. - 3:30 P.M.).

PARTIES

No parties of any kind shall be held **without the permission of the principal.**

PHONE CALLS

Long distance telephone calls are not to be made unless approved by the principal and you fill out the proper forms. Charge all personal calls to your home phone. Telephones are available in work areas for faculty and staff usage.

PHOTOCOPYING MATERIALS

Tests and other materials should be copied before school, during planning periods, or after school. Use of class time for this reflects poor planning.

If you do not know how to operate the copy machines properly, it is your responsibility to get the necessary training. When you have finished using the workroom, dispose of trash or waste materials.

PURCHASES/PURCHASE ORDERS

No school personnel should make any purchase that they intend to have paid by Thomasville High School/Thomasville City Schools unless prior written consent has been obtained by the principal and a school purchase order number assigned. Reimbursement will not be paid to personnel who do not comply with the aforementioned directive. No exceptions can be made or will be made.

REFERRALS

Teachers who wish to make referrals for attendance, vision, hearing, and counseling should make referrals as soon as possible. SST (Student Support Team) information/guidance is listed in the student handbook. It is very important that child abuse referrals be given to the counselor or principal immediately, whether or not the person making the referral believes there is validity.

Discipline referrals must describe the incident in specific detail so that the administration can effectively understand the situation.

SEXUAL HARASSMENT/MISCONDUCT

"**Sexual abuse**" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"**Sexual misconduct**" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, *etc.*
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

SIGNING-IN

All faculty and staff members are to be signed in for work no later than 7:45 (unless on duty). This task is to be completed immediately upon arriving on campus unless a different procedure is assigned to you individually.

STUDENT GRADES

Grade Verification

Once a grade has been posted and verified as the final grade for the semester, no change should be made to that grade unless reasons are given as to why the grade is incorrect and the principal is notified by the teacher in writing.

Make-up Work

Work missed due to an excused absence should be made up within two (2) school days after the student returns to class. An extended period of absence may require a long make-up period and is left to the discretion of the teacher. All make-up work must be completed within school and state standards guidelines.

Work Ethic

Work ethic is important in any endeavor. For students, good work ethics would be characterized by good attendance, completion of work assignments in a timely manner, exhibiting appropriate conduct in the classroom, and cooperating with the teacher. Teachers are encouraged to emphasize and reward good work ethics. This reward can be bonus grades or points or special privileges.

STUDENT ILLNESS

If a student becomes ill, complete a clinic form and send the student to the attendance secretary. The attendance secretary will call parents/legal guardian. Students should remain in class, unless there is an emergency.

STUDENT RECORDS

The Guidance Services Dept. is responsible for insuring that each student has a permanent record on file. School personnel in the Guidance Office may view these records. The information in these records is confidential. Violation of this confidentiality violates the students' rights under the Privacy Act.

STUDENT SCHEDULE CHANGES

Students should never be changed from one class without proper authorization. This authorization requires approval by the principal after receiving recommendation from counselors. Upon receiving authorization, the registrar will make the change on the computer and notify the student and the teachers of the change.

SUPERVISION OF STUDENTS

Supervision of students in the classroom setting, in the building, on the campus, and at school events away from the campus is extremely important

to conducting an effective school program and in promoting safety for students and faculty members. Faculty members should always be at their assigned duty stations to help prevent problems and control student behavior.

CLASS CHANGE

During class change, report to your assigned duty station(outside classroom door). Keep student noise to a minimum. If you encounter a situation and you seem unable to resolve it, send for your assistant principal immediately.

Lunch Duty

Teachers on lunch duty are to be on duty at the assigned time. The assistant principals will dismiss you.

TEACHER RELATIONSHIPS

A teacher should avoid unfavorable criticism of other teachers except that which is formally presented to a school administrator for the welfare of the school. It is unethical to fail to report to the duly constituted authority any matters, which are detrimental to the welfare of the school.

The professional teacher will never, under any circumstances, criticize another teacher to the public. Being positive at all times about your students, colleagues, and school within the school setting and within the community is expected.

TEACHER WORKROOMS

Workrooms are available in each building. **Students are not permitted in the workroom.** Food items and paper products should be properly discarded.

TELEPHONE

Telephone calls for teachers will be limited to extreme emergencies only. Teachers should check their mailboxes for all other messages.

The School Attendance Secretary will make emergency phone calls for students to parents. Students should not be sent to the office to use the telephone. Phone use by school personnel and students is limited to 3 minutes or less unless there are extenuating circumstances.

TEXTBOOKS

Requisitions

Requests for textbooks and other instructional materials are to be listed on proper requisition forms, which can be secured from the front office. Requisitions are to be approved by the department heads prior to submitting them to the principal. In the case of extracurricular activities, requisitions are to be filled out by the director or sponsor of the program or activity. Requisitions to vendors must be typed and attached to a hard disk before submitting them to the bookkeeper.

Teachers who have questions regarding textbooks or related materials or supplies should confer with the Subject Area Administrator.

Issuing Textbooks

Textbooks are properly issued to students when the teacher signs his/her name, the date of issue, the student's name and the condition of the book in the appropriate place inside the front cover. All teachers should maintain textbook list and turn a copy in to the supervising administrator.

Lost Textbooks

Students who lose textbooks must account for them or purchase one before another book is issued. Payment will be made to the bookkeeper.

MISCELLANEOUS

Checks

If a teacher accepts a check from a student, please write the name of the student in the upper lefthand corner before writing a receipt for any funds collected.

Trips

All trips must have the principal's approval. Make all plans well in advance of the trip. Make sure all release forms for students are on file as well as a travel itinerary. Trips should be related to instructional goals designated by the QCC or GPS.

Gum Chewing

Gum chewing is an age-old problem in schools. Every means should be used to prevent it. Teachers are to refrain from chewing gum in the building.

Front Office

The front office is the main reception area for visitors. This office area is not to be used as a gathering place. The front office personnel have jobs to do and can do it more effectively if there is a minimum of interference.

Fund Raising

All fund raising must have the approval of the principal and superintendent before you place any orders with anyone. Items resold for fund raising are taxable. Pay the tax when you purchase the items from the company.

LUNCHROOM/GYMNASIUM RENTAL

George Thompson will handle the scheduling for the lunchroom facility and gymnasium. Plan ahead. Always leave areas clean.

Prom/Homecoming/Winter Ball

All faculty members will be asked to supervise the prom, Winter Ball or homecoming. Faculty members who fail to sign up will be assigned.

SCHOOL-WIDE DISCIPLINE PLAN

CORE RULES:

- 1. All students will obey any teacher's or staff member's directions or instructions at all times.**
- 2. Be in the right place, at the right time, doing the right thing with the right materials.**
- 3. Respect yourself, others and school property.**

CLASSROOM POLICIES

Each teacher has full authority over conduct rules in his or her individual classroom. It is the responsibility of the student to obey the classroom rules. If they do not understand, they should ask the teacher for clarification. If the student feels the classroom rule is unfair or that discrimination is being practiced, they should see the teacher. If they do not get reasonable results they should see the counselor, assistant principal or principal. However, students should obey the rules while in the classroom. The student may leave only with permission of the teacher in charge, and with an official pass. No student should ask for a pass without a good reason. Students must show respect to all teachers, including and especially substitute teachers.

School-Wide Procedures: All procedures are covered in the Discipline with Unity Handbook.

DISCIPLINE PROCEDURES IN THE CLASSROOM

Discipline should be maintained at all times in order to provide an environment conducive to learning. Each teacher will post the Core Rules in their classrooms. These should be carried out with a high degree of consistency among the faculty. **Each teacher will prepare a "time-out" supervised area in his/her classroom to remove a student from the group if it becomes necessary.** If a problem arises, the following procedure must be followed and documented:

1. Warning/ Courtesy Questionnaire/ Intervention.
2. Teacher has conference by phone or in person with parent. Try to elicit support before stronger measures are warranted.
3. Teacher keeps student after school. **Give 24-hour notice and make sure parents are notified.**
4. Teacher/ Parent conference
5. Referral to office.
6. If a student is completely out of control and dangerous to others, or self, or if extreme circumstances exist, call an administrator!

TARDY TO SCHOOL DETENTION (CAFETERIA)

Administrative Detention may be assigned to a student only by the administration. It is held Tuesday, Wednesday and Thursday from 3:10 - 3:45 p.m. in the cafeteria. Students must bring, and work on homework assignments. They will not be permitted to leave their seats, sleep, or talk during detention. Students are encouraged to perform sufficient assignments. Should the student fail to report, be tardy, not have homework materials, or be disruptive they will be given an additional day or days.

If a teacher delays a student from attending administrative detention on time, they must send a written excuse. Otherwise, they must walk the student to the detention. Any violation of these rules will result in additional punishment. Any problems are to be referred to an administrator. Administrator detention supersedes teachers' detention.

All faculties will be responsible for signing up for two days of Tardy Detention.

TEACHER DETENTION

Each teacher will hold their own detention hall after school. A plan from each teacher will be submitted to the office during preplanning. Written notices will be sent 24 hours in advance to parents notifying them the date, time and reason for the assignment to teacher detention. Teachers should contact parents by phone when students miss a day in teacher detention. Student who misses a day should be given an additional day. The student should then be referred to office if they do not attend detention.

LATE TO CLASS

Students who enter class 5 minutes after the late bell has sounded are considered skipping (Level 3 infraction), unless they have a note from the office or another teacher/staff member, at which point it is imperative that you document the time (if you are writing the excuse) and verify the time (if you are the recipient of the excuse) that the student received the excuse and the time he/she entered your rooms.

It will be helpful to teachers if there is some sort of options menu (of both negative consequences and positive rewards) that can be used in dealing with late to class issues 2nd –6th period classes. Suggestions: leave at Senior bell, discipline essay, teacher detention, forfeit of free trips/passes (if you use this sort of incentive program as a form of exit from your classroom), once in class-can't leave till end of class, zero times late to class = drop lowest grade, 1 late to class = 10 points to lowest grade, 2 times late to class = 5 points to lowest grade etc.

Upon the 6th late to class incident per nine weeks – even if students have complied with whatever form of punishment you, the teacher, have administered for being late to class, he/she is to be written up (without 4 step discipline plan) and sent to administration. What should accompany the referral is some sort of written documentation (can be even handwritten note) of the dates of the late to class incidents, what form of punishment was administered and student's compliance or lack thereof. This should also coincide with what is recorded in SASI.

IN-SCHOOL SUSPENSION

The following information needs to be used in sending assignments for students in In-School Suspension.

- *Use lesson plan sheet provided by ISS.*
- *Send assignments that can be completed independently.*
- *Send materials for remedial and enrichment activities.*
- *Give directions that are clear and precise.*
- *Send enough work to last for the assigned period.*
- *Student will be expected to bring all texts and other materials.*

RULES FOR ISS FOLLOW STANDARD J 4.2 INDICATOR 1c

The Standard reads:

"Place in folder a copy of the procedures followed by the school

1. *To ensure that students continue their regular classroom assignments when assigned to in-school suspension and*
2. *To provide remedial and/or enrichment activities when low achievement contributes to the student's adjustment problems."*

POLICIES

Every student has the right to an education, and our policies are enforced to protect this right. Thomasville High School regulations are developed keeping in mind the requirements set by Georgia State Law, the Georgia State School Board, and the Board of Education of the Thomasville City Schools. In areas where these organizations do not give specific direction, regulations are developed by the administration and faculty. All policies and regulations are subject to review and change at any time. Each policy that has been established has a logical reason for its existence. Please help us work well together by treating fellow teachers and students with courtesy and respect.

**THOMASVILLE HIGH SCHOOL
DUTIES AND GENERAL PROCEDURES
2008-2009**

HOURS of DUTY

The normal workday for teachers is 7:30-3:30 unless reporting for campus duty and 8:00-3:00 for Paraprofessionals. The day will be extended for faculty meetings, parent conferences, and staff development activities. All personnel are expected to arrive on time and should sign in daily only for themselves.

HOMEROOM

Announcements, Moment of Silence, the Pledge of Allegiance, and Channel 1 News will occur at the end of First period.

- A. The school day begins at **7:50** a.m.*
- B. The roll call/attendance check should be kept up-to-date at all times.*
- C. Students who report to school after **7:55** are tardy.*
- D. Attendance should be recorded in computer by 9:00 a.m.*
- E. Teachers should keep an individual file folder on each homeroom student to collect and keep excuses.*

ATTENDANCE CHECK IN CLASSES

*First period begins daily at **7:55** a.m.*

Teachers will take attendance during 1st period using SASI (tardies, absences, etc.) The attendance should be completed by 9:00 a.m. each morning. Mrs. Blake will access your attendance from SASI at 9:00 a.m.

If students are absent from school they must bring a written excuse of absence. Any students that do not bring in an excuse for any absences will not be allowed to make up work missed until they bring an excuse signed by the parent or legal guardian.

Teachers must assist the office in recognizing chronic absenteeism. The First period teacher must talk with the parent/guardian of students who are absent for 3 consecutive days and document it. All students who have excessive absences or tardies will be reported to the office and the Director of Pupil Personnel Services for appropriate actions.

FACULTY MEETINGS

Faculty meetings will be scheduled on the first Tuesday of the month. Please make all appointments for other times.

All certified personnel are expected to attend each meeting.

SCHOOL MAINTENANCE

Each teacher is responsible for closing windows/locking doors, switching off lights/computers and turning off air conditioner or heat at the end of the day.

Students will be required to pay for deliberate abuse or destruction of school property.

If any maintenance or repair work is needed, complete a maintenance request form through Mr. Thompson. Do not consult the central office personnel about any repair work.

ABUSED CHILDREN

Abused or neglected children are likely to share several of the following characteristics:

They appear to be different from other children in physical and emotional makeup or their parents describe them as being different or bad.

They seem afraid of their parents.

They may bear bruises, welts, sores, or other skin injuries, which seem to be untreated.

They are given inappropriate food, drink, or medication.

They are left alone with inadequate supervision.

They are chronically unclean.

They exhibit extremes in behavior.

They are wary of physical contact, especially with an adult. They may be hungry for affection yet has difficulty relating to children and adults.

They exhibit a sudden change in behavior; exhibit regressive behavior, such as wetting their pants or bed, thumb sucking, whining, or becoming uncommonly shy or passive.

They have learning problems that cannot be diagnosed.

They are habitually truant or late to school. Parents may keep an injured child at home until evidence of abuse disappears.

They are tired and often sleep in class.

They are not dressed appropriately for the weather.

HOW TO REPORT CHILD ABUSE

The state of Georgia requires by law that any principal, teacher, counselor or other school administrator report all cases of suspected child abuse of students less than 18 years of age.

The law requires the report of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law. Suspected child abuse or neglect should be reported in writing to the principal and the Director of Pupil Personnel Services.

CRISIS SUPPORT TEAM

Jacquelyn Saunders

Melanie Reynolds

Moses Everett

Absent from School

ABSENCES

*If you are going to be absent, call your supervising administrator no later than 10:00 p.m. or between **6:00 a.m. and 7:10 a.m.** Please contact the school (225-2634) after 7:10 a.m.*

Teachers are allowed three days of personal/emergency leave. These days will be deducted from sick leave days. Request for personal leave days must be made at least five days in advance and in writing when possible. These days can be taken only in accordance with board policy. A copy of this policy is available in the principal's office.

SUBSTITUTES

Professional and personal leave require prior approval. Any time spent away from campus must be documented on the appropriate form and approved in advance by the principal. In case of emergencies, you must notify the principal and complete the proper form when you return. We firmly believe the teacher needs to be in the classroom teaching and implementing learning activities effectively during the instructional block.

The teacher is responsible for making sure emergency plans are left for the substitute. Do not contact substitute teachers on your own -- the administration will only use school board-approved substitutes and will initiate contacts.

If you are going to be absent from school, please follow the procedures listed below:

- A.** Complete an absentee form
- B.** Turn the form in to your supervising administrator, as soon as possible as you are aware of your situation
- C.** Please remember the calling times for a substitute teacher are no later than 10:00 p.m. (the night before an absence) and between 6:00 a.m. and 7:10 a.m. (the morning of an absence)
- D.** Make sure you have detailed lesson plans for a substitute and an attendance roster
- E.** Supervising Administrators
 - **Bill Settle** (229) 551-9779
 - **Vanisa Brown** (229) 551-0977
 - **Todd Mobley** (229) 227-0278
 - **Craig Crawford** (229) 226-8482

Substitute Tree Log

Brown	Settle	Mobley	Crawford
Landing	Connell	Cannon	S. Taylor
Dorsey	Fletcher	Braswell	Millere
Hicks	Gwaltney	Daniels	Tillman
Sprenkle	Hodges	Hawthorne	Peralta
McCall	O'Neal	Stewart E.	Scruggs
Taylor, T	Parsley	Tucker	Tinsley
York	Rollins	Marsh	Blair
Pilcher	Brown, M	Ferner	Cowart
VerSluis	Thomas	Hunt	Cambell
Stoddard	Mcleod	Packer	Slaughter
Stewart D.	Schmidt	Scruggs C.	Angry
McDougald			

**THOMASVILLE HIGH SCHOOL
PROCEDURE FOR EMERGENCY DRILLS
2008-2009**

Fire Drill

1. The signal for a fire drill will be the fire alarm bell. The fire alarm bell is a long, muffled sounding bell.

2. *Students should be taken at least 150 feet from the building to the area that has been designated for your class.*
3. *In case of fire, teachers should use their own judgment as to whether or not to vary evacuation routes.*
4. *Teachers whose rooms are closest to restrooms are responsible for checking them during a drill.*
5. *Should there be a fire, teachers having students in the gym, cafeteria or a place with more than one exit should use the nearest practical exit.*
6. *Teachers should take their roll book with them on all drills. Call the roll and account for all students.*
7. *The signal(s) to return to the building is/are: when the fire alarm bell stops ringing or an administrator rings the outside bell.*
8. *Please review the fire exit routes and make sure students know where to go in the event a drill occurs while students are in your classroom. Address problems or concerns to the principal. Fire exit routes should be posted on a wall near the door in each classroom.*

BOMB THREAT PROCEDURES

The signal for a drill will be the same as for a fire drill. The same exit routes should be utilized. Evacuate a minimum of 300 feet from the building and face away from building. A team will be designated to search the building for suspicious items if the need arises. Do not allow students to leave the area where you have been asked to remain. Remain in safe area until regular bell sounds.

TEACHER/STUDENT CLASSROOM PROCEDURES FOR SEVERE WEATHER

1. *The alarm for severe weather is a wailing siren alarm. Your students should move to the nearest hall or interior wall away from windows and glass doors.*

2. *Students should sit with their back to the wall and cover their head with a book. A lane down the middle of the hall should remain open.*
3. *The back should not be exposed to falling debris.*
4. *Students who are in the gym should be moved to the locker rooms.*
5. *Students in the band room should be seated near the center wall.*
6. Students and personnel in all portable classrooms should evacuate to the main building area.

INTRUDER

Teachers, please familiar with notice. Also,

notice, including the code message, confidential.

In the event an intruder is located anywhere in the building or grounds, the following procedures will begin:

ALERT

read and become this important please keep this

1. The following code message will be announced as the signal to take emergency action:

TEACHERS, EXCUSE THE INTERRUPTION,

THERE WILL BE A RED CROSS MEETING TODAY IN THE

_____.
The meeting place named in the announcement will indicate where the emergency is taking place.

2. Teachers will close and lock classroom doors.
3. No student will be allowed to leave the room for any reason, unless directed by an administrator.
4. All window blinds will be closed and lights will be turned off.
5. Students will be encouraged to remain as calm and quiet as possible.
6. Use the intercom only if the intruder is trying to enter your classroom.
7. Do not try to find students who have been allowed to leave your classroom.
8. Please do not try to be a hero. The appropriate authorities will handle the situation. Your duty is to remain with your students in your classroom.

THOMASVILLE HIGH SCHOOL
School Emergency Plan
2008-2009

1. *Designated School Site Emergency Coordinator: Todd Mobley.*
2. *Designated Alternate School Site Emergency Coordinators: Asst. Principals, Bill Settle, Vanisa Brown and Craig Crawford.*

3. *Designated School Emergency Team Members: Todd Mobley, Bill Settle, Moses Everett, Vanisa Brown, Jacquelyn Saunders, Joey Rollins, J.D. Packer, Stan McLeod, Leneatha Taylor, Elf Tennille, Melanie Reynolds, Craig Crawford.*
4. *Date emergency drill conducted: Gloria Hurst*
5. *Designated person(s) to establish emergency kit and prepare contents: Barbara Peralta.*
6. *Designated persons to keep central office informed: Bill Settle.*
7. *Designated staff members to notify parents and spouses of injured: Jacquelyn Saunders, Melanie Reynolds, Leneatha Taylor.*
8. *Designated staff members to identify injured and fatalities: Stan McLeod, Moses Everett and Bill Settle.*
9. *Designated school personnel to report to the hospital to coordinate information from hospital to school and central office: Moses Everett.*
10. *Designated staff members to handle telephones: Elf Tennille, Gloria Hurst, Leneatha Taylor.*
11. *Designated staff members to update parents and public: Todd Mobley*
12. *Location of school's news media spokesperson: Main parking lot on other side of median.*
13. *Designated school news media spokesperson: Todd Mobley.*
14. *Location of school's reception area for parents and public: MacIntyre Park Middles School Gym.*
15. *Designated person responsible for compiling a roster of students absent from school at a time of crisis: Elf Tennille.*
16. *Designated person(s) responsible for releasing students to parents and non-parent adults: Melanie Reynolds, Jacquelyn Saunders, and Gloria Hurst.*
17. *Designated person responsible for development of information sheets for parents, teachers, and others: Todd Mobley, Melanie Reynolds and Elf Tennille: (Give facts, as to who, what, when and how.)*

18. *Staff members trained in CPR: Barbara Peralta, Phil Slaughter and Joey Rollins.*
19. *Designated person responsible for letter to notify parents of post-crisis intervention: Todd Mobley.*
20. *Designated person to coordinate with central office a community forum on emergency, and identify follow-up activity: Craig Crawford.*
21. *Designated staff members responsible for arranging plan of transportation for students, faculty, and parents to home, hospital, emergency shelter, etc.: Vanisa Brown, Eric McDougald and Ben Tillman.*
22. *Name of maintenance director/head custodian who will meet the crisis agencies' staff to identify and assist in securing any potentially dangerous utility system: Mike Barrington and Craig Crawford.*
23. *Designated food service staff member responsible for acquiring and distributing food to emergency personnel Darlene Rayburn.*
24. *List alternate available means of communication: Bull Horn, Student Couriers, Staff Members, PA System, Telephone, Walkie Talkie.*
25. *Designated staff members to direct traffic Willie James Johnson, Harry Hampton, and Pat Brown.*
26. *Name of school insurance clerk who checks student's insurance needs: Elf Tennille.*
27. *Designated names and telephone numbers of professional counselors: Stephanie Thomas 225-2600, Jacquelyn Saunders 225 2634, and Karen Bryan 228-3397.*

28. **PUBLIC ASSISTANCE AGENCIES**

<u>AGENCY</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
City Police	Emergency Calls	226-2101
Sheriff Dept.	Emergency Calls	225-3300
	Emergency Calls from cell phones	225-3333
Fire and Ambulance	Emergency Calls	911

<i>Health Department</i>	<i>440 Smith Avenue</i>	<i>226-4241</i>
<i>American Red Cross</i>	<i>115 E. Washington Street</i>	<i>226-2181</i>
<i>Archbold Hospital</i>	<i>Gordon Ave. at Mimosa Drive</i>	<i>228-2000</i>
<i>Home Health Service</i>	<i>400 Old Albany Road</i>	<i>227-6809</i>
<i>Poison Control Center</i>	<i>Gordon Ave. At Mimosa Drive</i>	<i>1 800 222-1222</i>
<i>Life Line</i>	<i>2705 E. Pinetree Blvd. Suite F</i>	<i>228-5886</i>
<i>Volunteer Services</i>	<i>Gordon Ave. At Mimosa Drive</i>	<i>228-2742</i>
<i>Water & Light Dept.</i>	<i>111 Victoria Place</i>	<i>227-7001</i>
<i>Public Works Dept.</i>	<i>925 Davenport Drive</i>	<i>227-7025</i>
<i>Mayor & Commissioner</i>	<i>111 Victoria Place</i>	<i>227-7001</i>
<i>County Commissioners</i>	<i>225 N. Broad Street</i>	<i>225-4100</i>
<i>Superintendent</i>	<i>City Schools</i>	<i>225-2600</i>
<i>Superintendent</i>	<i>County Schools</i>	<i>225-4380</i>
<i>First Baptist Church</i>	<i>210 N. Broad Street</i>	<i>228-6800</i>
<i>First Missionary Baptist</i>	<i>110 W. Calhoun Street</i>	<i>226-3421</i>
<i>Dawson St. Unit. Meth.</i>	<i>1132 N. Dawson Street</i>	<i>226-3013</i>
<i>First United Methodist</i>	<i>425 Broad Street</i>	<i>226-0840</i>
<i>St. Mark AME</i>	<i>700 Lester Street</i>	<i>226-4614</i>
<i>St. Thomas AME</i>	<i>701 N. Broad Street</i>	<i>226-6948</i>

29. *Did faculty assist in developing the Emergency Preparedness Plan:*
 YES NO

30. *Method used to inform parents of Emergency Preparedness Plan and revisions: **Printed in Student Handbook. Distributed to students at beginning of school year.***

31. *Identify student couriers: Student designees*
32. *Designated person(s) to print identification badges for school and emergency personnel: Elf Tennille.*

AT LEAST ONE COPY OF THE EMERGENCY PREPAREDNESS PLAN MUST BE RETAINED ON FILE IN THE PRINCIPAL'S OFFICE AND ONE COPY IN THE SUPERINTENDENT'S OFFICE OF EACH SCHOOL AND SCHOOL SYSTEM.



ENCOURAGE STUDENTS TO BE PRESENT EVERYDAY!

160-5-1-.10 ABSENCES AND EXCUSES

(1) REQUIREMENTS.

(a) *Local boards of education shall adopt policies defining excused absences in accordance with state law.*

1. *Students may be temporarily excused from school when*

- (I) *Personally ill and when attendance in school would endanger their health or the health of others,*
 - (ii) *A serious illness or death in their immediate family necessitates absence from school,*
 - (iii) *Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order,*
 - (iv) *Celebrating religious holidays,*
 - (v) *Conditions render attendance impossible or hazardous to their health or safety,*
 - (vi) *Registering to vote or voting, for a period not to exceed one day.*
2. *Students shall be permitted to make up work when absences are excused.*
- (b) *Local boards of education shall count students present when they are*
 - 1. *In attendance at least one half of the instructional day,*
 - 2. *Serving as pages of the Georgia General Assembly.*
- © *Local boards of education policies shall address provisions for release of students to individuals other than custodial parent(s)/ guardian(s).*

Authority O.C.G.A. 20-2-310(b); 20-2-690; 20-2-691; 20-2-692; 20-2-693; 20-2-694.

T H O M A S V I L L E C I T Y S C H O O L S

SYSTEM GOALS FOR THE 2008-2009 SCHOOL YEAR

- * *PROVIDE FOR A SMOOTH TRANSITION DURING THE SYSTEM REORGANIZATION THROUGH COLLABORATIVE PLANNING, COMMUNICATION AND PUBLIC RELATIONS.*
- * *PROVIDE STRONG LEADERSHIP IN THE AREA OF CURRICULUM AND INSTRUCTION*

- * *ORCHESTRATE EFFECTIVE PARENTAL INVOLVEMENT AND COMMUNICATION.*
- * *DEVELOP AND IMPLEMENT A SYSTEM TECHNOLOGY PLAN.*
- * *DEVELOP AND IMPLEMENT PROGRAMS FOR "AT-RISK" STUDENTS WITH EMPHASIS ON PRE-K PROGRAMS AND PARENT EDUCATION PROGRAMS.*

EMPHASES FOR 2008-2009 SCHOOL YEAR:

1. *Improve the quality of **leadership**.*
2. *Improve instructional **effectiveness of teachers**.*
3. *Improve **student achievement**.*
4. **Meet AYP.**
5. *Implement the **Georgia Performance Standards**.*

Goal 1: Provide for a smooth transition during the system reorganization through collaborative planning, communication and public relations.

GOAL 2: PROVIDE STRONG LEADERSHIP IN THE AREA OF CURRICULUM AND INSTRUCTION.

Objectives:

1. *Revise K-12 math programs to reflect the teaching endorsed by the National Council of Teachers of Math.*
2. *Actively monitor K-12 instruction (beyond that required by the GTEP)*

3. Promote active involvement in the learning process (such as use of manipulatives, experimentation in science hands-on projects and other types of activities that promote active participation).
4. Continue to develop the practices of theme teaching and subject integration.
5. Promote the teaching of critical thinking skills.
6. Explore educational partnerships as opportunities arise.
7. Focus on QCC, GPS objectives and other tested objectives.
8. Continue to upgrade the vocational curriculum (including career awareness).
9. Continue the emphasis on the teaching of writing in grades K-12.

GOAL 3: **ORCHESTRATE EFFECTIVE PARENT INVOLVEMENT AND COMMUNICATION.**

Objectives:

1. Increase school/home communication.
2. Increase parental/community involvement through volunteer activities.
3. Develop more positive relationships between school and home.

GOAL 4: **DEVELOP AND IMPLEMENT A SYSTEM PLAN FOR TECHNOLOGY.**

Objectives:

1. Establish a planning group.
2. Conduct a needs assessment to determine the needs in the areas of:
 - A. Instructional Technology
 - B. Technology in Management

C. *Training*

3. *Prioritize needs*
4. *Delegate tasks, timeline and responsibilities in addressing needs.*
5. *Generate a product in the form of printed document containing all committee activities and recommendations for action.*

GOAL 5: *DEVELOP AND IMPLEMENT PROGRAMS FOR "AT-RISK" STUDENTS WITH EMPHASIS ON PRE-K AND PARENT EDUCATION PROGRAMS.*

Objectives:

1. *Identify successful programs and/or techniques, which could be used to help break the cycles of teen pregnancy, drug abuse, and student dropout.*
2. *Expand summer programs for elementary school students.*
3. *Initiate programs to help students "catch up" academically.*
4. *Place more emphasis on addressing varying learning styles.*

Suggested Posting for Weapons Policy

***POSSESSION OF WEAPONS
NOTICE***

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE HAVING A BLADE OF THREE OR MORE INCHES, STRAIGHT-EDGED RAZOR, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER. VIOLATION MAY RESULT IN CRIMINAL PROSECUTION.

[O.C.G.A. §16-11-127.1: 15-11-37; P.L. 103-227]

Policy Level:	Description Code: GAN	Rescinds Code:
Description Tenn: Tobacco-Free Environment		Effective Date: May 12, 1992
<p>I. Purpose. The purpose of this policy is to protect the health and well being of the staff and students of the Thomasville City School System by providing a tobacco-free environment while setting a positive example of healthy living practices.</p> <p>II. Definition. Tobacco products shall include both smoking and non-smoking items such as cigarettes, cigars, pipes, chewing tobacco and snuff.</p> <p>III. Requirement. Medical evidence clearly shows that the use of tobacco products is harmful to the health of the user. Smoke from cigarettes, cigars and pipes are also an irritant to non-smokers and can worsen allergic conditions, and research indicates that secondhand smoke may seriously threaten the health of non-smokers. Effective with the 1992-93 school year, the use of tobacco products will be prohibited inside any building or vehicle of the Thomasville City School System at all times. The prohibition on the use of tobacco products by employees shall extend beyond school hours and beyond campuses where employees are directly instructing or supervising students or where students are being transported to and from school activities.</p> <p>In an effort to assist smokers who desire to quit smoking, the school system shall make a smoking cessation program available for such employees prior to September 1, 1992.</p> <p>BOARD of EDUCATION for the CITY of THOMASVILLE</p>		

CLASSROOM USE OF COPYRIGHTED VIDEO TAPES

TEACHER _____ GRADE LEVEL _____

SUBJECT AREA (S) FOR VIEWING VIDEO: _____

VIDEO TITLE: _____

SOURCE _____ VIDEO RATING _____

DATE PREVIEWED: ___/___/___ VIEWING DATE (S) _____

LESSON PLAN OBJECTIVE (S) _____

FOLLOW-UP ACTIVITY: _____

Teacher's Rating: (Yes or No)

1. Is profanity used in the video? _____ Explain if "Yes" _____

2. Does the video contain any explicit or suggestive sexual content? _____

3. Does the video contain excessive, brutal, or graphic violence? _____

4. Does the video contain sensitive subject material? _____ Explain if "Yes" _____

5. Is the video appropriate for a high school aged student? _____

6. Is this a video a parent might find objectionable? _____

I, _____, assume full responsibility for showing this
Teacher's Signature

Video to my students.

Date Submitted: _________

Approved _____ Disapproved _____

Signature of Media Specialist

Signature of Media Specialist

Approved _____

Principal or Assistant Principal

Disapproved _____

Principal or Assistant Principal

Bus Evacuation Procedures

With the increase in extra curricular trips, there exists a need to instruct students on how to properly vacate a school bus in case of an emergency. While an accident or mechanical breakdown in and of itself does not require that the bus be evacuated, other factors could require an emergency exit. Without proper instructions and drills, it is possible for students to panic and jam emergency exits by trying to exit at the same time.

Listed below are the reasons for possible evacuations of students:

1. Fire or danger of fire
2. Dangerous, unsafe position
 - a. Accident, mechanical failure, road conditions, human failure
 - b. Path of any train or adjacent to railroad tracks
 - c. Visibility of less than 300 feet
 - d. Changing of conditions (could the stopped position of the school bus change and increase the danger?)

Even though the bus driver is responsible for the safety of the students, in the event of an emergency the driver may be incapacitated and unable to conduct the evacuation. Therefore, teachers should be aware of how to conduct emergency evacuation drills. Class Helpers could also be appointed. However, written consent from the parents/guardian should be obtained before assigning a student as a Helper. The Helper should show maturity and good citizenship. Procedures for teachers and helpers to be aware of in case of an emergency are:

1. How to turn off ignition switch.
2. How to set emergency brake.
3. How to summon help.
4. How to kick out certain windows.
5. How to set disabled vehicle warning devices.
6. How to open and close doors.
7. How to help students off bus.

There are three basic types of emergency evacuation:

1. Front and Rear Evacuation: The front half of the bus exits through the entrance door and the rear half through the rear emergency door.
2. Front Evacuation: Everyone exits through the entrance door.
3. Rear Evacuation: Everyone exits through the rear emergency door.

The following procedures should be followed for the three methods of evacuation:

B. Front and Rear Evacuation

1. Passengers in the first five seats on the left and right that are nearest the front of the bus will exit through the front door.
2. Passengers in the last five seats on either side nearest the rear of the bus will exit through the rear emergency exit.
3. If there are standees on the bus, they should exit first and use the door nearest their position.
4. The passengers in the seat in the front or rear that is on the left (driver's side) will exit first, then the seat on the right and continue to alternate until all passengers are off the bus.
5. One bus safety helper will be at the front, one will remain on the bus to watch for frightened students who need help and to try to keep passengers calm, and to assist driver if needed.
6. Two bus safety helpers will be at the rear door of the bus to assist the students exiting there as practiced.
7. The driver and the helpers should stay calm. Keep the students moving away from the bus and ask them to remain quiet while moving to a safe distance. A bus safety helper will be in charge of keeping the group together until the driver clears bus.

C. Front Evacuation

1. Standees will exit first.
2. The passengers seated behind the driver will exit first from a seated position, alternating with the seat across the aisle on the right.
3. One helper will remain on the bus while the others help on outside.

D. Rear Evacuation

1. The bus helpers seated on the last rear seats will be the first persons to exit the bus. They will take their position outside the emergency exit door and prepare to aid other passengers exiting the bus.
2. Standees will exit next.
3. One helper should remain on the bus with the driver to aid frightened students and make sure that everyone is off the bus.

After all passengers are outside the bus, the driver should check the bus to make sure that no passengers are left inside the bus (under seats, etc.).

THOMASVILLE CITY SCHOOLS

Policy for Checking Hearing Aids/Assistive Amplification Devices

(Must Be Checked Daily)

1. Check the child's hearing aid/amplification device to make sure it is turned on and the switch is in the correct position. ("M" for Microphone)
2. Check by listening to see if the aid/amplification device is working. Listen for the quality of the sound, intermittent static, whistling, and/or other noises.
3. Check the battery size and type. Make sure the positive and negative terminals are in the correct position. Check the terminal contacts for corrosion or possible leakage.
4. Check the hearing aid ear molds for wax that could be plugging the opening. Be sure the ear mold fits properly in the student's ear. The ear mold should be clean.
5. Look carefully at the student's receivers and cords for crack or breaks. Be sure the cords are not frayed and the plugs on the cords are fitted properly in the outlet. Be sure there are no missing parts.
6. DO NOT OPEN THE CASE OF THE HEARING AID AMPLIFIER!
7. Debra Smith, the school system's hearing impaired teacher, will provide a training session for each teacher who works with a child using a hearing aid/assistive amplification device. Additional training will be provided upon request.
8. If you feel there is something wrong with a child's hearing aid/assistive amplification device, contact Mrs. Smith or your school's speech therapist, so that repairs can be arranged.

2008 - 2009 BOARD of EDUCATION

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THOMASVILLE HIGH SCHOOL COUNCIL

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3. Niler Murphy
4. Lee Wagner
5. Nan Anders
6. Rocky Spence

The establishment of school councils is intended to help local boards of education develop and nurture participation, bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement.

**THOMASVILLE CITY SCHOOLS
AUTHORIZATION TO GIVE MEDICATION
AT SCHOOL**

If medication can be given at home or after school hours, please do so. However, if medication must be given during school hours, this form must be completed.

Student's Name: _____
Teacher: _____ Grade: _____

I request that the Thomasville City Schools, through the nurse or designee, supervise/assist in the administering of medication to my child, according to instructions in the statements below. I understand that:

- Medications must be in the original labeled container (no baggies, foil, etc). Pharmacists can provide a duplicate labeled container with only the school doses.
- Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or clinic personnel.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed and a newly labeled container is provided.
- All medication will be taken directly to the office/clinic by the parent. The school is not responsible for any medication brought or lost by the student until the point it is turned over to school staff.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued or school year has ended.

Name of Medication: _____
Dose: _____ Route (by mouth, topical, etc): _____
Time to be given: _____ Stop medication on: _____
Condition/Illness Requiring Medication: _____
Possible Side Effects, if any: _____
Physicians's Name: _____
Insurance: BCBS _____ Medicaid _____ PeachCare _____ State Merit _____ Other _____

I hereby authorize the personnel, employees and officials of the Thomasville School System to assist my child in taking prescribed medication according to district policy. I release the school board, the school, and any school employee from any liability or adverse reactions that may occur as a result of taking this medication.

Parent/Legal Guardian Signature Date

Home Phone _____ Work Phone _____ Cell Phone _____

**Thomasville High School
Attendance/Class Counts Report Form
August 4, to August 15, 2008**

Teacher _____ Room _____

Monday, August

No Shows:	Class Count			
	9th	10th	11th	12th
_____ Black Males	_____	_____	_____	_____
_____ Black Females	_____	_____	_____	_____
_____ White Males	_____	_____	_____	_____
_____ White Females	_____	_____	_____	_____
_____ Other Males	_____	_____	_____	_____
_____ Other Females	_____	_____	_____	_____

Tuesday, August

No Shows:	Class Count			
	9th	10th	11th	12th
_____ Black Males	_____	_____	_____	_____
_____ Black Females	_____	_____	_____	_____
_____ White Males	_____	_____	_____	_____
_____ White Females	_____	_____	_____	_____
_____ Other Males	_____	_____	_____	_____
_____ Other Females	_____	_____	_____	_____

Wednesday, August

No Shows:	Class Count			
	9th	10th	11th	12th
_____ Black Males	_____	_____	_____	_____
_____ Black Females	_____	_____	_____	_____
_____ White Males	_____	_____	_____	_____
_____ White Females	_____	_____	_____	_____
_____ Other Males	_____	_____	_____	_____
_____ Other Females	_____	_____	_____	_____

Thursday, August

No Shows:	Class Count			
	9th	10th	11th	12th
_____ Black Males	_____	_____	_____	_____
_____ Black Females	_____	_____	_____	_____
_____ White Males	_____	_____	_____	_____
_____ White Females	_____	_____	_____	_____
_____ Other Males	_____	_____	_____	_____
_____ Other Females	_____	_____	_____	_____

Friday, August

No Shows:	Class Count			
	9th	10th	11th	12th
_____ Black Males	_____	_____	_____	_____
_____ Black Females	_____	_____	_____	_____
_____ White Males	_____	_____	_____	_____
_____ White Females	_____	_____	_____	_____
_____ Other Males	_____	_____	_____	_____
_____ Other Females	_____	_____	_____	_____
