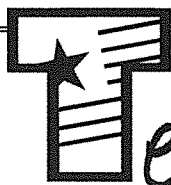


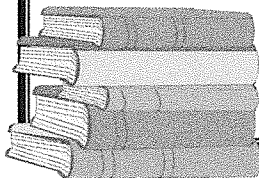


Brighton High School



Teacher Handbook

2014-2015



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MISSION STATEMENT

Working as a team, we see our mission as ensuring that our students develop their full potential, so all learners are prepared for the next level and can both contribute to and benefit from society.

BHS – Making a Difference!

ADMINISTRATIVE STATEMENT

Outside the home teachers are the most important people in our students educational process. What our students learn from their teachers will go a long way in helping them be successful in the real world. Therefore, we should always conduct ourselves in a manner that will bring respect, honor, and dignity to our faculty. This means that we should speak, dress, and act accordingly. No teacher should sit on the desk during class. As professionals, dress is very important. As such no teacher should wear blue jeans to school except on designated days.

The way teachers behave affects the way students behave. Students sense the way you feel about your work and about the people who work with you. They reflect these feelings in their own attitudes and behavior. Setting a good example is important to your success as a teacher. Support your school! Be enthusiastic and positive about school policies...whether you agree with them or not. No teacher should display disloyalty by being critical of the school board, school, or administrative policies. Problems cannot be resolved in this manner. If you disagree or have problems pertaining to the school, please discuss them with the administration at the proper place.

Don't place your students "in the middle"...let them know by your talk and actions that the welfare of the entire school depends upon good spirit, unity, and cooperation. No teacher should display poor ethics by discussing students, other teachers, or administrators in class. Be a professional person...both in and out of school.

Be punctual! Teachers take a dim view of tardy students. They are expected to be on time. But are you setting a good example? Are you on time for your class, faculty meetings, committee meetings, and early duty?

Get things done on time. Be sure you know, and meet, "due dates" and "deadlines" for reports, grades, records, etc. These areas may not seem important, but they can mean the difference between a happy or unhappy

relationship with other teachers and administrators. So grin and bear them, but do them! Do them on time.

Carry your share of the load. School involves many activities that take "out-of-school" time, sponsors and supervision. It is worth the time it takes to establish a relationship that gives students a chance to see you in another role. It shows you really care about them and the school. So, whether it is clubs, plays, ball games, programs, don't wait for someone else to do it. Be willing to do your share.

How you dress, how you act, and how you support the team all add up to determine whether or not you are going to have a "winning year." Your attitude is certain to be reflected in your students. We will all want to work together to make sure it's a good one!

A complete Tipton County Board of Education Policy Handbook is kept on the professional shelf in the library and may be checked out by you. You are responsible for reading this handbook and for adhering to all regulations as set forth in this document.

Administrative Staff
Brighton High School

Christi Huffman, Principal
Brian Crowson, Assistant Principal
Cetrice Bounds, Assistant Principal
Margarette Alsbrook, Assistant Principal
Brantley Tillman, Assistant Principal

PERSONNEL INFORMATION

Updated copies of your probationary, apprentice, professional and/or career ladder licenses/certificates should be turned in to **Margarette Alsbrook by August 15, 2014**, for your personnel folder.

PROFESSIONAL APPEARANCE

- 1) I set a good example for my students by personal appearance.
- 2) My clothes are clean, neat and pressed.
- 3) I wear business attire to school that is appropriate and attractive.

TEACHER'S ARRIVAL AT SCHOOL

In the attendance office teachers are to be signed in and at their duty stations by 7:20 am. The first bell will ring at 7:20 am and classes will start at 7:32 am. Teachers who have early duty will be signed in and on duty at 6:50 am. Students will report to the gym upon arrival. Teachers will be dismissed at 2:52 pm.

CONFERENCE PERIOD

Teachers are expected to use conference periods for consultation with students and parents or for preparation of work if there is no consultation.

LEAVING THE CAMPUS DURING SCHOOL

Teacher **must have permission from administration and sign out in the attendance office during planning time.** Leaving campus will be done only if necessary and must not be abused. Please let the front office secretary know you are leaving the campus in case an emergency arises.

No teacher or staff member is allowed to check out any student except their own child.

TEACHER OBLIGATIONS

No admission is charged to teachers and their spouses to school events on the campus.

ID cards will be accepted at any county athletic event except playoffs and tournaments.

All teachers are expected to attend programs sponsored by the school.

Do not allow students to bring or play radios or tape players in class or Directed Study. They are to be used only for educational purposes under strict supervision of the teacher.

No parties are allowed at school. No exceptions without clearance.

Professional leave and field trips must be approved by the Principal. **All events, field trips, fundraisers and banquets must be cleared through Coach Crowson for the school activities calendar.**

No student is to be out of class without written permission in their agenda book. ***A student can be out of class for an emergency only.*** Never send a student to another teacher's room during class time. Do not keep a student out of class to make up another class. Do not allow students to go to their lockers after the tardy bell.

Do not allow students to stay in your room during planning unless you are supervising them. **All student assistants must be approved through Coach Crowson before they can be taken from Directed Study.** This includes office workers, guidance workers, library workers and athletic student managers. **No exceptions.**

TEACHER'S JOB RESPONSIBILITIES

For a job description you should see the "Tipton County Teacher's Handbook."

- 1) ***Teacher's school day*** - For the regular school day teachers are to be at school, signed in and on duty from 7:20 am to 2:52 pm. The first bell rings at 7:20 am and classes begin at 7:32 am. Dismissal is at 2:52 pm.
- 2) ***Teacher's sign-in sheet*** - The sign-in book is in the attendance office. Teachers are to be signed in and on duty by 7:20 am daily; otherwise, you are considered late. Teachers who are **late or forget to sign in** two (2) times per semester will have a conference with the principal.

- 3) **Substitute Teachers** - If you know in advance you will be absent let Coach Tillman know by email or verbally, DO NOT TEXT. He will contact a substitute for you. If you realize the night before or that morning you will be absent, then contact Ms. Huffman at 901-568-1370. The following information should be readily available in your sub folder kept in the front office:
- ◆ Your daily schedule
 - ◆ A seating chart for each class
 - ◆ A list of other responsibilities such as homeroom
 - ◆ The name of a teacher close by who can be called on for assistance if the need arises
 - ◆ Lesson plans for at least three (3) days
 - ◆ Information about any special conditions that exist with a student or classroom.
 - ◆ Early and Late duty

This sub form/folder is due to ***Mrs. Linda Hersberger by Friday, August 15, 2014. Use sub form in the "Forms Section" of this handbook and include all the above listed information.***

- 4) **Leaving Campus** - If it becomes necessary for you to leave campus, permission must be obtained from one of the administrators. Never leave campus without signing out in the attendance office and let the front office secretary know you are off campus. Sign in when you return.
- 5) **Leave** - See the "Tipton County Teacher's Handbook" for information regarding leave(s). A record of accumulated sick leave is kept in the county office.
- 6) **Supervision** - Teachers are technically on duty at all times. Throughout this handbook, areas are identified for which teachers have specific supervisory responsibilities over the students. Be familiar with all school policies, procedures, rules, and regulations and implement them to the very best of your understanding, judgment and ability.

Without proper student supervision we are not able to provide the educational atmosphere that is conducive to maximum growth and development of the students. Anytime a teacher neglects specific supervisory duty the collective efforts of all other school personnel are hindered. Neglect of supervisory duty by any teacher puts added work and responsibility on all others.

Supervision is not meant to create a police-like atmosphere with the students, but you should be constantly alert and aware of student activity throughout the day. It is understood that we cannot watch all students all of the time. Teachers should try to develop a rapport with students to encourage their trust and confidence.

In summary and for added emphasis, simply stated, proper teacher supervision of students involves knowing the rules, regulations, policies and procedures; and putting this information into effective use as the occasion arises.

SPECIFIC TEACHER DUTIES

Classroom responsibilities:

- 1) Do not leave the classroom except in cases of emergency. ***PROBLEMS ARISE WHEN STUDENTS ARE LEFT UNSUPERVISED. YOU ARE LEGALLY LIABLE.***
- 2) Keep students in the classroom. Students who roam the halls create problems for themselves and everyone else. Allow students to leave the classroom only in cases of emergency. The student's Agenda Book becomes the hall pass and is required for any student in the hall. Record leaving and arrival time. An administrator's signature is required for re-admittance.
- 3) Maintain order in the classroom. The best way to do this is to have a busy schedule of work and activities planned. ***GOOD DISCIPLINE IS CONDUCTIVE TO A GOOD TEACHING AND LEARNING SITUATION.***
- 4) Be at your classroom door when students are changing classes. Supervise hall conduct in the immediate area outside your classroom. Halls should be cleared as soon as possible.
- 5) Make book lists out in duplicate--one for you and the other for Coach Crowson. *Check textbooks at least once each nine weeks to make sure that the students have their own books.*
- 6) A student who is withdrawing from school will take a withdrawal form to each teacher for a withdrawal grade. ***NO STUDENT IS TO BE DROPPED OFFICIALLY FROM YOUR ROLL UNTIL YOU RECEIVE NOTIFICATION FROM THE APPROPRIATE OFFICE.***
- 7) Make sure that your classroom is not abused by the students in any way.
- 8) It is your duty to correct any violation of school policy that you observe as soon as the violation occurs.

ABSENCE FROM WORK

Doctor and dental appointments should be made far enough in advance so that you will not need to be absent any hour from school. Every effort possible should be made to be at school. You must always keep in mind that no one will do your job as well as you.

When a teacher is unable to be in school, the teacher shall notify the principal as soon as it has been determined that the teacher will be absent (before 6:00 am if possible).

No personal days are to be taken the day before or the day after a holiday or during state mandated testing.

All substitute teachers will be selected from a list approved by the superintendent, supervisors, and principals.

When a teacher is absent from work without approval from the superintendent for reasons not provided for by the state sick leave regulations or by personal and professional leave regulations, payroll deductions will be made for each day of such absence on the basis of 1/200 of the annual salary for each day of absence. The preceding statement applies to absence from inservice training as well as absence from the classroom. The superintendent may require a certificate from a physician for any sick leave.

RECORD KEEPING

Each teacher is required to keep a class record book reflecting an accurate record of the classroom work and daily attendance of each pupil. The class record book is to be left with the principal on the last day of school. In some cases, other means of record keeping will be required. The principal is responsible for informing the teacher concerning these procedures.

GOALS

Submit a copy of your Goals, Grading Policy and Discipline Procedures for the 2014-2015 school year for the administration's review to ***Mrs. Linda Hersberger by August 15, 2014.*** These forms can be found in the "Forms Section" of this handbook.

LESSON PLANS

Daily lesson plans shall be kept in duplicate: one copy to be kept in the teacher's planning book and one copy submitted to **ADMINISTRATION** no later than 8:00 am on Monday of the week they are to be used. The first day lesson plans will be due is ***Monday, August 11, 2014*** to department head. The administrators will review each lesson plan. See a copy of the lesson plan in the "Forms Section" of this handbook. A copy of your lesson plan should be available to any classroom visitor.

TEXTBOOK RECORDS

Each teacher is responsible for requisitioning needed textbooks. The teacher shall record the student's name, date of issuance, condition of book, and book number on the "Record of Textbook Assignment" form (this form can be found in the "Forms Section" of this handbook). The teacher is responsible for periodic inspections of the books. At the end of the school year, the teacher is required to determine the condition of the book and assess fines when necessary.

CLASSROOM SUPERVISION

Teachers should handle the majority of the discipline problems that arise in the classroom; however, the administrators are willing to give assistance when needed. The following are general classroom rules that everyone should post and follow in their classrooms:

- 1) No outside food or drinks can be brought into school
- 2) No food or drink will be permitted outside the cafeteria or designated area
- 3) No head coverings are to be worn in buildings
- 4) No sunglasses are to be worn in buildings
- 5) No personal grooming should occur in the classrooms
- 6) Desk should be kept flat on the floor
- 7) No sleeping in classrooms will be permitted
- 8) Seats will be assigned
- 9) Card playing is not permitted
- 10) Electronic devices are **ONLY** permitted with administration and teacher permission.
- 11) Sitting in or hanging out of the windows is not allowed
- 12) Students may not touch the intercom button
- 13) Students are required to have textbooks and necessary supplies for class
- 14) No gum at school
- 15) No cell phones allowed out at school without administration permission.
- 16) Shirts tucked in and a belt must be worn.

KEYS

All classroom keys must be checked out and signed for through Coach Bounds or designee. Keys must be turned in at the end of the year. All file cabinet and furniture keys must be checked out through Coach Crowson.

PARENT CONTACT

All teachers are to make parent contact by telephone or in person if a student is having academic or discipline problems. A "Call Log" should be used to log each phone call. (This form can be found in the "Forms Section" of this handbook). Telephone contact for positive purposes is also needed and recommended.

REPORT CARDS

Report cards are issued at the end of every nine week grading period to notify the parents of the quality of work the student is doing. Grades are based on daily work and test results. Numerical grades are used on the report cards for each grading period.

Semester grades are an average of the grades for each nine week period and the semester examination grade. All semester grades are put on the report card in numerals or percentage grades. Semester examination grades appear on the report cards as numerical grades.

An incomplete is given only in those cases where illness or emergency prevents the student from completing his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date issued if the work is not completed.

NOTE: NO report cards will be issued until all fees and fines have been paid. Final report cards may be mailed to the home of the student.

DISCIPLINE

Good discipline is more than the maintenance of school and classroom order. It has as its ultimate objective the development of socially approved self-control with due respect for democratically constituted authority. Policies and practices of discipline should be such as will help achieve this broad objective while at the same time achieving the immediate objective of maintaining the desired degree of order in the school.

The responsibility of the school staff for student behavior shall extend to all school activities, including ball games, field trips, etc.

The administration is responsible for establishing and maintaining effective discipline within the school.

Each teacher is responsible for the promotion of an environment conducive to learning.

Every teacher is a disciplinarian during every hour of the school day and in every part of the school.

Teachers should understand that though the administration is there to help them, handling discipline situations in the classroom is primarily the teacher's responsibility. Staff members must remember that the principal's major focus concerning student discipline is the total functioning of the entire school.

A student should be sent to the office for one of two reasons: (1) the student's behavior is preventing others from learning, or (2) the student's behavior is preventing the teacher from teaching. When a student's behavior is taking too much of the teacher's time away from the other students, the teacher must remove the student from the classroom. No matter how much the teacher may want to help the misbehaving student he or she must not sacrifice the other students' education in the process.

Consider a situation very carefully before deciding to send a student to the office, especially if his/her infractions are minor. The administrator's office is not the first solution for any student who causes a teacher to feel angry, trapped or threatened.

When a teacher's use of discipline strategies has not been successful and the teacher decides to refer a student to the office, the teacher should first buzz the office requesting an administrator. If an administrator is not found to correct the problem, then the teacher will complete a referral form to send with a reliable

student. Please use the following list in determining which administrator to send discipline problems:

9 th	Brantley Tillman
10 th	A-F: Brantley Tillman G-N: Coach Crowson O-Z: Coach Bounds
11 th	Coach Crowson
12 th	Coach Bounds

Support is a two-way street. Remember, if the school year is going to be successful, teachers must have the support of their administrators. But the principals must have it from teachers, too. No situation is perfect and only with a team effort can a positive disciplined climate be created.

The lines of communication must be kept open so that teachers and administrators can continually talk about concerns and behaviors of students.

Each teacher should:

- 1) Post classroom rules. Do not make a rule you cannot enforce.
- 2) Be fair and consistent.
- 3) Make sure rules are under Tipton County policy.
- 4) Make parent contact.
- 5) Do not send student to office. Buzz the office and call for an administrator.
- 6) **Do not put students in the hall.**
- 7) Always be in hall doorways during change of classes (no exceptions).
- 8) Do not leave classes unsupervised.
- 9) Do not let students leave class **without administration escort.**
- 10) No restroom for first 15 minutes and last 15 minutes of each period.
- 11) Encourage students to check with administrators during lunch in cafeteria to use restroom.

The Discipline Procedure Form can be found in the "Forms Section" of this handbook and should be turned in to ***Mrs. Linda Hersberger by August 15, 2014.***

BUDGET

Advisors of accounts (including athletics) must submit a budget to bookkeeping for board approval by **Friday, September 5**. Budget forms will be given out to you to complete for your account (if applicable).

CASH COLLECTIONS

The principal is responsible for all funds collected and disbursed in the school. For this reason, no collections of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal.

Public schools of Tipton County may not charge any fees other than those required for any workbooks and supplies they receive for use in school. Also, fees may be charged to students who participate in band, driver's education, home economics, industrial arts, science, art, etc., to help defray the added expense of making such programs available.

Review the accounting guideline memo given to you at the first faculty meeting. The last page should be signed and returned to bookkeeping by **August 8th**.

Remind students to ***always keep their receipt*** (for example...paying for a lost textbook...if found, the student can bring the receipt in for a refund). No receipt, no refund. Please post this information on your wall: "Save your receipt! No receipt, No refund."

Any money spent must be pre-approved by the principal and a purchase order used. Anything purchased without a purchase order ***WILL NOT BE PAID and becomes the responsibility of the person who made the purchase/charge.***

Keep room locked when purses are in the empty room during lunch, etc.

A receipt or other form of verification (see "BHS General Fund Receipt" form in this handbook) for amounts received from students is to be maintained by the school official. Examples of forms of verification are receipt books, receipt journal logs, teachers log, ticket reconciliation. These are issued by the bookkeeping office. **Do not purchase/use your own receipt books.** Ours are pre-numbered and signed out for the audit records. Always give a receipt when a student/parent gives you money.

All receipt books, journals & log sheets are **to be turned in as completed to the bookkeeper** for the auditors. Money is to be turned in daily to the **cashier**. The cashier is only responsible for money after it has been counted by the teacher and turned in to her office with a deposit slip. You are responsible for all funds and for providing accurate records of the funds received in your class until you turn the money in to the cashier's office.

If at any time you need a new receipt book or receipt log, please send to bookkeeping to sign out a new one.

The following policies are in effect for Brighton High School Bookkeeping:

- 1) Use ink in all accounting records. Do not use pencil or liquid paper.
- 2) All money is to be receipted and deposited **DAILY to the cashier**. Coins must be **rolled** (if enough to roll). **Coins collected during fundraisers or donations are to be rolled by the sponsor/coach who initiated the fundraiser.**
- 3) All deposits must be turned in pre-counted with the receipt book/journal or log sheet and a deposit slip attached notating date, account, designation (for), amount and signature of teacher. Always be specific in your designation of this money. (See example which follows:)

BHS Deposit Slip	
Date	
Account	
For	
Deposit Amt	\$
Signature	

- 3) If you have collected two or more specific amounts to go into different accounts, please complete **separate** deposit slips and send to the cashier along with the receipt folder and money. If you need change back, put it on a sticky note and attach to the deposit slip.
- 4) Save all VOIDED receipts in your receipt folder. Never destroy or throw away voided receipts out of the pre-numbered receipt books/journal logs. Staple the original to the copy and notate "**VOID**" across both receipts! Receipt books or receipt journals cannot be missing any receipt numbers. Keep receipt book intact always.
- 5) Do not scratch through amounts on receipts and change. Void the receipt and save in receipt folder for the auditor to review.
- 6) Do **NOT** accept post-dated checks. If a student needs extra time to pay, please allow them to do so with a deadline.
- 7) All money collected by teachers must be receipted and turned in/deposited DAILY to the cashier.

- 8) All checks from students must have the first and last name of the student on them.
- 9) All receipt books/journal logs must be turned into bookkeeping as completed for the auditors. Moneybags should be turned in at the end of the year.
- 10) **Do not take money home.**
- 11) Never take cash received from students/parents/teachers and purchase items. (All money received must be receipted). Purchase Orders must be requested to spend money & make purchases, and the money/check will be paid from your respective account.
- 12) Purchase Orders
 - ◆ A *Request for Purchase Order Form* must be filled out by anyone needing to make a purchase. (An example form can be found in the "Forms Section" in the back of this handbook.) This must be signed by initiator and athletic director (if sports related) and returned to bookkeeping. The bookkeeper then submits to the principal for approval. (Plan in advance...a PO number will not be issued the same day a PO is requested; all approvals must be in order). PO Requests must be in by 8:00 am for it to be approved that day. Please plan in advance as someone may be out of the office unexpectedly.
 - ◆ If approved, a purchase order number is issued to the initiator and placed in their mailbox with the purchase order number assigned. Give this PO number to the vendor when ordering merchandise.
 - ◆ No bills will be paid and no reimbursements will be made without a purchase order.
 - ◆ Address to be billed/invoiced:
Brighton High School
Attn: Accounts Payable
8045 Highway 51 South
Brighton, TN 38011
 - ◆ Address to ship to:
Brighton High School
Ship to ***your attention***
8045 Highway 51 South
Brighton, TN 38011
 - ◆ The student treasurer, student president & sponsor must have their approval signed on the back of the request for purchase order to make a purchase from **club or class accounts**. If student organizations raise funds through non-instructional fees, membership dues, and fundraisers, then purchases by these organizations must be approved by the membership of the organization and documented in their minutes.

- ◆ **Travel** - a travel purchase order must be filled out BEFORE a trip is scheduled with a "Not to Exceed" amount notated.

13) Checks:

- ◆ Anytime a check is needed, a request for purchase order has to be approved **in advance**.
 - ◆ *Plan ahead* - At least two day's advance notice is required when requesting a check for payment for admissions, entry fees, travel, officials, etc. **by purchase order** to bookkeeper (include some type of documentation - letter, invoice, order form - for the check).
 - ◆ *Example:* a request for purchase order goes in for approval to principal. If approved - the next day, the request for purchase order goes back in with a check to be signed off on – all this requires at least two day's advance notice. Submit your purchase orders as much in advance as possible as to not rely on two day's notice. (Situations may arise where the principal is not here to sign a check/PO or the bookkeeper may not be here to sign either.)
 - ◆ Please include the EXACT amount and to whom the check should be made payable on the PO request with documentation attached.
 - ◆ Checks are only written in the morning at 8:00 am. Principal reviews and signs all documents at one time. **Please plan in advance**. No checks will be issued after 8:30 am.
- 14) If a teacher makes a purchase and pays sales tax on a nontaxable item, that teacher **will not** be reimbursed for the tax. Tax exempt forms can be picked up in the front office.
- 15) Sales tax is to be paid on all items purchased by the school that are to be resold (example: fundraisers). You must tell the company to include sales tax on the invoice.
- 16) Sales tax does not have to be paid on items that are mandatory for your class/sport even though the parent may pay for the item but the school writes the check.
- 17) When goods are received, they are to be verified for completeness. The **packing slip** or receiver is to be used to verify goods, marked "received," signed along with date merchandise is received (**not** the date you sign), and given to the bookkeeper to file with the purchase order. Packing slips are very important in proving goods were received...make sure these forms get to bookkeeping.
- 18) Bidding procedures are required for any purchase of **\$500.00** or more. These procedures require at least three bids in written form. The bids are to be given to the bookkeeper to file with the records/purchase order.
- 19) Deadline to submit Fall Fundraiser Authorizations is **September 5th**. All Fall Fundraisers must be completed and the money deposited by
-

- December 2nd.** Profit analysis forms for 1st semester must be completed by December 2nd also.
- 20) Deadline to submit Spring Fundraiser Authorizations is **February 2nd**. All Spring Fundraisers must be completed and the money deposited by **May 4th**. Profit analysis reports on all fundraisers must be completed by May 4th also for the audit.
 - 21) If a teacher places a student on the debt list and then clears him/her, a note should be sent to Bookkeeping asking for the student to be removed from the debt list. Debt list forms are in the mailroom. Please list the students' grade on all debts (9th, 10th, 11th, 12th).
 - 22) All money must be collected and deposited daily before a **field trip** can take place. Take up enough to cover the bus driver, your substitute teacher, any admission/entry fees, etc. (Make sure you have submitted your PO Request in advance for bus driver, sub, admission/entry fees for checks to be cut.)
 - 23) The teacher is responsible for providing the bus driver with a Report of Official Use of School Bus trip form before the trip is made. The teacher is responsible for completing the form and returning it to bookkeeping when the trip is completed. (An example of this form can be found in the "Forms Section" in the back of this handbook.)
 - 24) The last day to **request a purchase order** for the school year is **Friday, April 25, 2015**. All invoices must be in a week later to close out our accounting records and get ready for the yearly audit.

FACULTY MEETINGS

Faculty meetings will be held on **Wednesday** as needed. Keep Wednesday open. Anyone excused from faculty meetings must clear this with the administrators and make up the faculty meeting at **6:30** am the next morning.

Anyone who needs to be on the faculty meeting agenda needs to see an administrator by the Monday prior to the faculty meeting on Wednesday.

TELEPHONES

- 1) Telephones are for school business except in case of emergency.
- 2) Do not let student out of class to use phones except in case of emergency.
- 3) Students must get permission from an administrator before they come to the office to use the phone.
- 4) Cost to use: .50 cents each time for students.

A phone is located in the front office for student use. The charge for this call is .50 cents per call. Do not allow students to leave class to use the phone.

The phone lines into the school are reserved for school business. These lines are kept in constant use and therefore are not for student use. The exception to this rule is when a student is given permission by authorized personnel to use the phone in cases of illness or emergency. If a teacher sends a student to the office to use the phone on school business, that student must have a note from the teacher explaining the situation. A phone is provided for teachers only in the workrooms.

Students or teachers will not be called out of class for a phone call except in cases of emergency. The office staff will take a message to deliver to you or the student at a convenient time.

ROOM DISMISSAL

At the end of each period, the teacher will precede the pupils to the corridors and dismiss the class from the classroom door. The teacher will remain in the corridors near his/her classroom door until most of the pupils have entered the room for the next class. Teachers are responsible for corridor discipline near their rooms, and only the most extreme emergency should prevent them from being on duty in the corridor between all periods.

ATTENDANCE CHECK

Each classroom teacher will call roll and post absentees electronically within the first 15 minutes of each class period. Tardy students must have their agenda stamped tardy from the office to be admitted to class.

Check previous day's (odd or even) absentees to obtain the names of those who must have "Permits to Enter Class" in order to return to your class. Any student not having this form should be sent to the attendance office.

DO NOT GIVE PERMISSION FOR STUDENTS TO MISS SCHEDULED CLASSES DUE TO ANY OTHER ACTIVITY. Only upon prior approval will an excused absence be given to a student by the principal to miss class to participate in extra-curricular activities.

It is very important to keep good records of attendance. Every absence should be noted in your grade book for the attendance incentive program.

GRADES

- 1) For record keeping policies see the "Tipton County Teacher's Handbook."
- 2) Grading scale used at Brighton High School is as follows:

GRADE	NUMERAL	RANGE	QUAL. PTS.
A	93-100	Excellent	4
B	85-92	Good	3
C	75-84	Average	2
D	70-74	Poor	1
F	0-69	Failing	0

- 3) Computer generated grade entry sheets will be given to the teachers at the appropriate times for them to record their grades. The deadline for completion will be announced. Once the grades are entered into the computer, grade verification sheets will be returned to the teachers to allow them to correct any error before the report cards are printed.
- 4) Report cards are also computer generated. The counselors will separate the report cards and give them to the homeroom teachers for distribution. The report card should be signed by the parents or guardians and returned to the homeroom teacher to be kept until the end of the year.
- 5) Determination of grades is your responsibility. Explain to the students the weight their daily work, reports, tests and other graded activities will have in determining their final grades. ***SUBMIT A COPY OF YOUR GRADING PROCEDURES TO Mrs. Linda Hersberger BY AUGUST 15th.*** No single activity or assignment is to count more than 1/3 of the nine weeks grade. In figuring the semester grade the exam counts as 1/5 of the total grade.
- 6) Nine weeks and semester test dates and times will be announced, and all teachers are required to adhere to the schedule. **It is very important to keep good records of attendance.** Every absence should be noted in your grade book for the attendance incentive program.
- 7) Conduct grades are designated by using "S", "N", or "U". Conduct grades take into consideration the following: Actual behavior in class; respect shown to the teacher and fellow classmates; prompt compliance to direc-

- tions; attitude expressed in class; respect shown for property; and reporting to class on time.
- 8) Homework assignments should be made to supplement the regular classroom work. This work should be meaningful and count towards the total semester grade. When making homework assignments, all teachers should keep in mind the students' overall work loads.
 - 9) The Brighton High School Honor Roll recognizes students who have no grades lower than a "B" while the Tipton County Honor Roll recognizes students with all "A"s. To qualify for either, a student cannot have a conduct grade lower than an "S".

The Brighton High School Grading Procedures form can be found in the "Forms Section" in the back of this handbook and should be turned in to ***Mrs. Linda Hersberger by August 15, 2014.***

ASSEMBLIES

School assemblies are held in the gym at various times throughout the year. Classes are assigned to particular bleacher sections for most assemblies. You are responsible to supervise your assigned homeroom or class section at these programs and activities. Teachers should disperse themselves throughout the class group for best over-all supervision and control. Inform your students that good conduct or citizenship is expected and required for all assemblies if they are to be continued. This includes being courteous and quiet for all speakers and performers. Appropriate approval for any program is applause only. ***ALL TEACHERS ARE EXPECTED TO BE IN ATTENDANCE AT ALL ASSEMBLIES AND SIT WITH THEIR CLASSES.***

ASSEMBLY PROCEDURES

- 1) Students will be released over the intercom by classes
- 2) Teachers will sit in bleachers with students
- 3) Each teacher will be assigned a section in the gymnasium
- 4) Assign place for assembly
- 5) Sit by grade at pep rally

ACCIDENTS AND INJURIES

The top priority of all school personnel is to protect the health and safety of students while under school supervision.

Teachers or coaches should report immediately to the front office with any student who has been injured and needs medical attention.

The supervising teacher or coach is required by law to complete two forms... an "***Accident/Emergency Report***" form and also a **General Liability Notice of Occurrence/Claim form from Alternative Service Concepts**, on any student or athlete who is injured at school and submit it within 24 hours of occurrence to Linda Hersberger.

- 1) Daryl Walker @ TCBE
- 2) Front office copy for filing to Linda Hersberger

These forms can be found in the mailroom on the wall. Throw away all old forms as these forms and companies may change year to year.

If an employee has an accident/injury, you will need to fill out a different form. This form is in the mailroom also on the wall. Turn this form into the office also.

STUDENT ILLNESS

- 1) If a student becomes ill at school and is not able to remain in class, the teacher should send him/her to the office where arrangements can be made for him/her to go home. If a parent or guardian cannot be reached, the student will sit quietly in the front office until he/she can be picked up or until he/she feels well enough to return to class. When sending a sick student to the office, the teacher should send a written note explaining the situation.
- 2) The school cannot legally issue nor administer any form of internal medicine. A student taking a prescribed medication or drug must leave it in the front office with the secretary and have the necessary medical permission form on file. He/she will be allowed to come to the office at the prescribed time to take the medication.

EARLY DUTY

- 1) Early duty is assigned on a rotating basis. Each group will be made up of ten teachers.

- 2) The time for Early Duty is 6:50 am. All teachers must be present for Early Duty.
- 3) Students who arrive before 7:20 am report to the gym immediately upon arrival to school. They are to be seated where the teachers instruct them to sit and remain there until 7:20 am.
- 4) Rotate stations each day. Early duty stations and duties:

 *Outside:*

- ◆ Do not allow students to enter the building except through the door that leads directly to the cafeteria.
- ◆ Do not allow students to sit in cars.
- ◆ Do not allow students to loiter outside the building.

 *Hallway:*

- ◆ Send all students directly to the gym or cafeteria for breakfast.
- ◆ Do not permit students to go to the restrooms or into any other part of the building without a note from a teacher.
- ◆ Do not let students loiter at the bulletin board or in the hallway.

 *Cafeteria:*

- ◆ Only send students who are eating breakfast.

 *Gym:*

- ◆ Send students directly to the gym on the assigned side. Students should fill the seats row by row.
- ◆ Do not allow students to stand.

- 5) If you are absent, Coach Crowson will reschedule a make-up day.
- 6) **If you call in sick, please find a replacement for your early or late duty that day.**
- 7) If you know ahead of time that you will be absent, swap out with someone and clear this with Coach Crowson.
- 8) First person listed is group leader.
- 9) **Early duty teachers' positions:** (1)Bus Lobby, (3)Gym, (1)Cross Walk at back of school, (1)400 Hall Restrooms, (4)Front Parking Lot: 1-each crosswalk and 2-patrolling the parking lot
Late duty teachers' positions: (1)Bus Lobby, (3)Parent Pick-up, (1)200 Hall Restrooms, (1)400 Hall Restrooms, (3)Parking Lot, (1)Directing traffic in parking lot (see Coach Crowson)
- 10)Have students seated in the gym as soon as they arrive.
- 11)Please have students keep trash cleared from their area.
- 12)Please do not change groups unless cleared by Coach Crowson.
- 13)We ask that all teachers enforce policy consistently.
- 14)Thank you for your cooperation.
- 15)See Early Duty Schedule for teachers in the "Schedule Section".

RESTROOM MONITORING

To be assigned.

HALLWAY MONITORING DURING EXAMS

To be assigned.

SCHOOL ANNOUNCEMENTS

Announcements will be made during 1st slot and at the end of the day during the last five minutes at the end of the day unless the administration finds it necessary to make unplanned important announcements at the end of any given period. All announcements must be relative to the school program in writing, and signed by a teacher. Announcements must be turned into the principal prior to the time of announcement. Forms can be obtained in the mailroom on the wall. Only office and administrative personnel are to use the intercom. Additional information will be printed and placed in the teacher's mailboxes; therefore, **check your boxes several times daily.**

TEXTBOOKS

- 1) Textbooks are issued to students who have a completed "Parent Responsibility for Textbook" form.
- 2) Textbooks become the responsibility of the student and parents. No books are issued to any student who has not cleared a debt owed for previously lost or damaged books. This policy is not to be interpreted to allow a student an indefinite time to be in class without a textbook. This matter is to be cleared up immediately.
- 3) You are responsible for completing a "Record of Textbook Assignments" list in duplicate at the beginning of the year. (This form can be found in the "Forms Section" in the back of this handbook.) One copy is turned into Coach Crowson for the office records and the other copy is retained by the teacher. At the end of the year you must account for the condition of every book that you issued. As new transfer students arrive during the year, please complete the "Transfer Student Request for Textbooks" form and return to the counselor. Add the student's name to your "Record of Textbook Assignments" list under "Transfer Students".

- 4) Write the students name and your name in textbook and record the number in your grade book. Also complete the "Record of Textbook Assignments" and return a copy to Coach Crowson. (This form can be found in the "Forms Section" in the back of this handbook.)
- 5) Have student fill out a damage sheet. (This form can be found in the "Forms Section" in the back of this handbook.)
- 6) If a student changes classes do not send or receive textbooks with other teacher. All changes must go through Coach Crowson.
- 7) All students must be issued a textbook. Do not let students leave books in your classroom.

FIELD TRIPS

Field trips may be taken by students only when they relate to the instructional program.

Applications for field trips shall be typed on forms provided by the central office. See Field Trip Request form in the "Forms Section".

Rules concerning field trips are as follows:

- 1) Can be taken at the discretion of the principal/administration if approval is gained first.
- 2) Approval forms for first semester field trips must be submitted on or before **September 5**. Approval forms for the second semester must be submitted on or before **February 2**.
- 3) If trip is approved, the teacher of the class or classes taking the field trip will take up (receipt) enough money to cover:
 - a) any admission fees,
 - b) the cost of the substitute teacher (if applicable)
 - c) the payment of a bus driver(s)/mileage. (if applicable). *The cost for a bus driver varies depending on the mileage. (See Report of Official Use of School Buses" form in the Forms Section).*
- 4) All monies **MUST** be taken up/receipted before a trip can take place and deposited into your respective account **daily**. Do not hold money.
- 5) If the field trip will require an admission check be written, you must request a purchase order **in advance** for approval (with student approval obtained on the back of this form). Notate the date and time a check will need to be issued. **Do not submit a PO request the day of the trip for admission entry fees.**
- 6) Field trips will be limited to the hours between 8:00 am and 2:30 pm in a school day.
- 7) Let Coach Tillman know in advance if you will require a substitute teacher the day you take the field trip.

- 8) Let the cafeteria manager know the date you'll be taking the field trip and the number of students who will be out that day.
- 9) Arrangements for buses and drivers must be made by the teacher responsible for initiating the field trip. A list of bus drivers to contact is available in the mailroom on the bulletin board in the front office for your convenience.
- 10) The trip sponsor will be responsible for any additional gasoline used and payment of the driver. On evening or weekend trips, gasoline must be provided for the following morning's regular bus route.
- 11) The trip sponsor is responsible for turning in Report of Official Use of School Buses to bookkeeper with all information completed (including mileage).

Approval for a series of trips, such as athletic trips, may be obtained on one approval request. See Field Trip Request form in the "Forms Section". Throw away all old forms as these may change year to year. These forms can also be found on the mailroom wall.

Approval of the parent or guardian of each student who goes on a field trip must be on file in the school prior to the trip. See Field Trip Permission form in the "Forms Section".

DONATIONS

If a business, parent, etc makes a donation to the school for a particular club/sport/organization, etc, the person/business needs to make the check payable to that group: (for example: "**BHS Wrestling**"; "**BHS Art**"; "**BHS Football**"; "**BHS Science Club**" etc).

If a business, parent, etc makes a donation to the school for a particular club/sport/organization, etc, the person needs to send a letter along with the check stating the specific purpose of the donation (how that money should be used) – **or** - if a letter is not obtained, the purpose should be written on the "memo" line of the check by the donor on how the money should be spent: (ie...wrestling equipment; wrestling supplies; wrestling – miscellaneous). BHS Bookkeeping will make copies of the donation checks for the audit. An audit report has to be filed at the end of the school year maintaining the money was spent for the specified purpose.

For coin collection donations, coins must be rolled before submitting to the cashier. Coin wrappers may be picked up in bookkeeping. Please be advised: **If there is no specified purpose (no specific account, no letter or memo line authorization), the money will have to go into the general fund account, not your club account or your athletic account.**

FUNDRAISING PROCEDURES

School personnel may not initiate school fundraising undertakings without written permission from their principal. Neither shall school personnel, including bus drivers, offer for sale any products for non-school fundraising. All fundraisers must go through Coach Crowson to be placed on the Activities Calendar.

The following policies are in effect at BHS regarding any type of fundraisers:

- 1) Review proposed date(s) of fundraiser with Coach Crowson.
- 2) A "Fundraiser Authorization" form (in "Forms Section" of this handbook) will be completed along with the written agreement from the company you're doing the fundraiser with and submitted to Coach Crowson, then to the bookkeeper.
- 3) Approval forms for first semester fundraisers must be submitted on or before **September 5**. Approval forms for the second semester must be submitted on or before **February 2**.
- 4) Let Coach Crowson place fundraiser on Activities Calendar.
- 5) If athletic-related, Coach Crowson must initial the form then you can send to bookkeeping.
- 6) The bookkeeper will obtain principal's approval. She will then send to the TCBE for the board's approval. Form will be sent back from TCBE with approval/disapproval notated. Once the form comes back, bookkeeping must have a copy of the approved form from the board of education for the audit.
- 7) If BHS will be required to pay a vendor for fundraising items (such as candy, pizza cards, jewelry, etc), complete a PO Request to the company once you receive your fundraiser approval back from the board. Attach a copy of this approved fundraiser form to the PO Request. If student authorization is required, have students sign the back of the PO Request.
- 8) Coins must be rolled.
- 9) Fall fundraisers must be completed and the money deposited by **December 4th, 2014**. Spring fundraisers must be completed and money deposited by **May 1st, 2015**.
- 10) NOTE: **No fundraising project form should be submitted after the project date.** These forms can be done months in advance but must go through the bookkeeping office.
- 11) After fundraiser has been completed, Bookkeeper will begin to complete the "BHS Profit Analysis" to acknowledge your profit and have you sign to finalize for the audit. Send in all receipt logs/books associated with this fundraiser for filing.

- 12) All receipt logs/receipt folders must be turned in for the audit by May (end of school) or sooner (if you have finished your athletic season or finished collecting for your fundraiser).

ADDRESSES – CURRENT OR CHANGE OF ADDRESS

At the beginning of school, you will be given a form to complete for your current address and phone number. Please turn this form into Mrs. Linda Hersberger by **August 15th** for our personnel records.

If your name or address should change during the school year, please notify the bookkeeping department at the **TCBE (board)** to make the changes on their records for your paychecks. This is especially important for the summer mailing of your paychecks to your home.

Also, let Mrs. Hersberger know of any name or address changes for our records, especially if you move during the middle of the school year or your phone number changes.

DEBTS

All students must pay their debts before the end of school. Textbook, lock and locker checks are usually done the week before Christmas break, in May before school is out and more often if needed.

At any time during the year, if you know a student has a debt (whether it is a lost textbook, organizational debt, or lock debt) please send a note to bookkeeping so the student will be put on the debt list immediately. **Do not wait** until the end of school as the student may withdraw before this debt can be collected. Let bookkeeping know the:

- ▶ student name (Full legal name-no nicknames)
- ▶ type of debt (i.e. textbook, lock, org debt),
- ▶ amount
- ▶ grade of student (9th, 10th, 11th or 12th)

If you need a debt form you may pick these up in the mailroom on the wall or use the debt form in the Forms Section of this handbook.

All teachers are responsible for turning in any organizational debt lists to bookkeeping. This includes any fees, dues, or fundraiser debts not collected. Example: Registration/Science/Art/parking fees, HOSA/DECA/NHS dues, and any type of fundraising money not turned in when the event is completed.

Encourage students to always save their receipt in the event their money must be refunded (such as a textbook being found after paying for it). Our policy is "**No receipt, no refund.**"

FEE WAIVERS/APPLICATION FOR FREE & REDUCED-PRICE LUNCHES

An "Application for National School Lunch Program/School Breakfast Program" is given to each student during registration. This form is to be taken home, completed by the parent or guardian, and returned to school to be given to Ms. Sharon Fryer, BHS Cafeteria Manager, to determine eligibility. (Her mailbox is located with the teacher's mailboxes in the mailroom in the front office).

Note: These forms must be completed each year. Just because a student was fee waived in 2013/14 does not mean they are necessarily eligible for the 2014/15 school year.

If a student pays his/her registration fees and it is determined he/she is eligible for fees waived after paperwork has been completed (Cafeteria manager will notify office), the teacher or student should bring the student's receipt of registration fees to the front office and place in the box on Mrs. Linda Hersberger's desk for refund. (Refunds take approximately 30 days or longer).

If a student does not pay, citing fee waived, please submit his/her name to the bookkeeping office to verify information.

A sample copy of the "National School Lunch Program/School Breakfast Program" is found in the "Forms Section" of this handbook.

STUDENT OF THE MONTH

CRITERIA FOR SELECTING STUDENT OF THE MONTH

The student:

- 1) must be nominated by a member of the faculty, an administrator, or a sponsor of an organization.
- 2) must maintain a 2.5 or above GPA on a 4.0 scale.
- 3) must exhibit evidence of leadership, maturity, and character.
- 4) must be involved in at least two or more school/community organizations.

ITEMS/FORMS TO BE TURNED IN

ITEM	TURN IN TO	DATE IN
Employee Address Form	Linda Hersberger	August 15, 2014
Teacher license/certificate	Christi Huffman	August 15, 2014
Discipline Procedure Form	Linda Hersberger	August 15, 2014
Grading Procedures Form	Linda Hersberger	August 15, 2014
Goals (teacher)	Linda Hersberger	August 15, 2014
Accounting Guidelines (signature page)	Susan Williams	August 15, 2014
Lesson plans: English Science Math History Wellness CTE Music,Foreign Lang	Margarette Alsbrook Tom Show Brian Crowson Brantley Tillman Cetrice Bounds Cetrice Bounds Brantley Tillman	Each Monday by 7:30 Beginning August 11
Emergency Sub folders	Linda Hersberger	August 15, 2014
Budgets	Susan Williams	September 8, 2014

DEADLINES

Field trips

Approval forms for Fall trips September 5
Approval forms for Spring trips February 2

Fundraisers

Fall Fundraiser Approvals: September 5
 Closed & money deposited December 4
Spring Fundraiser Approvals: February 2
 Closed & money deposited May 1

Purchase Orders

Last day to request April 24

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TORNADO DRILL

If we are having a TORNADO DRILL, students and teacher will go immediately to the shelter area. Students are to be seated on the floor with backs against the wall or lockers. They are to be absolutely QUIET! Any students talking during a drill will be dealt with as a disciplinary problem.

Tornado Drill Instructions:

- 1) Move into the shelter area (hallway of main building) as quickly and quietly as possible.
- 2) Teacher should maintain order of the class while in the shelter area -- absolutely NO TALKING!
- 3) Teacher will check roll after entering the shelter area to insure that all students are present.
- 4) Tornado Watch or Drill: Students should be seated on floor with backs against wall or locker with knees bent.
- 5) Tornado Warning: Teacher and students will be seated on floor with backs against wall or locker with knees bent. Put your head between your knees with your hands covering the head.
- 6) Teacher should make sure students are at least five feet from any glassed-in area such as windows.
- 7) It is the responsibility of the teacher to keep students QUIET and calm.

TORNADO WATCH

If we are under a TORNADO WATCH, the office will announce that we are under a watch three (3) times. Your only action at that time is to review the tornado drill procedure.

Principal will announce the following 3 times:

"Attention All Personnel -- A TORNADO WATCH is now in effect."

TORNADO WARNING

If we have a TORNADO WARNING, it could be a life-threatening situation. The only time we will use the word WARNING is when an actual tornado has been seen in the area or indicated by radar. Students and teacher will go to the shelter area

-- they will be seated on the floors with knees bent -- head between knees and hands over head protecting head at all times.

Principal will announce the following 3 times and at one-minute intervals as long as necessary:

"Attention All Personnel -- A TORNADO WARNING is now in effect -- Proceed to your shelter area immediately!"

FIRE DRILL INSTRUCTIONS

In case of a fire or fire drill, the following procedures should be followed:

- 1) Teachers should arrange students in single file and exit through the proper exit (quickly and quietly).
- 2) Designate a line leader for each slot during the day.

First	
Second	
Third	
Fourth	
- 3) Close window if window is open. Teacher should make sure door is closed after everyone is out of the room.
- 4) Teacher should take roll book and call roll after leaving the building.
- 5) Students should be kept in an orderly fashion in the designated area.
- 6) If primary exits are obstructed, use the next nearest exit.
- 7) Each major exit will be numbers 1 through 9 plus there are special areas which have their own exits.
- 8) Remember: The main emphasis should be placed on the orderly exit from the building.
- 9) Teacher and students should remain in designated area until an "all clear" is issued.

FIRE ALARM

Fire Alarm will sound or 3 short bells will ring.

Command will come from the office:

"FIRE DRILL! Please evacuate quickly and quietly!"

or

"Please ignore the Fire Alarm!"

EARTHQUAKE DRILL GUIDELINES

- 1) At the first sign of ground shaking, the teacher will give the command: **"EARTHQUAKE! DROP AND COVER!!"**
- 2) Quickly move away from windows, shelves or heavy objects and furniture that may fall.
- 3) Students and teacher will immediately take cover under desks or tables and **TURN AWAY** from windows. If there is no desk or table, kneel near an inside wall or corner.
- 4) Bend head close to knees, cover head with elbows, and clasp hands firmly behind neck.
- 5) Head should be protected at all times -- head should be under desk or cover with elbows, book, or jacket. (If outside, move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware to dangers that may demand movement.)
- 6) Remain in sheltered position for at least 60 SECONDS after the ground stops shaking.
- 7) Be silent and listen to instructions. Teacher may talk softly to calm students.
- 8) After 60 seconds following the earthquake, if no command comes from the office, teachers will evacuate students:
 - a) Check immediately for injured persons or trapped students. Do NOT attempt to move seriously injured persons unless they are in immediate danger of further injury.
 - b) **PLAN FOR THE UNEXPECTED.** If you have injured students who cannot be moved, ask the teacher next door to help evacuate your students while you stay with the injured. (First-Aid will be sent to aid the injured as soon as possible.)
 - c) Teacher will review directions for going to the evacuation site on the NW corner of the school -- the first practice field.
 - d) Use the same routes and exits as shown on the fire drill map.
 - e) If your exit is blocked, use the closest alternate exit located on either side of you.
 - f) Teachers will lead the students out of the building in a quick and orderly manner. Travel the side of the street away from the building. Teachers will carry roll book and any emergency supplies which are located in the room (water, first-aid supplies) to the evacuation site.
 - g) Teachers and students will make every effort to navigate safely through any debris or hazardous areas.
 - h) If aftershocks occur while evacuating, students and teacher are to drop and cover heads (See Step 4).
 - i) Travel the route designated to the first practice field, located on the NW corner of the school. Teachers should have students line up facing south in a straight line with no talking.
 - j) Do not leave the evacuation site under any circumstances. Administrators will give the command when it is safe to leave the site.

STAY CALM

BOMB THREATS

The following information should be made available to all administrative personnel, school secretaries and any persons who might answer school telephones. The vast majority of bomb threats are conveyed by telephone. Each school has access to caller ID. Students should be made aware that this service is in place. It is the policy of the Tipton County Board of Education to take all threats serious and follow up accordingly with school disciplinary measures and the appropriate legal proceedings.

RECEIVER OF THE CALL

1. Remain calm.
2. Use the ATF Bomb Threat Checklist form (next page) and make every effort to obtain as much detailed information from the caller as possible.
3. Attempt to keep the caller talking. DO NOT interrupt his/her dialogue.
4. USE CALLER ID. After the caller hangs up, press * 5 7.
5. Notify the principal or assistant principal.

ATF BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Where there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report immediately to: _____

(Refer to bomb incident plan)

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ACCIDENT/EMERGENCY REPORT

Name _____ Date _____

School Brighton High School Grade _____ Teacher _____

HEALTH HISTORY: _____

Place of Incident	Nature of Incident	Body Part Injured	
_____ Bus	_____ Respiratory Emergency	_____ Abdomen	_____ Foot
_____ Hallway	_____ Cardiac Emergency	_____ Ankle	_____ Hand
_____ Classroom	_____ Heat Related Emergency	_____ Arm	_____ Head
_____ Play/School Ground	_____ Anaphylaxis	_____ Back	_____ Knee
_____ PE Class	_____ Fracture/Sprain/Strain	_____ Chest	_____ Leg
_____ Shop	_____ Burn	_____ Ear	_____ Neck
_____ Rest Room	_____ Laceration	_____ Elbow	_____ Nose
_____ Cafeteria		_____ Eye	_____ Tooth
_____ Athletic Event		_____ Wrist	
_____ Other: _____			

DESCRIPTION OF TODAY'S ACCIDENT/EMERGENCY: _____ Date: _____ Time: _____

OBSERVATIONS: _____

INTERVENTION: _____

WITNESS(es): _____

Was blood or other body fluid present? _____ Yes _____ No

Was the responder exposed to blood or body fluid? _____ Yes _____ No

Was this an exposure incident? _____ Yes _____ No

Were parents or parent designee notified? _____ Yes _____ No

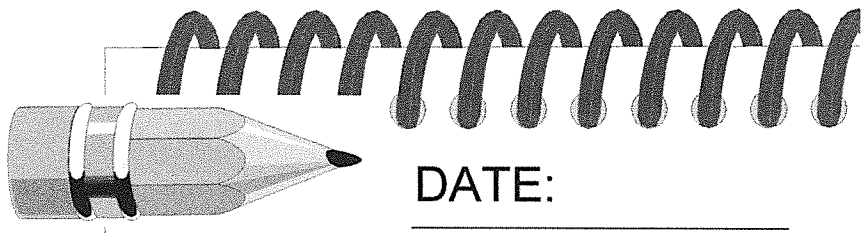
Name of person notified _____

Was 911 notified? _____ Yes _____ No

Time of notification _____ Time of response _____

Signature of person filing report
(Different from First Aid Provider)

Signature of First Aid Provider



DATE: _____

Submitted by: _____

Please print your announcement in the space provided below.
This form must be turned in no later than 7:25 the day BEFORE
you want the announcement to air.

Please check the appropriate response:

Please allow this announcement to run from _____ to _____.

Please make this announcement for one day only (day: _____).

Please do not make this announcement until _____.

BHS Bus Dismissal

WALKERS & RIDERS	1ST LOAD	2ND LOAD	PARENT PICK-UP
1 _____	1 _____	1 _____	1 _____
2 _____	2 _____	2 _____	2 _____
3 _____	3 _____	3 _____	3 _____
4 _____	4 _____	4 _____	4 _____
5 _____	5 _____	5 _____	5 _____
6 _____	6 _____	6 _____	6 _____
7 _____	7 _____	7 _____	7 _____
8 _____	8 _____	8 _____	8 _____
9 _____	9 _____	9 _____	9 _____
10 _____	10 _____	10 _____	10 _____
11 _____	11 _____	11 _____	11 _____
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15 _____	15 _____	15 _____	15 _____
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17 _____	17 _____	17 _____	17 _____
18 _____	18 _____	18 _____	18 _____
19 _____	19 _____	19 _____	19 _____
20 _____	20 _____	20 _____	20 _____
21 _____	21 _____	21 _____	21 _____
22 _____	22 _____	22 _____	22 _____
23 _____	23 _____	23 _____	23 _____
24 _____	24 _____	24 _____	24 _____
25 _____	25 _____	25 _____	25 _____

1. Take up exact change first so you will have money to make change for students who did not have exact change.

Stress to students: **No receipt, no refund.**
Keep your receipt. Post your sign in your rm.

2. Have students put their first and last name and a phone # on all checks.

3. Receipts: Always give a receipt when a parent or student gives you money!!!! If you run out of receipts, send to bookkeeping for more.

Write receipt for EXACT AMT OF FEE—
 Example: if student has a \$50.00 bill & they only owe \$20.00 for reg fee – write receipt for \$20.00 only & give them \$30.00 change back

-or if you don't have change, when you're making the deposit write on the deposit slip "need \$30.00 change back" & put the tally amount of the receipts you're turning into for the account...the office will send you the change back.

Do not use pencil or liquid paper in accounting records. **Only ink.** Line through mistakes & initial. Do not scratch out.

Never destroy a voided receipt – staple original in receipt book to copy. Receipts should always stay in numerical order - per the auditor!!!! Never take money home.

By 1:30 pm daily: Turn in receipt journal and counted money with a completed deposit slip (example below) to bookkeeping:

[money should always match/equal your receipts]

Example of deposit slip below:

BHS Deposit Slip

i n k	Date	8/7/14
	Acct	REG(163)
	For	Registration fees
	Deposit amt	\$(Total of receipts)
	Signature	(sign your name here)

If chg is needed...list only the amt you wish to deposit & attach a note showing change due amount.

4. A purchase order must be requested and approved **before** ANY purchase is made or a check is needed. If a check is needed - notate on PO (at the bottom - date and time). Documentation is required anytime a check is to be written.

Be advised: It takes more than one day for a PO to be approved - all necessary signatures must be procured. Once a PO is approved a copy will be put in your mailbox with the PO # assigned. **Use this PO # when ordering merchandise.**

NOTE: Anytime a purchase order is requested by a club sponsor, the treasurer, sponsor, and president of the club must have their approval signed on the back of the request for purchase order.

5. Travel [if applicable] - A Travel Purchase Order must be requested and approved **BEFORE** any traveling is done - use a "**not to exceed**" amount if cost is unknown.

6. Fee Waivers – Applications for Free/Reduced Lunch must be turned in to the cafeteria manager to determine eligibility. (She has a mailbox in the mail room).

If a student pays his/her registration fees and it is determined he/she is eligible for fees waived after the paperwork has been turned in/completed (Cafeteria manager will notify office), the student must save his/her receipt if they will be requesting a refund.

If a student does not pay - citing fee waived - please submit his/her name to the bookkeeping office to verify if he/she is actually approved. The office needs these names to submit to the board for reimbursement of that particular fee.

7. BEP Funds - Teachers are allotted \$100.00 to spend toward classroom supplies. Money is to be spent by Oct. 3. Purchase Orders have been approved for this money. Use tax exempt forms [two attached to bep memo]

Tax will not be reimbursed.

The PO #'s to charge at the following stores are:

- ▶▶ PO# **13373**: Neighborhood Tutor on Hwy 51 in Atoka
- ▶▶ PO# **13374**: Wal-Mart (See Susan to get charge card. It must be returned the next day)

--Make sure you bring the receipts back to bookkeeping (signed) & notate "BEP" on each.

--These are the only stores we can charge at this year, but you can buy anywhere and get a reimbursement.

BEP cont...

If you pay for these supplies with your own money, bring the receipt back - with your signature on the receipt for reimbursement. We will try to reimburse you within 2 days of receiving your receipt(s) less the tax if paid.

8. Invoices - After you receive approval for a purchase order, have ordered your merchandise, and the invoice/packing slip arrives - make sure the invoice/packing slip gets to bookkeeping in a timely manner.

- ➔ Check [✓] all merchandise on the invoice or packing slip
- ➔ Notate date items are received
- ➔ Notate "OK TO PAY"
- ➔ Sign

All packing slips (with ok to pay signed) must be sent to bookkeeping for filing with the PO.

9. Field Trips - [money procedures only] – funds must be collected from the class[es] to attend a field trip. Take up enough to cover the substitute teacher, any entry fees, and the bus driver. Turn this money in daily. See all the field trip procedures in your teacher's handbook!

10. Fundraiser Authorization - If an outside business/org is involved, you must obtain a signed written agreement between you and the company with division of profit notated. This must be filed in bookkeeping. Tax must be paid on items we resell.

All f/r's must be approved on authorization forms by the following **before** a f/r takes place:

- ▶▶ Coach Crowson (first)
- ▶▶ Bookkeeper (second)
(who will then submit to the principal) and then forward to Dr. Bibb at the board.

Money should be deposited daily [with a deposit slip] and coins should be rolled. When fundraiser is complete – bookkeeper will begin your FR Profit Analysis (accountability) report to acknowledge your profit. Also turn in any receipt logs or journals associated with this fundraiser to close it out.

11. Money bags: All money bags will be turned in at the end of the school year.

12. Receipt logs/journals: Turn in receipt logs/journals as completed throughout the year to bookkeeping for the auditor or at the latest, May.

13. Donations: If you receive a donation make sure the donor makes the check out to your club, sport or class specifically. The person should notate on the memo line of the check what the money is for or send a letter with the check. If money isn't specified, it must go into the general account.

14. Budgets – A budget form will be given to advisors which have class or athletic accounts. You will be responsible for completing a budget to submit to the board by Sept 5.

15. Stamps – BHS provides postage stamps for bookkeeping, attendance, guidance and the front office. If you need stamps for your class, club or sport a PO & check will need to be requested for you to take to the post office.

DAMAGED BOOK SLIP
Brighton High School

Period _____

Student Name _____ Homeroom Teacher _____

Subject Area _____ Date Completed _____

TEXTBOOK DAMAGE

Title of Book	Book #	Condition	Cost

Student Signature _____

Subject Area Teacher Signature _____

BRIGHTON HIGH SCHOOL DISCIPLINE PROCEDURE FORM

SCHOOL YEAR: _____

1st Step

2nd Step

3rd Step

4th Step

5th Step

Please include a copy of your classroom rules with this form.

NOTE: Teachers are expected to handle most classroom discipline themselves. If discipline procedures are followed and the problem is not corrected, please contact an administrator for assistance. There are certain violations listed in your handbook that should be immediately referred to an administrator. You should familiarize yourself with these violations.

When the assistance of an administrator is needed, contact the office and an administrator will come to your room to get the student. Do not send the student to the office. After the administrator has dealt with the student, an official discipline report will be issued. If the student is returned to the classroom, he must have a copy of this report before being readmitted. If the student is not returned to the classroom, the report will be located in the office. The teacher's copy will be placed in their mailbox.

Remember that the total discipline of our school requires a united effort of the entire Brighton High Staff.

Signed by

Due by: August 15, 2014
Submit to: Linda Hersberger

EMERGENCY SUB FOLDER INFO

Due: Friday,
August 15

Teachers,

Please complete the following information for your emergency sub folder and return to Linda Hersberger in the office.

Teacher Name _____

ODD DAY			
PERIOD	CLASS	TIME	ROOM #
1			
2			
3			
Lunch			
4			

EVEN DAY			
PERIOD	CLASS	TIME	ROOM #
1			
2			
3			
Lunch			
4			

Special Duties – Planning/Directed Study Instructions:

Notes to Substitute Teacher:

BHS Interim Failure Form

*Grade 9 to Ms. Fisher
Grade 10 to Mrs. A. Huffman
*Grade 11 to Ms. Moffatt
*Grade 12 to Ms. Kasmai

Teacher's Name _____ Date _____

Please make sure you put what grade the student is in
and hand in to the appropriate counselor.

Make extra copies if needed.

Student's Grade	Student's Name	Class	Failing Grade	Date Parent Contacted

BHS Nine Weeks Failure Form

*Grade 9 to Ms. Fisher
Grade 10 to Mrs. A. Huffman
*Grade 11 to Ms. Moffatt
*Grade 12 to Ms. Kasmai

Teacher's Name _____ Date _____

Please make sure you put what grade the student is in
and hand in to the appropriate counselor.

Make extra copies if needed.

Student's Grade	Student's Name	Class	Failing Grade	Date Parent Contacted

BHS Semester Failure Form

*Grade 9 to Ms. Fisher
Grade 10 to Mrs. A. Huffman
*Grade 11 to Ms. Moffatt
*Grade 12 to Ms. Kasmai

Teacher's Name _____ Date _____

Please make sure you put what grade the student is in
and hand in to the appropriate counselor.

Make extra copies if needed.

Student's Grade	Student's Name	Class	Failing Grade	Date Parent Contacted

FIELD TRIP PERMISSION FORM

_____ High School

I do hereby give permission for my son/daughter/ward to attend a field trip to _____ on _____ (date). I understand that she/he will be traveling by _____ and will leave _____ around _____ a.m. and return _____ around _____ p.m. The students will be accompanied by _____ chaperones. I further understand that she/he will tour _____ and eat lunch at _____, and that I will be responsible for his/her expenses of \$ _____. An agenda for the trip is attached.

All students must comply with the Tipton County Board code of student behavior. I understand any misconduct will result in disciplinary action following the Tipton County Board policy.

I hereby waive all rights to hold the Tipton County Board of Education, _____, or any part of its employees responsible in the event of an accident or injury occurring on this trip to the student whose name appears below.

Signature of Parent or Guardian

Date

Going on a field trip is a privilege and the students go as representatives of _____, therefore, it is expected that all students going on the field trip be in good standing with the school. Teachers are asked to sign below to indicate that this student has acceptable conduct, passing grades, and is not in violation of the attendance policy in their classes. If you cannot sign, please indicate the problem below so that the sponsoring teacher and administration can determine the student's eligibility.

ODD				EVEN			
_____ 1	_____ 2	_____ 3	_____ 4	_____ 1	_____ 2	_____ 3	_____ 4

I have cleared this trip with all my teachers and have obtained my assignments that will be missed.

Student's Signature

Tipton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 12/10/09
		Rescinds: 4.302	Issued: 03/08/01

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social
2 growth and development are considered appropriate extensions of the classroom.

3
4 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the
5 class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
6 end, teachers and principals will be expected to consider the following factors in selecting field trips:

- 7
8 1. Value of the activity to the particular class group or groups;
- 9
10 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 11
12 3. Suitability of the activity and distance traveled in terms of the age level;
- 13
14 4. Mode and availability of transportation; and
- 15
16 5. Cost.

17
18 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 19
20 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
21 approval of the principal and appropriate supervisor and the director of schools. Approval forms
22 for first semester field trips must be submitted on or before September 15. Approval forms for
23 the second semester must be submitted on or before February 1;
- 24
25 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
26 by general class discussion and/or research;
- 27
28 3. If bus transportation is required, the principal or his/her designee shall make the necessary ar-
29 rangements. A fee will be charged to the school for mileage when school system buses are
30 used;
- 31
32 4. Signed parental permission forms must be obtained for every student making an off-campus trip
33 beyond the immediate vicinity of the school. The principal shall ensure that these forms are
34 kept on file for the remainder of the school year. The form for parental permission must include:
35 purpose, date, time of departure and return, travel plans, destination, number of chaperones, per-
36 sonal expense involved, rules of conduct and penalties for violation, and other facts necessary
37 for parents to be fully informed. This information is to be completed by the school before the
38 form is signed by the parent;

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- 5. Overnight educational trips and chaperones must be approved by the principal, supervisor, Board and the director of schools in advance. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away.
- 6. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity;
- 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.
- 8. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the director of schools or his/her designee;
- 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval by the Board.

NON-SANCTIONED FIELD TRIPS

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned field trips.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts shall not occur during class time or the employee's work day.

Cross References:
 Extracurricular Activities 4.300
 Attendance 6.200

Overnight Field Trip Yes No

Date Received in Central Office _____

TIPTON COUNTY SCHOOLS FIELD TRIP REQUEST

***All Over Night Field Trips must be Board approved. A Field Trip Agenda must be attached to the Field Trip Request. Over Night trips must be received in the Central Office one week prior to the monthly board meeting. No Field Trip Requests are to be submitted after the trip date.**

School:		Request Date:	
Teacher(s):		Class:	
Number of Students Involved:		Number of buses needed:	
Field Trip Date:		Alternate Date:	
Emergency Cell Phone Numbers:			
Administrators:	Teachers:	Parents/Guardians:	Total Chaperones:
Destination:			
Field Trip Purpose:		PLEASE USE THE ELECTRONIC FORM FROM THE BHS WEBSITE!!!!	
Departure Date & Time:		Return Date & Time:	
Activities:			
Method of Evaluation:			
Follow-Up Activities:		Principal's Checklist	
		<input type="checkbox"/> Purpose of Trip <input type="checkbox"/> Transportation Arrangements <input type="checkbox"/> Cost <input type="checkbox"/> Agenda <input type="checkbox"/> Parent Permission Form (Attached) <ul style="list-style-type: none"> <input type="checkbox"/> Date <input type="checkbox"/> Time of Departure & Return <input type="checkbox"/> Travel Plans <input type="checkbox"/> Destination <input type="checkbox"/> Number of Chaperones: Over night Minimum – 1:7; Other Minimum – 1:10 <input type="checkbox"/> Rules of Conduct <input type="checkbox"/> Penalties for violation of rules of conduct <input type="checkbox"/> Other facts necessary for parents <input type="checkbox"/> Permission Form signed by student & parents <input type="checkbox"/> Parent Meeting prior to overnight trip <input type="checkbox"/> Sign in sheets at parent meeting <input type="checkbox"/> Minutes kept 	

Approved Disapproved Principal _____ Date _____
 Approved Disapproved Supervisor _____ Date _____
 Approved Disapproved Director of Instruction _____ Date _____
 Approved Disapproved Director of Schools _____ Date _____

*Attach an additional sheet if more space is needed.

FUNDRAISER AUTHORIZATION

SCHOOL
Brighton High School

NAME OF ACCOUNT/ORG

TYPE OF FUNDRAISER

OUTSIDE BUSINESS INVOLVED
Attach written agreement notating division of profit and quote of item price

DATE ACTIVITY BEGINS

DATE ACTIVITY ENDS

EXPECTED STUDENT INVOLVEMENT
<input type="checkbox"/> School-wide: every student will sell <input type="checkbox"/> Specific organization/club specify:

METHOD BY WHICH SCHOOL WILL RECEIVE PROFIT
<input type="checkbox"/> Profit collected/remitted by outside vendor <input type="checkbox"/> BHS Collects

CURRENT BALANCE OF ACCT

APPROXIMATE % OF PROFIT

AUTHORIZED PURPOSE – Be specific:

INITIALS
 AD/Calendar:
 BCrowson-1st
 Bookkeeping:
 SWilliams-2nd

As sponsor of this organization, my signature below indicates my approval of this project and my agreement to be responsible for the procurement of the products and the security of any funds raised from this project.

REQUESTED BY _____ **DATE** _____
 Sponsor/Title

APPROVED BY	Principal	DATE	
APPROVED BY	Director of Instruction	DATE	
APPROVED BY	Director of Schools	DATE	

PO #

BHS Computer Inventory

Date:

Teacher's Name _____

Room #

MODEL/BRAND	SERIAL #
-------------	----------

Computer(s)

Monitor		
Keyboard		
CPU		

Monitor		
Keyboard		
CPU		

Monitor		
Keyboard		
CPU		

MODEL/BRAND	SERIAL #
-------------	----------

Printer(s)

RETURN TO Coach Tillman

BHS Furniture Inventory

Date:

Teacher's Name _____

Room #

ITEMS	QUANTITY
Teachers Desks	
Students Desks	
Filing Cabinets	
2-Door Cabinets	
Trash Cans	
Tables	
Other	(list)
	(list)
	(list)
	(list)
	(list)
	(list)
	(list)
	(list)

RETURN TO COACH CROWSON

Lesson Plan

Brighton High School Lesson Plans

Teacher

Date / /

Chk List	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	PERF ST
1,2	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	I,A,B,C
4,5	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	II A V A
11,12,13	MATERIALS: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ wk/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ wk/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ wk/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ wk/bk pp _____ handout _____	Materials: <input type="checkbox"/> charts/map <input type="checkbox"/> overhead <input type="checkbox"/> audio t/bk pp _____ wk/bk pp _____ handout _____	IV A,B
6,7,8,10,15	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	II A,B,C IV A,B
3,7,14	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> district test <input type="checkbox"/> project <input type="checkbox"/> observation <input type="checkbox"/> compacting <input type="checkbox"/> state test	III A,B, C,D II A
7,9	HOMEWORK:	HOMEWORK:	HOMEWORK:	HOMEWORK:	HOMEWORK:	II B III C,D
2,5,7,9	Reteach/Remediation Objective: Procedure:					I,A,B,C II A
2,5,7,8,9	Enrichment Objective: Procedure:					I,A,B,C II A
5,7,9,13,15	Page: <input type="checkbox"/> anchoring activities <input type="checkbox"/> learning centers/lab <input type="checkbox"/> computer <input type="checkbox"/> independent reading <input type="checkbox"/> independent research <input type="checkbox"/> creative/journal writing <input type="checkbox"/> other					II, III

Teacher

Date / /

Brighton High School Lesson Plans

Lesson Plan

Chk List	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	PERF ST
1,2	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	OBJECTIVE TLW	I A,B,C
4,5	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	INTRODUCTION:	II A V A
11,12,13	MATERIALS: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ w/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ w/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ w/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ w/bk pp _____ handout _____	Materials: <input type="checkbox"/> chalkboard <input type="checkbox"/> video t/bk pp _____ w/bk pp _____ handout _____	IV A,B
6,7,8,10,15	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	PROCEDURE: <input type="checkbox"/> tiered activity <input type="checkbox"/> lecture <input type="checkbox"/> discussion <input type="checkbox"/> demonstration <input type="checkbox"/> explanation <input type="checkbox"/> role play <input type="checkbox"/> create/our writ <input type="checkbox"/> differentiation other _____	II A,B,C IV A,B
3,7,14	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	EVALUATION <input type="checkbox"/> oral response <input type="checkbox"/> work sample <input type="checkbox"/> teacher test <input type="checkbox"/> pre test other _____	III A,B, C,D II A
7,9	HOMEWORK:	HOMEWORK:	HOMEWORK:	HOMEWORK:	HOMEWORK:	II B III C,D
2,5,7,9	Reteach/Remediation Objective: Procedure:					I A,B,C II A
2,5,7,8,9	Enrichment Objective: Procedure:					I A,B,C II A
5,7,9,13,15	Pace: <input type="checkbox"/> anchoring activities <input type="checkbox"/> learning centers/lab <input type="checkbox"/> computer <input type="checkbox"/> independent reading <input type="checkbox"/> independent research <input type="checkbox"/> creative/journal writing <input type="checkbox"/> other					II, III

LOCKER AND LOCK ASSIGNMENTS

Brighton High School

Charge: \$6.00 (lock & locker)

If a student loses his/her lock: \$6.00 charge for lost lock.

Homeroom Teacher _____ Room # _____

STUDENT'S NAME	LOCKER #	LOCK #	COMBINATION	DATE PAID
----------------	----------	--------	-------------	-----------

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BHS RESTRICTED FUND RECEIPTS

TEACHER _____

LOG # _____

Use a separate GFR sheet for each fundraiser/fee/due/activity!

ONLY USE INK / NEVER WHITE-OUT ERRORS NAME	Amount	Date Received	Initials	Cashier Only			
				init	date	rec#	amount
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
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	\$						
	\$						
	\$						
	\$						
	\$						
	\$						
	\$						

NOTE: This form is to be turned in with your deposits/money bag DAILY. Do not hold money.

End of school year or sooner : Form needs to be turned in for audit.

RECORD OF TEXTBOOK ASSIGNMENTS

Grade _____ Teacher _____
 Subject _____ School Year _____ Period _____
 Textbook Price \$ _____

#	Student Name	Title of Book Assigned	Book #	Condition of Book	Cost of Book	Date Returned
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

REPORT OF OFFICIAL USE OF SCHOOL BUSES
Tipton County Schools
DR. W. BIBB, DIRECTOR OF SCHOOLS

This is to be completed at the end of each trip. One form is to be used for each bus and submitted with a check made payable to the Tipton County Board of Education at the end of each week. Pay will be calculated on the mileage from school to the destination and return trip to school. If additional fuel has to be purchased during the trip, it will be an expense of the school and is not to be deducted from the mileage payable to the Board of Education.

INFORMATION TO BE FILLED OUT AT THE END OF EACH TRIP

School _____	Date _____	
Group _____	Sponsor _____	
Starting Point _____	Destination _____	
Beginning Odometer Reading _____	Ending Odometer Reading _____	TOTAL MILES _____
Time of Departure _____	Time of Return _____	TOTAL HOURS _____

DRIVER'S PAY FOR ACTIVITIES TRIP

\$30.00 BASE PAY

_____ Number of miles X .15
(Out of county trips)

_____ Amount reimbursed for Substitute driver

_____ Total Driver's Pay

_____ Driver's Pay X .0765
(Matching S/S & Medicare)

_____ Total Due TCBOE for Driver's Pay

DRIVER'S PAY FOR FIELD TRIP

\$_____ Number of hours X \$7.25

_____ Amount Reimbursed for Substitute Driver (if required)

_____ Total Driver's Pay X .0765
(Matching S/S & Medicare)

(1) _____ Total Due TCBOE for Driver's Pay

(2) _____ Amount due for Gas
(.35 per mile X number of miles driven)

_____ Grand Total Due (line 1 + line 2)

BUS NUMBER _____

PRINT DRIVER NAME _____

DRIVER SIGNATURE _____

DRIVER'S SOCIAL SECURITY # _____

PRINCIPAL'S SIGNATURE _____

BHS Request for Purchase Order

Complete back page if you are purchasing for a club/org/class



Requester please complete all fields:



PO #
ASSIGNED

PAYABLE

Company

Address

City/State/Zip

Phone

Name of Account

to be charged

Amt in Account \$

	Quantity	Item Description	Price per Item	Amount	Office
					In Inv

Date(s) of Activity
leave _____
return _____

for travel or field trip

when **PACKING SLIPS** arrive, verify, sign/date & send to bookkeeping to file with the PO.

\$ _____ Total Amt

APPROVALS

BILL TO ADDRESS:
BHS
ATTN: ACCTS PAYABLE
8045 Highway 51 South
Brighton, TN 38011

E
X
A
M
P
L
E

Requester

Department Head _____

Bookkeeper _____

Athletic Director _____

Principal _____

(this form is not valid unless a PO# is issued at top in box)

unless "reselling"

CHOOSE ONE:	DATE CHECK NEEDED: / /
COMPANY WILL INVOICE <input type="checkbox"/> OR	TIME CHECK NEEDED: : am/pm

Please submit **DOCUMENTATION** if the company does not invoice;
we cannot issue a check without some form of documentation!

AUTHORIZATION BY STUDENT ORGANIZATION

ISUAPM: Section 5:3:11 - If student organizations raise funds through non-instructional fees, membership dues, and fundraisers, then purchases by these organizations must be approved by the membership of the organization and documented in their minutes. In addition, a student authorization form should be completed and given to the bookkeeper along with the purchase request.

Purchases may not be charged to class or club accounts without the prior written permission of the student membership that raised the money. Documentation of this approval should also be attached to the purchase requisition.

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized. Authorizations must be granted by the group or activity, club, or class that raised the revenue and must be properly documented. Money raised through fundraising activities must be used for the authorized purpose. Any change of purpose must be approved by the director of schools.

Substitute teachers/Bus drivers: If reimbursement from the school is required by the board, the sponsor should ensure that approval is obtained in advance from the membership of the class or club. Example: Spanish class taking field trip requires president, treasurer & sponsors' signatures for sub & bus driver.

The expenditures/transfers on the front of this purchase order have been authorized by the membership of this organization.

President of
Organization/Club

Date

Treasurer of
Organization/Club

Date

Sponsor of Organization/Club

Date

Request for Purchase Order for travel

One Day field trip
Brighton High School

Requester please complete all ↗ fields:



PO's #
Assigned

PAYABLE

One Day Field Trip

Account to
be
charged

Amt in
Account

\$

<input checked="" type="checkbox"/> CITY/LOCATION OF EVENT: <input checked="" type="checkbox"/>	Total Amount
---	---------------------

PO # Assigned

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Date Leaving BHS: _____	Time Leaving: _____ am or pm
Date Return to BHS: _____	Time Returning: _____ am or pm

	Entry/Reg fee(attach documentation) Exact Name for check _____	\$ per person	
# of buses	TCBE Bus Driver pay 7.25 per hr + sst .0765 plus .35 cents per mile		
if applicable	Meals for bus driver brkft: \$6 lunch: \$8 dinr: \$14 Brkfast#___ Lunch#___ Dinner#___		
if applicable	Meals/sponsor brkft: \$6 lunch: \$8 dinr: \$14 Brkfast#___ Lunch#___ Dinner#___		
if applicable	Miles/sponsor (if driving) @ ___/one way & return	.47	
# of subs	TCBE (let Coach Crowson know) Substitute Teacher whole day or half day	32.30 half 64.59 whole	
if applicable	Expense Money (gas, etc)		

Total Trip Amount:

Requester ↗ _____

Bookkeeper _____

APPROVALS

Athletic Director _____

Principal _____

(this form is not valid unless PO#s are issued at left-side)

DATE CHECKS NEEDED: <input type="text"/> / <input type="text"/> / <input type="text"/>
TIME CHECK NEEDED: <input type="text"/> : <input type="text"/> am/pm

Please submit **DOCUMENTATION** for the entry/reg fee
we cannot issue a check without some form of documentation!

Field Trip

AUTHORIZATION BY STUDENT ORGANIZATION

ISUAPM: Section 5:3:11 - If student organizations raise funds through noninstructional fees, membership dues, and fundraisers, then purchases by these organizations must be approved by the membership of the organization and documented in their minutes. In addition, a student authorization form should be completed and given to the bookkeeper along with the purchase request.

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Substitute teachers/bus drivers: If reimbursement from the school is required by the board, the sponsor should ensure that approval is obtained in advance from the membership of the class or club. Example: Spanish class taking field trip requires president, treasurer & sponsors' signatures!

The expenditures/transfers on the front of this purchase order have been authorized by the membership of this organization.

President of Organization/Club

Date

Treasurer of Organization/Club

Date

Sponsor of Organization/Club

Date

Request for Purchase Order for travel

PAYABLE

~ **overnight travel** ~
Brighton High School

Requester please complete all ↗ fields:

**Overnight
Field Trip**



PO' s
Assigned

Account to be
charged ↗

Amt in Account \$

☒ CITY/LOCATION OF EVENT: ☒		Amount
Date Leaving BHS: _____ Time Leaving: _____ am or pm		
Date Return to BHS: _____ Time Returning: _____ am or pm		
	Entry/Reg/Conf Fee (attach documentation) Exact Name for check _____	
# of days	TCBE Bus Driver \$7.25/hr + sst Name: _____	
	Meals for driver brkft: \$6 lunch: \$8 dinr: \$14 Brkfast# _____ Lunch# _____ Dinner# _____	NTE 28.00/day
	Meals/sponsor brkft:\$6lunch: \$8 dinr: \$14 Brkfast# _____ Lunch# _____ Dinner# _____	NTE 28.00/day
	Miles/sponsor (if driving) @ _____/one way & return	.47
# of nights	Hotel Exact Name for check: _____	
# of days/sub	TCBE (let Coach Nute know) Substitute Teacher whole day or half day	32.30 half 64.59 whole
	Expense Money (gas, etc)	

Total Order Amount: ↗

PO # Assigned

APPROVALS

Requester ↗ _____
Bookkeeper _____
Athletic Director _____
Principal _____

(this form is not valid unless PO#'s are issued at left-side)

DATE CHECKS NEEDED:	↗	/	/
TIME CHECK NEEDED:	↗	:	
		am/pm	

Please submit **DOCUMENTATION** if the company does not invoice;
we cannot issue a check without some form of documentation!

02015-57020
L-0-7
D-0-7
P-1-1

AUTHORIZATION BY STUDENT ORGANIZATION

ISUAPM: Section 5:3:11 - If student organizations raise funds through noninstructional fees, membership dues, and fundraisers, then purchases by these organizations must be approved by the membership of the organization and documented in their minutes. In addition, a student authorization form should be completed and given to the bookkeeper along with the purchase request.

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The expenditures/transfers on the front of this purchase order have been authorized by the membership of this organization.

President of Organization/Club

Date

Treasurer of Organization/Club

Date

Sponsor of Organization/Club

Date

SCHOOL BUS ROLL
Brighton High School

Last Period Teacher _____ School Year _____

	STUDENT'S NAME	BUS #	BUS DRIVER	GROUP #	OTHER TRANSPORTATION
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
28					
27					
28					
29					
30					

BHS Teacher Authorized Grade Change

This form must be filled out by the teacher and turned in to Margarett Alsbrook for any student's grade to be changed.

Date: _____

Subject: _____

Teacher's Name:	Student's Name:	Grade to be Changed:

Teacher's Signature

return to Margarett Alsbrook

TRANSFER STUDENT REQUEST FOR TEXTBOOKS

Brighton High School

Student Name _____

Homeroom Teacher _____

Date Completed _____

School Year _____

TEXTBOOKS ASSIGNED

	Subject	Book Title	Teacher Signature
ODD			
1			
2			
3			
4			

EVEN			
1			
2			
3			
4			

Student Signature


After all books are issued, please return this form to the counselor.

TRANSFER STUDENTS TEXTBOOK FORM

School Year _____

Textbook Price \$ _____

	Student Name	Title of Book Assigned	Book #	Condition of Book	Date Enrolled	Cost of Book	Date Book Returned
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

		SCHEDULES	BRIGHTON HIGH SCHOOL SECTION D
--	---	------------------	-----------------------------------

School Calendar.....	77
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**2014-2015
TIPTON COUNTY SCHOOLS
SCHOOL CALENDAR**

Teacher Administrative DayAugust 1
First day for teachers

Student's First DayAugust 4
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Teacher In-Service DayAugust 5
Half day Individual school in-service
Half day county-wide in-service

Teacher In-Service DayAugust 6

Student's First Full DayAugust 7

Afternoon Teacher In-Service.....August 14
Teachers work 3:15 –6:15 pm

School Out/Labor Day.....September 1

Afternoon Teacher In-Service.....September 4
Teachers work 3:15 –6:15 pm

Fall BreakOctober 13-17

Afternoon Teacher In-Service.....October 9
Teachers work 3:15 – 6:15 pm

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elementary Schools.....Oct 30 & Nov 3
Middle SchoolsOct 30 & Nov 4
High SchoolsOct 30 & Nov 6

Thanksgiving HolidaysNovember 24-28

Last Day of First SemesterDecember 19
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Christmas Break.....Dec 22 – Jan 2

87 Days 1st Semester
93 Days 2nd Semester
Writing Assessment –
TCAP –
Gateway Tests
End of Course Tests –
New Student Registration Day is 7/22/2014

Kindergarten registration will be held on
3/26/2015 4/9/2015 5/7/2015

First Day Students & Teachers January 5

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
High Schools.....Jan 8 & 15

School Out/M. L. King Day January 19

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elem Schools.....Feb 5 & 10
Middle Schools.....Feb 5 & 12

School Out/Presidents' Day February 16

Afternoon Teacher In-Service February 19
Teachers work 3:15 –6:15 pm

Afternoon Teacher In-ServiceMarch 12
Teachers work 3:15 –6:15 pm

Easter Break..... March 30-April 3

Afternoon Teacher In-Service April 16
Teachers work 3:15 –6:15 pm

Last Day for Students..... May 22
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Teacher Administrative Day.....May 26

Teacher Administrative Day.....May 27

		Progress Reports will be	Report Cards
Grading Periods	Days	sent by	Cards
08/04-10/08	45 days	9/16	10/30
10/20-12/19	42 days	11/20	01/08
01/05-03/13	48 days	2/05	03/26
03/16-05/22	45 days	4/16	05/22

Graduation Dates	Date	Lunch Will NOT Be Served On Any Day School Is Dismissed At 11:30
BHS	5/14	
MHS	5/15	
CHS	5/18	

Attendance Duty/Library

2014/2015

ODD		
9 th Grade	10 th Grade	11 th Grade
Tammy Kasmai	Angela Huffman	Pam Moffatt

Charlotte Fisher - Monitor

EVEN		
9 th Grade	10 th Grade	11 th Grade
Tammy Kasmai	Angela Huffman	Pam Moffatt

12TH GRADE BOTH DAYS: Susan Maples in Attendance Office
Jill Gross: Substitute Attendance/Dress Code

BELL SCHEDULE: OPTION A REGULAR SCHEDULE

First Bell	7:20		PERIOD 3																									
Period 1 E/O	7:32	-	9:12																									
Period 2 E/O	9:19	-	10:49																									
Period 3 E/O	10:56	-	12:56																									
				<table border="1"> <thead> <tr> <th align="center" colspan="2">CLASS</th> <th align="center" colspan="2">LUNCH</th> </tr> </thead> <tbody> <tr> <td>A)</td> <td>11:21-12:56</td> <td>10:49-10:56</td> <td>11:16-11:21</td> </tr> <tr> <td>B)</td> <td>10:56-11:16 & 11:46-12:56</td> <td>11:16-11:21</td> <td>11:41-11:46</td> </tr> <tr> <td>C)</td> <td>10:56-11:41 & 12:11-12:56</td> <td>11:41-11:46</td> <td>12:06-12:11</td> </tr> <tr> <td>D)</td> <td>10:56-12:06 & 12:36-12:56</td> <td>12:06-12:11</td> <td>12:31-12:36</td> </tr> <tr> <td>E)</td> <td>10:56 - 12:31</td> <td>12:31-12:36</td> <td>12:56-1:03</td> </tr> </tbody> </table>	CLASS		LUNCH		A)	11:21-12:56	10:49-10:56	11:16-11:21	B)	10:56-11:16 & 11:46-12:56	11:16-11:21	11:41-11:46	C)	10:56-11:41 & 12:11-12:56	11:41-11:46	12:06-12:11	D)	10:56-12:06 & 12:36-12:56	12:06-12:11	12:31-12:36	E)	10:56 - 12:31	12:31-12:36	12:56-1:03
CLASS		LUNCH																										
A)	11:21-12:56	10:49-10:56	11:16-11:21																									
B)	10:56-11:16 & 11:46-12:56	11:16-11:21	11:41-11:46																									
C)	10:56-11:41 & 12:11-12:56	11:41-11:46	12:06-12:11																									
D)	10:56-12:06 & 12:36-12:56	12:06-12:11	12:31-12:36																									
E)	10:56 - 12:31	12:31-12:36	12:56-1:03																									
Period 4 E/O	1:03	-	2:35 2:38 2:46																									

OPTION B CLUB SCHEDULE

First Bell	7:20		PERIOD 3																									
Period 1 E/O	7:32	-	9:01																									
Channel One	9:01	-	9:21																									
Period 2 E/O	9:27	-	10:53																									
Period 3 E/O	10:59	-	12:59																									
				<table border="1"> <thead> <tr> <th align="center" colspan="2">CLASS</th> <th align="center" colspan="2">LUNCH</th> </tr> </thead> <tbody> <tr> <td>A)</td> <td>11:24-12:59</td> <td>10:53-10:59</td> <td>11:19-11:24</td> </tr> <tr> <td>B)</td> <td>10:59-11:19 & 11:49-12:59</td> <td>11:19-11:24</td> <td>11:44-11:49</td> </tr> <tr> <td>C)</td> <td>10:59-11:44 & 12:14-12:59</td> <td>11:44-11:49</td> <td>12:09-12:14</td> </tr> <tr> <td>D)</td> <td>10:59-12:09 & 12:39-12:59</td> <td>12:09-12:14</td> <td>12:34-12:39</td> </tr> <tr> <td>E)</td> <td>10:59-12:34</td> <td>12:34-12:39</td> <td>12:59-1:05</td> </tr> </tbody> </table>	CLASS		LUNCH		A)	11:24-12:59	10:53-10:59	11:19-11:24	B)	10:59-11:19 & 11:49-12:59	11:19-11:24	11:44-11:49	C)	10:59-11:44 & 12:14-12:59	11:44-11:49	12:09-12:14	D)	10:59-12:09 & 12:39-12:59	12:09-12:14	12:34-12:39	E)	10:59-12:34	12:34-12:39	12:59-1:05
CLASS		LUNCH																										
A)	11:24-12:59	10:53-10:59	11:19-11:24																									
B)	10:59-11:19 & 11:49-12:59	11:19-11:24	11:44-11:49																									
C)	10:59-11:44 & 12:14-12:59	11:44-11:49	12:09-12:14																									
D)	10:59-12:09 & 12:39-12:59	12:09-12:14	12:34-12:39																									
E)	10:59-12:34	12:34-12:39	12:59-1:05																									
Period 4 E/O	1:05	-	2:35 2:38 2:46																									

OPTION C PEP RALLY SCHEDULE

First Bell	7:20		PERIOD 3																									
Period 1 E/O	7:32	-	9:12																									
Period 2 E/O	9:19	-	10:49																									
Period 3 E/O	10:56	-	12:56																									
				<table border="1"> <thead> <tr> <th align="center" colspan="2">CLASS</th> <th align="center" colspan="2">LUNCH</th> </tr> </thead> <tbody> <tr> <td>A)</td> <td>11:21-12:56</td> <td>10:49-10:56</td> <td>11:16-11:21</td> </tr> <tr> <td>B)</td> <td>10:56-11:16 & 11:46-12:56</td> <td>11:16-11:21</td> <td>11:41-11:46</td> </tr> <tr> <td>C)</td> <td>10:56-11:41 & 12:11-12:56</td> <td>11:41-11:46</td> <td>12:06-12:11</td> </tr> <tr> <td>D)</td> <td>10:56-12:06 & 12:36-12:56</td> <td>12:06-12:11</td> <td>12:31-12:36</td> </tr> <tr> <td>E)</td> <td>10:56 - 12:31</td> <td>12:31-12:36</td> <td>12:56-1:03</td> </tr> </tbody> </table>	CLASS		LUNCH		A)	11:21-12:56	10:49-10:56	11:16-11:21	B)	10:56-11:16 & 11:46-12:56	11:16-11:21	11:41-11:46	C)	10:56-11:41 & 12:11-12:56	11:41-11:46	12:06-12:11	D)	10:56-12:06 & 12:36-12:56	12:06-12:11	12:31-12:36	E)	10:56 - 12:31	12:31-12:36	12:56-1:03
CLASS		LUNCH																										
A)	11:21-12:56	10:49-10:56	11:16-11:21																									
B)	10:56-11:16 & 11:46-12:56	11:16-11:21	11:41-11:46																									
C)	10:56-11:41 & 12:11-12:56	11:41-11:46	12:06-12:11																									
D)	10:56-12:06 & 12:36-12:56	12:06-12:11	12:31-12:36																									
E)	10:56 - 12:31	12:31-12:36	12:56-1:03																									
Period 4 E/O	1:03	-	2:00																									
PM Pep Rally	2:00	-	2:35 2:38 2:46	☞ includes going to gym/pep rally/returning to class																								

Cafeteria Duty
2014/15

Robin Jacobs

Stan Gatlin

Barrett Earnest

Detention Duty 2014-15

Aug. 26

Kent Cates
Marilyn Johnson

Aug. 28

Fuzell Richardson
Rachel Burke

Sept. 9

Kim Collier
Brittany Jackson

Sept. 11

Jackie Howard
Richard Montoya

Sept. 16

Tanya Bounds
Kate Scott
April Simpson

Sept. 18

Donna Jerry
Becky McBride
Stan Gatlin

Sept. 23

Pam Moffatt
Patrick McLaughlin
Peter Gillespie

Sept. 25

Bridgett Collins
Mitchell Stitt
Wendy Turnbull

Sept. 30

Emily Stewart
Bailey Hansen
M. Wickersham

Oct. 2

Laurie Burlison
Danielle Smith
Neil Bringle

Oct. 7

Courtney McGinnis
Max Griffith
Tammy Kasmai

Oct. 23

Elise Baumer
Katie Greathouse
Phillip Ruse

Oct. 28

Jodi Lloyd
Beth Bursi
Patick Smith

Nov. 4

Ronda Johnson
Michelle Rankin
Kim Jones

Nov. 11

Angela Huffman
Swayne Huffman
Cheryl Jacobs

Nov. 13

Yvonne Bierdz
Michelle Daniels
Laura Dean

Nov. 18

Rebecca Walker
Charlotte Fisher
Courtney Chumley

Nov. 20

William Lea
Angela Clark
Jeff Moore

Dec. 4

Mike Ryan
Janie Brammer
Kellee Buford

Dec. 9

Cheryl Bernadini
Michelle Collins
Josh Caraway

Dec. 11

Jason Curtis
Jennifer Turner
Laura Drew Holmes

Jan. 13

Bonnie Strain
Mark Yoder

Jan. 22

Patrick Flakes
Marilyn Johnson
Ashley Strain

Jan. 27

Jonathan Findley
Lori Witherington
Blake Goforth

Jan. 29

Tom White
Shauna Guffey
Laurie Burlison

Feb. 3

Sharri Garrett
Bailey Rafferty
Jodi Lloyd

Feb. 5

Ronda Johnson
Jason Curtis
Neil Bringle

Feb. 10

Elise Baumer
Peter Gillespie
Jeff Moore

Feb. 12

Donna Jerry
Tonya Bounds
Leandra Roberts

Feb. 24

Michelle Daniels
Mitchell Stitt
Swayne Huffman

Feb. 26

Courtney Chumley
Dawn Carmack
Wendy Turnbull

March. 3

Kim Collier
Michelle Rankin
Kate Scott

March. 5

Jessica Smith
Bailey Hansen
Latrell Bryant

Detention Duty 2014-15

March 10

Beth Bursi

Kim Jones

March 17

Kellee Buford

Rachel Burke

Max Griffith

March 19

Laura Dean

Katie Greathouse

Jennifer Turner

March 24

April Simpson

Richard Montoya

Jodi Lloyd

March 26

Rebecca Walker

Shard Garrett

Shauna Gulley

April 9

Bailey Rafferty

Patrick McLaughlin

Danielle Smith

April 14

Phillip Ruse

Cheryl Jacobs

Blake Goforth

April 21

Yvonne Bierdz

Bonnie Strain

Tom White

April 23

Josh Caraway

Angela Clark

Ashley Strain

April 28

Stan Gatlin

Michelle Collins

Patrick Smith

April 30

Fuzell Richardson

Lori Witherington

Cheryl Bernadini

May 7

Mark Yoder

Becky McBride

Patrick Flakes

May 12

Terri Lea

April Howard

Brittany Jackson

May 5

Janie Brammer

Latrell Bryant

If you switch dates with another teacher, please let Coach Crowson know.

2014-2015
Teacher Early/Late Duty Schedule

Group 1

August 7-25

Jan. 9-27

<u>Montoya, R.</u>	Burlison, L.
Stitt, M.	Jackson, B.
Gillespie, P.	Bryant, L.
Rankin, M.	Baumer, E.
Daniels, M.	Smith, D.

Group 2

August 25-Sept. 11

Jan. 27-Feb. 12

<u>Stewart, E.</u>	Griffith, M.
Lea, Terri	Bringle, N.
Holmes, L.	Bursi, B.
Smith, P.	McLaughlin, P.
Dean, L.	Walker, R.

Group 3

Sept. 11-29

Feb. 12-March 3

<u>Bounds, T.</u>	Hansen, B.
Turnbull, W.	Ruse, P.
Lloyd, J.	Wickersham, M.
Greathouse, K.	Johnson, R.
Howard, A.	Burke, R.

Group 4

Sept. 29-Oct. 23

March 3-19

<u>Collins, B.</u>	Richardson, F.
Cates, K.	Howard, J.
Strain, B.	Huffman, S.
McGinnis, C.	Scott, K.
Buford, K.	Strain, A.

Group 5

Oct. 23-Nov. 11

March 19-April 13

<u>Witherington, L.</u>	Johnson, M.
Bernadini, C.	Collins, M.
Simpson, A.	Findley, J.
Lea, W.	Ryan, M.
Jacobs, Cheryl	Gatlin, S.

Group 6

Nov. 11-Dec. 4

April 13-29

<u>Yoder, M.</u>	Rafferty, B.
Goforth, B.	Moore, J.
Jones, K.	Curtis, J.
Roberts, L.	Turner, J.
Carmack, D.	Brammer, J.

Group 7

Dec. 4-Jan. 9

April 29-May 22

<u>Bierdz, Y.</u>	Guffey, S.
Caraway, J.	Clark, A.
Chumley, C.	Jerry, D.
Collier, K.	Garrett, S.
McBride, B.	
Smith, J.	

If teachers are absent from school on assigned date, please notify your team captain or Coach Crowson

Captains are underlined and in bold text

**Assignments
During Class Change
2014-15**

<u>Name</u>	<u>Assignment</u>
Linda Holt	400 Restrooms
Marvin Whitson	200 Restrooms
Ladonna Mathews	300 Restrooms
Angie Gover	Freshman Restrooms
Perrylin Austill	100 Restrooms
Kathie Saemenes	Band Lobby

2014

Football Gate Duty

**PLEASE SEE COACH CROWSON FOR TIMES
OR IF YOU SWITCH DATES**

Aug. 7	Freshmen	Jamboree	Sept. 18	Freshmen	Dyer Co.
Yvonne	Bierdz		Kellee	Buford	
Angela	Huffman				
Courtney	McGinnis		Sept. 19	Varsity	Hardin Co.
			Kim	Collier	
			Jennifer	Turner	
Aug. 18	Freshmen	Ripley	Kent	Cates	
Donna	Jerry		Fuzell	Richardson	
			Brittany	Jackson	
Aug. 22	Varsity	Carver	Patrick	Smith	
Tracy	Speight				
Stan	Gatlin		Sept. 22	J.V.	Arlington
Max	Griffith		Michelle	Daniels	
Kim	Jones		Leandra	Roberts	
Elise	Baumer				
			Sept. 26	Varsity	Columbia
Aug. 28	Freshmen	Bartlett	Mark	Yoder	
Rebecca	Walker		Neil	Bringle	
			Michelle	Rankin	
Sept. 4	Freshmen	Munford	Latrell	Bryant	
Bridget	Collins		Beth	Bursi	
Kate	Scott		Marilyn	Johnson	
Sept. 8	J.V.	Ripley	Oct. 6	J.V.	Munford
April	Simpson		Becky	McBride	
Sept. 12	Varsity	Covington	Oct. 10	Varsity	Bolton
Patrick	Flakes		Mitchell	Stitt	
Rick	Mclaughlin		Richard	Montoya	
Michelle	Collins		Phillip	Ruse	
Bailey	Hansen		Dawn	Carmack	
Jackie	Howard		Danielle	Smith	
Bonnie	Strain		Ashley	Strain	
Tom	Show				
Sept. 15	J.V.	Bartlett			
Ronda	Johnson				

2014-15 Basketball Gate Duty

Nov. 11 Varsity Harding

Jodi Lloyd
Pam Moffatt

Jan. 10 Varsity Covington

Courtney Chumley
April Howard
Jeff Moore
Jason Curtis

Nov. 15 Varsity Obion Co.

Rebecca Walker
Melissa Wilson

Jan. 12 J.V. Fayette Ware

Jonathan Findley

Dec. 2 Varsity Dyersburg

Rachel Burke
Angela Clark
Peter Gillespie

Jan. 22 J.V. Haywood

Laura Drew Holmes

Dec. 8 J.V. Dyer Co.

William Lea

Jan. 23 Varsity Hardin Co.

Shauna Guffey
Sharri Garrett
Cheryl Bernadini

Dec. 15 J.V. Covington

Lori Witherington
Tammy Kasmai

Jan. 26 J.V. Covington

Terri Lea

Dec. 16 Varsity Center Hill

Laura Dean
Laurie Burlison

Jan. 31-Feb.5 J.V. Tournament

Jan. 6 Varsity Bolton

Tonya Bounds
Katie Greathouse
Cheryl Jacobs

Feb. 5 Varsity Dyer Co.

Swayne Huffman
Wendy Turnbull
Janie Brammer
Josh Caraway

Jan. 9 Varsity Munford

Jennifer Turner
Danielle Smith
Blake Goforth
Michael Wickersham

CLOCK-PA-BOOKS-BROADCASTING

BHS 2014-15

Laura Drew Holmes	Clock & Book
Cheryl Bernardini	Book - Volleyball
Don Wilson	PA - Football
Carla Kelly	Broadcasting
Wendy Turnbull	Clock & Book
Mike Ryan	Clock - Basketball
Brian Crowson	Concession Stand
Bonnie Strain	Clock - Soccer
Mitchell Stitt	PA - Football

HOMEROOM SCHEDULE
2014-2015
Brighton High School

9th	Teacher	Room
	Courtney Chumley	118
	Ronda Johnson	120
	Wendy Turnbull	124
	Peter Gillespie	127
	Dawn Carmack	129
	Marilyn Johnson	130
	Beth Bursi	131
	Courtney McGinnis	132
	Janie Brammer	133
	Fuzell Richardson	135
	Barrett Earnest	136
	April Simpson	137
	Mitchell Stitt	138
	Max Griffith	139
	Brittany Jackson	140
	Kellee Buford	141

10th	Teacher	Room
	Jennifer Turner	107
	Laura Dean	108
	Jason Curtis	110
	Danielle Smith	114
	Bailey Rafferty	116
	Kate Scott	401
	Laurie Burlison	403
	Katie Greathouse	408
	April Howard	412
	Jackie Howard	417
	Neil Bringle	419
	Lori Witherington	500
	Ashley Strain	501
	Michelle Rankin	503
	Jodi Lloyd	506
	Jeff Moore	514

11th	Teacher	Room
	Bailey Hansen	202
	Leandra Roberts	203
	Patrick Smith	204
	Jessica Smith	205
	Michelle Daniels	206
	Latrell Bryant	207
	Shawna Guffey	209
	Cheryl Bernardini	210
	Rick McLaughlin	212
	Angela Clark	213
	Laura Drew Holmes	214
	Rachel Burke	215
	Rebecca Walker	216
	Tonya Bounds	219

12th	Teacher	Room
	Michael Ryan	112
	Bonnie Strain	121
	Yvonne Bierdz	125
	Patrick Flakes	200
	Kim Collier	201
	Mark Yoder	300
	Josh Caraway	301
	Cheryl Jacobs	302
	Bridget Collins	303
	Richard Montoya	304
	Phillip Ruse	305
	Elise Baumer	306
	Kim Jones	308
	Michelle Collins	309

SPED: Donna Jerry 404, Shari Garrett 406

TEACHERS WITHOUT HOMEROOMS**2014 - 2015****Brighton High School**

NAME	REGISTRATION/ FIRST DAY	REGULAR
Betty Grant	SPED Room 101	SPED Room 101
Emily Stewart	Cafeteria	Room 111
Melissa Wilson	Library	Room 102
Tracy Speight	Library	Room 102
Jill Gross	Library	Library
Mike Grant	Parking Lot	ISP
Angela Huffman	Guidance	Guidance
Tammy Kasmai	Guidance	Guidance
Pam Moffatt	Guidance	Guidance
Charlotte Fisher	Guidance	Guidance
James Comer	Coach Crowson's Intersection	Freshman Hall
Kim Greer	Freshman Wing	Freshman Hall
Terri Lea	Cafeteria	CTE Hall
Swayne Huffman	Front Lobby	CTE Hall
William Lea	Cafeteria	CTE Hall
William Ray	Coach Crowson's Intersection	Coach Crowson's Intersection
Becky McBride	Cafeteria	Coach Crowson's Intersection
Brian Oswalt	Parking Lot	Coach Bounds's Intersection
Jonathan Findley	Band Lobby	Band Lobby
Michael Wickersham	Parking Lot	400 Hall
Carla Kelly	400 Hall	400 Hall
Stan Gatlin	Parking Lot	300 Hall
Don Wilson	Front Lobby	100 Hall
Robin Jacobs	Front Lobby	100 Hall

LUNCH SCHEDULE 2014/15

ODD

A	B	C	D	E
Bernadini,C Lea, T Yoder,M Roberts, L. Hansen,B. Daniels,M Caraway, J. Bringle,N Collier, K. Smith, P Turner,J. Burke,R	Baumer,E. Collins,M Jones,K Ruse, P. Bierdz, Y Carmack,D. Flakes, P Walker,R. Ryan, M Guffey,S McLaughlin,R Collins, B	Greathouse, K Rafferty, B. Howard,J Smith, J. Gillespie,P Curtis, J. Smith,D. Howard, A. Office wker Scott,K. Johnson,R. Bryant.L	Directed st. Jackson,B. Brammer,J Buford,K. Bursi, B Dean,L Simpson,A Greer,K McBride, B Turnbull,W. Rankin,M. Goforth,B.	White, T. Band Wickersham,M Griffith, M G.Basketball Wilson, D Garrett, S. Huffman,S

EVEN

A	B	C	D	E
Lea, W Huffman, S Bringle, N Yoder,M Caraway,J. Hansen,B Bernadini,C. Daniels,M Burke,R Strain, A. Kelly, C. Witherington Lloyd, J	Baumer,E. Ryan,M Montoya,R. Jacobs,Ch. Ruse,P Clark,A McLaughlin, R Bierdz, Y Jones, K. Roberts, L Flakes, P	Bryant, L Rafferty,B Gillespie,P Curtis,J. Stitt, M. Smith, D. Johnson,R. Burlison, L office wkrs	Directed St. Bursi,B Brammer,J Goforth,B McBride,B. Comer, J Greer, K Simpson,A. Jackson,B. Johnson,M. Jerry, D.	Band Collier,K Griffith, M G.Basketball White, T. Wickersham,M

TEACHER MENTORS

BHS 2014-2015

TEACHER	MENTOR	MENTOR
Katie Greathouse Courtney McGinnis Donna Jerry Courtney Chumley Jeff Moore Elise Baumer Michelle Collins Marilyn Johnson Mitchell Stitt Ashley Strain Jessica Smith Blake Goforth Fuzell Richardson Neil Bringle Joshua Caraway Bailey Hansen Bailey Rafferty Peter Gillespie Shawna Guffey Shari Garrett Tom White Stan Gatlin Michael Wickersham Janie Brammer	Kate Scott Beth Bursi Emily Stewart Melissa Wilson Jonathan Findley Kim Jones Bridget Collins Carla Kelly Melissa Wilson Jodi Lloyd Latrell Bryant Betty Grant Kim Greer William Lea Laura Drew Holmes Laura Drew Holmes Yvonne Bierdz Yvonne Bierdz Kim Collier Betty Grant Robin Jacobs Tom Show Robin Jacobs Becky McBride	Laurie Burlison Don Wilson Betty Grant Rebecca Walker Margarette Alsbrook Tom Show Phil Ruse Latrell Bryant Don Wilson Lori Witherington Patrick Smith Emily Stewart Betty Grant Terri Lea Mark Yoder Mark Yoder Patrick Flakes Patrick Flakes Melissa Wilson Donna Jerry Brian Oswalt Bridget Collins Brian Oswalt Beth Bursi

CLUB SCHEDULES 2014 - 2015

Every Morning	Advisor	Location
Youth Alive	Richard Montoya/Jennifer Turner	107

First Thursday	Advisor	Location
FFA	Terri Lea/William Lea/Neil Bringle/Swayne Huffman	Café
Spanish Honor Society	Carla Kelly/Latrell Bryant/Jessica Smith	Gym

Second Thursday	Advisor	Location
SADD	Patrick Flakes/Laura Dean	Gym
FBLA	April Howard/Danielle Smith	Library
HOSA	Jodi Lloyd/Lori Witherington/Ashley Strain	500 Lobby
DECA	Jackie Howard	Café

Third Thursday	Advisor	Location
CTE Leaders Council	Terri Lea	418
Grid Iron Girls	Brian Crowson (only during football season)	Library
Youth Alive	Richard Montoya/Jennifer Turner	Gym
Mu Alpha Theta	Patrick Flakes	Café
French Club	Marilyn Johnson	Library

Fourth Thursday	Advisor	Location
NHS	Richard Montoya	Café
Diamond Girls	April Simpson	137
FCCLA	Kate Scott/Katie Greathouse	Library
Photography Club	Marilyn Johnson	130

NOTE: Each club may meet at other times before or after school. Send a schedule of meeting times to Coach Crowson.

Please notify Ms. Gail Wakefield in advance if you need to change days.

Morning/Afternoon Duties

MORNING

Cafeteria

Robin Jacobs
William Ray

Front Lobby

Margarette Alsbrook
Tracy Speight
Melissa Wilson

Bounds Intersection

Tom Show
Cetrice Bounds

Crowson's Intersection

Yvonne Bierdz
Brian Crowson

Freshmen Wing

Brantley Tillman

Parking Lot

Barrett Earnest
Tom White

Gym Lobby/Restrooms

Brian Oswalt
Michael Wickersham

AFTERNOON

Buses

Cetrice Bounds
William Ray
Mike Grant

Front Lobby

Margarette Alsbrook
Tom Show

100 Hall

Betty Grant

Crowson's Intersection

Patrick Flakes
Don Wilson

Freshmen Wing

Brantley Tillman
Kim Greer

Parking Lot

Brian Crowson
James Comer
Brian Oswalt-after football season
Don Wilson-Odd days
Michael Wickersham-Even days

BHS Faculty Room Assignment by Room # 2014-15

Room	Name	Assignment
101	Grant, Betty	SPED
102	Gross, Jill	Library
104	Huffman, Angela	Guidance
104	Kasmai, Tammy	Guidance
104	Moffatt, Pam	Guidance
107	Turner, Jennifer	English
108	Dean, Laura	SPED
110	Curtis, Jason	Wellness
111	Jacobs, Robin	Wellness
112	Ryan, Mike	Science
114	Wilson, Don	History
115	Garrett, Shari	SPED
116	Rafferty, Bailey	Math
117	Smith, Danielle	Computer
118	Chumley, Courtney	Math
120	Johnson, Ronda	Math
121	Goforth, Blake	SPED
125	Bierdz, Yvonne	Math
127	Gillespie, Peter	Math
129	Carmack, Dawn	History
130	Johnson, Marilyn	FL/French
131	Bursi, Beth	English
132	McGinnis, Courtney	Math
133	Brammer, Janie	English
134	Turnbull, Wendy	Math
135	Greer, Kim	Math
135	Richardson, Fuzell	SPED
136	Comer, James	Math
137	Simpson, April	Math
138	Stitt, Mitchell	History
139	McBride, Becky	English
139	Stewart, Emily	SPED
140	Jackson, Brittany	English
141	Buford, Kellee	History/Eng Lab
142	Fisher, Charlotte	Guidance
200	Flakes, Patrick	Math
201	Collier, Kim	Math
202	Hansen, Bailey	English
203	Roberts, Leandra	English
204	Smith, Patrick	English
205	Smith, Jessica	FL/Spanish
206	Daniels, Michelle	English
207	Bryant, Latrell	FL/Spanish
209	Guffey, Shawna	Math
210	Bernardini, Cheryl	English

Room	Name	Assignment
210	Strain, Bonnie	SPED
211	Cates, Kent	Math
212	McLaughlin, Patrick	History
213	Clark, Angela	Government
214	Speight, Tracy	ACT
214	Wilson, Melissa	ACT
215	Burke, Rachel	English
216	Walker, Rebecca	Math
219	Bounds, Tonya	ACT
300	Yoder, Mark	English
301	Holmes, Laura Drew	SPED
301	Caraway, Josh	English
302	Jacobs, Cheryl	Science
303	Collins, Bridget	Science
304	Montoya, Richard	Science
305	Ruse, Philip	Science
306	Baumer, Elise	Science
307	Gatlin, Stan	Science
308	Jones, Kim	Science
309	Collins, Michelle	Science
401	Scott, Kate	CTE/FCCLA
402	Show, Tom	Testing Coordinator
403	Burlison, Laurie	Econ
404	Jerry, Donna	SPED
407,416	Kelly, Carla	FL/Spanish
408	Greathouse, Katie	CTE/FCCLA
412	Howard, April	CTE/FBLA
417	Howard, Jackie	CTE/Marketing
418	Lea, Terri	CTE/AG
419	Bringle, Neil	CTE/AG
420	Grant, Mike	Wellness/ISP
500	Witherington, Lori	CTE/HOSA
501	Strain, Ashley	CTE/HOSA
503	Rankin, Michelle	Science
506	Lloyd, Jodi	CTE/HOSA
508	Lea, William	CTE/AG
511	Findley, Jonathan	Music/Band
511	Moore, Jeff	Music/Choir
514	Huffman, Swayne	CTE/AG
600 & gym	Earnest, Barrett	Wellness
600 & gym	Oswalt, Brian	Wellness
600 & gym	Wickersham, Michael	Wellness
Fieldhouse	White, Tom	Wellness
Rotate	Ray, William	Wellness
Rotate	Griffith, Max	Wellness

Assistants

Room	Name	Assignment
101	Winberry, Sharon	SPED
113	Saemenes, Kathie	Vocational
115	Bryan, Roberta	SPED
	Mathews, Ladonna	SPED
	Austill, Perrylin	SPED
	Holt, Linda	SPED
	Whitson, Marvin	SPED

Staff

Room	Name	Assignment
100	Wakefield, Gail	Secretary
100	Hersberger, Linda	Secretary
100A	Huffman, Christi	Principal
100B	Williams, Susan	Bookkeeper
100C		Cashier
106	Alsbrook, Margarete	Asst Principal
111	Jacobs, Robin	Instruction
123	Crowson, Brian	Asst Principal
400	Maples, Susan	Attendance
400	Roachell, Peggy	Attendance Asst
402	Show, Tom	Testing Coordinator
404	Turnbull, Valeria	Student Vending
405	Bounds, Cetrice	Asst Principal
fman wing	Tillman, Brantley	Asst Principal

BHS Faculty Room Assignment (ABC) 2014-15

Room	Name	Assignment
306	Baumer, Elise	Science
210	Bernardini, Cheryl	English
125	Bierdz, Yvonne	Math
219	Bounds, Tonya	ACT
133	Brammer, Janie	English
419	Bringle, Neil	CTE/AG
207	Bryant, Latrell	FL/Spanish
141	Buford, Kellee	History/Eng Lab
215	Burke, Rachel	English
403	Burlison, Laurie	Econ
131	Bursi, Beth	English
301	Caraway, Josh	English
129	Carmack, Dawn	History
211	Cates, Kent	Math
118	Chumley, Courtney	Math
213	Clark, Angela	Government
201	Collier, Kim	Math
303	Collins, Bridget	Science
309	Collins, Michelle	Science
136	Comer, James	Math
110	Curtis, Jason	Wellness
206	Daniels, Michelle	English
108	Dean, Laura	SPED
600 & gym	Earnest, Barrett	Wellness
511	Findley, Jonathan	Music/Band
142	Fisher, Charlotte	Guidance
200	Flakes, Patrick	Math
115	Garrett, Shari	SPED
307	Gatlin, Stan	Science
127	Gillespie, Peter	Math
121	Goforth, Blake	SPED
101	Grant, Betty	SPED
420	Grant, Mike	Wellness/ISP
408	Greathouse, Katie	CTE/FCCLA
135	Greer, Kim	Math
Rotate	Griffith, Max	Wellness
102	Gross, Jill	Library
209	Guffey, Shawna	Math
202	Hansen, Bailey	English
301	Holmes, Laura Drew	SPED
412	Howard, April	CTE/FBLA
417	Howard, Jackie	CTE/Marketing
104	Huffman, Angela	Guidance
514	Huffman, Swayne	CTE/AG
140	Jackson, Brittany	English

Room	Name	Assignment
302	Jacobs, Cheryl	Science
111	Jacobs, Robin	Wellness
404	Jerry, Donna	SPED
130	Johnson, Marilyn	FL/French
120	Johnson, Ronda	Math
308	Jones, Kim	Science
104	Kasmai, Tammy	Guidance
407,416	Kelly, Carla	FL/Spanish
418	Lea, Terri	CTE/AG
508	Lea, William	CTE/AG
506	Lloyd, Jodi	CTE/HOSA
139	McBride, Becky	English
132	McGinnis, Courtney	Math
212	McLaughlin, Patrick	History
104	Moffatt, Pam	Guidance
304	Montoya, Richard	Science
511	Moore, Jeff	Music/Choir
600 & gym	Oswalt, Brian	Wellness
116	Rafferty, Bailey	Math
503	Rankin, Michelle	Science
Rotate	Ray, William	Wellness
135	Richardson, Fuzell	SPED
203	Roberts, Leandra	English
305	Ruse, Philip	Science
112	Ryan, Mike	Science
401	Scott, Kate	CTE/FCCLA
402	Show, Tom	Testing Coordinator
137	Simpson, April	Math
117	Smith, Danielle	Computer
205	Smith, Jessica	FL/Spanish
204	Smith, Patrick	English
214	Speight, Tracy	ACT
139	Stewart, Emily	SPED
138	Stitt, Mitchell	History
501	Strain, Ashley	CTE/HOSA
210	Strain, Bonnie	SPED
134	Turnbull, Wendy	Math
107	Turner, Jennifer	English
216	Walker, Rebecca	Math
Fieldhouse	White, Tom	Wellness
600 & gym	Wickersham, Michael	Wellness
114	Wilson, Don	History
214	Wilson, Melissa	ACT
500	Witherington, Lori	CTE/HOSA
300	Yoder, Mark	English

Assistants

Room	Name	Assignment
	Austill, Perrylin	SPED
115	Bryan, Roberta	SPED
	Holt, Linda	SPED
	Mathews, Ladonna	SPED
113	Saemenes, Kathie	Vocational
	Whitson, Marvin	SPED
101	Winberry, Sharon	SPED

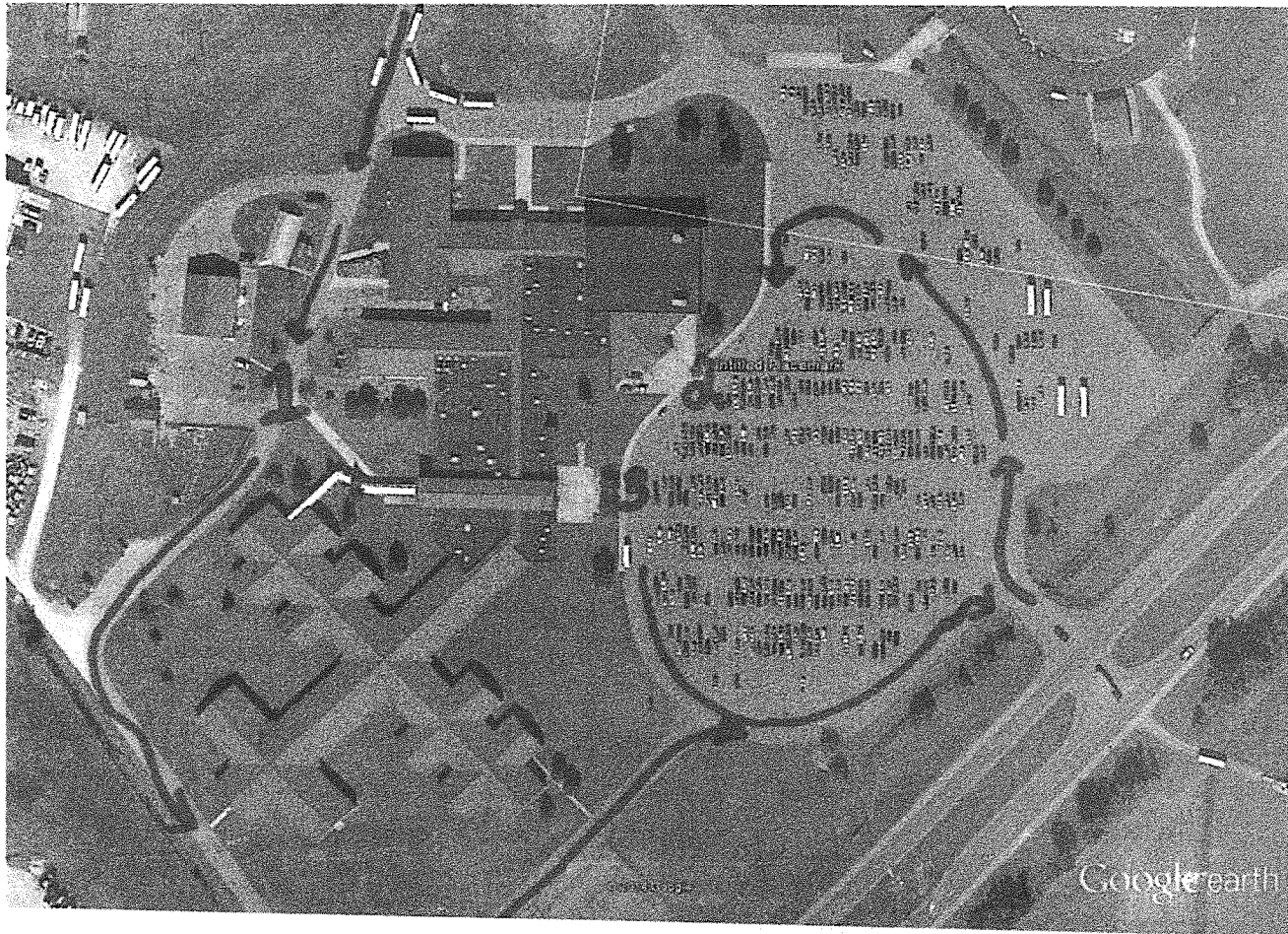
Staff

Room	Name	Assignment
106	Alsbrook, Margarette	Asst Principal
405	Bounds, Cetrice	Asst Principal
123	Crowson, Brian	Asst Principal
100	Hersberger, Linda	Secretary
100A	Huffman, Christi	Principal
111	Jacobs, Robin	Instruction
400	Maples, Susan	Attendance
400	Roachell, Peggy	Attendance Asst
402	Show, Tom	Testing Coordinator
fman wing	Tillman, Brantley	Asst Principal
404	Turnbull, Valeria	Student Vending
100	Wakefield, Gail	Secretary
100B	Williams, Susan	Bookkeeper
100C		Cashier

Brighton High School
Teaching Roster
2014-15

219	Bounds, Tonya	ACT
214	Speight, Tracy	ACT
214	Wilson, Melissa	ACT
117	Smith, Danielle	Computer
419	Bringle, Neil	CTE/AG
514	Huffman, Swayne	CTE/AG
418	Lea, Terri	CTE/AG
508	Lea, William	CTE/AG
412	Howard, April	CTE/FBLA
408	Greathouse, Katie	CTE/FCCLA
401	Scott, Kate	CTE/FCCLA
506	Lloyd, Jodi	CTE/HOSA
501	Strain, Ashley	CTE/HOSA
500	Witherington, Lori	CTE/HOSA
417	Howard, Jackie	CTE/Marketing
403	Burlison, Laurie	Econ
210	Bernardini, Cheryl	English
133	Brammer, Janie	English
215	Burke, Rachel	English
131	Bursi, Beth	English
301	Caraway, Josh	English
206	Daniels, Michelle	English
202	Hansen, Bailey	English
140	Jackson, Brittany	English
139	McBride, Becky	English
203	Roberts, Leandra	English
204	Smith, Patrick	English
107	Turner, Jennifer	English
300	Yoder, Mark	English
130	Johnson, Marilyn	FL/French
207	Bryant, Latrell	FL/Spanish
407,416	Kelly, Carla	FL/Spanish
205	Smith, Jessica	FL/Spanish
213	Clark, Angela	Government
142	Fisher, Charlotte	Guidance
104	Huffman, Angela	Guidance
104	Kasmai, Tammy	Guidance
104	Moffatt, Pam	Guidance
129	Carmack, Dawn	History
212	McLaughlin, Patrick	History
138	Stitt, Mitchell	History
114	Wilson, Don	History
141	Buford, Kellee	History/Eng Lab
102	Gross, Jill	Library
125	Bierdz, Yvonne	Math

211	Cates, Kent	Math
118	Chumley, Courtney	Math
201	Collier, Kim	Math
136	Comer, James	Math
200	Flakes, Patrick	Math
127	Gillespie, Peter	Math
135	Greer, Kim	Math
209	Guffey, Shawna	Math
120	Johnson, Ronda	Math
132	McGinnis, Courtney	Math
116	Rafferty, Bailey	Math
137	Simpson, April	Math
134	Turnbull, Wendy	Math
216	Walker, Rebecca	Math
511	Findley, Jonathan	Music/Band
511	Moore, Jeff	Music/Choir
306	Baumer, Elise	Science
303	Collins, Bridget	Science
309	Collins, Michelle	Science
307	Gatlin, Stan	Science
302	Jacobs, Cheryl	Science
308	Jones, Kim	Science
304	Montoya, Richard	Science
503	Rankin, Michelle	Science
305	Ruse, Philip	Science
112	Ryan, Mike	Science
108	Dean, Laura	SPED
115	Garrett, Shari	SPED
121	Goforth, Blake	SPED
101	Grant, Betty	SPED
301	Holmes, Laura Drew	SPED
404	Jerry, Donna	SPED
135	Richardson, Fuzell	SPED
139	Stewart, Emily	SPED
210	Strain, Bonnie	SPED
402	Show, Tom	Testing Coordinator
110	Curtis, Jason	Wellness
600 & gym	Earnest, Barrett	Wellness
Rotate	Griffith, Max	Wellness
111	Jacobs, Robin	Wellness
600 & gym	Oswalt, Brian	Wellness
Rotate	Ray, William	Wellness
Fieldhouse	White, Tom	Wellness
600 & gym	Wickersham, Michael	Wellness
420	Grant, Mike	Wellness/ISP



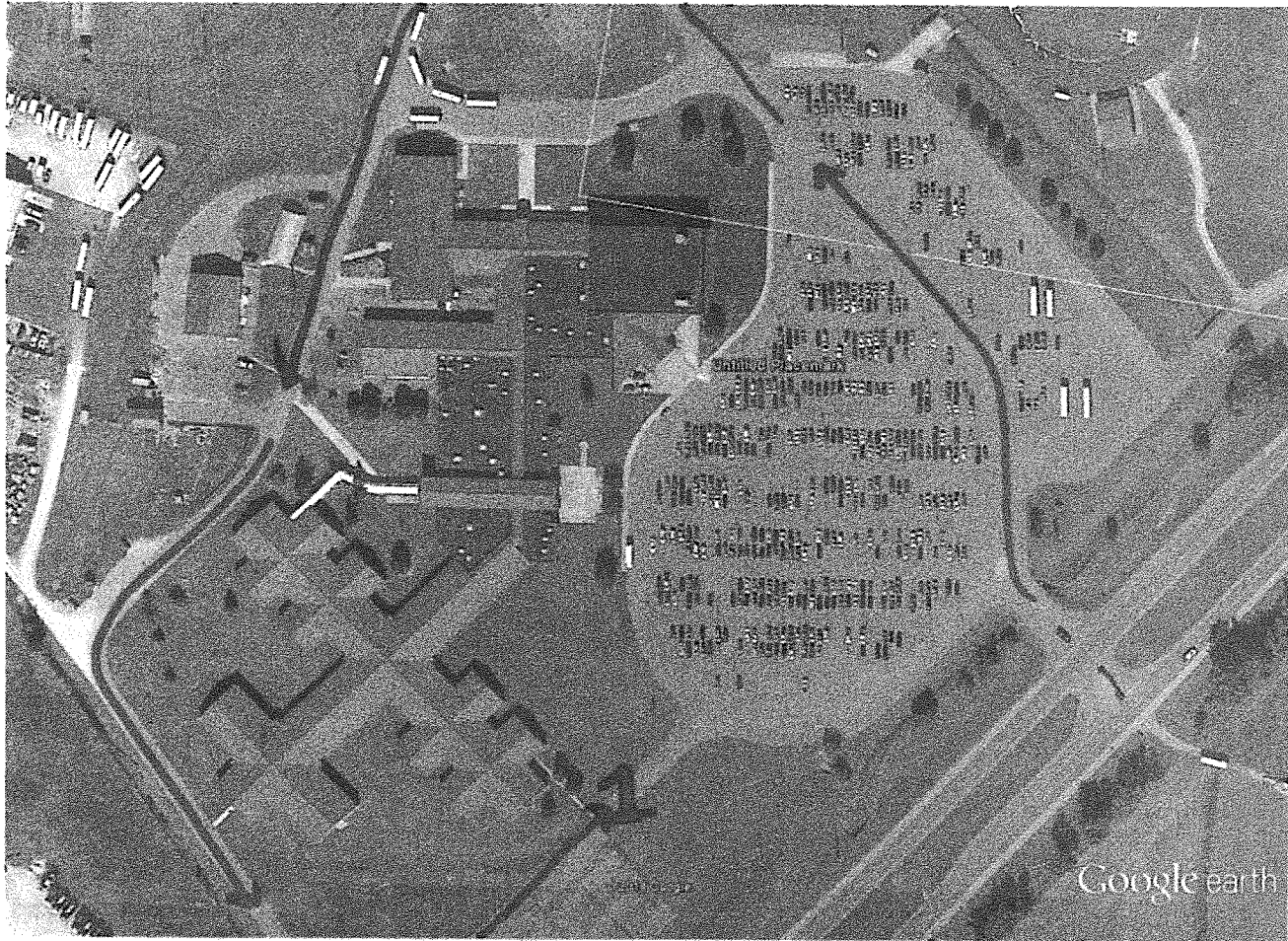
Brighton High School

Morning Drop-Off

Vehicles that enter off of Woodlawn will stop at the stop sign by the baseball field and continue straight. Parents will travel behind the school and drop-off their child at the cross walk by the Red Ag barn. (Spot #1 on the Map Above) Students will move down the walk way and enter the school into the main lobby. Vehicles will follow the road around the school, past the tennis courts, and exit onto Highway 51. Vehicles will not be allowed to turn around behind the school.

Vehicles that enter off of Highway 51 will follow the road down the middle of the parking lot and turn left in the designated turn lane to enter the drop-off lane. School personnel will be present to direct cars into the drop-off lane. Vehicles need to merge into the drop-off lane closest to the school to safely drop-off. Students may be dropped off in front of the gym (Spot #2 on Map), at the main entrance of the school. (Spot #3 on Map), or any spot between #1 and #2. The sooner students exit the vehicle the smoother traffic will flow. After dropping off, vehicles will follow the road around and exit onto Highway 51.

If entering the building before 7:20, students must go to the cafeteria for breakfast or to the Gym



Brighton High School

Afternoon Pick-Up

Vehicles entering off of Woodlawn will continue past the baseball field and behind the school. Follow the road to the student pick-up area beside the tennis courts. **(Spot #1 on the Map)**

Vehicles entering off of Highway 51 will follow the road through the middle of the parking lot to the stop sign. Turn left at the stop sign and continue behind the school. You will follow the road to the student pick up area beside the tennis courts. **(Spot #1 on the Map)**

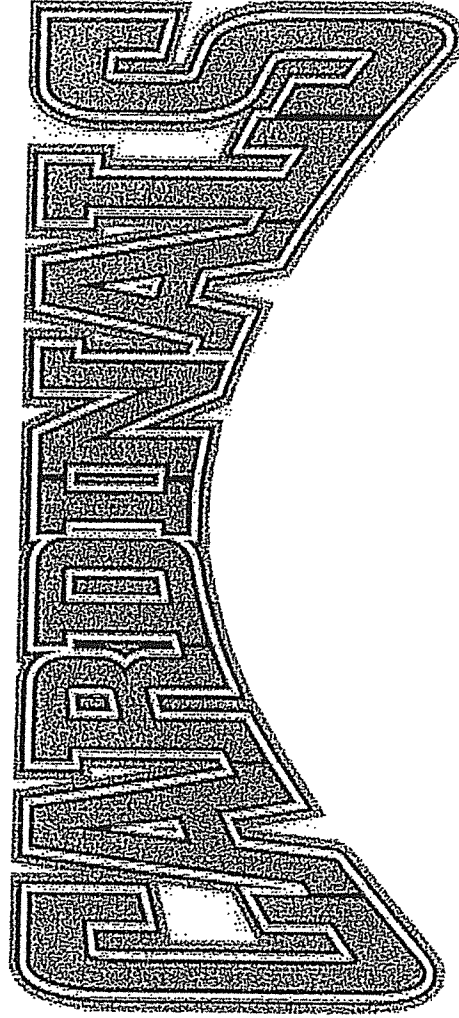
Students will exit the school for parent pick-up through the doors at the end of the 200 hall way. **Students will not be allowed to walk through the grass to get to their vehicle. Please do not pick-up students in front of the building until after 3:00.**

Vehicles will exit the pick-up area and follow the road to exit onto Highway 51. When exiting onto Highway 51, the left lane must turn left and the right lane must turn right. **All vehicles must exit onto Highway 51; no vehicles will be allowed to turn left back into the parking lot.**

Students who are picked-up in the afternoon will be dismissed from their 4th period class at 2:35

2012/13

Early/Late Duty Instructions



Introduction

Early/late duty is assigned on a rotating basis. Each group will be made up of nine or ten teachers.

- Early duty begins at 6:55AM and ends at 7:20AM (7:30AM for those assigned as cross walk personnel). Be signed in by 6:50AM and at your station by 6:55AM.
- Late duty begins at 2:30PM and ends at 2:50PM
- If you are absent or consistently late for your duty, you will be assigned a Saturday school to make up for the missing time.
- If you know ahead of time that you will be absent, it is your responsibility to swap out or find someone to stand your duty. Be sure to advise Coach Crowson of this change.
- First person listed in the group is the "group leader", he/she is responsible for assigning early/late duty locations and reporting to Coach Crowson.
- Early duty positions are assigned as follows; four positions in the front parking lot (3 parking lot rovers, 2 crosswalk monitors), one position in front of the 400 hall restrooms, one position in bus lobby, three positions in gym.
- Late duty positions are assigned as follows; four positions in the front parking lot, one position (2 positions if in a group of 10) in bus lobby, two positions for parent pick up lanes (pick up radio from office).
- Do not change group assignments unless approved by Coach Crowson.
- All faculty are to enforce early/late duty policy consistently.

Early duty position descriptions:

400 hall/walk restroom duty

- Monitor number of students in /out of restrooms
- Observe for appropriate behavior and time spent in restrooms
- Only those students in the cafeteria for breakfast should be using these restrooms

Bus Lobby duty

- Prior to assuming duty be sure to pick up bus list clipboard.
- Need to assume duty by 6:50AM.
- As busses arrive check off their arrival on the bus listing.
- Monitor student entry and conduct upon arrival. Those students going to breakfast may enter through CTE lobby and continue to cafeteria. Those students not choosing breakfast will continue to the gym doors and wait in the gym until the morning bell rings. Once students are in the gym they must remain in the gym until the morning bell rings.

Order of Dismissal

First bell—Parent pick-up students

Second bell—Car drivers/riders & band members

Third bell—first bus load

Forth bell—second bus load &

all athletes, tutoring,

organization/club meetings

For any questions/concerns please see Coach Crowson.

Position #4 assist with the efficient and consistent flow of traffic as directed by position #1.

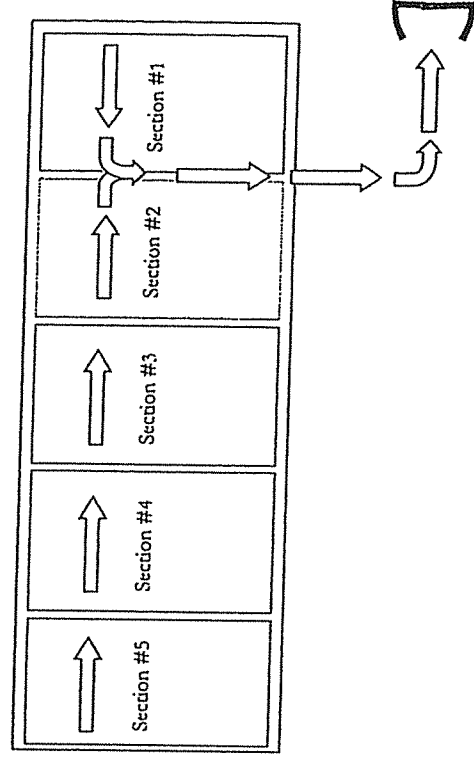
- Position #2 will also ensure that cars do not proceed to exit up the middle of the lanes. All cars must wait in queue to exit orderly and safely.
- At 2:50PM parent pick-up faculty will escort students remaining to be picked up to the front of the building in order to wait for their ride.
- In the event of inclement weather, all parent pick-up students will be staged in room #219 and room #216. As parents are observed at the front of the line students will be released to load. This procedure will continue until 2:50PM when remaining students will be escorted to the front lobby to wait for their ride.

Coach Crowson's Intersection

- Faculty member should be in assigned position no later than 2:35PM
- Monitor student traffic exiting the building, ensure students are leaving on the proper dismissal, using the proper exit procedures and that no students are returning back into the building

Gym duty

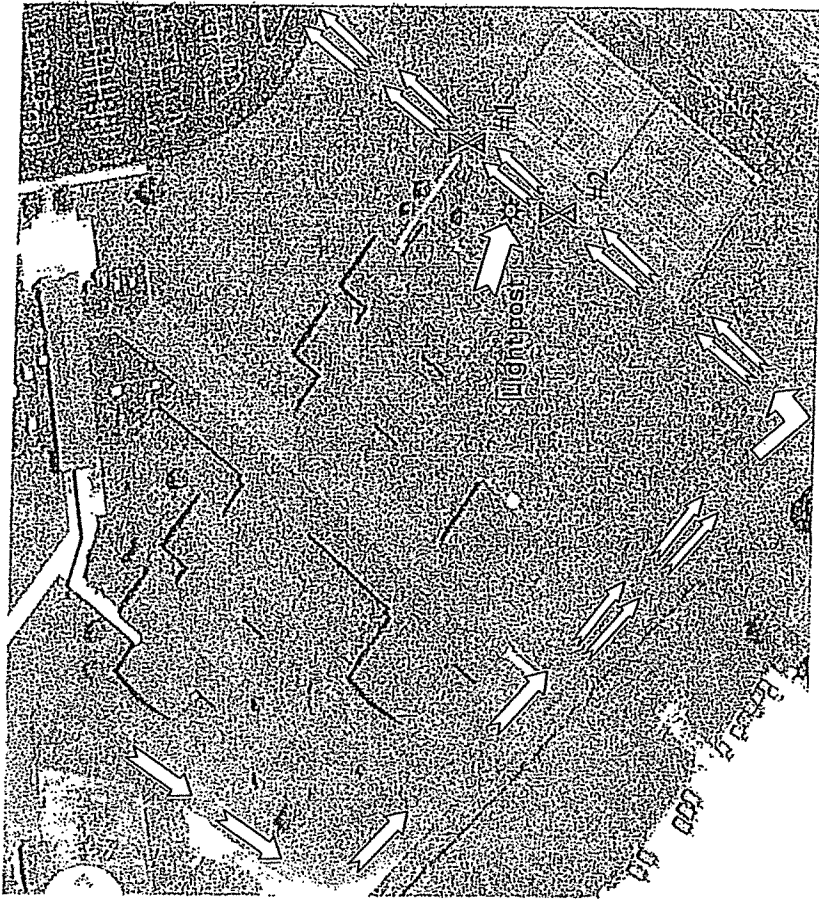
- Students may enter the gym through the bus lane doors or through the gym lobby doors. Once a student enters the gym they must remain in the gym until the morning bell rings. Those students wishing to go to breakfast (if a bus rider) will need to enter either through the bus lobby doors and continue to the cafeteria, (if a car rider/driver) will enter through the gym lobby and continue to the cafeteria.
- Students needing to attend an organization/club meeting or activity must have a pass signed by administration or faculty and or their organization/club ID card. If the student arrives via bus they will need to enter either through the bus lobby doors and continue to the front lobby, if the student is a car rider/driver they will enter through the gym lobby with pass or ID card in hand and proceed directly to the location of the organization/club meeting.
- Upon arrival to the gym students will promptly be seated on the home side (north side) bleachers and remain until dismissed by faculty duty members. Specific seating order is not required (the top two rows of bleachers are to remain vacant), it is not required to maintain silence among students. However, appropriate conduct rules do apply, no PDA, no hats, no electronic devices, dress code enforced, no standing in the bleachers, etc. Restroom breaks are permitted (using gym lobby restrooms), allow two students at a time to the restroom and mind the amount of time students spent in the restroom.
- Dismissal will begin at approximately 7:18AM. Students will be dismissed by sections, beginning with the section closest to the gym doors. Continue dismissing section by section guiding students across the bleachers to their left and down the stair closest to the gym doors. Be sure to keep students off the center gym floor area.



Bus Lobby late duty

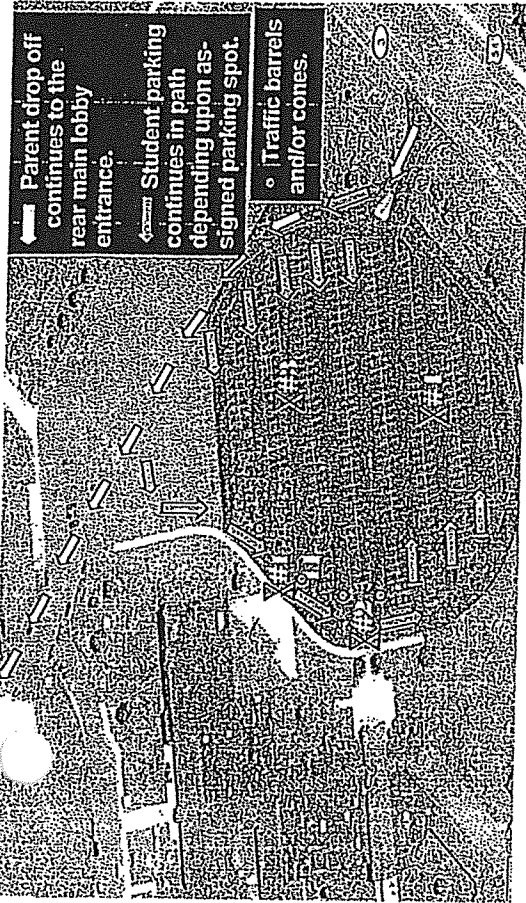
- The third dismissal is the first bus load
- As students arrive to load the busses supervise their activity to ensure no horseplay and the loading is efficient and expeditious
- The fourth dismissal is the second bus load
- If the first bus load has not yet departed hold the students of the second bus load behind the two columns in the bus lobby until the second bus load is in position

Parent Pick-up Lanes



2 faculty members are assigned to the parent pick up dismissal location.

- Faculty members should be in their assigned position no later than 2:35PM (remember to retrieve the radio from the front office prior to reporting to late duty)
- Students are to wait in the sidewalk area until they are directed, by the position #1 member from the sidewalk to load. Absolutely no students are permitted past the light post and all students must come from the sidewalk and walk down the middle of the car lines to load.
- Position #1 regulates the flow of traffic, allowing approximately 3 cars on each side of the road to pull forward. Students will load and at the direction of position #1 the next 3 cars each side of the road will be directed to pull forward.



4 faculty members are assigned to the parking lot...

- For "early duty" faculty members should be in their assigned position no later than 6:50AM
- Early duty crew is responsible for placing the cones and barrel blockades at the end of the parking lanes as indicated above by the orange circles.
- Position #1 is a crosswalk director, responsible for controlling traffic flow and allowing students to cross at the cross walk and enter through gym lobby doors proceeding into gym
- Position #2 is a crosswalk director, responsible for controlling traffic flow and allowing students to cross at the cross walk and enter through main lobby doors proceeding to cafeteria for breakfast or 100 hallway (with pass or organization/club ID) for organization/club meeting
- Position #3 and #4 are parking lot monitors. Students are not permitted to prolong stays in their car or congregate in the parking lot. Upon arrival the students must immediately proceed into the building. Parking spot numbers of offenders should be recorded and turned into administration for further action. (these positions should carry with them a pad and writing utensil to log parking spot #'s of offenders). In case of inclement weather, parking lot monitors need to be in front of the gym and in front of main lobby.
- Early duty for parking lot monitors ends at 7:20AM, for cross walk monitors ends at 7:30AM.
- For "late duty": faculty members should be in their assigned positions no later than 2:35PM. All four positions are parking lot monitors
- Students are not permitted to re-enter the school building once they have exited
- Students should be monitored as they await exit of the parking lot. No horseplay will be tolerated, no actions endangering ones self or others will be permitted. Parking spot numbers of offenders should be recorded and turned into administration for further action (these positions should carry with them a pad and writing utensil to log parking spot #'s of offenders)
- Parents picking up students should line up in the appropriate designated pick-up, they should not be parked in the parking lot to await their student to exit the building. If this situation occurs record the license tag number and report them.

ACTIVE SHOOTER / INTRUDER
(Classroom Teacher Procedures)

“CODE RED”

1. **Close and lock door.** As you go to lock the door, make a visual sweep of the hallway. Take any student visible in your area into your classroom.
Remain silent.
2. **Barricade the door and turn out the lights.**
3. **Cover window(s) and include the appropriate colored placard on the door window and exterior window.** Keep students as far from interior doors and windows as possible. *Remain silent.*

RED placard – missing students or injuries in room
GREEN placard – everyone in room and okay
4. **Check roll. Know total number in your room.**
5. **Do NOT open the door if ANYONE knocks or requests entrance.** Prepare to stay in lockdown until notified by administration or law enforcement.
Remain silent. When appropriate, law enforcement will present placard under door requesting admittance.