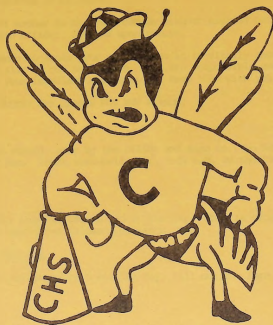


1978-79

CENTRAL HIGH SCHOOL



TEACHER HANDBOOK

PREFACE

Teachers, this school year will be the best one Central High School has ever had. You can make it so.

The school day will consist of hours 8:00 A.M. until 3:30 P.M. This means that you are to be already signed in and in your classroom by 8:00 A.M. This gives you time to get ready for the day before 8:15, when the first period begins. Should you be tardy and anything unusual takes place in your group, any liability resulting from it is yours.

No teacher or staff member is to leave campus without signing out on the register in the main office. Sign in upon return.

Do Not allow students to leave your room unless it is vitally necessary. Fill out the walk pass slip if one must leave. You are responsible and liable for the student under your immediate supervision. Keep them with you.

DO NOT SEND ANY STUDENT OFF CAMPUS FOR ANY REASON!

Sign In

When you arrive at school, come by the office and sign in. Do Not ask someone else to do it for you. Check your mail box. - 8:00 A.M. is the time to be in your room.

Sign Out

All teachers please sign out at the end of the day. This is necessary in order to receive proper credit for illness, meetings, etc.

Teacher Absentee Register

When you are out from school on a working day, fill out the form in duplicate.

RECORDS & REPORTS

The keeping of good, accurate records and turning in correct reports on time is another responsibility of every teacher. The attendance registers must be kept accurately. Study and go by the instructions in front of the register. Keep this record accurate as it is most important as well as legally significant.

Your class record of each student can be scrutinized by his parents. Be careful that you can justify the grade given. Mid quarter and end of quarter report cards go out on the fifth school day following the end of that period of time. Grades will go on the mid-term report.

Record class absentees daily and accurately. Be sure to have student sign absentee sheet giving reason for absence immediately upon returning to class or homeroom.

The registers are due in the office the morning after the last day of each month.

In any class, if a student is not doing well, it is the teacher's duty to call the parents. If you are unable to make contact, write a note. The office will stamp it and mail it for you. In homeroom and in all classes, be sure to fill out absentee sheets fully and correctly.

DISCIPLINE

As the discipline goes--so does the classes. Each teacher has the obligation of disciplining the class. In addition it is also the duty of the teacher to correct the misbehavior of any student at Central High School during the school day at any school function.

If there is a student discipline problem that the teacher cannot handle, it is to be brought to the office. Do not bring petty things as tardies, gum chewing, or hair combing. Students respect and respond to the teacher who can handle his own problems.

FACULTY MEETINGS

Faculty meetings will be held each Monday immediately before school in the lunchroom at 7:45 A.M. This weekly get together is vital to school and faculty cohesion. Teachers, arrange your schedule in order to be present. Appointments, courses, and other conflicts will be expected to be secondary to faculty meetings.

BUS DUTY

Immediately after the dismissal bell rings, our teachers will assume bus duty and supervision-two teachers on the east side of the buildings and one teacher on the west side of the buildings. This duty consist of supervision of loading buses and all student behavior. Any type of accident or any student behavior beyond the teachers control will be immediately reported to the office. This duty terminates daily after the last bus has pulled out. It will be rotated with everyone getting the same amount of time. Men who are on duty at football games will not have bus duty. A schedule will be put in each teacher's hand. Do not attempt to change this schedule without approval of the principal.

TEACHERS ABSENTEE & SUBSTITUTE TEACHERS

If for some valid reason you are unable to attend school, you are to notify Ms. Nadine Willis immediately. Her telephone number is 226-7102 Ext. 165 or 226-1926 (home). You are not to get the substitute. She will. Any negotiation about substitute will be done by her. You are not to pay the substitute. The Thomas County Board of Education will do this. Always provide lesson plans if humanly possible. Upon returning, fill out proper forms.

PURCHASE ORDERS

Anything you buy that is to be paid for by school funds of any kind must be accompanied by a purchase order number. Purchase orders can be gotten from the secretary. We plan to withhold payment where there is no purchase order.

MONEY RAISING PROJECTS

All money raising projects must be approved by the principal. Approval is given on the form provided by the office. Be very careful that all merchandise checked out and money turned in is accounted for. You are responsible. Upon the arrival of any merchandise the person in charge of the order will sign the arrival slip. Keep accurate records on any money you handle. The most important of all collections is for school insurance.

MONEY

All monies collected in any way connected with the school will be turned in to the principal's office. Envelopes will be provided to the teachers. Place money in envelope, showing amount, activity, and person to be receipted. Place in office money box between the hours of 8:00 A.M. and 1:00 P.M. The secretary will recount, record and put receipt in the teacher's mail box.

To expend the money, fill out check requisition, with purchase order number, and the check will be issued to , from the County Office, through the Central High School Office.

Be Careful with this money. Upon receipt of it, you are personally responsible.

CLUBS

Clubs will meet the week of the second Monday. They meet the planning period in the room of the sponsoring teacher. A club schedule will be given to each teacher before any clubs meet on school time.

The basic schedule works like this: a club whose sponsor has a first period planning would meet first period on second Monday, second Tuesday, etc. The schedule will probably vary each quarter.

No student may belong to more than two clubs. A student should not be an officer in more than one club or class.

Each club on campus must have a constitution on file with Mr. Malone by Christmas or cease to operate. An approved program of work is also expected giving objectives and planned activities.

Unless a club contributes to the overall school program and will bring of the student body, there would seem to be little reason for its existence.

TELEPHONE CALLS

No person is to make a long distance call without approval of the principal. This will be done by filling out the form Miss Willis or Ms. Kinert will provide you. Departments with telephones should be prudent about long distance calls. These phones are not for student use. All student calls will be made from the phone in the main hall or on Ms. Kinert's desk. All student calls will be recorded on the form supplied by the secretary.

POD CHAIRMAN 1978-79

Mrs. Kay Reese

Mr. Floyd Guice

Mr. Charlie Ward

Mr. Johnny Gilmore

Mr. Wayne Bateman

Mrs. Willie Coleman

Mrs. Plasencia

Miss Liz Robinson

Mrs. Brenda Bush

Mr. Lenoris Abrams

Mrs. Wynette Suber

Mrs. Willodene Lee

Mr. Robert Blow

Mr. Don Garland

Pod supervisors are responsible for their building. You are to report your needs, request for repairs, etc. to the person who will in turn report this to the main office.

DUTY ASSIGNMENT
1978-79

Morning Break

1. Powell-Abrams
2. Barton-Elkins
3. Prevatte-Sanders
4. Thompson-Burns
5. Gainous-Taylor
6. Bondurant-Bremer
7. Stubbs-Belvin
8. De Felice-Vonier
9. Zander-Bonifay

Afternoon Break

1. Bagwell
2. Stephenson
3. Fudge, Mrs.
4. Henderson
5. Napier
6. Saunders
7. Kuryrkendall
8. Gordon
9. Simmons

INDUSTRIAL ARTS PARKING LOT BOTH BREAKS

Mr. Robinson-Mr. Fudge

Gym (South Door Back)-Mrs. Smith

Gym (North Back Door)-Mr. Conner

Gym (Concession)-Dunahoo-Bench

Field House-Mr. Dyal

Band Room-Mrs. Henry-Eckels

Yearbook Room-Cooper

Gym Parking Lot (Before School)-Washington

Parking Lot (Both Breaks) Miles-Mr. Henry-Hagins

The duty station assigned is your responsibility. Be sure you are there at the appointed time. The morning group should divide the time equally. The afternoon people have it alone. Pod chairman you are to keep students out of your pod at both breaks unless they are under supervision of a teacher.

Duty stations are shown on the school map. Again, don't let negligence cause you to be caught in a libility situation.

THOMAS COUNTY SCHOOL CALENDAR
1978-79

August 22-25, 28.....Faculty Pre-planning
August 29.....First Day of School
September 4.....Labor Day (Offices Closed)
November 21.....Last Day of Fall Quarter
November 22.....Teacher Workday (Holiday for Students)
November 23-24.....Thanksgiving Holidays (Offices Closed)
November 27.....First Day of Winter Quarter
December 21-29.....Christmas Holidays (Teachers and Students)
December 25-29.....Offices Closed
January 1-2.....New Year's Holiday
January 1.....Offices Closed
March 1.....Last Day of Winter Quarter
March 2.....Teacher Workday (Holiday for Students)
March 5.....First Day of Spring Quarter
April 5-6, 9.....Spring Holiday (Offices Closed)
April 27.....Rose Show Holiday (Offices Closed)
May 31.....Last Day of School
June 1, 4-5.....Faculty Post-planning

CENTRAL HIGH SCHOOL FIRE DRILL PROCEDURE

This procedure is to be read to the homeroom students. It should be fully explained. Keep it on file for future reference.

1. The signal for the fire drill is one long blast of the fire alarm.
2. Students are to remain completely silent during the entire drill, ONLY the teacher may talk.
3. When the alarm sounds, the teacher will direct the appropriate students to close the windows and turn off all lights and electrical appliances. The door is to be closed by the last student leaving the room.
4. The teacher is to lead the students in single file by the nearest route to the curb or the ditch of the street indicated in item five (5).
5. Students and teachers in Rooms 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, A11, A13, A14, Office Building, Lunchroom, and Library will go to the curb on Pinetree Blvd.

Students and teachers in Rooms 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319 will go to the ditch on Highway 319.

Students and teachers in any part of the Gymnasium will go through the front of the gym to the curb on Pinetree Blvd. Rooms 001, 002, 003, and 004 will use the nearest exit to the football stadium.

Students and teachers who are on the Baseball Field or Tennis Court will go near home plate on the Baseball Field.

6. All students and teachers are to remain in these positions in a quite and orderly manner during the entire drill.
7. Three short blasts of the fire alarm will be the signal to return to your classrooms in single file in a quite and orderly manner.

AFTERNOON BUS DUTY

Abrams-Bagwell-Barton	August 29-September 1, 1978
Belvin-Bonifay-Burns	September 4-8, 1978
Bush-Chapman-Childs	September 11-15, 1978
Courson-De Felice-Napier	September 18-22, 1978
Gordon-Harris-Henderson	September 25-29, 1978
Henry-Highsmith-Lee	October 2-6, 1978
Lewis-Plasencia-Powell	October 9-13, 1978
Riherd-Robinson-Sanders	October 16-20, 1978
Simmons-Smith-Stubbs	October 23-27, 1978
Suber-Taylor-Thompson	October 30-November 3, 1978
Gainous-Vonier-Zander	November 6-10, 1978
Abrams-Bagwell-Barton	November 13-17, 1978
Belvin-Bonifay-Burns	November 20-24, 1978
Bush-Chapman-Childs	November 27-December 1, 1978
Courson-De Felice-Napier	December 4-8, 1978
Gordon-Harris-Henderson	December 11-15, 1978
Henry-Highsmith-Lee	December 18-20, 1978
Lewis-Plasencia-Powell	January 3-5, 1979
Riherd-Robinson-Sanders	January 8-12, 1979
Simmons-Smith-Stubbs	January 15-19, 1979
Suber-Taylor-Thompson	January 22-26, 1979
Gainous-Vonier-Zander	January 29-February 2, 1979
Abrams-Bagwell-Barton	February 5-9, 1979
Belvin-Bonifay-Burns	February 12-16, 1979
Bush-Chapman-Childs	February 19-23, 1979

Courson-De Felice-Napier	February 26-March 2, 1979
Gordon-Harris-Henderson	March 5-9, 1979
Henry-Highsmith-Lee	March 12-16, 1979
Lewis-Plasencia-Powell	March 19-23, 1979
Riherd-Robinson-Sanders	March 26-30, 1979
Simmons-Smith-Stubbs	April 2-6, 1979
Suber-Taylor-Thompson	April 9-13, 1979
Gainous-Vonier-Zander	April 16-20, 1979
Abrams-Bagwell-Barton	April 23-27, 1979
Belvin-Bonifay-Burns	April 30-May 4, 1979
Bush-Chapman-Childs	May 7-11, 1979
Courson-De Felice-Napier	May 14-18, 1979
Gordon-Harris-Henderson	May 21-25, 1979
Henry-Highsmith-Lee	May 28-31, 1979

MORNING DUTIES FOR MR. BENCH, CONNER, DYAL, GARLAND, WARD

<u>Dates</u>	<u>Buses</u>	<u>Industrial Art</u>	<u>Lunchroom</u>
Aug. 29-Sept. 1	Bench, Conner	Dyal, Garland	Ward
Sept. 4-8	Ward, Bench	Conner, Dyal	Garland
Sept. 11-15	Garland, Ward	Bench, Conner	Dyal
Sept. 18-22	Dyal, Garland	Ward, Bench	Conner
Sept. 25-29	Conner, Dyal	Garland, Ward	Bench
Oct. 2-6	Bench, Conner	Dyal, Garland	Ward
Oct. 9-13	Ward, Bench	Conner, Dyal	Garland
Oct. 16-20	Garland, Ward	Bench, Conner	Dyal
Oct. 23-27	Dyal, Garland	Ward, Bench	Conner
Oct. 30-Nov. 3	Conner, Dyal	Garland, Ward	Bench
Nov. 6-10	Bench, Conner	Dyal, Garland	Ward
Nov. 13-17	Ward, Bench	Conner, Dyal	Garland
Nov. 20-24	Garland, Ward	Bench, Conner	Dyal
Nov. 27-Dec. 1	Dyal, Garland	Ward, Bench	Conner
Dec. 4-8	Conner, Dyal	Garland, Ward	Bench
Dec. 11-15	Bench, Conner	Dyal, Garland	Ward
Dec. 18-20	Ward, Bench	Conner, Dyal	Garland
Jan. 3-5	Garland, Ward	Bench, Conner	Dyal
Jan. 8-12	Dyal, Garland	Ward, Bench	Conner
Jan. 15-19	Conner, Dyal	Garland, Ward	Bench
Jan. 22-26	Bench, Conner	Dyal, Garland	Ward
Jan. 29-Feb. 2	Ward, Bench	Conner, Dyal	Garland
Feb. 5-9	Garland, Ward	Bench, Conner	Dyal
Feb. 12-16	Dyal, Garland	Ward, Bench	Conner
Feb. 19-23	Conner, Dyal	Garland, Ward	Bench

Feb. 26-Mar. 2	Bench, Conner	Dyal, Garland	Ward
Mar. 5-9	Ward, Bench	Conner, Dyal	Garland
Mar. 12-16	Garland, Ward	Bench, Conner	Dyal
Mar. 19-23	Dyal, Garland	Ward, Bench	Conner
Mar. 26-30	Conner, Dyal	Garland, Ward	Bench
April 2-6	Bench, Conner	Dyal, Garland	Ward
April 9-13	Ward, Bench	Conner, Dyal	Garland
April 16-20	Garland, Ward	Bench, Conner	Dyal
April 23-27	Dyal, Garland	Ward, Bench	Conner
April 30-May 4	Conner, Dyal	Garland, Ward	Bench
May 7-11	Bench, Conner	Dyal, Garland	Ward
May 14-18	Ward, Bench	Conner, Dyal	Garland
May 21-25	Garland, Ward	Bench, Conner	Dyal
May 28-31	Dyal, Garland	Ward, Bench	Conner

DUTIES FOR THE FIVE HOME FOOTBALL GAMES
SEPTEMBER 1-NOVEMBER 3, 1978

Please report to your stations no later than 6:00 P.M.

Ticket Sellers	Rev. Malone and Mr. Smith
Ticket Takers	Mr. Guice, Mr. Robinson, Mr. Gilmore
Small Gate Near Gym	Mr. Miles
Field House Gate	Mr. Fudge
Reserved Seats	Mr. Blow, Mr. Henry, Mr. Abrams
Press Box (Clock)	Mr. Lee
Press Stand	Mr. Bateman
Statistician	Mr. Cooper
Visitor's Side	Mr. Washington, Mr. Becker, Mr. Kuryrkendall
Home Side Near Track	Mr. Bremer, Mr. Hagins
Public Address Systems	Mr. George House

Home Games (8:00 Each Game)

September 15, 1978	Monroe
September 22, 1978	Lowndes
October 13, 1978	Dougherty
October 27, 1978	Albany (Homecoming)
November 3, 1978	Moultrie

Bondurant
Bremer
Becker

317

11

318

Powell 315 Stephenson 316

Mrs. Childs 313 K. Reese 314

Burns 312 Year Book 9

Guice 310 Cooper 311

Girls
Boys

Thompson 308 Mrs. Fudge 309

Henderson 306 Ward 307

Mrs. Conner 304 De Felice 305

Gilmore 301 Kuryckenda 302

303

Mr. Eckels
Mrs. Henry

Nutier 300

Dunahoo 001 Dyal Higgins 003

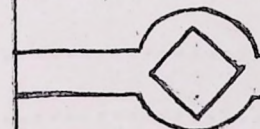
Barton 002 Miles 004

Gilman 312 Coleman 313

Elkins 210 Mr. Smith 211

Plasencia A-13
Harris A-11
Men
Stevens Women
Nicholson A-14
Richard
Malone
Courson

Richard
Assistant Principals
Secretary
Principal



Prevatte 209 Bonifay Boys
Girls

Taylor 207 Ms. Robinson 208

Simmons 205 Saunders 206

Bush 203 Sanders 204

Boys Girls

Bateman 201 Mr. Abrams 202

Shop
Gym

Bench
Dyal
Bagwell
Mr. Conner
Mr. Garland

Highsmith
Lewis
Mrs. Smith

Library

Boys 112
Patterson Stubbs 113

Girls
Suber 110 Belvin 111

Main Entrance

Lunchroom
Malone Barton
Courson Washington
Chapman

208 Vanier and
Mrs. Abrams Matthews 109

Zander W. Lee 107 17

103 104 105
Mr. Robinson Gordon Mr. Henry

Fudge Mr. 101 Blaw 102

ABSENTEE POLICY HEARING BOARD

Mrs. Coleman

Mrs. Prevatte

Rev. Malone

Mrs. Conner

Mrs. Reese

Mrs. Riherd

Mrs. Elkins

Miss Saunders

DUTY STATIONS FOR NON-HOMEROOM TEACHERS
DURING FACULTY MEETINGS (MONDAY MORNING AT 7:45)

Mr. Conner and Mr. Washington.....Gym Parking Lot

Mr. Dunahoo.....Area behind the Band Hall & OLD Smoking pit

Mr. Dyal.....Catwalk between Science and Math Building

Ms. Gainous.....Catwalk from Industrial Arts to Shelley Bld.

Mr. Ward.....Catwalk from Shelly Bld. to Math Building

Mr. Garland.....Front side of building from Science Bld.
to Flag Pole

Ms. Matthews.....Catwalk from Science Bld. to Lunchroom

Mrs. Chapman.....Catwalk from Lunchroom to Library

Ms. Bonifay.....

Mr. Bench.....Industrial Arts Parking Lot

Mr. Thomas.....Behind Industrial Arts Bld. where the
buses park

LUNCHROOM PROCEDURE

The following classes will come to lunch at 11:25 on the sound of the bell starting fourth period: Mr. Bateman, Mr. Guice, Mr. Hagins, and Mrs. Burns.

FIRST LUNCH	(Door to Enter)	SECOND LUNCH	(Door to Enter)	THIRD LUNCH	(Door to Enter)
Mr. Abrams	4	Mr. Becker	4	Mrs. Suber	1
Mrs. Simmons	4	Mr. Bremer	4	Mrs. Belvin	1
Mrs. Sanders	1	Mr. Bondurant	4	Mrs. Abrams	4
Mrs. Bush	1	Mrs. Powell	1	Mrs. Vonier	4
Miss Saunders	1	Mr. Stephenson	1	Miss Zander	4
Mrs. Napier	1	Mrs. Reese	1	Mr. Henry	1
Mrs. Taylor	4	Mr. Ward	4	Mr. Fudge	1
Miss Robinson	4	Mrs. Henderson	4	Mr. Blow	1
Mrs. Gainous	4	Mrs. Thompson	4	Mrs. Gordon	1
Mrs. Plasencia	1	Mrs. Fudge	4	Mr. Miles	4
Mrs. Harris	1	Mrs. Bagwell	1	Mrs. Smith	1
Mrs. Nicholson	1	Mr. Gilmore	1	Mrs. De Felice	4
Mrs. Elkins	4	Mrs. Conner	1	Mr. Conner	4
Mrs. Coleman	4	Mr. Kuryrkendall	1	Mr. Garland	4
Mr. Smith	4	Mrs. Henry	1	Mr. Dyal	4
				Mr. Dunahoo	1

When raining or unusually cold weather, all classes will enter through door #1.

All classes will exit through door #3.

DEPARTMENTS

English

1. Burns
2. Bush
3. Coleman
4. Cooper
5. Elkins
6. Napier
7. Guice
8. Robinson, Ms.
9. Saunders
10. Smith, Mr.

Mathematics

1. Bagwell
2. Conner, Mrs.
3. De Felice
4. Dunahoo
5. Gilmore
6. Kuryrkendall

Science

1. Blow
2. Fudge, Mr.
3. Gordon
4. Henry, Mr.
5. Powell
6. Robinson, Mr.
7. Taylor

Social Studies

1. Barton
2. Fudge, Mrs.
3. Henderson
4. Miles
5. Prevatte
6. Sanders
7. Simmons
8. Thompson
9. Ward

Physical Education

1. Bench
2. Conner, Mr.
3. Dyal
4. Garland
5. Hagins
6. Smith, Mrs.

Home Economics

1. Abrams, Mrs.
2. Lee
3. Matthews
4. Vonier
5. Zander

Agriculture

1. Abrams, Mr.
2. Bateman
3. Washington

Industrial Arts

1. Becker
2. Bondurant
3. Bremer

Music

1. Eckels
2. Henry, Mrs.

Art

1. Reese
2. Stephenson

CVAE

1. Childs

EMR

1. Harris
2. Nicholson

Action

1. Bonifay

Business

1. Belvin
2. Patterson
3. Stubbs
4. Suber

Metric

1. Chapman

Communication Lab

1. Gainous

OFFICE STAFF

Mrs. McCullough.....Principal
Mr. Cooley.....Assistant Principal
Mr. Delaney.....Assistant Principal
Mrs. Courson.....Counselor
Rev. Malone.....Counselor
Mrs. Riherd.....Counselor
Mrs. Highsmith.....Librarian
Mrs. Lewis.....Librarian
Mrs. Wilson.....Record Clerk
Mrs. Stevens.....Career Education
Mrs. Kinert.....Secretary
Miss Willis.....Secretary
Mrs. Betty Folds.....Lunchroom Manager
Mrs. Annie Burkes.....Assistant Lunchroom Manager
Mrs. Bessie Brooks.....Head Custodian