

PREFACE

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

The school day will consist of the 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 TO DO IT FOR YOU. CHECK YOUR MAIL BOX. EIGHT (8:00)A.M. IS THE TIME TO BE IN YOUR CLASS ROOM.

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 accurately 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-term 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 this year.

Record class absentees daily and accurately. Be sure to have student sign absentee card 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. The office will summarize and balance each teachers register.

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 goes the class. 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 or at any school function.

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

FACULTY MEETINGS

Faculty meeting will be held each Monday immediately after school. This weekly get together is vital to school and faculty cohesion. Teachers should arrange their 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 consists of supervision of loading and unloading buses and all student behavior. Any type of accident or any student behavior beyond the teacher's 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 duty time. Men who are on duty at football games will not have bus duty. A schedule will be put in each teacher's hands. Do not attempt to change this schedule without the approval of the principal.

TEACHER ABSEITEES & SUBSTITUTE TEACHERS

If for some valid reason you are unable to attend school, you are to notify Ms. Deana Spence immediately. Her telephone number is 226-0196. 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.

PURCHASE ORDERS

Anything you buy that is to be paid for by the school funds of any kind must be accompanied by a purchase order. 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.

Keep accurate records on any and all money you handle. The most important of all collections is for school insurance. You could be held liable for your mistakes.

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 money, fill out check requisition, 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 be the week of the second Monday..They meet in 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 the 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 over-all school program and well being 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 making out the form Ms. Spence will provide you. Departments with telephones should be prudent with 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. Spences desk. All student calls will be recorded on the form supplied by the secretary.

POD CHAIRMAN 1977-78

Miss Barbara Swindell

Mr. Floyd Guice

Mr. Charlie Ward

Mr. Johnny Gilmore

Mr. Wayne Bateman

Mrs. Coleman

Ms. Robinson

Mrs. Bush

Mr. Elmo Lee

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
1977-1978

Morning Break

1. Powell - Abrams
2. Barton - Pritchard
3. Bulloch - Sanders
4. Thompson - Burns
5. Tomlinson - Taylor
6. Hohnay - Bremer
7. Stubbs - Belvin
8. King - Paternoster
9. Zanders - Bonifay

Afternoon Break

1. Rayburn
2. Fudge
3. Pullen
4. Henderson
5. Ms. Garland
6. Saunders
7. Cox
8. Gordon
9. Simmons

Smoking Area - Christensen - Robinson - Durgan

Gym (South Door Back) - Mrs. Smith

Gym (North Back Door) - Mr. Conner

Gym (Concession) - Dunahoo - Bench

Field House - Mr. Gibson

Band Room - Henry, Mrs. - Eckels

Yearbook Room - Cooper

Gym Parkinglot A.M. - Washington - Shepard

Parkinglot Morning Break - Miles - Henry, Mr.

Parking Lot afternoon break - Miles - Henry, Mr.

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 chairmen 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 liability situation.

DETENTION HALL

This project is only for students who are suspended from school

Instead of a student staying home when suspended from school this student will report to detention hall.

The detention hall will be held in the large office room adjoining Mrs. Shirley Burns room 312. Mrs. Dorothy West will be in charge.

Students in this program report to Mrs. West immediately upon coming on campus in the morning. They will not associate with other students during the day, will have no breaks or smoking privileges. They will go to lunch after the other students have eaten and to the bathroom under the supervision of Mrs. West.

If a suspended student refuses to report to detention hall, this student is automatically suspended for 10 days. The 10 day automatic suspension also applies to a student suspended 3 times during the school year.

For each day missed while in detention hall the student must spend 2 days as a make up time. Extenuating circumstances will be handled by Mr. DeJaney.

Students displaying exemplary conduct in detention hall may get a recommendation from Mrs. West to be allowed to make up the work missed in classes. If in Mrs. West's judgment, the student is sufficiently repentive for the bad conduct, she may recommend to the Principal that a student be allowed to return to class before the detention time is up. Otherwise, the student receives zeros for each class missed during detention time. For the student the days in detention hall count as absences although these students are counted present on the teacher's attendance registrar.

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 the 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 will 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 Boulevard.

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

Students and teachers in any part of the Gymnasium will go thorough 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 quiet and orderly manner.