Beaufort High School
84 Sea Island Parkway
Beaufort, SC 29907
Telephone: (843) 322-2000
Fax Number: (843) 322-2160

Teacher Handbook
2019-2020

Principal: Mrs. Charity Summers 322-2108
Dean of Students: Mr. Herbert Glaze 322-2091
Assistant Principal: Mr. Daniel Tooman 322-2175
Assistant Principal: Mr. Ryan Walsh 322-2143
Assistant Principal: Mrs. Elandee Thompson 322-2187
Dear Teachers and Staff:

The Beaufort High School Teacher Handbook has been prepared as an information guide for policies and procedures, daily operations, support systems and schedules. This handbook is the primary resource for articulating and communicating expectations with teachers and staff. Although the handbook may not address every concern or question you may encounter, it should serve as a “starting point” for finding answers. Please take the necessary time to familiarize yourself with its contents. Also note that most forms and specific procedures are posted on the school server under “Teacher Information.”

If the manual does not contain the information you need, the chart below provides a directory of individuals that can assist in your search.

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<thead>
<tr>
<th>Point of Contact</th>
<th>Phone</th>
<th>Position</th>
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<tbody>
<tr>
<td>Daniel Tooman</td>
<td>322-2175</td>
<td>Assistant Principal</td>
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<tr>
<td>Ryan Walsh</td>
<td>322-2143</td>
<td>Assistant Principal</td>
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<td>Herbert Glaze</td>
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<td>Elandee Thompson</td>
<td>322-2187</td>
<td>Assistant Principal</td>
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<tr>
<td>J.J. Walker</td>
<td>322-2090</td>
<td>Technology</td>
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Lead teachers are responsible for working cooperatively with subject area teachers to develop and coordinate core curriculum and assessments.

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<th>Subject Area Lead Teacher</th>
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<td>David Shervin</td>
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<td>Wendy Lacombe</td>
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<tr>
<td>Martine Marshall</td>
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<td>Ray Lenz</td>
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<td>Teresa Baker</td>
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<td>Master Sgt. Rawlins</td>
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<td>Nancy Ungvarsky</td>
<td>Science</td>
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<td>John Landa</td>
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<td>Hillary Savarese</td>
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<tr>
<td>C. Summers, Principal</td>
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<td>BCSD Liaison for BHS Faculty and Staff</td>
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<td>Supervises Behavioral Management Specialist and Behavior Support Specialist.</td>
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We Believe…
All stakeholders are entitled to a caring, safe atmosphere while at Beaufort High School.  All students are entitled to equal access to a quality education. A student’s education is most effectively accomplished through collaboration between the school, home and community at-large.

School Mission Statement
The mission of Beaufort High School is to provide a safe, challenging and engaging environment in which all stakeholders can develop and practice the critical thinking, decision-making, and leadership skills necessary to become productive and responsible members of a global community.

District Mission Statement
The mission of the Beaufort County School District is to provide “a challenging, engaging and safe school district – connecting each child to a successful future, everywhere and every day.”

Universal School Rules
L-Listen with your full attention
E-Enter the room prepared and ready to learn
A-Always give your best effort on all your work
R-Respect yourself, others, and materials in the classroom
N-No excuses!

Beaufort High School Performance Goals

**Algebra**
By 2023-2024, the Algebra I End of Course Exams student performance will increase by 8 percentage points for students achieving a grade of C or better.

1.1: 2019-2020, the Algebra I EOC Exam student performance with scores of a C or better is currently projected as 46.2% based on EOC taken during the 2015-2016 Academic Year.
1.2: 2020-2021, the Algebra I EOC Exam student performance with scores of a C or better is currently projected as 30.8% based on EOC taken during the 2016-2017 Academic Year.
1.3: 2021-2022, the Algebra I EOC Exam student performance with scores of a C or better is currently projected as 32.03% based on EOC taken during the 2018–2019 Academic Year.
1.4: The interim goal for 2022-2023, the Algebra I EOC Exam student performance with scores of a C or better will be 33.31% or above.

**English**
By 2023-2024, the English I End of Course Exams student performance will increase by 8 percentage points for students achieving a grade of C or better.

2.1: 2019-2020, the English I EOC Exam student performance with scores of a C or better is currently projected as 54.6% based on EOC taken during the 2015-2016 Academic Year.
2.2: 2020-2021, the English I EOC Exam student performance with scores of a C or better is
currently projected as 67.3% based on EOC taken during the 2016-2017 Academic Year.

2.3: 2021-2022, the English I EOC Exam student performance with scores of a C or better is currently projected as 69.7% based on EOC taken during the 2018–2019 Academic Year.

2.4: The interim goal for 2022-2023, the English I EOC Exam student performance with scores of a C or better will be 72.5% or above.

**Biology**
By 2023-2024, the Biology I End of Course Exams student performance will increase by 8 percentage points for students achieving a grade of C or better.

3.1: 2019-2020, the Biology EOC Exam student performance with scores of a C or better is currently projected as 66.1% based on EOC taken during the 2015-2016 Academic Year.

3.2: 2020-2021, the Biology I EOC Exam student performance with scores of a C or better is currently projected as 49.2% based on EOC taken during the 2016-2017 Academic Year.

3.3: 2021-2022, the Biology I EOC Exam student performance with scores of a C or better is currently projected as 51.1% based on EOC taken during the 2018–2019 Academic Year.

3.4: The interim goal for 2022-2023, the Biology I EOC Exam student performance with scores of a C or better will be 53.2% or above.

**US History**
By 2023-2024, the US History End of Course Exams student performance will increase by 8 percentage points for students achieving a grade of C or better.

4.1: 2019-2020, the US History EOC Exam student performance with scores of a C or better is currently projected as 39% based on EOC taken during the 2018-2019 Academic Year.

4.2: The interim goal for 2020-2021, the US History EOC Exam student performance with scores of a C or better will be 42% or above.

4.3: The interim goal for 2021-2022, the US History EOC Exam student performance with scores of a C or better will be 45% or above.

4.4: The interim goal for 2022-2023, the US History EOC Exam student performance with scores of a C or better will be 48% or above.

**Graduation Rate**
By 2023-2024, the percent of students who graduate in 4 years will increase by 10 percentage points

5.1: The interim goal for 2019-2020, the percent of students who graduate in 4 years will increase to 84%.

5.2: The interim goal for 2020-2021, the percent of students who graduate in 4 years will increase to 87%.

5.3: The interim goal for 2021-2022, the percent of students who graduate in 4 years will increase to 89%.

5.4: The interim goal for 2022-2023, the percent of students who graduate in 4 years will increase to 92%.

**School Climate**
School Report Card Stakeholder Engagement Surveys will increase from 25% of students completing surveys to 85% of students completing surveys by 2023-2024.

6.1: School Report Card Stakeholder Engagement Surveys will increase to 45% of students completing surveys by 2019-2020.
6.2: School Report Card Stakeholder Engagement Surveys will increase to 65% of students completing surveys by 2020-2021.
6.3: School Report Card Stakeholder Engagement Surveys will increase to 75% of students completing surveys by 2021-2022.
6.4: School Report Card Stakeholder Engagement Surveys will increase to 85% of students completing surveys by 2022-2023.

Beaufort High School
Standard Operational Procedures

**All Faculty and Staff will utilize the parking lot near the cafe for parking. Only exceptions will be designated staff (Office Manager, Book Keeper, Teacher of the Year, Principal).**

Scope of Teacher Responsibilities
The teacher plans, organizes, and administers learning experiences, which contribute to each student’s optimal development – these experiences may occur within and outside the classroom.

The areas of responsibilities include instruction and assessment, classroom management, administration of records and reports, communication with stakeholders, standing committees, advisor/advisee activities and professional development.

1. Teachers workday will be from 8:15 AM – 4:15 PM. All exceptions must be coordinated with the principal or designee.
2. Teachers will provide extra support to students during NEST from 8:15 - 8:40 every day (Wednesdays are reserved for meetings).
3. Teachers will supervise the hallways outside of their classrooms during passing periods.
4. Teachers entering and exiting the building during normal business hours will register their arrival, departure and/or return with the main office staff (Reggie Jones).
5. Teachers will provide a copy of their weekly lesson plans to the Staff Shared Drive before leaving on Friday afternoon for the subsequent week. The lesson plans will be aligned with existing pacing guides and state standards. A standardized lesson plan template will be provided to promote uniformity - exceptions to the template will be approved by the Principal or designee. Additionally, a copy of this weekly lesson plan will be placed near the classroom door in the clear lesson plan bin.
6. Teachers will utilize a variety of instructional and assessment methodologies to honor learning styles and promote student success.
7. Teachers will notify parents/guardians when a student’s classroom grade drops below 70%. All email communications should have teachers PLC administrator cc’d on the correspondence.
8. Teacher comments for any interim report with a student who has a 70% or below should request a parent conference.

9. Teachers will utilize the ENRICH template to document, develop and implement student interventions for failing and underachieving students.

10. Teachers will follow the agreed upon non-negotiables when dealing with senior failures.

11. Teachers will take daily attendance and register it in Power School within the first 10 minutes of the period.

12. Teachers will report any student on his/her class roll that has missed three consecutive days to their School Social Worker.

13. Teachers will use the electronic grade book to maintain an updated record of student progress. Gradebooks shall be updated every week on Tuesday to ensure accurate grade reporting.

14. Teachers will maintain “communication entries” as an official record of contact with parents/guardians concerning their students’ academic progress, attendance and discipline through ENRICH. Staff is expected to place a call first, if a parent/guardian is unreachable by phone, utilize email. If these are unsuccessful, please use snail mail or contact the school social worker for assistance.

15. Teachers will attend and participate in graduation, open house(s), parent conference night(s) and 8th Grade Night (Freshmen teachers), Senior Class Night and the Prom. All exceptions must be coordinated with the principal or designee.

16. Teachers will attend all scheduled and called staff meetings, department meetings, and division meetings. All exceptions must be coordinated with the principal or designee.

17. Teachers will attend scheduled parent/guardian conferences and provide appropriate documentation.

18. Teachers will provide appropriate documentation for scheduled IEP and 504 conferences. All exceptions must be coordinated with the principal or designee.

19. Teachers will meet deadlines for filing school and district reports, surveys and requested information.

20. Teachers will have a working knowledge and will enforce all Beaufort High School and Beaufort County School District operating policies.

21. Teachers are responsible for recording student absences and assigning a final numeric grade or a grade of FA if a student has not met 120 hours in the course.
   a. 1st semester approximate hours allowable - 7.5
   b. 2nd semester approximate hours allowable - 22.5

Beaufort High School
Senior Failure Procedures

1. Teachers will notify parents/guardians when the senior’s grade drops below 70%. Notifications will be documented in ENRICH and need to be reported to their Admin Team and counselor.
2. Teachers will utilize the ENRICH template to develop and implement a student improvement plan. Parents must sign off on the plan. A copy of the improvement plan will be forwarded to the Admin Team and guidance counselor.

3. Teachers will work in conjunction with guidance to send a letter to the parent(s)/guardian(s) of the failing senior confirming that the student has or is in danger of failing the course (before November 1/March 1). A copy of the letter will be forwarded to the Admin Team.

4. Teachers will alert the Admin Team and the guidance counselor by at least the 35th day of the course that the student has or is in danger of failing. This includes both academic and attendance failures.

5. Teachers will meet with the Admin Team to determine a recovery plan for the student.

6. Once the recovery plan has been developed, a conference will be held with the teacher, parent/guardian and student to review the plan and expectations. A contract will be secure (signed by both the student and parent/guardian) articulating the expectations.

7. Teachers must keep documentation of the student’s credit recovery progress and report it to the parent(s)

Teachers will meet with the Admin Team to enroll seniors with unacceptable absences into the Attendance Recovery.

**Instruction and Assessment**

- Develop lesson plans in accordance with state, district, and school established guidelines.
- Teachers are required to align curriculum pacing with BCSD Rubicon atlas.
- Lesson plans must be readily available for review and audit.
- **Provide a course syllabus to every student at the beginning of the course.**
- **Each class syllabus is to be turned in to the school principal no later than 8/25/19.**
- Use designated planning period(s) to prepare assignments, experiments, demonstrations, teaching aids, bulletin boards, etc. Planning periods will also be used for parent/guardian contacts.
- Reinforce teaching and learning by incorporating instructional methodologies that address various learning styles.
- Participate in the selection process for textbooks, reference, and instructional instruments.
- Work cooperatively with the PLC/Departments, subject areas, and administration to promote ongoing in the teaching and learning process.
- Evaluate students’ learning strengths and weaknesses, adapt teaching methods accordingly, and provide additional support during and after school hours.
- Determine and implement teaching methods appropriate to pupils’ needs and capabilities, group size, topics, and program objectives.
- Use a variety of assessments to determine student progress.
- Evaluate and report student progress.
- Use student assessments to develop and implement plans of improvement and support.
- Initiate and participate in conferences with students, parents, and/or administration.
- Communicate significant drops in the academic progress of students to parents/guardians.
Please note that parents / guardians will be notified when a student’s grade drops below 70%. A plan for improvement must be articulated on the “Student Improvement Plan” template. A copy of the improvement plan will be provided to the student’s head of school and counselor.

**Classroom Management and Safety**

- Establish, post, and maintain class guidelines.
- Implement the school’s policies fairly and consistently.
- Follow established school-wide discipline policies.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Communicate & Document all behavioral concerns to parents/guardians, counselor, and head of school.
- Understand and implement all safety procedures. (i.e. fire drill, hurricane drill, disaster drill, “Intruder on Campus”)
- Updated exit routes must be properly displayed in every classroom.
- Teachers must have in their positions updated student rosters while executing safety procedures.

**Administration**

- Maintain an accurate daily attendance through Power School for every class.
- Maintain updated student grades on electronic grade book.
- **Grades are to be updated each week on Tuesday,**
  - Verify all grades are correct and ready for distribution at established timelines.
  - Follow established “grade change” procedure.
- **Maintain major homework assignments and tests dates and syllabi on teacher website.**
- Provide timely responses to required reports, surveys, and administrative requests.
- Insure that weekly lesson plans are available for review at the beginning of the instruction week.
- Anticipate supply and equipment needs and submit requisitions.
- Provide hall supervision. Teachers will be in the halls between classes to supervise and direct student movement between class changes.
- Attend BHS staff, subject area, and committee meetings as scheduled.
- Participate in curriculum development and other professional activities as assigned.
- Submit a substitute folder (emergency lessons/rosters) to your PLC’s designated secretary at the beginning of the new school year. This folder will contain information and “emergency lessons for the orderly supervision and instruction of all classes.
- Substitute teachers will receive the folder from the PLC secretary as they report for duty.
- All folders must be returned to PLC secretary at the end of the day. Teachers may collect the appropriate data from the folder upon their return to duty.
- Please note that the teacher is responsible for replenishing all “emergency” materials that are utilized by the substitute teacher.
- Ensure that all components of the end-of-the-year “checkout sheet” are completed before leaving for break.

**CHARACTERISTICS OF EFFECTIVE TEACHERS**

It is the philosophy of Beaufort High School that teaching and learning in the classroom is the central purpose of the school. Listed below are the characteristics utilized to examine instructional practices.

**Organization and Clarity**
● explains clearly
● is well prepared
● makes difficult topics easy to understand
● uses examples, details, analogies, metaphors, and variety in modes of explanation to make material not only understandable but memorable
● makes the objectives of the course and each class clear
● establishes a context for material

Analytic/Synthetic Approach

● has a thorough command of the subject matter
● contrasts the implications of various theories
● gives the student a sense of the field, its past, present, and future directions, the origins of ideas and concepts
● presents facts and concepts from related fields
● **discusses viewpoints other than his/her own**

Dynamism and Enthusiasm

● is energetic and dynamic
● projects an enjoyment of teaching
● conveys a love of the field
● has an aura of self-confidence

Instructor-Group Interaction

● can stimulate, direct, and pace interaction with the class
● encourages independent thought and accepts criticism
● uses wit and humor effectively
● is a good public speaker
● knows whether or not the class is following the material and is sensitive to students’ motivation
● is concerned about the quality of his/her teaching

Instructor-Individual Student Interaction

● is perceived as fair, especially in his/her methods of evaluation
● is seen by students as approachable and a valuable source of advice even on matters not directly to the course

Teacher Dress

The image we project as professionals is associated with how we dress. As positive role models for students, teachers have a responsibility to model appropriate dress. Teachers should dress in a manner that reflects professionalism. The BCSD School Board has approved a policy on teacher dress. See Attachment A – page 53
Teacher Identification Badge

All staff members are required to properly display their (school issued) identification badge during duty hours.

Staff Sign in

All staff members will utilize the BHS sign in procedures to register in and out of the building. Teachers will be required to be in their room ready for students by 8:15 AM. Teachers will be expected to stand by their doors during class changes. The principal must approve exceptions. During normal business hours (8:15 a.m. – 4:15 p.m.), staff members leaving and returning to campus must register with main office and sign-out with Reggie Jones prior to leaving campus.

Absences (AESOP)

All staff members are expected to maintain attendance at or above the best practices 98%.

The occasional absence is unavoidable. Proper planning will minimize its effect on students and staff. To assist in creating a positive alternative learning environment, teachers are encouraged to report their absences as soon as possible. Please use the following steps to report your absence(s):
Employee Quick Start Guide for Aesop

Logging in on the Web

To log in to Aesop, type www.frontlinek12.com/aesop in your web browser’s address bar (on mobile devices, type m.aesoponline.com).

Enter your ID number and PIN, then click Login.

Can’t remember your login info?
If you’re having trouble logging in, click the Forgot your login? link next to the “Login” button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the Create Absence tab.

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

When you’ve complete entering the absence details, click the Create Absence button.

Managing your PIN and Personal Information

Under the “Account” tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the “Account” tab.
Employee Quick Start Guide for Aesop

Getting Help and Training

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the Help tab to go to the Aesop Learning Center where you can search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Check your absence reason (entitlement) balances – Press 2
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.
The District Website, www.beaufort.k12.sc.us, has a link to Sub-finder Web Connect. At this time, the site can only be used within the district. In the future we will be able to access the site from our home computers. To access the website please do the following:

1. On the BCSD home page, click on Staff in the upper left blue section.

2. On the Staff Portal click on **Sub-Finder** to access the secure site.

3. At the top of the page, in the center, you will see **Sub-Finder** written in gray and black. Double-click on that word.

You can now log in. Teachers will use their **last name and employee #** to log in. Some teachers who have been with us awhile may still be using their social security number. **If you are using your social security number, you should call Teresa Baird @ 322-2305 to make the change.**

When entering an absence, there are some common mistakes you should watch for:

**Be sure to get your AM & PM correct.** If you need a sub only till noon, or beginning at noon, that is 12:00 PM. Pre-arranged means exactly that. It means you have asked someone to sub for you on a specific date and they have agreed. The sub is aware of the day, date and time of the absence and has definitely agreed to the job.

**Requested sub** means that sub finder will call **only** the requested sub until 14 hours before the job starts. If the job starts at 8:00 AM, Sub finder will not call the larger pool of subs until 6:00 PM the night before. You might want to monitor a ‘requested sub’ absence in case the person you have requested is out of town or unavailable

**Special Instructions.** If you have special instructions you want to leave for a sub, it is better to enter your absence over the phone and record your special instructions. Subs do not have remote access to the web site. If they are using the phone system, they will be told you have left special instructions but they won’t be able to see them.

**All teachers** should call Sub-finder at the beginning of every school year and listen to what they have recorded. You should hear your name, position (subject &/or grade), and school. This is what subs will hear. You can re-record if necessary and call Teresa Baird @ 322-2305 if there is any incorrect information. It is important to do this now and make sure your information in Sub Finder is correct, do not wait until you need a sub.

**Local number for Sub-Finder:**

- 521-2445
- On Hilton Head, or out of state: 1-888-786-4559

All certified absences should be entered into the system. If you will be absent on a teacher work day when no students are present, you can choose ‘no sub required’.

If you have questions, or need help, call 322-2305

**You must report your absence in the Sub-finder system regardless if the absence is pre-arranged or “last minute”.” Failure to do so will result in improper documentation and could affect your pay.**

1. **Do not assume that the Sub-finder will automatically find an available substitute.** Contact the system as early as possible. This will enhance the chances that a substitute will be available.

2. If you are unable to contact the Sub-finder, **text and call** your PLC administrator.
3. Once you have arranged for a substitute, contact your head of school to alert him/her of the absence. This will
insure additional support for the substitute. Provide the PLC/Department secretary with the confirmation
number assigned by the Sub-finder system, what lesson plans will be used, and any special instructions. This
should be completed before 7:00 a.m.

4. Upon return to duty, an “Absentee Form” is to be completed and submitted to your PLC/Department secretary.
For medical leave of more than (3) three days, a doctor’s report is to be attached to the form.

5. Any issues involving a substitute should be reported immediately to the head of school and the appropriate report
filed. It is important that unqualified substitutes be removed from the Sub-finder system as quickly as possible.

6. Reminder: KEEP YOUR EMERGENCY SUB FOLDER UPDATED!

**BLUE SLIPS**

Blue slips will be issued to students that are non-compliant with Dress Code/ID policies. Students will be required to acknowledge that they have received a blue slip by initialing each issued slip. An office referral will be completed upon the student receiving their 5th or greater blue slip.

**Clubs**

Teachers must sponsor a club of their choosing or be assigned a club or duty by administration. Graduation and prom coordinators are exempt from sponsoring a club.

**Fundraising**

All fundraisers must be vetted and approved by Mr. Glaze prior to committing to raise funds for your class or club.

**Collecting Funds**

It is the policy of Beaufort High School that any collection of school-related funds from students must be done
through the BHS Bookkeeper or designee. There are no exceptions to this policy. All questions regarding the
collection of such funds will be directed to the bookkeeper.

**Budget Accountability**

Since each Department has its own budget, it is important to remember that the assigned administrator is the initiating
agent. All purchase orders from the department budget must be submitted by the Department Head with
approval from the PLC Administrators.

District policy is very clear that individuals that do not follow proper procurement guidelines will be financially
responsible for any purchases. The following critical questions may help guide you in this process.

1. Do(es) the item(s) or service directly support the curriculum and student achievement?
2. Have the item(s) or service been approved by the PLC Administrator?
3. Have all guidelines for procurement been followed and approved by the bookkeeper?
Purchase Order and P-CARD Procedures

- Purchase order forms are located under Staff Info on BHS network in the finance folder and in your PLC secretary’s office.
- **Department heads or the athletic director must approve all purchase order forms and P-Card purchases.**
- Signatures must be on all forms prior to submitting them and they are to be placed in the PLC **secretary’s box**.
- Request for Purchase Order forms must be submitted in a **timely manner** so that all merchandise will be received in a timely manner.
- Signatures and numbers must be written legibly on purchase order.
- Request for purchase order form must be completed in its entirety. If not, it will be returned.
- Please allow **(5) five** school days for processing of purchase order forms.
- Please submit a W9 form on new vendors with your purchase order form.
- The PLC/Department secretary is responsible for following up on orders. After you receive the boxes, check to see that all items are received and **place the packing slip/invoice/receipt in the secretary’s box.**  Your signature indicates that all items have been received, and the vendor can be paid.

**TRAVEL REQUEST PROCEDURES**

Travel Request Forms are located in the mailroom. Fill out a Travel Request Form and have principal sign for approval. Please submit all travel request forms **two months** before traveling, so that all checks will be received in a timely manner. *(3 weeks is acceptable for emergency only)*

Submit to the Bookkeeper your travel request form along with:
- Hotel information (PLC/Department secretary will hold rooms on school p-card).
- Registration form completed (Be sure to highlight registration fee amount).
- Per diem filled out on payment request form (who, when, where & why).
- If airfare is required, please alert the PLC/Department secretary ASAP. She will call Accent Travel for pricing and submit the information to the bookkeeper for processing.

School personnel are not authorized to make their travel arrangements. If you have special considerations needed for travel, i.e. 1st floor room or other accommodations covered under ADA, please notify the bookkeeper with you submit your request for travel. The bookkeeper will make all travel arrangements.

Fill out a Leave Slip for professional leave and attach a copy with your travel request form. You will receive travel checks (school mailbox) the week prior to departure.

**Mileage Sheet**

- Mileage in excess of $25.00 should be submitted on a monthly basis for reimbursement. **However, the district will not accept travel or out-of-pocket reimbursements over $25.00 after 30 days from the occurrence. (no exceptions)**
- Mileage Rate - .56 (make sure it is calculated accurately)
- Print your name legibly on the signature line.
- Any parking fees should be included on this sheet.

**Per Diem:** *(In order to receive breakfast you must leave before 7:00 a.m. and to receive dinner you must return after 7:00 p.m.)*  *Amounts subject to change per state guidelines.

| In State: | $5.00 Breakfast | $10.00 Lunch | $15.00 Dinner |
Out-of-State: $10.00 Breakfast  $15.00 Lunch  $25.00 Dinner

**Purchase Card**

The PLC/Department secretary will make all “small dollar” purchases (anything less than $2,500) with the p-card (assuming the vendor will accept a p-card). Teachers and staff may shop with contracted vendors online and forward your cart to the PLC/Department secretary, and she will process your order using the school p-card. All p-card purchases will be given to the PLC/Department secretary to be distributed. **Please place all receipts and invoices** in the bookkeeper’s mailbox in the mailroom. The credit card will not be available at the beginning of each month (1st - 7th). Please plan all purchases accordingly.

**Purchase Service Contracts**

*(Sample Contracts are located under Staff Info on BHS network in a folder titled Finance)*

Complete contract with pertinent details and **NO** signatures. Contract must include:
1. Social security number
2. Date of birth
3. Whether they are employee of BCSD or not
4. Will be working with children or not
5. Detailed description of their service that matches the job description advertised
6. If they are on the SC Arts Commission Approved Artist Roster if an Artist contract

Email to BHS Bookkeeper and she will forward to BCSD Human Resource Dept.

✓ HR checks to see if contract properly advertised
✓ HR conducts SLED check if contract requires student interactions
✓

The bookkeeper will submit the original contract with all signatures and completed W9 form to district personnel in Finance. Contracts that have signatures on them from schools/departments/person giving purchased service and **DO NOT** have fiscal services or Human Resources representative signatures will be returned and the process will start over.

**Remember:** The agent/consultant may not sign the contract until after it is signed by Finance and Human Resources.

**Bookkeeper Reminders**

- The bookkeeper will be available to receipt students **during all lunches** and from 11:00 a.m. until 1:00 p.m.
- **Do not send students during class time for change or to make a payment.**
- Remind students that it is their responsibility to keep receipts or turn them into the proper staff member.
- The Bookkeeper is **NOT** permitted to cash checks – under any circumstances! All checks must be made out to Beaufort High School – not to a specific club or organization.
- Any students paying for a lost textbook must see Mr. Tooman or Ms. McKinney (media specialist) to establish pricing – prior to coming to the bookkeepers’ office to submit payment.
- All money must be turned into the bookkeeper! All **funds must be collected before 4:00 p.m. and deposited daily.**
- Never leave funds in your classroom or carry school funds home overnight or open an account under your name for a club or organization.
- Club members are not allowed to bring any money to the bookkeeper’s office; it is the responsibility of the Club Treasurer or Club Advisor. Please count your money and wrap all coins **before** coming to the bookkeeper’s office.
All fundraising activities must be reviewed and approved in advance by the principal (designees) on a “Request for Fund Raising Project” form. Any changes or amendments to the Fundraising report should be approved by the principal (designees) before the activities are undertaken.

- All forms (mileage sheets, travel requests, commodity codes etc.) are located on the school server under “Teacher Info.”
- All purchase order, travel requests, payment requests, and reimbursement forms will be processed through the PLC/Department secretary. The PLC/Department secretary will forward all documents to the bookkeeper.
- Teachers are not permitted to purchase anything without an approval from the head of school and the bookkeeper.
- Beaufort High School is not responsible for purchases made without a PO number. All purchases made without a PO numbers are considered personal purchases.
- Teachers receiving a package must sign the packing slip or invoice and highlight the purchase order number before submitting it to the PLC/Department secretary.
- In order to purchase any technology equipment or supplies (i.e. computers, printers, software, LCD projectors, etc.), you will need to submit a hardware approval form to Mr. Walker/Technology Specialist.
- **DO NOT** place any paper work on the bookkeeper’s desk or slide it under the door. This will only delay the process, therefore, please use the bookkeeper’s door inbox, the mail box in the mailroom or submit paperwork to your PLC/Department secretary.
- All staff members that do not follow purchasing procedures or procurement codes are in violation of district policy. Violations will be recorded and placed in the offending staff member’s personnel file.
<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEST</td>
<td>8:15 – 8:40</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Block</td>
<td>8:45 – 10:15</td>
</tr>
<tr>
<td>- 1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>8:45 – 9:28</td>
</tr>
<tr>
<td>- Passing</td>
<td>9:28 – 9:32</td>
</tr>
<tr>
<td>- 2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>9:32 – 10:15</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Block</td>
<td>10:20 – 11:50</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Block</td>
<td>11:55 – 2:10</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:55 – 12:25</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:30 – 1:00</td>
</tr>
<tr>
<td>C Lunch</td>
<td>1:05 – 1:35</td>
</tr>
<tr>
<td>D Lunch</td>
<td>1:40 – 2:10</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Block</td>
<td>2:15 – 3:45 (Senior dismissal 3:42)</td>
</tr>
</tbody>
</table>
**Advisory Bell Schedule**  
**2019-2020**

**NEST** 8:15 – 8:40

**1st Block** 8:45 – 10:15
- 1st Period  8:45 – 9:28
- Passing  9:28 – 9:32
- 2nd Period  9:32 – 10:15

**2nd Block** 10:20 – 11:45

**3rd Block** 11:50 – 1:45
- A Lunch  11:50 – 12:15
- B Lunch  12:20 – 12:45
- C Lunch  12:50 – 1:15
- D Lunch  1:20 – 1:45

**Advisory** 1:50 – 2:20

**4th Block** 2:25 – 3:45  
(Senior Dismissal at 3:42)
<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 – 8:40</td>
<td>NEST</td>
</tr>
<tr>
<td>8:45 – 10:05</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>8:45 – 9:23</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>9:23 – 9:27</td>
<td>Passing</td>
</tr>
<tr>
<td>9:27 – 10:05</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
</tr>
<tr>
<td>10:10 – 11:30</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>11:35 – 1:30</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>11:35 – 12:00</td>
<td>A Lunch</td>
</tr>
<tr>
<td>12:05 – 12:30</td>
<td>B Lunch</td>
</tr>
<tr>
<td>12:35 – 1:00</td>
<td>C Lunch</td>
</tr>
<tr>
<td>1:05 – 1:30</td>
<td>D Lunch</td>
</tr>
<tr>
<td>1:35 – 3:00</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Block</td>
</tr>
</tbody>
</table>

(Dismissal of students will begin at 2:50 by zone)

Pep Rally 3:05 – 3:45
<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 – 8:40</td>
<td>NEST</td>
</tr>
<tr>
<td>8:45 – 9:25</td>
<td>1st Block</td>
</tr>
<tr>
<td>8:45 – 9:03</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:03 – 9:07</td>
<td>Passing</td>
</tr>
<tr>
<td>9:07 – 9:25</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:30 – 10:11</td>
<td>2nd Block</td>
</tr>
<tr>
<td>10:16 – 10:57</td>
<td>3rd Block</td>
</tr>
<tr>
<td>11:02 – 11:43</td>
<td>4th Block</td>
</tr>
<tr>
<td>11:48 – 12:45</td>
<td>Advisory/Lunch</td>
</tr>
<tr>
<td>11:48</td>
<td>12th Grade Lunch</td>
</tr>
<tr>
<td>11:55</td>
<td>11th Grade Lunch</td>
</tr>
<tr>
<td>12:05</td>
<td>10th Grade Lunch</td>
</tr>
<tr>
<td>12:15</td>
<td>9th Grade Lunch</td>
</tr>
</tbody>
</table>
Extended 1st Block Special Events Schedule

1 Block 8:45 – 10:40
(Program: 9:00-9:45)
  1st Period 8:45 - 10:05
  Passing 10:05 - 10:10
  2nd Period 10:10 - 10:40

2 Block 10:45 – 12:05

3 Block 12:10 – 2:15
  A-Lunch 12:05 – 12:35
  B-Lunch 12:40 – 1:10
  C-Lunch 1:15– 1:45
  D-Lunch 1:45 – 2:15

4 Block 2:20– 3:45
(Seniors Dismissed at 3:42)
Scheduled Meetings

**Department meetings** and **Department Chair Meetings** are required meetings for teacher representatives. The time, date, and frequency of these meetings are to be determined following the first department chair meeting.

**Faculty meetings** are held on the **Fourth Wednesday of each month beginning at 7:30 AM.** All teachers are expected to attend and sign in.

SIC meetings will be scheduled for the evening on the **SECOND Tuesday of each month at 5 PM.**

**Committee meetings** are required by all teaching staff, however each committee will meet and determine and publish a committee meeting schedule of meeting times.

Emergency meetings will be called as needed to discuss or inform the staff of pertinent issues. Scheduled meetings may be cancelled due to lack of an agenda.

**Beaufort High School Standing Committees**

- 8th Grade Night/Spring Fling
- Anti-Bullying Campaign
- Class Sponsors
- Homecoming
- Graduation
- High Schools That Work
- Open House (Fall & Spring)/ Parent Conferences
- PBIS/Student Recognition
- Pep Club
- Prom
- Science Fair
- Senior Day (Passing of the Mantle)
- Senior Recognition Night
- Staff Welfare & Morale (Sunshine) Committee
- Student Government
- Veteran’s Day Assembly
- Social Committee
- New Teacher
Standing Committees
Planning Report

Please complete the following planning report and provide a copy to the Office Manager at least 30 working days before the activity is scheduled. Before conducting a planning meeting with the committee, each chairperson will schedule a meeting with the principal to discuss the mission of the standing committee.

Standing Committee: ___________________________   Planning Year: ___________

Chair: _____________________________   Meeting Date: ________________

Committee Members Present:

Planning Narrative: (Include dates, times, and assigned responsibilities)

Chairperson ___________________________   Date Submitted ________________
Standing Committees

Exit Report

Within five working days of the completion of the committee’s responsibilities, the chairperson will complete the following report and provide a copy to the Office Manager. In addition, each chairperson will schedule a meeting to brief the BHS Principal of the committee’s final progress.

Standing Committee: ___________________________    Planning Year: ___________

Chair: _____________________________    Meeting Date: ____________________

Success Narrative: (Include projects / programs, attendance, cost, etc.)

Areas of Improvement:

______________________________
Chairperson

______________________________
Date Submitted
HALL PASSES
Students are given ample time between period blocks for restroom breaks. Students are not permitted to be released the first or last 15 minutes of a class period unless it is a case of emergency. Hall passes are to be granted for emergencies only. Classroom instruction is to be protected and students are to remain in the classroom for the majority of the time.

► One student – one hall pass. It is further recommended that only one student at any given time be permitted to use a hall pass to exit your class. The second hall pass may be used for emergencies. Group passes are not permitted.
► A student must possess a hall pass when entering the halls during a class period.
► Students must sign out before exiting and sign in when returning to class. This could be important in cases of vandalism.
► All sign out /in records must be maintained and preserved by the teacher.
► When the teacher is absent, the secretary will provide a SUBSTITUTE pass to be utilized. Teachers are instructed to secure their hall passes before leaving each day.

Tardy Passes
Teachers are expected to close their doors at the tardy bell. Students who are not in the classroom when the tardy bell rings are not permitted in class without a tardy pass. Students that have been swept will receive a tardy pass to return to class. Teachers will need to collect tardy passes from students and update PowerSchool to reflect that the student was tardy for that class period.

Field Trip Procedures
(All field trips must have final Approval from Principal. All field trip requests should have already been submitted in the spring. The principal will only approve field trips for individuals who previously expressed intent in the spring)

► After getting your PLC Administrator signature on completed documents, submit request for field trip to Office Manager. **Forms are available on the shared drive under FORMS.**
► Remember: **Field trips must be properly planned properly planned in accordance with IS 41 of the Administrative Rules (also in Shared Drive).**
► After the trip has been approved, Front Office will arrange the bus for you
► Once all forms are approved, and Front Office has ordered your bus, signed paperwork will be placed in your mailbox.

Communication with Parents/Guardians
Effective communication between home and school is a priority at Beaufort High School. **Teachers are expected to maintain direct contact with parents when student academic and behavior levels fall below expected performance.**

EARBUDS/HEADPHONES
Earbuds and headphones to include bluetooth devices and airpods are not permitted from 8:35 - 3:45. Teachers may utilize school issued headsets for class activities. Earbuds and headphones will be confiscated and returned at the completion of the school day.
ELECTRONIC DEVICES

By the SC State Code (section 59-63-280), a paging device is defined as a telecommunications device, to include mobile telephones, device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are considered to be paging devices.

Student use of electronic communication devices while on school property (including school buses), attending school-sponsored activities, or using the District technology system may only be done in accordance with school policy.

What this means to you –

It is Beaufort High School policy that students may have electronic devices such as, but not limited to, cell phones, Ipods, e-readers, MP3 players, in your possession at Beaufort High and on school buses as long as the student is willing to adhere to the following:

● Students may openly display and use these devices during travel to and from school while riding a bus.

● Students are to store cell phones **turned off and out of sight** in pockets, bags, purses, etc... during instructional time/classroom.

● Students may openly display and use electronic devices during their assigned lunch provided:
  o Electronic device is used ONLY while in the cafeteria and/or patio.
  o Students may use the device provided the student wears headphones.
  o Students will refrain from making phone calls and talking on the phone.
  o Phone does not cause a distraction or disturbance to others around.

Additionally, a student in possession of an electronic communication device in conflict with this policy may have the device confiscated and is subject to discipline as provided under the Student Discipline Code of Conduct. The school or school District assumes no responsibility for electronic devices brought to school or on the bus. Cf. SS-18

**First Offense**: After a conference with an administrator, the item will be returned at the completion of the school day.

**Second Offense**: After a conference with the parent/legal guardian, the item will be returned at the completion of the school day.

**Third Offense**: After a conference with the parent/legal guardian, the item will be returned at the end of the school day. Student will be assigned an appropriate consequence for multiple offenses such as after school detention but not limited to In-School suspension.

*There is nothing in this policy which prohibits any administrator from imposing more severe
penalties after consideration of the incident.

Student Improvement Plans

It is expected that students with grades falling **below 70%**, patterns of disruptive behavior, and/or is consistently late or absent for classes will have an updated “Student Improvement Plan” on file. Copies of the plan will be forwarded to the student’s counselor and head of PLC Administrator. **Please note the “base intervention strategies established by the school.”** The template for the plan is located on the school’s server under “Teacher Information.”

Beaufort High School
Individual Graduation Plan (IGP)
Student Improvement Plan

Student Name:  SUNS #:  Grade  Date:  Counselor:

Use a Separate Form for Each Need

<table>
<thead>
<tr>
<th>Identified Need (provide specific details of the student’s need)</th>
<th>Intervention Strategies (check each appropriate strategies)</th>
<th>Action Step(s) (include adult(s) responsible for implementation)</th>
<th>Review Update(s) (include date, progress and modifications)</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>Tutoring</td>
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<tr>
<td></td>
<td>Cognitive Tutor Program</td>
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<td></td>
<td>Time Management</td>
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<td></td>
<td>Varied Instruction</td>
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<td>Additional Assessment(s)</td>
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<td>Anger Management</td>
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<td>Guidance Counselor</td>
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<td>Social Worker</td>
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<td>Behavior Specialist</td>
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<td>School – Home Communication</td>
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<td></td>
<td>InTouch Monitoring</td>
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<td></td>
<td>Parent/Guardian – Teacher Conference</td>
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<td></td>
<td>Referral to Intervention Team</td>
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</tbody>
</table>

35
I have had an opportunity to provide input on the above intervention(s) and agree to support full implementation.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
<th>Advisor or Counselor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>


In 1975, Congress passed Public Law 94-142 (Education of All Handicapped Children Act), now codified as IDEA (Individuals with Disabilities Education Act). In order to receive federal funds, states must develop and implement policies that assure a free appropriate public education (FAPE) to all children with disabilities.

IEP- An IEP is required for ALL students with disabilities determined by the team to need special education and related services. This document is law-binding and must be followed.

IEP Team- The student’s IEP team is responsible for determining the appropriate special education and related services that **MUST** be provided by the school district.

The IEP team consists of the parents, special education teachers, general education teachers, school district/agency representative, person who can interpret the results of an evaluation, student, and a transition representative.

The IEP team must include at least one of the student’s general education teachers if the student is or may be participating in the general education environment.

The school district/agency may designate which of the student’s general education teachers will participate.

All teachers and service providers must be informed of their responsibilities related to implementing the IEP and the specific accommodations and supports that must be provided for the student.

### 504 Procedural Guidelines

Section 504 is an act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities (Major life activities include such activities as caring for one’s self, performing manual tasks, walking, seeing, hearing, learning, breathing and working.)

- has a record of such impairment; or
- is regarded as having such impairment.

The following will be considered when preparing for a 504 conference:

- Meetings are held each year prior to the Review Date.
- Invitations are sent home at least 7 days prior to the meeting. Invitations should include the following:
  - Parental rights
  - Invitation letter
  - Parent Response form
- All the student’s teachers, an administrator, and school psychologist should be invited to the meeting.
- School psychologist will be invited to all eligibility meetings.
- Follow-up call should be made to verify parent’s attendance
- Teachers should attend meeting or send documentation.
- All participants should sign 504 plan.
- All teachers serving the student will receive the 504 plan and sign the confirmation form.
- Teacher will follow the 504 plan and meet all accommodations within the plan.
- Questions should be directed to the BHS 504 coordinator.
UNIFORM GRADING SCALE
The Uniformed Grading Scale (UGS) and policy approved by the South Carolina State Board of Education governs courses that students take to earn high school diplomas in South Carolina. The UGS requires that grades be recorded numerically and outlines the calculation to be used to ascertain a student's grade point ratio. The numerical scales for each corresponding letter grade are as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and Below

Grade Reporting
Grades will be reported to parents within established guidelines set forth by the Beaufort County School District.

Progress reports will be submitted to the BHS data specialist on the following dates:
- September 6th
- September 27th
- November 8th
- December 6th
- January 31st
- February 21st
- April 9th
- May 8th

Quarterly grade reports will be sent home on the following dates:
- October 18th
- January 10th
- March 20th
- June 5th

Quarter Grade Calculation (60/40):
The calculation of quarter grades will consist of both Summative and Formative assessments.
- Summative assessments are weighted at 60% and will consist of: Tests, Quizzes, Projects
- Formative assessments are weighted at 40% and will consist of: Practice assessments, In-class assignments, and Homework assignments

Final Grade Calculation (to include EOC courses):
Non-EOC Course - Q1 = 50%, Q2 = 50% Q1+Q2=100%

EOC Course - Q1 = 40%, Q2 = 40%, EOC = 20% Q1+Q2+EOC=100%
Grades of a “0” will be entered for all assignments that have not been turned in or from being absent from class. This will be updated weekly on Tuesdays.

Seat Time Requirement:

In conjunction with R.43-274 In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the local school district. **Beaufort County School District has not been approved to use proficiency in lieu of the seat time requirements for attendance. Therefore, the proficiency option does not apply to Beaufort County students.**

Students that receive a (FA) Failure due to Absences must make up required seat time hours/assignments within 30 days. Extensions may be permitted on a case by case basis, however all requirements must be completed prior to the beginning of the next school year.

Carnegie Unit/Credit Recovery
In order for students to earn a Carnegie unit for credit recovery students must adhere to the following school guidelines for credit recovery. Students that have a failing grade between 50-59 can qualify for Credit Recovery. Beaufort County allows Principal approval for special circumstances for students. Beaufort High School will give consideration for approval to students with grades between 45-49. Students that score below a 45 will have to retake the course. Credit Recovery at BHS is a mastery-based model.

1. An Edgenuity course matching the course of failure will be prescribed.
2. If the course is not offered in Edgenuity the student will have to retake that course.
3. All Edgenuity coursework must be completed in a supervised setting within the school building.
4. All coursework must be completed in its entirety.
5. Students will complete the diagnostic exam prior to beginning the prescribed course.
6. Credit Recovery may only be completed during Beaufort High’s NEST and EAST programs before and after school.
7. Failure to complete coursework within the current academic school year will result in nullification of all work.
8. Successful completion of credit recovery will result in 1 unit recovered but NO grade change in PowerSchool. The original grade stands and only credits toward graduation will be earned.

**Homework-Statement of Purpose and School Use**

The purpose of homework shall be to serve as a means to reinforce and extend classroom learning. Additionally, it should serve as a tool to assess understanding of classroom instruction mastery. Homework assists in motivating students to develop good work habits stimulate creativity and critical thinking. Students are accountable for successful homework completion. If homework is assigned to students, course grading should reflect acknowledgement of work completed.

Students are expected to:
- Do your best work
- Pay attention to details for homework direction and completion
- Understand assignment prior to leaving the classroom
- Ask appropriate questions to deepen learning
- Hand in assignments on time
- Ask parents, peers, teachers for help when needed
- Complete any missed assignments

Teachers are expected to:
- Ensure all students clearly understand homework assignments
- Ensure homework addresses classroom learning goals, objectives and standards
- Provide timely and quality feedback
- Assign no more than 30 minutes of homework per night (per class)
- Communicate with parents regularly when students fall behind on assignments
- Collaborate with other teachers to ensure that homework workloads are balanced

Parents are expected to:
- Monitor and ensure that students have appropriate resources to complete homework.
- Encourage your students to keep good lines of communication with teachers.

**Make-up work for Lawful Absences:**

Students who have excused absences from class as defined by state and BCSD Administrative Regulation will be given the opportunity to make up work and be assigned a grade based upon the quality of that work. For excused (lawful) absences, students will
be granted the opportunity to make-up any missed assignments and/or work due to the absence(s). This will include quizzes, test, writing assignments, etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one (1) week. For example, if a student misses two (2) days of school (Monday and Tuesday) and returns on Wednesday, Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one (1) day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday.

ATTENDANCE REQUIREMENTS

In conjunction with R.43-274 in order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the local school district. **Beaufort County School District has not been approved to use proficiency in lieu of the seat time requirements for attendance. Therefore, the proficiency option does not apply to Beaufort County students.**

We provide all students with the opportunity to make up seat time prior to the end of the semester. **NEST time will not be counted toward seat time.** If students do not have a total of 120 Seat Hours by the last day of enrollment in the class, the student receives a grade of FA (Failure Due to Absence) in the class. When students receive a grade of FA, if the absences are excused because of medical, bereavement or a verifiable family crisis, students can make up seat time at no cost. If the absences are otherwise excused or unexcused students must pay a fee to recoup seat time. Students are always encouraged to make up seat time prior to the end of the semester.

Students that receive a (FA) Failure due to absences must make up required seat time hours/assignments within 30 days. Extensions may be permitted on a case by case basis, however all requirements must be completed prior to the beginning of the next school year. Students who opt to not make up seat time will receive a grade of FA. A grade of FA becomes a failing grade.

**ATTENDANCE RECOVERY POLICY**

Students with excessive absences are encouraged to attend our attendance recovery program. If required seat time is not recovered, the student will receive a failing grade due to absences (FA)
ATTENDANCE: In order to earn one Carnegie unit of credit, a student must be in attendance at least 120 hours per credit. Missed seat time is determined by days absent (excused, unexcused, or suspension) per semester. Students will have the opportunity to make up missed seat time before school form 8:10 – 8:40am ONLY.

RESTROOM: Every student will be encouraged to use the restroom during class changes to minimize the loss of instructional time. Students will not be permitted to use the restroom during the first 15 minutes and last 15 minutes of each class.

MAKE-UP WORK: If absent, students will be granted the opportunity to make up missed assignments, but the make-up work will only be graded if the absence is excused. The teacher reserves the right to allow a student to make up missed work for a grade for unexcused absences at their discretion. The period for making up the work will be a minimum of one day for each day missed up to a maximum of one week.

CELL PHONES: Cell phones may ONLY be used before school, after school, during class changes, and during lunch. Phones used other than these times will be confiscated. The phone will be returned to the student at the end of the day for first offenses from their administrator. Additional offenses will follow the continuum of consequences listed under the Cell Phone Policy in the student handbook.

Earbuds are not permitted at any time from 8:35am – 3:45pm.

DRESS CODE: Student dress code is determined by the Beaufort County School District Board Policy and is strictly enforced. Please refer to the student handbook for policies specific to Beaufort High School.

TARDIES: Students will adhere to the Tardy Sweep Policy listed in the student code of conduct. Students that are not in class when the tardy bell rings may be “Swept” to the auditorium prior to being admitted to class. Students will be advised of the school expectation to be to class on time, documented for the offense as a warning, and issued a pass to return to class. Students that are swept two (2) or more times in a semester will be issued a full day of In-School Suspension for the infraction of Excessive Tardiness. Students that have been swept six (6) or more times in a semester will incur an Out-of School suspension for Refusal to Obey. In addition a parent conference will be held.

Extra Help/Tutoring (NEST):
Weekly NEST will be used for enrichment of curriculum, transferable skills development, and career-related learning. During this time, students and teachers will be encouraged to build relationships through one to one and small groups, supporting the learner’s needs.

ONLINE ACCESS TO GRADES AND ATTENDANCE:
Students and parents/guardians can assess both grades and attendance via the PowerSchool portal 24 hours a day, 7 days a week. Visit our webpage, then Parents, then Parent Portal for more information.

STUDENT IDS: Student identification cards and a lanyard will be provided to every student. IDs must be worn at all times. Students shall not deface or alter ID badges in any way. Teacher will check each period to make sure ID badges are displayed or a temporary ID was issued per school ID Policy in the student handbook.

GRADING SCALES AND WEIGHTS
A  90-100
B  80-89
C  70-79
D  60-69
F  59 and below

Courses with EOCs—(English 2 (2019 9GR English 1), U.S. History, Biology 1, and Algebra 1) Your EOC exam will count as 20% of the final grade. Formative and summative assessments are used to evaluate student learning and mastery. Formative tasks include practice assessments, classwork, homework, warmups, and labs. Formative assignments constitute 40% of the final grade. Examples of summative tasks are major tests, quizzes, and projects. Summative assessments evaluate learning at the end of a unit of study and are weighted as 60% of a student’s grade.

Teachers are required to update and input, at minimum, two grades weekly on Tuesdays. Quarter recovery will be offered to eligible students. More information can be provided if necessary.

ADDITIONAL INFORMATION:
I have read and understand this information and syllabus.
Parent Name (Print): ___________________________ Parent Signature: ___________________________
Phone # __________________ Email Address: _______________________ Student Name (Print): ___________________________ Student Signature: ___________________________

Videos and Alternative Materials

The Beaufort County Board of Education recognizes that commercially produced videos and movies, hereinafter referred to as “videos,” and alternative materials may be used to supplement adopted curriculum materials and library resources. Teachers are expected to exercise sound judgment in the selection of such
videos or alternative materials, including ensuring that their content supports curriculum objectives and content standards. In addition, consideration must be given to whether the video is appropriate for the age and maturity level of the students.

Additionally, parents or guardians must have an opportunity to determine whether videos or alternative materials (not approved on the state Media Services List) are suitable for viewing by their own student. It is important to note that a video or materials requiring parental permission is not deemed suitable by parent(s)/guardian(s), alternative assignments that are appropriate and relevant must be given to those students. Teachers must use reasonable precautions and make concerted efforts to ensure that students are not subjected to ridicule from their classmates, nor are there any other negative consequences.

It is expected that all instructional staff will utilize the accompanying procedures and forms for
- obtaining approval for showing videos and using alternative materials; and
- obtaining parental permission prior to showing videos or using alternative materials.

Video and Alternative Materials

It is the policy of the Board of Education that teachers shall exercise good judgment in the selection of all materials used in the classroom. This is particularly important when supplemental materials such as videos and literature are used. The following are guidelines for the use of videos and alternative materials including educationally produced videos, commercial movies, and programs that have been recorded from television broadcasts.

1. Video Preview: All videos or clips of videos to be shown will be previewed and evaluated for educational quality by the classroom teacher prior to instructional use.

2. Relevance to Curriculum: All videos and alternative materials must be relevant to content standards and grade-level course curriculum objectives.

3. Meaningful Use of Instructional Time: Teachers will use professional judgment to carefully weigh the appropriate use of instructional time required for showing videos or utilizing alternative materials.

4. Grade Level (Age) Appropriateness: The classroom teacher must have all videos and alternative materials approved for appropriateness.

5. Administrative Approval and Parent Notification: Videos and materials requiring head of school approval, must be submitted on the “Video / Alternative Materials Approval Form” at least two weeks before utilizing the requested video or materials. Once administrative approval has been granted, teachers will send the “Video / Alternative Materials Parent/Guardian Permission Form” home with the student at least one week before utilizing the requested video or materials.

6. Options for Students: If a parent/guardian requests that a not watch or be exposed to the requested alternative materials, the teacher will assign an appropriate, relevant, and comparable activity that meets the curriculum objectives. This includes students that do not return the “Video and Alternative Materials Parent/Guardian Permission Form.” Reasonable precautions will be taken to ensure that the student is not ridiculed or ostracized.

7. Instructional Use of Videos: When using videos or materials with a copyright, teachers shall comply with Federal Copyright Laws. Using videos for entertainment or rewards is a copyright violation;
therefore, videos may not be shown for such purposes unless public performance rights have been secured from the producer.

A template of both forms is located on the school server under “Teacher Information.”

**Beaufort High School**

**Video / Alternative Materials Approval Form**

This form must be completed and submitted to the PLC Administrator at least two weeks before utilizing the requested video or alternative materials.

Instructor: Application Date: Requested Date:

Title of Video / Material(s):

Length:

Rating: Reason for Rating: Violence: Sexual Content: Nudity: Language:

(Check all that apply)

Course:

Explain how the video / alternative material(s) support course objectives or content standards:

I certify that I have followed Federal Copyright Law. I further certify that I am providing a minimum one week notice to parents before utilizing the video / alternative material(s)

Teacher Name: (Print or Type):

Teacher signature: ____________________________ Date: ____________
BEAUFORT HIGH SCHOOL
VIDEO / ALTERNATIVE MATERIALS APPROVAL FORM

This form must be completed and submitted to the PLC Administrator at least two weeks before utilizing the

Beaufort High School
Video / Alternative Materials
Parent/Guardian Permission Form

Instructor: Application Date: Requested Date:

Title of Video / Material(s): Length:

Rating: Reason for Rating: Violence: Sexual Content: Nudity: Language:

(Check all that apply)

Course:

Explain how the video / alternative material(s) support course objectives or content standards:

Official Use Only
Request: Approved Rejected

Justification for “Rejected”

(Check all that apply)

Request Incomplete Insufficient Connection to Course Objectives Copyright Questions

Other: _________________________________________________________________

Head of School Date

All appeals must be submitted on the appropriate “Appeals Form”
Describe the Alternative Assignment:

I certify that has been submitted for and approval by the appropriate administrator. Furthermore, I certify the above requested video / alternative material(s) is directly connected to the curriculum and objectives.

Teacher Name: (Print or Type):

Teacher signature: ___________________________ Date: ____________

<table>
<thead>
<tr>
<th>Parent/Guardian Permission</th>
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<tbody>
<tr>
<td>□ Permission <strong>Granted</strong>: Please allow my student to gain the benefits of the above video / alternative material(s)</td>
</tr>
<tr>
<td>□ Permission <strong>Denied</strong>: Please provide my student with the appropriate alternative assignment.</td>
</tr>
</tbody>
</table>

Completed by the Instructor

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<tr>
<th>Date Returned: ________________</th>
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Head of School

Date

A copy of this form will remain in the instructor’s file for no less than one academic year.
Beaufort High School
Lead Teacher (Department Chair)

**Job Description:** The lead teacher is assigned by subject area (i.e. arts, business, foreign language, language arts, math, ROTC/PE, science, social studies, special education, and technology). This teacher is responsible for organizing and implementing subject area curricula. He/she is responsible for guiding the development of standards-based curriculum and assessments, promoting research-based instructional methods, aligning of materials and resources to curriculum outcomes, and overseeing materials inventory.

**Prerequisites:** He/she must have a minimum of five years’ experience as a classroom teacher in the subject area. **Duties of this position include but are not limited to:**

**Curriculum**

1. Collaborating with colleagues to ensure curriculum, instruction, and assessment “procedures” are implemented and monitored
2. Collaborating with colleagues to construct and utilize benchmark lessons
3. Collaborating with colleagues to ensure that curriculum, instruction, and assessment are aligned with state standards
4. Collaborating with colleagues to identify and articulate curriculum needs and expectations to the faculty
5. Collaborating with colleagues to ensure that textbooks and materials are utilized effectively as resources to meet curriculum goals
6. Collaborating with colleagues to ensure that curriculum and instruction aligns and supports standardized testing

**Leadership**

1. Conducting monthly meetings for subject area teachers
2. Advising and consulting with administrative staff on subject area curriculum issues
3. Supporting and assisting in implementing the school vision
4. Providing peer assistance for colleagues
5. Assigning and monitoring subject area mentor teachers
6. Serving on district-level and school committees
7. Assisting in the coordination of the school’s testing program
8. Assisting in the coordination of professional development activities linked to the subject area
9. Provide lesson plans for long term vacancies
10. Grade/Input student grades into gradebook for classes covered by a substitute due to long term vacancy

**Harassment**

The stakeholders of Beaufort High School recognize that harassment of any kind (i.e. sexual and/or bullying: physical, or verbal) is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. Beaufort High School is committed to providing an educational and working environment that promotes respect, dignity, and equality free from all forms of harassment. To that end, the stakeholders of the school condemn and strictly prohibit all forms of harassment on school grounds, school buses, and at all school-sponsored activities including those that take place at locations outside of the school district.

**Sexual Harassment**

**Sexual Harassment Defined**
"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

**Harassment / Bullying**

**Defined**

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Harassment or Bullying” is conduct that meets all of the following criteria:

- is directed at one or more individuals;
- substantially interferes with educational opportunities, benefits, job performance, or programs of one or more individuals;
- adversely affects the ability of an individual (s) to participate in or benefit from the school’s educational programs, activities, or work environment; and is based on an individual’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- Is repetitive over a period of time.
- Has an element of power control over the victim.

**Physical bullying:** hitting, kicking, pushing, choking, or punching.

**Verbal bullying:** threatening, taunting, teasing, starting rumors, hate speech.

**Relationship Bullying:** spreading lies or rumors, making someone do things s/he does not want to do.

**INTRUDER ON CAMPUS**

Intruders are individuals who do not receive permission from the school office to be on the school premises.
All visitors must sign in with the front desk. They will be given identification stickers and be escorted to the approved destination. Staff members are instructed to stop unescorted strangers and offer assistance. Those individuals that do not present an approved identification will be escorted to the nearest administrator.

Staff members will recognize and utilize the phrase “Modified Lockdown” when reporting or alerting others to the presence of a suspicious and potentially dangerous person(s) in the building.

**Signals:** The phrase “Teachers, please be aware that the school is under “Modified Lockdown” status will be used to alert staff of a potential intruder.

1. All staff members will ensure that all doors to their immediate areas are locked and secured. Class will continue with normal instruction however students will not be permitted to leave the classroom during instructional time.
2. Students will remain in their current class until the “Modified Lockdown” has been lifted. If school is on a “Modified Lockdown” prior to lunch starting, appropriate arrangements will be made such as adjusting the schedule or delivering lunches to students. If the incident occurs during lunch, students will be moved from the cafeteria and adjustments will be made accordingly to resume lunches once the situation has been cleared.
3. Report any attempts from outsiders to enter the room. Dialing 911 on the classroom phone will automatically alert the front office and the police. In such cases, all students will be instructed to gather at the back of the room furthest from the entrance and out of sight of the windows.
4. Only the staff member who initiated lockdown status can remove it.
5. Once the situation is stabilized, the following announcement will be made on the P.A. system: “Beaufort High School, we are all clear of “the Modified Lockdown.”

6. Staff members will recognize and utilize the phrase “Lockdown” when reporting or alerting others to the verification presence of a dangerous person(s) in the building.

**Signals:** The phrase “Teachers, please be aware that the school is under “Lockdown” Status” will be used to alert staff of a verified intruder

1. All staff members will ensure that all doors to their immediate areas are locked and secured.
2. Students will be instructed to gather at the back of the room furthest from the entrance and out of sight of the windows.
3. Staff turn off lights to room/ block door if able.
4. Keep students calm and quiet while under lockdown.
5. Once the situation is stabilized, Administration and school resource officer will go class to class to announce that we are all clear of Lockdown status

**Addressing a Potential Intruder**

1. Always speak in a non-threatening tone.
2. Offer assistance: “May I help you?”
3. Escort the individual to the nearest administrator.
4. If the individual acts in a hostile or threatening manner, do not argue. Notify the front office or an administrator immediately.
5. Immediate danger = call 911. This will immediately alert the front office and the police.
Site-Based Decision Making Cabinet / Faculty Cabinet

The Site-Based Decision Making Cabinet of Beaufort High School (hereafter referred to as the Faculty Cabinet) adopts the following by-laws and procedures to ensure the orderly and efficient conduct of the official business of the school.

**Purpose**

The purpose of the Cabinet is to provide the Beaufort High School staff with a forum that promotes constructive input and collaborative decision-making.

**Membership**

Membership shall consist of two (2) elected members from each PLC/Department, the director of guidance, a media specialist, a technology specialist, the office manager, the athletic director, assistant principals, the dean of academics, and the principal. The principal may select three at-large members to complete the cabinet. In addition, one (1) member of the custodial staff and one (1) member of the food service staff will be invited to attend meetings.

**PLC/Department members will serve two (2) year terms.** A rotating pattern shall be established to elect one-third of the instructional department members each year. Instructional department members may not serve two consecutive terms.

**Standing Committees**

The faculty cabinet shall appoint the following committees: Finance, Personnel, Curriculum and Instruction, and Staff Development. Chairpersons for all standing committees shall be Cabinet members. Membership of each standing committee must consist of at least one but not limited to a non-Cabinet teacher, a non-certified staff member, and an administrator.

**Chairperson / Vice-Chairperson**

The principal or designee shall be the Chairperson of the Cabinet and shall preside at all meetings of the Cabinet. The Chairperson shall have the same membership privileges as other members including the right to make motions, second motions, and vote on all matters considered by the Cabinet. A teacher shall be elected (annually) by the full Cabinet to be Vice-Chairperson and shall preside in the absence of the Chairperson.

**Agenda**

Items to be placed on the agenda must be presented in writing to the Chairperson one week prior to the regular meeting. The request must state the topic or issue to be addressed and a brief description. The Chairperson shall compile the agenda and circulate it to all Cabinet members at least three days prior to the regular meeting. The agenda must also be made available to all shareholders of the school. In special called meetings, an agenda shall be prepared and distributed as early as possible.

**Taking Official Action**

When issues requiring official action are presented, it shall be the responsibility of the Chairperson to facilitate discussion to ensure that those having legitimate interest in the matter are able to present their views. Official actions shall be approved by a majority of the quorum present. The minutes shall record each member’s vote. Official actions may not override state and federal laws or district policies.
A modified version of Robert’s Rules of Order will be the Cabinet’s guide to parliamentary procedure when such procedure is not already specified by law, district policy, or other Cabinet by-laws.

**Minutes**

Formal minutes shall be maintained of all Cabinet actions. The Cabinet shall appoint a secretary or clerk to record actions as they occur. The Chairperson shall ensure that official minutes are maintained in a formal ledger in the school office. All minutes shall be available for inspection by the public within a reasonable period, which does not cause disruption of school office activities.

The Vice-Chairperson shall ensure that a copy of the official minutes is posted in each department workroom. Minutes of a meeting shall be available no later than one week following the meeting.

The Cabinet speaks officially through its minutes; therefore, in order for an action to be implemented, the Cabinet must approve the minutes at its next meeting. No final action shall be taken on any item at the same meeting in which it is introduced. Minutes may only be amended to correct errors or clarify meaning. Amending the minutes cannot change actions or votes correctly recorded.

**Quorum**

Quorum must be present for official business to be conducted. The chairperson or vice-chairperson, at least one teacher, and at least one administrator must be part of that quorum.

**Addressing the Cabinet**

Members of the Beaufort High School learning community who are not on the agenda and desire to address the Cabinet must be recognized. A form will be available in the school office and at the door of the meeting room for declaring the topic or issue to be addressed, the name of the person desiring to be recognized, and any person(s) or group(s) they represent.

Persons who are not residents of the Beaufort High School attendance area must obtain prior permission to address the Cabinet, and their topic must be on the agenda.

Any Cabinet member may invite persons present in the audience to speak on issues under consideration.

**Time Limitations**

Initial presentations before the Cabinet will be limited to five minutes. This limitation may be waived, however, by majority vote of the Cabinet. The length of discussion following the presentation will be at the discretion of the Chairperson.

**Meetings**

The Cabinet will meet once each month at times, dates, and place(s) to be determined at the first meeting of the Cabinet following July 1. Meetings shall not exceed two hours. By majority vote, the Cabinet may cancel any or all meetings except for one. The Chairperson or a majority of the Cabinet may call special meetings of the Cabinet. A minimum of 24-hours’ notice shall be given before the scheduled special meeting.

All meetings of the Cabinet shall be conducted in compliance with Open Meeting Laws. The Cabinet may choose to meet in closed session to discuss certain sensitive issues permitted under Open Meeting Laws. All official actions must be taken, however, in open meetings.
GUIDANCE

A guidance counselor will be permanently assigned alphabetically to each student. Although each counselor is responsible for his/her student roster, they will work collectively to insure that the guidance department meets local, state and federal guidelines. The principal shall select a “director of guidance” from one of the guidance counselors.

In addition, we will maintain an active “Advisor/Advisee” program. The program must include academic planning, career planning, transcript evaluation and portfolio updates.

(SREB) High Schools That Work – Ten Key Practices.

These practices are non-negotiable and must be evident in each PLC/Department:

1. Set higher expectations and provide support for students to meet them
2. Provide access to intellectually challenging career/technical studies
3. Provide access to academic studies that teach essential concepts
4. Ensure all students complete a challenging program of study
5. Provide a system that integrates school-based and work-based learning
6. Provide common planning for teachers
7. Provide instruction that will actively engage students in rigorous and challenging learning
8. Provide a guidance and advisement system that supports student needs
9. Provide extra help to enable students to successfully complete a rigorous program of study
10. Keep score by using student assessment and program evaluation data for continuous improvement
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<th>Beaufort County Initiatives:</th>
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Beaufort County School District
Faculty, Staff and Administrators Dress Code

Statement of Policy
Beaufort County School District expects appropriate dress of all faculty, staff and administrators. Dressing for success allows faculty, staff, and administrators to gain the respect needed to set a positive example for students by fostering a respectful school climate.

Statement of Purpose
It is the belief of the Beaufort County School District that effective faculty, staff and administrators will dress appropriately to model success. Dressing for success and following the established dress code have the following effects for faculty, staff and administrators:

(a) Help you obtain the respect and credibility necessary from students and parents;
(b) Serve as a positive role model for students;
(c) Establish yourself as an authority figure by following the dress code policy;
(d) Instill a sense of integrity with each student.

Requirements

Men
- Dress shirts, sport shirts with collars, polo shirts and sweaters may be worn.
- Dress or casual slacks may be worn. Shorts may be worn by males working in the athletic department.
- Shoes worn may be casual, business, boat shoes, sport shoes, or dress sandals.
- Shirts will be tucked in as appropriate.

Women
- Slacks, skirts of modest length, dresses, jumpers, capri or cropped pants may be worn. Shorts may be worn by females working in the athletic department.
- Sweaters, polo shirts, shirts or tops with or without collars are acceptable.
- Shoes worn maybe casual, business, dress sandal, open toe, heels or flats.

Inappropriate dress or personal grooming includes, but is not limited to:
- Denim jeans of all colors (except for specified spirit days as determined by administration);
- Leggings, tights (except under skirts, dresses, jumpers);
- Warm up pants or suits or overalls;
- Sweat shirts/tee-shirts (except for specified spirit days as designated by building administration);
- Clothing or accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities;
- Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, midriff revealing, etc.);
- Display of controversial tattoos and body piercings that are disruptive to the teaching/learning process.

Exceptions may be made by administration based on individual medical needs.
Adopted by Beaufort County Board of Education on March 3, 2015.

**UNIFORM DRESS POLICY**
The Beaufort High School Uniform Dress Policy was developed, reviewed and approved by the school's Student Government, Faculty Cabinet and the School Improvement Council.

**Tops must be...**
1. School colors (school approved logo only).
2. White, Black, or Green (any shade – however, no fluorescents or neon green).
3. Collared, turtleneck or mock turtleneck.
4. Students are permitted to wear **Hunter Green, White, or Black BHS Spirit T-shirts** as their uniform tops Monday through Friday! Shirts must contain a BHS Logo.
5. Black, gray, green or white T-shirts (long or short sleeve) may be worn under uniform shirts – this applies to both males and females.
6. Hooded sweaters or sweatshirts may be worn over an appropriate colored under shirt top—these must be solid and of the designated school color undershirt: Black, White, Green or Gray.
7. Students are required to have a properly fitting white, green, black, white shirt underneath hooded sweatshirts
8. No sheer or see through tops are authorized.

**Bottoms must be...**
1. Solid khaki, black or navy.
2. Dresses must be of sufficient length and school colors.
3. Bottoms must be free of graphics and embroidery. This includes insignias, words or pictures.
4. Shorts, dresses and skirts must be modest and of sufficient length.
5. Undergarments must not be visible.
6. Bottoms may not exceed one size larger or smaller than necessary for a proper fit. **Athleisure wear,** lounge pants, sweatpants, yoga pants, leggings, or any athletic shorts/pants are not permitted.
7. Jeans (of any color) may not be worn.
8. No Cargo shorts/pants will be permitted.

**Footwear must be...**
1. Closed-Toe shoes, sneakers, loafers or heels.
2. Heels must not exceed two (2) inches and must be closed-heel or with a back strap.
3. Exposed socks may not exceed the bottom of the knee.
4. Laces on shoes and sneakers must be tied.
5. Flip flops, crocs, and slippers are not permitted.

Coats/Jackets (Outerwear)
- Coats and heavy jackets may not be worn inside the school building during the school day. Outerwear may be worn to school and placed in the student’s locker. If a locker is not available, it may be hung in the classroom or other location designated by the principal and/or the principal’s designee.
- Hoodies, light jackets, sweaters must be school colors (Pattern/logo must be school color of green, white, black, grey). There are no size restriction to the logo.
- Hoodies, light jackets, sweaters may be worn during a class change if the student is exiting the building.
- Outerwear may be worn to school and placed in the student’s locker. If a locker is not available, it may be hung in the classroom or other location designated by the principal and/or the principal’s designee.
- Blankets will not be permitted to be worn.
- The principal and/or the principal’s designee may make an exception if the building or classroom is unusually cold.

UNIFORM DRESS POLICY General Information
- Tops and bottoms may not exceed one size larger or smaller than necessary as determined by school administrators.
- Bottoms must be worn at the natural waistline.
- Belts if worn must be properly fastened at all times.
- Belt buckles must not be oversized, computerized, or have any writing that is considered offensive.
- Cargo-style bottoms are not permitted.
- Large pendants or medallions are not permitted.
- Chains, spikes or any adornment that could be perceived as or used as weapons are not allowed.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- School colored HeadBands are permitted.
- Head coverings that are not permitted include: hats, caps, bandanas (used as a headband is not permitted), curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs or sunglasses, sleeping bonnet. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.
- Long bead necklaces and/or oversized jewelry are not permitted.
• Uniforms must be worn during the school day unless special days are designated by the administration.
• A two week grace period will be afforded to new students from the enrollment date to obtain and wear the proper school uniform.
• Reasonable consideration shall be made for students because of religious beliefs or medical reasons through a waiver request in writing from the parent or guardian, and must be approved by the principal or the principal's designee. The principal or designee has the right to request additional documentation from medical officials and/or religious leaders.

THE FOLLOWING WILL NOT BE PERMITTED ON SCHOOL CAMPUS
• Clothing that violates the requirements listed above.
• If you are wearing a hat, it will be confiscated. Do-rags/Bandanas are not permitted on campus.
• Clothing that promotes or advertises gang affiliation, including bandannas.
• Clothing that has pictures or language of any offensive or obscene nature.
• Clothing which displays or promotes the use of alcohol, tobacco, or drugs.
• Any eye wear that is not for prescribed reasons (costume contact lenses, sunglasses, etc.)

THE FOLLOWING WILL NOT BE PERMITTED ON SCHOOL CAMPUS
• Clothing that violates the requirements listed above.
• If you are wearing a hat, it will be confiscated. Do-rags are not permitted on campus.
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• Clothing that has pictures or language of any offensive or obscene nature.
• Clothing which displays or promotes the use of alcohol, tobacco, or drugs.
• Any eye wear that is not for prescribed reasons (costume contact lenses, sunglasses, etc.)
• Anything the administration feels could possibly disrupt the school environment (shirts with personal writing, confederate flag shirts, "Black Power" shirts, etc.)

First Offense: Students shall be informed that they have violated the policy. They shall be given an opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, students may be placed in an in-school suspension alternative setting for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.
Third Offense and Additional Offenses: A third or additional infraction of the dress code shall be categorized as a Level 1 Offense as outlined in the Beaufort County School District Code of Student Conduct, subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during a current school year.

Students who do not comply with the dress code may be excluded from participating in certain extracurricular school programs. Copies of the dress code shall be made available to students and parents.

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal’s designee on an annual basis. In considering a waiver request, the principal and/or principal’s designee has the right to request additional documentation from medical officials and/or religious leaders.

New students to the school may be given a ten-day grace period from enrollment to obtain and wear the proper school uniforms.