

Beaufort High School

84 SEA ISLAND PARKWAY

BEAUFORT, SC 29907

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TEACHER HANDBOOK

2020-2021



Principal:	Mrs. Charity Summers	322-2108
Dean of Students:	Mr. Herbert Glaze	322-2091
Assistant Principal:	Ms. Carrie Chappell	322-2175
Assistant Principal:	Mr. Ryan Walsh	322-2143
Assistant Principal:	Mrs. Elandee Thompson	322-2187

QUESTIONS CONCERNING THIS HANDBOOK WILL BE INITIATED WITH EACH ADMINISTRATOR

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.

Point of Contact	Phone	Position
Carrie Chappell	322-2175	Assistant Principal
Ryan Walsh	322-2143	Assistant Principal
Herbert Glaze	322-2142	Dean of Students
Elandee Thompson	322-2187	Assistant Principal
J.J. Walker	322-2090	Technology

Lead teachers are responsible for working cooperatively with subject area teachers to develop and coordinate core curriculum and assessments.

SUBJECT AREA LEAD TEACHER	Department
David Shervin	C.A.T.E.
Wendy Lacombe	English
Martine Marshall	Foreign Language
Ray Lentz	Math
Teresa Baker	Performing / Visual Arts
Master Sgt. Rawlins	ROTC
John Dorval	Science
John Landa	Social Studies
Hillary Savarese	Special Education

2020-2021 Roles and Responsibilities Matrix

<u>C. Summers, Principal</u>	<u>Doctor Head Counselor</u>	<u>Glaze Dean of Students</u>	<u>Jones Office Manager</u>	<u>Lyles AD</u>
Academic Leadership Council	504's (School Counselor)	Alive At 25	Approve and reconcile SAMS absences	Manage Athletic Budgets
Analyze Discipline Reports	Academic Probation Plans Academic Awards Program	Building Maintenance	Backup Bookkeeper/Nurse	Ensure the school's compliance with athletic rules and regulations
Applitrack	Advisor/Advisee Lesson Plans (Should not be Naviance.)	Behavior Intervention Conferences	Business Partner Liaison	Plan fundraising campaigns
Approve Schedule Changes	AP, SAT and ACT Score Report and Dual Credit Report (due in March based on data from previous year)	Bus Discipline	Classified timesheets	Build community and media relations
Athletics	MTSS (Multi Tiered Level of Support and RTI Coordinator)	Bus Duty	Community Resources	Purchase athletic equipment
BCSD Liaison for BHS Faculty and Staff	Capstone/AP/Dual Credit/ACE Placement Coordinator	Buses Coordinate and Student Transportation Services	Compile employee information for contract issuance/allocation Coordinate School Home Communication	Reserve fields and facilities
Budgets	Career Speakers / Career Fair	Classroom Discipline and Parent Contact Backup	Coordinate Mail Distribution	Create sporting events and schedules
Business and Community Partners	Career Specialist State Report	Classified Staff Members assigned: ISS and Student Behavior Community Liaison	Coordinates and assigns Front Office Staff to complete the distribution of correspondence/handouts for students and/or parents	Maintain athletic facilities; Prepare field sites, tracks and gymnasiums for scheduled events
Cafeteria Concerns	Character Education	CPI Team	Copying / Filing for Principal	Manage and Maintain Student Athlete Records
Classified Evaluations: Office Manager and Bookkeeper	Children-In-Crisis -CIS Counselor	Crisis Management	Correspondent with district personnel related to employee and school info	Determine scholastic eligibility of all candidates for athletic teams as well as monitor academic progress, and study sessions
Classified Staff Direct Admin	Clubs Coordinator	Custodial Services	Daily Attendance Calendar (send to admin and EA)	Supervise and evaluate athletic trainer and head coaches of all school athletic programs
Classroom Observations and Evaluations-All Induction Teachers	College and Career Readiness	Duty Rosters for Bus Loop, Car Riders, and other outside areas Emergency Preparedness Contact	Employee files	Coordinate bussing and scheduling

<i>Clinic / Nurse Concerns</i>	<i>College Awareness (School-wide)</i>	<i>Extra Curricular Activities</i>	<i>Employees' attendance and payroll information for input into MUNIS system</i>	<i>Create athletic policies and procedures</i>
<i>Clubs (Student Activities)</i>	<i>College Fair</i>	<i>Facilities (Building and Grounds)</i>	<i>Ensures the Parent Newsletter is distributed</i> <i>First Day of School Packet</i>	<i>Improve safety through equipment repair and replacement, appropriate protective equipment, and scheduling supervision and transportation for all athletic events</i>
<i>Collaborate with Stakeholders</i>	<i>College Freshman Report</i>	<i>Fire and Emergency Drills</i>	<i>FMLA absences</i>	<i>Plan and hold seasonal meetings with coaches and athletic staff</i>
<i>Community Education</i>	<i>CTE Completer Status Data</i>	<i>11th Grade Parent Engagement/Involvement for assigned students and assigned Grade Level (Includes dissemination of information and parent contact..)</i> <i>Hallway and Classroom Monitoring</i>	<i>Forms in Appltrak</i>	<i>Interview and hire coaches for all sports, provide resources for coach's certification, execute performance reviews and improvement plans</i>
<i>Curriculum and Instruction</i>	<i>Drop / Add</i>	<i>Key Master</i>	<i>General Memos to Staff</i>	<i>Implement BCSD philosophy to improve accountability, belief,</i>

communication, and discipline of students, coaches, and parents within the athletic programs

<i>Evaluation Charts</i>	<i>Dropout Prevention</i>	<i>Lunch Supervision (ALL Lunches and Cureton is on Duty for C Lunch)</i>	<i>Issuance and Collection of Keys and BCSD Properties for departing employees</i>	<i>Invent procedures to ensure student-athlete and coach compliance with SCHSL Bylaws and Regulations</i>
<i>Evaluations--Assigned Certified</i>	<i>Dual Credit</i>	<i>Monitor Appropriate Parking</i>	<i>Maintain documentation on hourly employees' hours</i>	<i>Collaborate with BHS Big Green Booster Club for major fundraising efforts,, membership drive, and apparel sales</i>
<i>Faculty Meetings</i>	<i>Edgenuity (Compliance)</i>	<i>Other Duties Delegated by the Principal</i>	<i>Maintain in house file for teacher certification</i>	<i>Maintain student athlete files of medical examinations, insurance forms, records, parent consent forms, payment, etc.</i>
<i>Graduation</i>	<i>Ensure Test Scores filed in A-9 folder</i>	<i>Parent Engagement Meetings for Grade Level</i>	<i>Maintain staff absence spreadsheet</i>	<i>Evaluate and apply athletic policies to avoid athletic violations pertaining to school policy</i>
		<i>Parking Decals</i>		
<i>Guidance Director / Department's Direct Admin</i>	<i>GPA Calculations</i>	<i>Physical Plant (Weekly Cleaning Walkthroughs)</i>	<i>Maintenance requests</i>	<i>Determine scholastic eligibility of all candidates for athletic teams as well as monitor academic progress, and study sessions</i>
<i>Hallway and Classroom Monitoring</i>	<i>Graduate Rate Document Coordinator</i>	<i>PLC Meeting and Celebrations Facilitator</i>	<i>Manage subs</i>	<i>Responsible for community wide social events in celebration for major holidays</i>
<i>Master Scheduling Team</i>	<i>Graduation Clearance</i>	<i>Random Parking Checks</i>	<i>Office Manager</i>	<i>Schedule all athletic camps</i>
<i>Media Center</i>	<i>Guidance Team Meeting</i>	<i>Re-admit Conferences Backup</i>	<i>Open Enrollment Insurance Contact Person</i>	<i>Attend all SCHSL Conferences and Meetings</i>
	<i>Homebound Program Compliance</i>	<i>Safety Plan</i>	<i>Other Duties Delegated by the Principal</i>	<i>Provide colleges and universities with film, transcripts, and background information of potential student-athletes</i>
<i>Meeting Matrix</i>	<i>Honor Roll / Top 10</i>	<i>School Security Coordinator</i>	<i>Bright Arrow Messages</i>	<i>Staff Athletic Events will all personnel to include appropriate supervision of students</i>
			<i>Payroll</i>	
<i>MUNIS Access</i>	<i>Hostess for guidance guests</i>	<i>Student IDs</i>	<i>Principal's calendar</i>	
		<i>Supervises Behavioral Management Specialist and Behavior Support Specialist.</i>		
<i>Office Staff Direct Admin</i>	<i>IGP Coordinator</i>	<i>Supervises Work Order Submission and Completion</i>	<i>Pupil Accounting Coordinator (10 day enrollment count is completed)</i>	

<i>Other Duties Delegated by the Superintendent and Superintendent's Designee</i>	<i>Master Scheduling Team</i>	<i>Supervision (Café, Classroom, Hallway)</i>	<i>Record Requests</i>
<i>Parent / Community Involvement and Programs</i>	<i>NCAA Coordinator</i>	<i>Transportation (field trips and logistics)</i>	<i>Request for Supplies</i>
<i>Parent Contact</i>	<i>Open House</i>		<i>School Improvement Council Liaison</i>
<i>Parent Involvement</i>	<i>Organization of Permanent Records Compliance</i>		<i>School Messenger notifications</i>
<i>Parent Link Messages</i>	<i>Other Duties Delegated by the Principal</i>		<i>School Newsletter</i>
<i>Parent Teacher Student Association (PTSA)</i>	<i>Graduation Worksheet Distribution Compliance</i>		<i>Staff Birthday Recognitions</i>
<i>Principal's Advisory Council</i>			<i>Substitute Teacher Management (Source for Teachers Liaison)</i>
<i>Professional Development Team</i>	<i>Student and Parent Information Nights</i>		<i>Substitutes</i>
<i>Prom</i>	<i>Student Course Requests</i>		<i>Teacher/Staff Attendance</i>
<i>School Design PLC</i>	<i>Student of the Month</i>		<i>Time and Attendance</i>
<i>School Front Office</i>	<i>Student Progress Monitoring</i>		<i>Transcripts</i>
<i>School Improvement Council (SIC)</i>	<i>Supervise Guidance Department</i>		<i>Volunteer Application/Clearance/Contact Coordinator</i>
<i>School Renewal Plan</i>	<i>Teen Parent Program Collaboration</i>		<i>Webpage and Social Media Updates</i>
<i>Special Permission Transfer Approval</i>	<i>Test Support Team</i>		<i>Workers Compensation reports</i>
<i>Student Leadership Council (SLC) and Student Activities Board</i>	<i>Truancy (Social Worker)</i>		
<i>Summer Enrichment</i>	<i>Virtual School Coordinator</i>		
<i>Supervise Entire Staff</i>	<i>Work Based Learning, School-To-Work, Internships, Field Study, and Student Volunteer Placement Compliance</i>		

Supervision (Café,
Classroom, Hallway)

Teacher and Staff
Attendance

Teaching / Room
Assignments/Teacher
Course Request

Walsh AP

Thompson AP

Chappell AP

Sherry Prosser School
Test
Coordinator/Instructor
Coach

Alpha Discipline and Student
Concerns A-GAL

ADEPT/Teacher Evaluation Liaison

Alpha Discipline and Student
Concerns P-Z

AP Testing Coordinator

Academic Data Disaggregation
and Dissemination

Alpha Discipline and Student
Concerns GAM-O

Athletic Duty and After School
Student Activities Duty

Assist in setting growth goals

Administrator for Athletics

Athletic Duty and After School
Student Activities Duty

Approve Schedule Changes

Book Distribution, Collection, and
Inventory

Bell Schedule Planning and
Logistics

Athletic Duty and After School
Student Activities Duty

Bus Duty

Building Instructional Capacity in
all ADEPT Domains with teachers

Building Operations

Bus Duty

College and Career Testing and
Assessments

Building Security and Safety

Classified Evaluations for assigned
staff members; Attendance Clerks,
Data Clerk, Front Office Clerk,
Guidance Secretary, Social Worker,
School Nurse

Classified Evaluations for assigned
staff members: ALL SPED
Classified and Floating Teacher
Assistant

Completing Test Reports

Classroom Observations and
Evaluations

CPI Team

Classroom Observations and
Evaluations

Classroom Observations and
Evaluations

Determine Baseline Data for
School, Teachers and Students

CPI Team

Curriculum and Instruction: Social
Studies/ELA/World Languages

Curriculum and Instruction: Science
/Math/CATE

Credit Recovery

Disaggregate and Analyze Test
Data

CPI Team

Disseminate Test Data

<i>Faculty Handbook</i>	<i>Discipline Hearing Preparation</i>	<i>Curriculum and Instruction: Fine Arts/PE/SPED/Media Center</i>	<i>Edgenuity Coordinator</i>
	<i>Discipline Readmit Meetings</i>	<i>Discipline Data Coordinator</i>	<i>Professional Development for Test Administrators</i>
<i>Discipline Hearing Preparation</i>	<i>Duty Roster for A Pod, Gym, JROTC, and Nearby Hallway</i>	<i>Discipline Hearing Preparation</i>	<i>Professional Development for Instructional Pedagogy</i>
	<i>Eagle After School Tutoring Lab Coordinator</i>		
<i>Discipline Readmit Meetings</i>	<i>Exceptional Children's Services: AP, Honors and Capstone.</i>	<i>Discipline Readmit Meeting</i>	<i>Progress Monitoring through benchmarks</i>
		<i>Duty Roster for B Pod and E Pod, Fine Arts and Nearby Hallways</i>	
<i>Duty Roster for C and D Pod and Nearby Hallways</i>	<i>Federal Reporting</i>	<i>Freshman Orientation</i>	<i>Scheduling Test Administration</i>
<i>Hallway and Classroom Monitoring</i>			
<i>LEA Backup</i>	<i>LEA Backup</i>	<i>Future Freshman Visits</i>	<i>Standardized Test Administrations Plans and Procedures</i>
<i>Literacy Plan</i>		<i>Emergency Lesson Plans</i>	<i>Standardized Test Goals and Results Celebrations</i>
<i>Literacy Team</i>	<i>Lunch Supervision- A Lunch</i>	<i>Exceptional Children's Services: SPED and LEA</i>	<i>Test Security for all testing materials</i>
<i>Lunch Supervision-D Lunch</i>	<i>Master Scheduling Lead</i>	<i>Hallway and Classroom Monitoring</i>	<i>C Pod Hallway Monitoring during transition times</i>
<i>Nest Time</i>		<i>Health Wellness</i>	
<i>Master Scheduling Team</i>		<i>Lunch Supervision-B Lunch</i>	
<i>Other Duties Delegated by the Principal</i>		<i>Morning Supervision and Duty Schedule</i>	
	<i>Numeracy Plan</i>	<i>Monitoring staff/teacher attendance</i>	
	<i>Other Duties Delegated by the Principal</i>	<i>Other Duties Delegated by the Principal</i>	
<i>10th Grade Parent Engagement/Involvement for assigned students and assigned Grade Level (Includes dissemination of information and parent contact.)</i>	<i>12th Grade Parent Engagement/Involvement for assigned students and assigned Grade Level (Includes dissemination of information and parent contact.)</i>	<i>Parent Engagement Meetings for Grade Level</i>	
		<i>9th grade Parent Engagement/Involvement for assigned students and assigned Grade Level (Includes</i>	

*dissemination of information and
parent contact)*

*Teacher Certification and Monitoring
PLC*

*Parent Engagement Meetings for
Grade Level*

*PLC Meeting and Celebrations
Facilitator*

*PLC Meeting and Celebrations
Facilitator*

*Teacher Certification Monitoring for
PLC*

*Teacher Certification Monitoring for
PLC*

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

Due to the Cancellation of 2019-2020 testing data and goals have not been updated

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, Bookkeeper, 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 **supervise** the hallways outside of their classrooms during passing periods.
3. 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).
4. Teachers will provide a copy of their **weekly lesson plans** in the **Google Drive** by the morning of the first day of instruction for the 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.
5. Teachers will **utilize a variety** of instructional and assessment methodologies to honor learning styles and promote student success.
6. 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.
7. Teacher comments for any interim report with a student who has a 70% or below should request a parent conference.
8. Teachers will utilize the **ENRICH** template to document, develop and implement **student interventions** for failing and underachieving students.
9. Teachers will follow the agreed upon non-negotiables when dealing with **senior failures**.
10. Teachers will take daily attendance and **register it in PowerSchool** within the first 10 minutes of the period.
11. Teachers will report any student on his/her class roll that has missed **three consecutive days** to their School Social Worker.
12. 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.
13. 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.

14. 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.
15. Teachers will attend all scheduled and called staff meetings, department meetings, and division meetings. All exceptions must be coordinated with the principal or designee.
16. Teachers will attend scheduled parent/guardian conferences and provide appropriate documentation.
17. Teachers will provide **appropriate documentation** for scheduled IEP and 504 conferences. All exceptions must be coordinated with the principal or designee.
18. Teachers will **meet deadlines** for filing school and district reports, surveys and requested information.
19. Teachers will have a **working knowledge and will enforce** all Beaufort High School and Beaufort County School District operating policies. Including policies put in place due to Covid-19, these policies will be provided in separate documents.
20. 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
 - c. allowable hours missed can change depending on district calendar

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 and the PLC administrator no later than 9/10/2020.**
- 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 teaching and learning processes.
- 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 possession **updated** student rosters while executing safety procedures.

- Ensure students are wearing a mask and are socially distanced.

Administration

- Maintain an accurate daily attendance through Power School for every class.
- Maintain updated student grades on electronic grade books.
- **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” procedures.
- **Maintain major homework assignments and tests dates and syllabi on the teacher website.**
- Provide timely responses to required reports, surveys, and administrative requests.
- Ensure 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 the 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

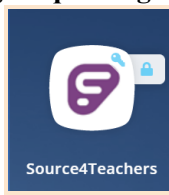
Teacher Identification Badge

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 are required to be in their room ready for students by **8:15 AM**. **Teachers are 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 the main office and sign-out with Reggie Jones prior to leaving campus.**

Reporting/Requesting an Absence



In order to report or request an absence go to the Frontline Source4Teachers link on your classlink. The link below shows you a step by step for how to report/request an absence. If you have a specific sub in mind that you would like to use please talk to the Office Manager.

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence?>

You must report your absence in the *ESS Frontline* 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 *ESS Frontline* 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 *ESS Frontline*, **text or call** your PLC administrator.
3. Once you have arranged for a substitute, contact your PLC Administrator to alert him/her of the absence. This will insure additional support for the substitute. Provide your PLC Administrator 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 PLC Administrator and the appropriate report filed. It is important that unqualified substitutes be removed from the *ESS Subfinder* 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 the BHS network in the finance folder and through the school secretaries..
- **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 Administrator.
- Request for Purchase Order forms must be submitted in a **timely manner** so that all merchandise will be received in a timely manner. You should pre-plan for all purchases with at least a two week lead time. Please understand that last minute and/or same day requests will not be able to be honored and processed.
- 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.
- After your requests have been approved, 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 the 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 the Bookkeeper 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 Administrator and Bookkeeper 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 - .575 (all mileage must be preapproved/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 Beaufort High School Bookkeeper 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 your PLC Administrator and the Beaufort High School Bookkeeper, and she will process your order using the school p-card. All p-card purchases will be given to the BHS secretaries 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/persons 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. Walsh or Mr. Cureton (BMS) 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 Beaufort High School Faculty or Staff Member who serves as the 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 orders, travel requests, payment requests, and reimbursement forms will be processed through PLC Administrator who 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 number 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 School Secretaries. .
- 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 Administrator. .
- 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.

Revised Bell Schedule

Daily Schedules for synchronous learning opportunity (virtual and traditional):

Virtual:

Time Period	Block
8:45– 9:45am	1 st Block
9:45-10:15am	1 st Block Intervention
10:25– 11:25am	2 nd Block
11:25– 11:55am	2 nd block Intervention
12:05-12:35pm	Lunch
12:35-1:35pm	3 rd block
1:35-2:05pm	3 rd Block Intervention
2:15-3:15pm	4 th Block
3:15-3:pm45	4 th Block Intervention

Note: Each block has “intervention” time, where teachers end formal class, but extend the time with smaller groups (ESOL, SPED, those needing extra assistance or supervised individual practice).

Traditional:

Time Period	Block
8:45– 10:15am	1 st Block
10:25– 11:55am	2 nd Block
12:05-2:05pm	3 rd Block (lunch time built in)
2:15-3:45	4 th block

Note: the 10-minute time between blocks allows for a staggered release of students to hallways. Schools may modify this time frame based on safety and numbers (not to exceed 10 minutes between and not to overlap start times for virtual classes).



DUE TO COVID -19 SCHEDULE NOT CURRENTLY IN USE



Bell Schedule
2020-2021

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 – 11:50

3rd Block 11:55 – 2:10

A Lunch 11:55 – 12:25

B Lunch 12:30 – 1:00

C Lunch 1:05 – 1:35

D Lunch 1:40 – 2:10

4th Block 2:15 – 3:45

DUE TO COVID-19 SCHEDULE NOT CURRENTLY IN USE

Advisory Bell Schedule
2020-2021

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

DUE TO COVID-19 SCHEDULE NO LONGER IN USE

PEP RALLY SCHEDULE

2020-21

NEST 8:15 – 8:40

1st Block 8:45 – 10:05

- 1st Period 8:45 – 9:23
- Passing 9:23 – 9:27
- 2nd Period 9:27 – 10:05

2nd Block 10:10 – 11:30

3rd Block 11:35 – 1:30

A Lunch 11:35 – 12:00

B Lunch 12:05 – 12:30

C Lunch 12:35 – 1:00

D Lunch 1:05 – 1:30

4th Block 1:35 – 3:00

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

Pep Rally 3:05 – 3:45

DUE TO COVID-19 SCHEDULE NO LONGER IN USE

**Half Day Schedule
2019-20**

NEST	8:15 – 8:40
1st Block	8:45 – 9:25
-1st Period	8:45 – 9:03
-Passing	9:03 – 9:07
-2nd Period	9:07 – 9:25
2nd Block	9:30 – 10:11
3rd Block	10:16 – 10:57
4th Block	11:02 – 11:43
Advisory/Lunch	11:48 – 12:45
12th Grade Lunch	11:48
11th Grade Lunch	11:55
10th Grade Lunch	12:05
9th Grade Lunch	12:15

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

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 the 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 a request for a field trip to the Office Manager. **Forms are available on the shared drive under FORMS.**
- ▶ Remember: **Field trips must be 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 the 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, unless used in the classroom with teacher permission. Teachers should only permit the use of earbuds/headphones for instructional purposes.

ELECTRONIC DEVICES

By the SC State Code (section 59-63-280), a paging device is defined as a telecommunications device, to include mobile telephones, a 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:
 - Electronic devices are used ONLY while in the cafeteria and/or patio.
 - Students will refrain from making phone calls and talking on the phone.
 - 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. Students 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

Identified Need (provide specific details of the student’s need)	Intervention Strategies (check each appropriate strategies)	Action Step(s) (include adult(s) responsible for implementation)	Review Update(s) (include date, progress and modifications)
	<ul style="list-style-type: none"> Tutoring Cognitive Tutor Program Time Management Varied Instruction Additional Assessment(s) Anger Management Guidance Counselor Social Worker Behavior Specialist School – Home Communication InTouch Monitoring Parent/Guardian – Teacher Conference Referral to Intervention Team Referral to Alternative Studies 		

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

_____ _____ _____ _____ _____
 Student Signature Date Parent/Guardian Signature Date Advisor or Counselor Signature Date

Public Law 94-142 (Education of All Handicapped Children Act)

- 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.
- The school psychologist will be invited to all eligibility meetings.
- A Follow-up call should be made to verify parent's attendance
- Teachers should attend meetings or send documentation.
- All participants should sign the 504 plan.
- All teachers serving the student will receive the 504 plan and sign the confirmation form.
- Teachers will follow the 504 plan and meet all accommodations within the plan.
- Questions should be directed to the BHS 504 coordinator.

BHS Assessment/Grading Policy

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

Grades and Grading

Under the supervision of the principal, teachers develop research-based assignments and assessments to guide the recording and reporting of student progress and academic performance. All teachers are expected to provide students with a minimum of two graded assignments each week to include a minimum of 4 summative grades each quarter. If the overall grade of a student falls below a 70, teachers are expected to contact parents to discuss the student's academic performance.

The assignment of grades is at the purview of the teacher. Grades cannot be changed without following established BCSD procedures which includes the explicit consent of the teacher.

Grade Reporting

Teachers will enter at least *2 grades per week* and gradebooks will be updated at least *weekly*.

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

Waiting on the district for the correct dates.

Progress reports will be submitted to the BHS data specialist on the following dates- September 24th, October 15th, December 3rd, January 5th , February 22nd, March 14th, May 3rd, and May 24th. Progress reports will be sent home the following day.

Quarterly grade reports will be sent home on the following dates: November 20th, February 12th , April 23rd , and June 25th. Grades are due to the data specialist the Wednesday prior grade reports being sent home.

Quarter Grade Calculation (60/40):

The calculation of quarter grades will consist of both Summative and Formative assessments.

- Summative assessments (*at least 4/quarter*) 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/**Contingent on EOC being administered**):

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. Teachers will enter these grades weekly.

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. (Nest time will not be an option during the 2020-2021 school year)
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, tests, 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)

Template modified due to Covid-19 was distributed to teachers

Beaufort High Universal Syllabus

Course Name:

Instructor:

Room Number:

Email:

Phone:

COURSE DESCRIPTION:

TEXTBOOK:

POLICIES

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 from 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): **DUE TO COVID-19 NEST TIME WILL NOT BE AVAILABLE**

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. Teachers 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 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

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:

Describe the Alternative Assignment:

I certify that it has been submitted for and approved 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: _____

Parent/Guardian Permission			
<input type="checkbox"/> Permission Granted: Please allow my student to gain the benefits of the above video / alternative material(s)			
<input type="checkbox"/> Permission Denied: Please provide my student with the appropriate alternative assignment.			
_____ Head of School	_____ Date		
<table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">Completed by the Instructor</td></tr><tr><td style="text-align: center;">Date Returned: _____</td></tr></table>		Completed by the Instructor	Date Returned: _____
Completed by the Instructor			
Date Returned: _____			

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 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 handheld 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 Middle 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 the room/ block the 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.

**BY-LAWS AND PROCEDURES OF THE
BEAUFORT HIGH SCHOOL**

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 records 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*

	High Expectations	Career/Tech Studies	Academic Studies	Program of Study	Work-Based Learning	Teachers Working Together	Students Actively Engaged	Guidance	Extra Help	Keeping Score
Beaufort County Initiatives:										
Data-Driven Decision Making
District-Wide High School Curriculum Maps
Effective Teaching Strategies
Performance Assessments
SLO										
Connect 2 Learn										
Beaufort High School Initiatives:										
Character – Leadership Training
Advisor-Advisee Program
Freshman Academy
Freshman Orientation
ILT
Curriculum Alignment
PLC/Departments Initiative
School of Alternative Studies
E 20/20
USA Test Prep
Work-Based Learning
Completer Programs
Power- School Communication
Security Plan	.					.				.
Faculty Cabinet
Student Government
School Improvement Council
Parent-Teacher-Student Organization

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;
- Sweatshirts/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.

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
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 restrictions 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.)

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- 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.