

F O R E W A R D

“Teachers CAN Make the Difference”

COMMUNICATION

**Keep the doors of communication open.
Be positive in dealing with students, parents, and colleagues.
Promptly grade work and give feedback to students and parents.**

ORGANIZATION

**Know your frameworks.
Incorporate new ideas and teaching strategies into your lessons.
Teach outside the box.**

TIME-MANAGEMENT

**Be on time.
Be prepared.
Meet deadlines.
Use your planning period to enhance learning.**

GOALS

**Make students accountable.
Have high expectations.
All students can learn.
We are responsible to help our students be proficient and advanced.
Make a difference.**

TABLE OF CONTENTS

FORWARD	1
Table of Contents	2
Introduction	3
General Instruction	3
Cell Phones	4
Grading	4
Teacher Preparation	5
Teacher Absences	5
Teacher Meals	6
Announcements	6
Hall Passes	7
Instruction	
Special Services Students	7
Tips for Good Instruction	8
Suggestions for the First Day	10
Beginning of School Activities	11
Guidelines for Planning Beginning Activities	11
Managing the Classroom	12
Do's and Don'ts of Classroom Management	12
Positive Language	13
Textbooks	13
Supervision	
Duty	14
Workers' Compensation	
Doctors	16
Financial Responsibility	
Record Keeping	17
Sponsors	20
Class	20
Club	21
Schedules	
Bell	22

INTRODUCTION

General Instructions

The following information is designed to help you know what is expected of you as individual teachers. It will acquaint you with procedures necessary for the smooth operation of our school. Your adherence to these, your professional pride, and positive attitude will insure a great school year.

All high school teachers are under the direct supervision of the principal and assistant principal. The principal is responsible for all aspects of Warren High School educational program. The primary areas of supervision responsibility for the assistant principal are social studies, health, special education, textbooks, duty schedule, discipline and attendance. Teachers are expected to follow the chain of command.

Teachers who have immediate needs for their classroom are to send to the principal a written request. Classroom needs or maintenance requests not in need of immediate attention will be placed on a work order and given to the district maintenance supervisor

Teacher Workday

Teacher work day is **from 7:38 a.m. to 3:25 p.m.** Each teacher must be in his/her assigned area at this time and prepared for the work day.

All teachers will be given assigned duties (sponsor, morning, noon, bus, etc.). Since we are individually responsible for our area of duty, it is necessary that the duty schedule be followed to the letter (see duty responsibilities on page 24). Duty times are as follows:

Morning Duty	Lunch/Noon Duty	After School/Bus Duty
7:38 - until first bell (7:48)	11:46-11:55 First Lunch 12:36-12:45 Second Lunch	3:15-3:25 or until buses have run

FACULTY MEMBERS WILL BE REQUIRED TO ATTEND ALL ASSEMBLY PROGRAMS. (A few exceptions may be granted by the principal if prior information is given to justify said exceptions.) We are all responsible for the good discipline and order of this school. All teachers should use their authority to reprimand students for misconduct in the buildings, on the school grounds, or at any school related event. **TEACHERS WHO HAVE A PREPARATION PERIOD AT A TIME SCHEDULED FOR AN ASSEMBLY PROGRAM SHOULD REPORT IMMEDIATELY TO THE AUDITORIUM AND HELP MAINTAIN**

PROPER STUDENT DISCIPLINE. TEACHERS WILL SIT AMONG STUDENTS DURING ASSEMBLIES

Know the student handbook! The student handbook is viewed as an extension of the Warren School District Personnel Policies. It is absolutely imperative that you know the student handbook.

Because students learn from examples, teachers should exhibit the qualities of conduct they expect from their students. Therefore, we must not ask of them things which we are unable to do.

Eating and drinking should be done in areas provided and not in the halls or classrooms. Possession of or use of tobacco products is prohibited on school property. ACT 1555 of the Arkansas General Assembly states:

- a) Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited.
- b) A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.
- c) Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100).

Cell Phones

All cell phones will be turned off except during non-instructional time. They may be used before or after school and during prep periods. If you receive an emergency call, we will find you immediately.

Grading

All teachers are expected to follow the grading system contained in the student handbook. All grades (homework, daily work, daily tests, major tests, etc.) are to be based on a scale of 100% as the maximum possible. Grade books must be kept current at all times including both grades and attendance. The grade books will be the back-up to Grade Quick. All Grade Quick entries must be made by the end of the school day each Wednesday, without exception.

Each teacher must be able to defend his or her action in grading and discipline in accordance with school policy.

All teachers will send home progress reports at interim grading periods. Students must return their progress report after being signed by the parent.

Teachers will be required to update grades on Edline once a week. Current grades should be posted by close of the school day on Wednesday. This is our way of keeping parents informed at all times of their child's progress. This is also part of our parent involvement. Corrective measures will be taken, if this policy is not followed.

Teacher Preparation

Preparation period denotes a time for professional use. All high school teachers must seek and receive approval from the principal before leaving the school during your preparation period. You must be available if needed. (Board Policy)

If you leave campus, you must sign out in Mrs. Powell's office.

Teacher Absence Procedures

Advance notice of an expected absence is very important. Substitutes are very difficult to schedule and an advanced notice really makes this task much easier. If you have an unexpected problem arise which causes you to be absent from school, please notify the principal as soon as possible. You may notify the principal or Jane Powell of your absence by calling anytime prior to 10:00 p.m. or you may leave a message on the answering machine if no one answers the phone. You may also call between 5:30 a.m. and 6:30 a.m. the next morning. When leaving a message, please designate the absence request as personal or illness. Personal leave may not be taken on the day immediately before or after a holiday, or on semester or final test days, or on any scheduled test days, unless approved by the immediate supervisor (Board Policy).

All teachers are required to develop and maintain a substitute folder. The folder shall contain the following:

- Class Roster
- Master Schedule
- Seating Chart
- Specific Classroom Rules
- Duty Schedule
- Lesson Plans (Daily and Contingency)
- Crisis Plan
- Information on students with special needs
- Substitute Questionnaire (several copies)
- Teacher Questionnaire (several copies)

Please complete the following steps when absences occur:

1. Place the absence(s) on the special calendar designated for teacher absences (see Mrs. Powell).
2. Prior to the absence, complete the substitute teacher form in the office. This is your responsibility.
3. After returning from your absence, complete a substitute teacher evaluation form.

Teacher Meals

Meals for teachers \$1.50 for breakfast and \$2.60 for lunch. Those who are directly involved in the collection and administration of school lunches (not supervision) will be allowed to eat free. All other employees that eat in the cafeteria must pay for meals at the set rate for teachers.

Teachers will be allowed to make only **three (3)** charges. If they continue to charge, markers must notify the principal.

If teachers or school employees come in the back door, they must see markers to get counted for that day. If they want a tray before markers come, they must be marked by the cafeteria manager.

If you order a salad and do not pick it up, you will be charged for it.

Individual items such as a small salad, a vegetable, or a dessert are cash only. They must be marked differently and cannot be charged.

Anyone who charges a meal must put their initials in the blocks for that day.

Teachers are not allowed to send students to the cafeteria to get their tray.

Substitute teachers are not allowed to charge.

Announcements

MORNING ANNOUNCEMENTS. Please turn in your announcements no later than 2:00 p.m. prior to the morning of the announcements if at all possible. Morning announcements will be read at the beginning of the preparation period, after the Pledge of Allegiance.

Announcements should be treated as part of instructional time. Students should remain in class and quiet during announcements. After the reading of morning announcements is complete, Channel-One will be shown.

Hall Passes

We will make every effort to keep students in class. Students must be in their assigned classes/areas or have a pass verifying that they have permission to be absent from their assigned location. All students must have a hall pass to leave the classroom. **Teachers should never give a student permission to leave their assigned area without a pass.** Please adhere to this rule.

INSTRUCTION

Good preparation for classes cannot be over emphasized. Preparation will assure good learning and help eliminate many potential discipline problems. Long range and short range plans should be made and objectives for each unit must be kept in mind. Plan books are provided for these purposes. Plan books will be kept up-to-date and will be checked at the end of each week by the Department Head and the building principal. **Lesson plans shall be standard based lesson plans, and it is recommended you highlight the documentation in yellow.**

Students will be given a syllabus for classes. The syllabus should include projects and expected time of completion.

Special Services Students

Students served in special services program (regular special education, indirect services of 504) must have special consideration for their handicapping condition. Mary Jo Wisener is the 504 coordinator for this district. She will help in developing educational plans for students who qualify for 504 services. Special education teachers can assist in developing modifications for students in your class in the special services program. As educators, it is our obligation to make reasonable efforts (modifications) to “equalize the educational playing field” by providing them opportunities to earn success. Classroom modifications should be made for the following reasons:

- The Education of All Handicapped Children Act, P.L. 94-142, now known as the Individuals in Education Act, clearly addresses the fact that modifications should be made within the regular classroom to provide for the least restrictive environment. The Act also states that special education students are the responsibility of regular education as well as special education.
- Mildly/moderately handicapped students can learn within the regular classroom environment if modifications are made. These students have frequently been placed in non-academic classes in the past and kept out of academic classes where it was felt they could not be successful. These students can also be successful in academic classes provided modifications are made.
- Classroom modifications can lead to success for students which can in turn lead to an

improvement in students' self-esteem and behavior. Frustrated students have low self-esteem and often become disruptive in classes as a result of frustration with failure. Providing students with multiple opportunities for success can turn the failure cycle around.

- Finding out what a student has actually learned in a particular class may require a different means of assessing what was learned. Tests may require different formats. Too often teachers feel students have learned nothing when actually it is not that the teacher has not taught the student anything, but that the teacher has not found the best means to assess what the student has learned.
- Students possess various learning styles. By teaching to these various learning styles, teachers are naturally making modifications.

Tips for Good Classroom Instruction

There are as many successful teaching styles as there are successful teachers. However, there are several practices that every teacher should strive to incorporate into their individual classrooms. Please consider making these suggestions classroom habits.

1. Maintain high expectations for all students.
2. Insist that students arrive at the assigned location on time and ready for work.
3. Develop a set procedure, as class begins, for sharpening pencils, getting folders, passing in homework, etc.
4. Devise a method for quick and accurate roll check.
5. Each day post an objective, aligned to grade level standards.
6. Clearly communicate the objective of the lesson "early on" to students. Post objectives in plain view.
7. Concepts should be taught in a systematic, matter-of-fact way that is clear and easy to follow.
8. After the lesson concept is taught, it is often appropriate for students to practice under teacher direction.
9. After the students have mastered the lesson move on to a new or related concept.
10. Take time at the end of the lesson to let students know what they have learned that day.

11. Put student work on the wall for all to see.
12. Use good visual aids and make your classroom print rich.
13. Use variety and emotion in your presentation. Use high-yield strategies in class to maximize instruction.
14. Observe the body language of the students and strive to get them engaged in the lesson.
15. Dismiss your students at the end of the class instead of allowing them to leave when the bell rings.
16. Develop a system at the end of class to collect papers, put away materials, etc.
17. Clearly spell out class rules and consequences for students and enforce consistently.
18. Keep your room neatly and interestingly arranged so it is conducive to learning, free of clutter, waste paper on the floor, etc. Make students responsible for this.
19. Carefully plan your lesson plans so that a substitute can follow them.
20. Dress professionally so that your personal appearance conveys an attitude of respect and confidence.
21. Utilize well-constructed assignments to monitor progress, reinforce learning, provide feedback and assess achievement. (It is suggested to write the instructional objective at the top of each assignment.)
22. Utilize teacher-made assignments and share materials with other teachers when practical.
23. Remember that writing skills need to be emphasized in all classes.
24. Remember to strive for a Higher Order Thinking Skills (H.O.T.S.) for all objectives, Challenge students to a higher level.
25. It is suggested that teachers utilize learning objectives as a part of the overall class strategy and appropriately give credit for such changes.
26. Develop different models of instruction to include direct instruction, modeling, small group instruction, cooperative learning, etc.

Suggestions for Handling the First Day

Give students a course outline (syllabus for your class including units to be covered). Include on this sheet your expectations for the class and the procedures students will be expected to follow. Discuss this with them. Encourage them to show this to their parents. Consider the following:

Supplies needed for the class

Notebooks

Pens or pencils or both

Homework Policy

Heading for papers

Make-up work policy (student handbook)

Grading system

Tardy Policy

Class rules

Restroom policy

Type up an information sheet for students to complete. (Some teachers use large index cards.) Ask for addresses, birth dates, parents' names and telephone numbers. Keep these sheets in a notebook or file for easy reference. You might also include some not-so-personal questions that will help you to get to know them.

Tell students a little about yourself but do not bare your soul.

If you issue books, consider that students might not get lockers on the first day. Also, if classes are unbalanced for any reason, a student's schedule may be changed during the first week of school. He may be in someone else's class, and you will have to get the book back.

If you plan to begin teaching the first day, bear in mind that first period will probably run long, thus making second period considerably shorter. However, in order to establish the proper atmosphere, you should have something for them to do the first day. Have them write anything that lets them know that you mean business.

Lunch may be a disaster. Because students are hungry, the lines will be jammed and some students will not get fed until almost time for lunch to be over. Therefore, the bell will be held and the next period will be short, or shorter than other periods.

Be prepared to handle insurance forms, district information forms, distributions of student handbooks, students without schedules, students with repeating classes, students who had the same class last year, class counts, and anything else off the list you were given during pre-school work week.

Plan to have the evening of the first day free because it's the last one you're going to have free for a long time. Collapse, soak your feet, go to bed early - after you've looked over tomorrow's lesson plans.

Beginning of School Activities

1. Teach classroom rules and procedures.
2. Introduce students to the room.
3. Teach warm-up or wind-down activities.
4. Show materials and supplies needed.
5. Conduct get acquainted activities.
6. Plan simple academic activities: Review.
7. Distribute books; do an introductory lesson as a group.
8. Introduce an exciting new topic of study.
9. Get input from students as to their areas of interest.

Guidelines for Planning Beginning of School Activities

1. Keep students involved; avoid dead time.
2. Provide success for all.
3. Maintain a whole-group focus.
4. Allow yourself to stay in charge of all students at all times.
5. Provide variety; change pace.
6. Establish a content focus; some positive expectations.

Managing the Classroom

1. Keep your room neat and clean. Students respond positively to a room that is orderly.

Hang attractive posters.

Put live plants on file cabinet.

Hang your diploma.

Display students's school picture.

Keep bookshelves straightened.

Keep your own area tidy: Don't pile stuff on tables, your desk, or the floor.

Clean out desk drawers and file cabinet drawers periodically.

Buy a can of air freshener and use it.

Keep your chalkboard clean and hide the chalk from students.

Encourage students to respect the classroom environment.

2. Give students easy access to items they will need often. This may include the following:

Kleenex

pencil sharpener

stapler

paper clips

Safety pins

Band-aids.

3. Arrange the room so that you can observe students at all times and so that they can see you. Do not build a fortress around your desk. Space students' desk so that distractions are kept to a minimum. Most classrooms with desks are arranged in rows; however, even rows can be angled toward the center of the room. Some teachers successfully use desks placed in a "U" shape. If tables are used, try to ensure that students' backs are not toward you when you are conducting a lesson.

For group work, set the ground rules for how and where desks are to be moved ahead of time. Point out specific sections of the room for each group. Circulate during group work; don't sit at your desk. Group work is not the time for you to be grading papers.

Do's and Don't's of Classroom Management

Do

BE PUNCTUAL

BE AWARE

BE FIRM, BUT FAIR

ESTABLISH CLASSROOM RULES

HAVE A POSITIVE ATTITUDE

BE ORGANIZED

BE HONEST

BE PREPARED

KNOW STUDENTS' NAMES

KEEP PARENTS INFORMED

Don't

LOSE YOUR TEMPER

BE AFRAID TO MAKE MISTAKES

BE MESSY

BELITTLE STUDENTS

ISOLATE YOURSELF FROM STUDENTS

WASTE TIME

BE INCONSISTENT

LET A FEW STUDENTS DOMINATE YOUR CLASS

GET BEHIND ON PAPERWORK

ASSIGN BUSY WORK

Positive Language

POSITIVE

TRY TO WORK THESE OUT ON YOUR OWN WITHOUT HELP.

QUIET DOWN– YOU'RE GETTING TOO LOUD.

LET'S RE-THINK THIS.

RAISE YOUR HAND IF YOU THINK YOU KNOW THE ANSWER.

BE READY TO EXPLAIN YOUR ANSWER. WHY DO YOU THINK IT'S CORRECT?

NEGATIVE

DON'T CHEAT BY COPYING FROM YOUR NEIGHBOR.

SHUT UP!

YOU ARE PRE/AP, YOU SHOULD KNOW THAT!

DON'T YELL OUT THE ANSWER.

DON'T JUST GUESS.

THAT'S STUPID!

Textbooks

Textbooks for students at Warren High School are furnished free by the State of Arkansas and Warren School District. When textbooks are issued, the following guidelines should be followed:

1. **The teacher, not the student, will write the student's name in the book.**
2. The textbook number and the name of the student will be recorded by the teacher so that the book may be checked in properly at the termination of use.
3. The student will be responsible for reasonable care or use of the book.
4. At the end of the year, the student will return the book and pay for damages beyond reasonable use and wear on the book.
5. If a book is lost, the student is responsible for paying the replacement cost of the book.
6. If a book is lost during the year, students will be required to pay for the lost book to receive another so that the student's learning and grades will not suffer. This will be done within a reasonable time.
7. Students will be assigned detention for books found in the hallways, cafeteria and other areas.

Supervision

Duty

All teachers will be given assigned duties (morning, noon, bus, etc.). Since we are individually responsible for our area of duty, it is necessary that the duty schedule be followed. Duty times are as follows:

Morning Duty	Lunch/Noon Duty	After school/Bus Duty
7:38 - until first bell (7:48)	First Lunch 11:46 - 11:55 Second Lunch 12:36 - 12:45	3:05 - until all buses run(3:25)

Morning Duty

Bus Zone Responsibilities

- This position is located at the West end of building (facing the student parking lot). Supervise students unloading buses as well as those standing between the fence and the street. Keep unauthorized traffic out of the bus loading zone. Students needing to enter the building should do so through the cafeteria.

Hallway Responsibilities

- This position is located in the hallway by the counselor's office parent center. Students should enter the building through the cafeteria or door by the principal's office. Students should not be allowed to roam the halls or go to their lockers.

Parking Lot Responsibilities

- This position is in the student parking lot. Supervise students as they arrive on campus. Students should park their vehicles in an orderly manner and get out of their vehicles promptly.

Breakfast Responsibilities

- This position is in the cafeteria. Mark students as they come through the breakfast line. Collect money from students that pay for breakfast.

FIRST LUNCH DUTY

- **Cafeteria (You should get to the cafeteria by 11:20.)**
This position is located in the cafeteria. You are responsible for making the names of students that come through the lunch line and collecting money from students that pay for lunch.
- **Parking Lot (This duty begins at 11:46.)**
This position is located between the building and student parking lot. You are to supervise students that are dismissed from the cafeteria. Do not allow students to go to the parking lot. Keep students in the area between the fence and road.
- **Hallways (This duty begins at 11:46)**
This position is located in the hall beside the teacher's lounge. Students should not be in the hall without a pass.

Second Lunch Duty

- **Cafeteria (You should be in the cafeteria by 12:10)**
This position is in the cafeteria. You are responsible for marking the names of students that come through the lunch line and collecting money from students that pay for lunch.
- **Parking Lot (This duty begins at 12:36)**
 - This position is located between the building and the student parking lot. You are to supervise students that are dismissed from the cafeteria. Do not allow students to go to the parking lot. Keep students in the area between the fence and road.
- **Hallways (This duty begins at 12:36)**
This position is located in the hall beside the counselor's office. Students should not be in the hall without a pass.

After School

Bus Loading Zone and Parking Lot

- Two teachers will serve each day. This position is located between the building and student parking lot. Supervise students crossing the street, waiting for buses, loading, and waiting for other transportation. Keep all traffic, except school buses, and those waiting for bus loading, out of the area.

Workers' Compensation

The following physicians are authorized by the Warren School District to handle workers' compensation:

Joe H. Wharton, MD
1012 E. Church
Warren, AR 71671

Kerry F. Pennington, MD
1012 E. Church
Warren, AR 71671

The employee shall report the injury to the supervisor immediately after the accident occurs if the employee is mentally and physically able to do so.

Please come to the superintendent's office by the next regular business day and complete proper papers to report the accident to Workmen's Compensation.

FINANCIAL RESPONSIBILITY

Purchasing Procedure (District and Activity Funds)

As public officials, we have the obligation and the responsibility to exercise wise and prudent stewardship in regards to school finances. To accomplish this task, we must consider needs over wants. Those needs must be aligned with the goal of improving student performance. Along those lines, we must focus on addressing the areas of low performance on standardized tests (Benchmarks and End of Level Exams). Having explained the above, the following procedure for purchasing will be followed:

1. All district purchase orders must be completed by the **department head**. Any request in your department must be discussed with the department head. The department head will then discuss the request with the building principal and the principal will decide on the action to be taken on the request.
2. All requests for purchase orders must be completed in the Student Affairs Office through Mrs. Janice Matthews.
3. District purchase orders must be approved by the Principal and the Superintendent **before** the order is placed. Activity fund purchase orders have to be approved by the Principal before orders are placed.
4. When the order arrives, the invoice and purchase order must be checked to see that all items have been received. **THE INVOICE MUST THEN BE SIGNED, DATED, AND RETURNED TO MRS. MATTHEWS.** If materials are purchased locally (Wal-Mart, Fred's, etc.), you **MUST** get a receipt or invoice from the store. All receipts, tickets, or invoices for purchases must be submitted to the bookkeeper the following business day or the teacher will be held responsible for the purchases.
5. Please allow five (5) days for **all** (district and activity) purchase orders to be approved. **If you buy BEFORE getting approval and a purchase order number - you may have to pay for it yourself.**

Activity Club or Class Sponsors

1. Before accepting a check for any reason (fund-raising, annuals, fees, etc.), be sure that the checks are made payable to WARREN HIGH SCHOOL. A physical address and drivers license number must be written on the check also. If this information is not on the check, it must be written on the check in the top left corner. If they are not, we will not accept

them. Please inform your students of this. If you get a check back from a bank for any reason (marked insufficient funds, account closed, etc.), you will be responsible for collecting on the check. Be sure to get the amount of the check plus the bank charge in cash BEFORE giving the check back.

2. Make sure receipts and money equal before turning it in to Mrs. Matthews. Teachers must make every effort to make deposits on their prep period. Please make arrangements ahead of time to do this. When turning in checks, you must make a list of each check and which student turned the check in to you. This information must be kept by you in case we have to trace the check. **Remember to use a receipt book when collecting money from students. This helps to keep your account accurate. This is a directive from the auditors.**
3. All purchases for required materials must be approved by the principal on an approved purchase order. All club, class and organization treasurers must turn in their money and copies of receipts to the school bookkeeper, who will issue a receipt for the money and credit that organization account with the amount. If there is a discrepancy, or the treasurer does not understand the report, he or she should come to the bookkeeper for conference. The bookkeeper will write no check on any account unless the request is in writing and signed by the sponsor of the organization. Sponsors must secure written permission from the principal before ordering anything to be sold to or by the students. Merchants have been instructed not to charge any account unless a purchase order is given to them. Purchases to be charged to the school district must have a purchase order from the superintendent's office.
4. When charging you must write the purchase order number and the name of the account being charged underneath your signature.
5. As instructed by the auditor, we are not allowed to hold any type of raffle as a fundraiser.

INSTRUCTIONS FROM THE AUDITOR

Each teacher receiving money must write a receipt and give to the student a receipt for all moneys collected. (Receipt books may be obtained from the office.) One copy of the receipt is given to the student and the other is given to the bookkeeper with your deposit. When you take a deposit to the office, you must take receipts to equal your deposit. (Please keep receipts in numerical order.) The bookkeeper will receipt your money and indicate the receipt numbers for this deposit. It is suggested that you staple the office receipt to your last receipt you included in your deposit.

It is also the responsibility of the sponsor to check with the bookkeeper and be sure that your account balances equal. Ledger sheets will be placed in your mailboxes monthly to make this

easier. If there is a discrepancy, please contact the bookkeeper immediately.

The auditor also suggested that receipt books be turned in at the end of the school year (when grade books, etc., are turned in). They will be given back to each sponsor when the new school year begins. This will allow the books to be in the office if the annual audit is conducted during the summer months.

STEPS FOR RECEIPTING MONEY

1. Sponsor collects money and receipts it.
2. When ready to submit money to the office, sponsor fills out “Deposit Summary” sheet, puts it along with the money collected in an envelope and takes it to the office.
3. Bookkeeper counts the money submitted and checks it against the “Deposit Summary” sheet. If it matches, bookkeeper signs off on the bottom of the “Deposit Summary” sheet and makes a copy for the sponsor. **IF IT DOESN’T MATCH**, send back to the sponsor immediately.
4. Bookkeeper receipts the money turned in.
5. File the original “Deposit Summary” sheet.
6. When ready to make a deposit, total the receipts written, put a tape on the last receipt with the total of the deposit on it. Fill out the deposit slip and indicate the receipt range on the deposit slip.
7. Once deposited, make a copy of the deposit slip, and the receipts, clip together and send to the central office for the computer input.

Sponsors

Class Sponsors

9TH	10th	11th	12th
Beverly Reep (Chairperson)	Shelia Loomis (Chairperson)	Tracy Panicola (Chairperson)	Katrina Shepherd (Chairperson)
Dustin Prescott	Roland Washington	Brent Mann	Johnna Sue McMurry
Kristen Wilkerson	Jean Bean	Steven Quoss	Nicole Coffel
Gene Raines	Laura Ferguson	Whitney Howard	Ramona Smith
Wes Ables	Liz St. John	Wanda Jordan	Julia Foster
Kelly Brown	Robert Boon	Shannon Stevens	Gladys Young
Barrett Buck	Anne O'Neill	Kerri Bennett	Anthony Avery
			Sandra Hatley
			Robert Avery

Club Sponsors

Agri/FFA	Gene Raines
Yearbook	Shelia Loomis
Art Club	Shannon Stevens
Beta Club	Liz St. John & Tracy Panicola
Cheerleaders	Jean Bean and Cindy May
Choir	Laura Ferguson
Drama Club	Laura Ferguson & Anne O'Neill
FCCLA	Wanda Jordan
Lamp/Renaissance	Anne O'Neill
National Honor Society	Johnna Sue McMurry
JROTC	Col. Robert Avery
Science Club	Whitney Howard
Student Council	Beverly Reep
Graduation	Katrina Shepherd (Chairperson)
Prom	Tracy Panicola (Chairperson)
Character Education	Beverly Reep
Spanish Club	Kristen Wilkerson
Teacher of Tomorrow	Katrina Shepherd
Newspaper	Anne O'Neill

BELL SCHEDULE*

DUTY	7:38-7:48
PREPARATION BELL	7:48
ANNOUNCEMENTS & Ch. 1	7:53 - 8:05
PERIOD 1	8:05-8:50
PERIOD 2	8:55 - 9:40
PERIOD 3	9:45 - 10:30
PERIOD 4	10:35 - 11:20
A LUNCH	11:25 - 11:55
PERIOD 5A	11:25 - 12:10
PERIOD 5B	12:00 - 12:45
B LUNCH	12:15 - 12:45
PERIOD 6	12:50 - 1:35
PERIOD 7	1:40 - 2:25
PERIOD 8	2:30-3:15

*** In cases of emergency, a short schedule will be placed in mailboxes.**