

# STAFF HANDBOOK

2019 - 2020



## Brookville High School

1 Blue Pride Drive  
Brookville, Ohio 45309  
937.833.6761  
937.833.6302 (FAX)

Revised **August, 2019**

**BROOKVILLE SCHOOL CALENDAR  
2019-2020**

August 13-14	Staff In Service
August 15	First Day for Students
September 2	Labor Day – <i>No School for Students / Staff</i>
September 12	STAR Day – <i>Early Dismissal 1:00 pm</i>
October 11	Staff In-Service – <i>No School for Students</i>
October 14	Columbus Day- <i>No School for Students/Staff</i>
October 18	End of First Nine Weeks
November 7	STAR Day- <i>Early Dismissal 1:00 pm</i>
November 27-29	P/T Conference Make-Up / Thanksgiving Vacation – <i>No School for Students/Staff</i>
December 20	Staff Christmas Breakfast - <i>2 Hour Delay</i>
December 21-Jan.3	Christmas Vacation – <i>No School/Students/Staff</i>
January 6	School Resumes
January 8	End of Second Nine Weeks
January 20	Martin Luther King Day – <i>No School for Students/Staff</i>
February 14	Staff In-Service – <i>No School for Students</i>
February 17	President’s Day – <i>No School for Students/Staff</i>
March 14	STAR Day - <i>Early Dismissal 1:00 pm</i>
March 13	Mini Break - <i>No School for Students/Staff</i>
March 17	End of Third Nine Weeks
April 3-April 10	P/T Conference Make-Up / Spring Break <i>No School for Students/Staff</i>
April 13	School Resumes

May 7	STAR Day – <i>Early Dismissal 1:00 pm</i>
May 23	Graduation, Salem Church of God
May 28	Last Day for Students
May 29	Last Day for Teachers

## Brookville High School Personnel, 2019-2020

John Barrera	Mathematics, HS Track Coach
Megan Baumgartner	Business & Technology
Zach Amand	Science, Math
Amy Boyd	French, Social Studies, Journalism, Modern Language Club Advisor, Student Council Advisor, Yearbook, Sophomore Class Advisor
Katie Boyd	Math
Chris Bronner	Principal
Austin Brown	Band / Instrumental Music
Mark Brown	Social Studies
Scott Caudill	Social Studies, Varsity Boys Golf Coach
Peter Chakiris	Industrial Arts, IS Wrestling, IS Football
Jeff Davidson	Science, Varsity Boys Basketball Coach
Jenny Davis	Librarian
Richard Dobberstein	Technology Coordinator, AV Coordinator
Anna Duckro	Sophomore-Senior Guidance Counselor
Heidi Etter	Paraprofessional
Lane Harris	Choral / Vocal Music, "Shades of Blue" Instructor,
Deana Herbert	Intervention Specialist, Freshman & Junior Class Co-Advisor
Mike Hetrick	Social Studies, Varsity Football Coach
Susan Hollon	Home Economics, Community Service Advisor, Playschool Advisor
Robert Hope	English, Girls Soccer Coach, IS Track Coach
Brittany Hunley	Cross Categorical, Varsity Volleyball Coach
Paula Hutsell	Spanish, FTA Advisor
Jacob Jaros	Technology
Colleen Kelsey	Art
Kristin Ketron	Business Education, Computer
Marcus Lamb	Intervention Specialist, Assistant Football Coach, Assistant Girls Basketball Coach Freshman & Junior Sophomore Class Co-Advisor
Kim Nelson	Paraprofessional
Gregg Pigg	Health, Physical Education,
Anna Porter	Science, JV Softball Coach
Ashley Rieger	Art, Art Club Advisor
Melissa Ross	English, National Honor Society Advisor
Lynne Sayre-Nickell	Assistant Principal, Spirit Coordinator
Heather Snider	Spanish & English
Sherril Spangler	Freshmen Guidance Counselor, Link Crew Advisor
Angela Sprada	School Nurse

Brian Sprada	Student Activities Director
Ann Stammen	Mathematics, Key Club Advisor, Senior Class Advisor
Chris Storer	Technology
Matt Terry	Paraprofessional
Nick Wright	Vocational Agriculture, FFA Advisor
Rachel Zinck	English, Drama Director

### **School Personnel with High School Assignments**

Jay Fullenkamp	Assistant Football Coach
Erich Haupt	JV Girls Soccer
Chris Beck	Varsity Girls Tennis Coach
Kelsey Fanin	JV Girls Tennis Coach
Laura Staggs	Football Cheer Coach
Amanda O'Dell	Basketball Cheer Coach

### **Other High School Extra Curricular Personnel**

Jon Bland	Cross Country Coach
Trevor Cash	Assistant Cross-Country Coach
Zach Vanzant	JV Boys Soccer Coach
Tony Harris	Varsity Boys Soccer Coach
Stephanie Hawkins	Varsity Girls Basketball
Bob Lenser	Softball
Chris Williams	9th Grade Basketball Coach
Lauren Blaumberg	JV Girls Volleyball

### **Secretarial Staff**

Mrs. Erin Ketchen - Student Services Secretary  
Mrs. Jenni Phillips –Attendance Secretary  
Mrs. Jess Sewert - High School Secretary  
Mrs. Marcy Crabtree- Athletic Secretary

### **Treasurer's Office**

Ms. Tiffany Hiser – Treasurer & Mr. Daniel Schall – Treasurer  
Mrs. Amy Muhlenkamp – Assistant Treasurer  
Mrs. Rhonda Haynes – General Assistant to the Treasurer / EMIS Coordinator

### **Technology**

Mr. Rick Dobberstein – Technology Coordinator  
Chris Storer – Technology Assistant

### **Mr. Jeff Requarth – Director of Business Operations**

Mrs. Tracey Willoughby – Secretary  
Mr. Frank Casson – Mechanic

### **Mrs. Stephanie Hinds – Director of Curriculum Profess. Dev. & Instructional Technology**

#### **Cafeteria**

Mark Porter – Cafeteria Staff Supervisor  
Gaylene Bowman  
Rebecca Colston  
Sheila Finger  
Donna Garwood  
Connie Honious  
Dawn Strain

#### **Custodial Staff**

Matt Maleski – Maintenance Technician  
Scott Petry – Custodial Supervisor  
Chris Hoover  
Doug Lamb  
Tony Linville  
Wendell Patton  
Kenneth Davis & Dennis Shank / Grounds

#### **Transportation**

Judy Berry  
Mandy Brooks  
Sue Caplinger  
Linda Clark  
Frank Casson  
Jeff Derringer  
Tim Eller  
Cheryl Hoops  
Jamie Keller  
Danette Papie  
Jeff Requarth  
Jill Settle  
Neysa Sharritt

#### **Athletic Appeal Board / Disciplinary**

Administration - Mrs. Shawn Thomas  
Coach - Robert Hope  
Teacher - Mrs. Melissa Ross

#### **BHS OTES Committee**

Amy Boyd                      Tracey Willoughby  
Ann Stammen  
Chris Bronner  
Jeff Davidson  
Robert Hope  
Paula Hutsell  
Kristen Ketron  
Lynne Sayre-Nickell

## **Brookville High School Philosophy**

Brookville High School functions to educate its students to make transition from student to adulthood by creating in them a desire to fulfill their potential in the areas of scholarship, leadership, character and service, while discovering their productive role in society.

The school encourages each student to recognize both individual capabilities and limitations. In order to function effectively in a global community, each graduate will need to continue his/her education, earn a livelihood, and learn how to function effectively in society. In addition, he/she will need to be able to formulate a political philosophy related to the global community, establish moral and ethical standards compatible to his/her well-being, and understand his/her role in the solution of social problems.

The school promotes an environment which stimulates creativity and encourages the process of problem solving in a continuous search for truth and knowledge by fostering individual development.

Brookville High School recognizes that common goals and commitments to each other, as well as a responsibility to the community of which the school is a part, foster respect and cooperation within the larger community.

### **Brookville High School Objectives**

To help each student:

1. Develop basic learning skills to solve problems and communicate ideas.
2. Develop values which lead to understanding of the duties and responsibilities of a good citizen.
3. Develop an understanding of self, the total environment, and the need for continuous adaptation to it.
4. Develop aesthetic appreciation for the arts.
5. Develop attitude conducive to good physical and mental health.
6. Develop an understanding and respect for the economic, social, and political interdependence of the people of the world.
7. Develop and understanding of the principles of political philosophies and an awareness of the strengths and weaknesses of each political philosophy.

Develop an awareness and appreciation for a student's own strengths and limitations.

## **General Policies and Procedures**

### **Arrival / Departure**

High School teachers are to arrive at the building by 7:30 am. Upon arrival, teachers are to sign in at the office, check their mailboxes, and open their classrooms. From 7:30-7:50 teachers are to be in or near their classroom and take the responsibility for supervising their classroom and checking the hallways in the vicinity of their classroom. Students enter the building at 7:30 am. Faculty may leave after 3:00 pm.

*Parking Permits:* Tags will be issued and need to be displayed around the rear view mirror.

### **Staff Absence / Leave Procedures**

It is your responsibility to contact the Sub Hot-Line for any professional leave, sick leave, personal days, or field trips that will require a sub in your classroom. Marty Early is your contact, 833-6350. Please call the Sub Hot-Line and leave your name, the date(s) that you will be absent, whether you will be absent full or half days (AM or PM), and what subject you teach. If you are ill, please be sure to notify Marty by 6:30 A.M. the day of illness. Calls the night before are welcomed if known absence is eminent for the next day or days. This allows more time to obtain a substitute. It is essential that you notify Marty as soon as you have planned your leave day. Do not wait for the leave slip to be approved. It is easier for Marty to cancel a sub than find one at the last minute. It is highly recommended to email Marty and include Jess Sewert your request for a sub. Please give her as much notice as possible. Please be sure that you continue to fill out leave forms for each day you will be absent. Turn in the completed form to Mrs. Sewert. Staff may wish to call or email lesson plans to Mrs. Sewert or Mr. Bronner for your substitute to follow.

## **EMPLOYEE RIGHTS**

### **Professional Records**

It is your responsibility to see that your professional record folder in the Superintendent's office is kept up-to-date. Transcripts showing additional college



credit, new certificates, change of address, background checks, and other relevant data should be turned in as required.

### **Hospitalization and Medical Benefits**

At the beginning of each school year, the Board of Education gives the teachers an opportunity to secure medical insurance. Please contact Amy Muhlenkamp, Assistant Treasurer, if you have questions.

### **Workmen's Compensation**

Brookville teachers are covered by the provision of the Workmen's Compensation Act for injuries sustained while actively engaged in school assignments. The building administration must be consulted prior to receiving medical attention from the hospital or physician.

### **Staff Dress Code**

It is important that faculty members exhibit a positive role model in all aspects of the student "Personal Appearance Code." Staff member are to present a professional image to student. T-shirts, sweatshirts, gym shoes, flip-flops, and shorts of any length are not professional dress and are not permitted.

On the 1st, 3rd, and 5th Fridays of the month, it is acceptable for staff to dress casual. However, a professional appearance must be maintained. Jeans are only acceptable on the identified Fridays when worn with an appropriate shirt and shoes. Non Brookville t-shirts and sweatshirts, gym shoes, and flip-flops are not appropriate.

### **Faculty Meetings**

Required total faculty meetings will usually be held on the first Wednesday of each month. All faculty members will be expected to attend unless excused by the administration.

1. Meetings will be held for improvement of ourselves and our curriculum.
2. It is desired that petty things not be a part of these meetings.
3. There will be departmental meetings throughout the year.
4. Special meetings may be called if circumstances warrant
5. In an effort to increase common communication while attempting to accommodate various schedules and responsibilities, meetings will rotate between split, morning only, and afternoon only.

**Dates of Meetings / 2019-2020 / Room 308**

September 4  
 October 2  
 November 6  
 December 4  
 January 8  
 February 5  
 March 4  
 April 1  
 May 6

**Schedule of Safety Drills 2019-2020**

	<b>Fire</b>	<b>Code</b>	<b>Tornado</b>
<b>August</b>	23rd	30th	
<b>September</b>	4th	16th	
<b>October</b>	1st		15th
<b>November</b>	1st	15th	
<b>December</b>	2nd		
<b>January</b>	7th	15th	
<b>February</b>	3rd	18th	
<b>March</b>	2nd		State / TBA
<b>April</b>	14th		16th
<b>May</b>	1st		11th

**Friday Bulletin**

The Friday Bulletin is published every Friday for the following week. The Bulletin includes schedules, upcoming events and other important information. It is the expectation that all major events (field trips, concerts, assemblies, etc. with list of students attending, dates & times) necessitating that the normal day will be altered must be noted as early as possible in the Friday Bulletin. Again, these same happenings, as well as other events, will be recorded on a weekly basis. Materials must be submitted to Mrs. Sewert no later than Thursday mornings.

**Evaluations**

In the 2019-2020 school year, all teachers will be evaluated with the district developed evaluation instrument. Teachers have been assigned either full OTES or off-cycle OTES. If questions or concerns arise, please talk to an administrator.

## **Professional Organizations**

All teachers are encouraged to become members of the following:

- Brookville Teachers' Association
- Western Ohio Teachers' Association
- Ohio Education Association
- National Education Association
- Local, State, and National subject area associations

For the convenience of the faculty, payroll deduction is available. Contact your BTA treasurer.

## **Lesson Plans**

### *Philosophy*

1. In any class, advanced planning lends direction to the instructional planning. It must be assumed that certificated teachers are capable of developing plans within the scope of the curriculum on both a short term or course basis.
2. Lesson planning beyond the need for the individual teacher serves two important purposes:
  - a. Provision of detailed instructions for a substitute teacher.
  - b. Provision for the principal, supervisor or department head to follow the teacher's progress and planning when this is needed.
3. The building principal has the authorization to require what they feel is needed in terms of a lesson plan for evaluation or supervision.

### *Policy*

1. In case of absence, it is the responsibility and duty of each teacher to have lesson plans, seating charts, class lists, and other needed instructions available to the principal and/or secretary at least one-half hour prior to the time classes begin.
2. The building principal has the authority to require what they need in terms of a lesson plan and/or instructions for substitutes for each teacher in their building.
3. The building principal will require plans to be turned into them every Monday morning before 8:00 am.

## *Content*

Lesson plans must contain the following items:

1. Benchmarks & Indicators (weekly summary will suffice)
2. Class Progression (bell work, introduction, group work, worksheet/assignment, closing)
3. Evaluations & Assessments (includes assignments, homework, tests, quizzes)
4. The period number or class title.
5. Through the week, each day should be represented (ie: Mon., Tues., Wed., Thurs. Fri.)

## **Planning / Conference Period**

The planning period is the time set aside for the collecting and producing of materials, the organization of learning experiences, the evaluating of the outcomes of instruction, the recording of student progress, and conferring with parents, students, and other staff members on related school matters. Teachers may leave the building during this period by permission and signing out.

*NOTE* - In the event substitute teachers cannot be secured, teachers may be called upon during their planning period to take charge of an absent teacher's class. Every effort will be made to avoid this. It is expected that all teachers will check the restroom at least once during their P/C period.

## **Student Discipline**

This is a responsibility of all staff members and administration. Please be familiar with the Board of Education adopted code of student conduct. Please keep parents informed of any behavior that is distracting from the educational process.

Staff members should:

1. Establish written expectations and consequences for student behavior.
2. Review, post, and distribute expectations to students.
3. Submit a copy of expectations to the Administration. This is a valuable resource in determining what steps the staff has already tried to correct unacceptable behavior.
4. If a student has been removed from class, please notify the office immediately. Please communicate with the administration the reasons for the removal.

## **Attendance Procedures**

Each teacher is responsible for checking attendance in each class during the school day. Attendance must be submitted to the office by 8:00 am on a daily basis. **STUDENTS ARE NOT PERMITTED TO TAKE ATTENDANCE!** Teachers must maintain absolute attendance records for all classes and/or study halls. Teacher should look over the morning attendance list prepared by the office. Please be aware of those students who are to leave early and absent.

### *Prearranged Absence*

An “Absence Request Form” shall be completed by both the student and his/her parents when an absence is inevitable. The request should be made as soon as the student and family are aware of the absence. When possible, teachers will give students assignments that will be missed while they are absent. Students will be given the same number of days as missed, not to exceed five school days to make up the missed work.

### *Early Dismissal*

If a student has a valid and acceptable reason for leaving school early, he/she should bring a signed note from his/her parents or guardian stating the reason for his/her early dismissal. This note should be presented to the administration by 7:45 am.

It is imperative that the student sign out through the office before leaving the building and, upon reentry into the building, the early dismissal form should have been signed with the proper documentation to verify the reason for dismissal.

### *Make-Up Work*

Each student is given a period of time equal to the number of days of absence to make up work. Excusable reasons for absence would be: personal illness, illness in the family, death in the immediate family, religious reasons, college visitation, and extenuating reasons approved by the administration.

## **Hall Passes**

Students who are out of their assigned classrooms should have appropriate hall passes with them.

## **School Closing / Delays**

Staff will be notified by phone regarding delays or closings.

*ONE-HOUR DELAY* – We are probably going to have school but roads / visibility warrant some caution. Leave home at your regular time because it could take longer to arrive. Please use caution and arrive before the students.

*TWO-HOUR DELAY* – Conditions are not very good, but we will have school if at all possible. DO NOT leave at your regular time because the conditions will be assessed again. Please wait at least one hour past your regular time to leave. A decision will be made by then as to whether we will close or not.

*SCHOOL CLOSED* – First five (5) days, teachers are not required to come in.

Beyond the first five (5) days is directed by the superintendent

### **Conferences / Accountability**

The administrative staff is available for consultation at all times. While we follow the “open door office” policy, it does not always work in practice; therefore, we recommend making an appointment for a specific conference time.

Evaluation visitations will be in accord with Board policy. Evaluation is not considered an end in itself, but an opportunity to provide for the continuous growth and examination of our educational program. This process of appraisal goes on continuously during the school year in many different ways as we relate ourselves daily to the total program. This work and relationship takes place in the classroom, assemblies, departmental meetings, countywide assignments, activity sponsorship roles, in-service training programs, faculty meetings, committee assignments, and in many other situations. In order to focus attention on the instructional program, lesson plans, materials you may have developed, samples of student work or other items you would like to discuss should be brought to formal conferences.

### **Parties and Food**

Please try to avoid parties in the classrooms. If you have a special occasion you feel needs to be celebrated, please see the principal for approval prior to the event. Please notify the cafeteria staff with the number of students if they will miss lunch. Cafeteria usage must be scheduled in advance with Mrs. Sewert.

### **Textbooks**

Many thousands of dollars are spent each year to keep our textbooks up to date. The life of a textbook is expected to be five years. The following procedure should be used in the distribution of textbooks:

- A. Obtain Textbook Assignment sheets.
- B. Record the number of the book issued with student's name
- C. This sheet will be made out in duplicate. The teacher will keep the copy and turn the original into the office by the end of the first week of school.
- D. Record the condition of the text issued, using the following:
  - New           New books
  - Good         Books in good condition showing little wear. Also new rebound books
  - Fair          Books showing considerable wear but with covers and pages intact.
  - Poor         Books in poor condition with frayed covers and torn pages.

At the end of the term, books will be collected and the condition checked. Marring, defacing, writing on the edges of pages or on the cover, removal of pages, etc., will result in a minimum charge of five (\$5.00) dollars. Lost or severely damaged book will result in the student being assessed a charge to replace the book.

<b>Age of the Book</b>	<b>Charges</b>
1 - 3 years	Full cost of book
3 years or older	60% of the new book cost.

### **Supplemental Materials**

All books, pamphlets, or articles other than the board approved textbooks and supplemental texts assigned by teachers for reading in any course of study in the Brookville Local Schools, or to be sold to students shall be submitted to the administrators for their appraisal and approval. Those articles submitted, not approved by the administration, shall not be used in the classroom, or assigned for outside reading, or sold to the students. Furthermore, students shall not be required to read or buy a specific book, pamphlet, or article, if the pupil or his parents raise religious or moral objections. Brookville Local Schools have established a policy concerning book removal.

### **Movies**

Educational videos/DVDs are available in the media center. We add to our collection each year. Students are ONLY allowed to view videos that are rated "G" without parental permission. Students MUST have parent permission slip signed before watching a "PG" movie. All "R" rated movies are prohibited at Brookville High School. All movies must be correlated to State standards, included in lesson plans and have **prior administrative approval**. The preference is to show clips and not entire movies.

## **Audio-Visual Department**

Mr. Dobberstein is the Audio-Visual Coordinator. Please let the AV Coordinator know of any needs requiring auditorium sound, lighting, or video. Also, the AV Coordinator should be contacted if there are other needs beyond the help of the librarian with media center equipment.

## **Toner Cartridge Ordering / 2019-2020**

Toner/Cartridge will come out of the tech budget. A request needs to be sent to Mr. Dobberstein when needing any toner/cartridge. Mr. Dobberstein will then do the requisition and process accordingly. To help Mr. Dobberstein in the process please have the printer name/model/number or the cartridge number when the request is sent. This will help execute the process more quickly.

## **Auditorium / Cafeteria / Outdoor Classroom Reservations**

Auditorium, cafeteria, and/or outdoor classroom use during the school day must be scheduled in advance. Please contact Mrs. Sewert as early as possible to assure desired date and time. Reservations for after school hours must be made through Mr. Sprada.

## **Care of Building and Equipment**

The physical setting for learning has been provided at a considerable expense to the taxpayers of the Brookville School District. The investment in building and equipment totals over 25 million dollars. The teacher is responsible for the area in which he or she is assigned. Abuse detected by the teachers will result in fines charged against the individual responsible for the damage.

Equipment and furniture assigned to a room will remain in the room and will not be transferred from the room except through the administrator in charge of the school plant. Yearly inventory is kept of all non-fixed items for all classrooms. Small details of housekeeping that teachers need to give attention to are:

1. Windows should not be opened when the heating / air conditioning system is in operation.
2. Use artificial light when necessary, but on bright sunlight days and upon leaving room, TURN OFF THE LIGHTS.
3. Attach nothing to the walls of classrooms (pictures, maps, etc.) prior to securing the



agreement of the administrator in charge of the school plant, NOTE--the top section

of your window areas is metal and therefore magnets will hold display items.

4. Lock your classrooms doors and windows at the end of the school day.
5. DO NOT LEAVE MONEY IN ROOMS.
6. Report to the janitor those repairs which he can make and to the principal other repairs.

Teachers in charge of equipment are responsible and will be expected to make explanations when equipment is missing. All valuable equipment and equipment easily carried away must be kept locked (especially true of laboratory equipment).

### **Student Evaluation**

An important but most difficult task of the teacher is evaluation. Students want to know what will be expected of them. Be specific as to those items that will be included in the evaluation and make sure that all students understand how you will arrive at your grades. A copy of your grading plan should be distributed to each student. At Brookville High School we use a five letter grading system: A, B, C, D, and F, with no use of plus or minus signs.

<u>Letter Grade</u>	<u>%</u>	<u>Point Equivalent</u>	<u>Point Equivalent Averaging Two or More Grades</u>
A	93-100	4.0	3.6-4.0
B	83-92	3.0	2.6-3.5
C	70-82	2.0	1.6-1.5
D	60-69	1.0	0.6-1.5
F	0-59	0.0	0.0-0.5

Do not allow a student to plagiarize and/or cheat nor conspire to plagiarize any ideas, written or printed material, while in pursuit of fulfilling any educational requirements. Teachers are required to submit grades at the end of each term.

### *Parental Contact*

There is no substitute for verbal communication between you and the parent. Parents appreciate your favorable feedback relative to their child's performance. If the student is not doing well or there is a sudden drop in his performance, you are expected to call the parent. At the end of each quarter, please submit the list of parents that you have contacted on the day that you submit your grades. This list is to be submitted to Mr.

Bronner. If you are unsuccessful in reaching a parent, Mrs. Sewert, has a form that may be mailed home. Multiple parent contacts must occur prior to assigning a failing grade for a course.

### *Interim Reports*

The school year consists of four quarters, about nine weeks in length. At approximately the end of the fifth week, each student will be given a report denoting his grade at that time. If a student was given a report denoting acceptable work and the work patterns change to jeopardize passing, a traditional failure notice must be given no later than the first day of the ninth week. This will assure that the student is given an opportunity to rectify the situation. No student may fail without receiving a failure notice!

### *Grade Entry Schedule*

The following dates will be used for Progress Book entries for the 2018-2019 school year.

Senior 4<sup>th</sup> quarter course failures will be followed up with telephone communication by the Student Services Office.

<b>1st QUARTER / Ends 10/18/19</b>	<b>INTERIMS</b>	<b>QUARTER GRADES</b>
Progress Book Window Opens	9/12/19 @ 12:00 am	10/15/19 @ 12:00 am
Closes	9/18/19 @ 9:00 am	10/22/19 @ 9:00 am
Posted	9/20/19	10/25/19
<b>2nd QUARTER / Ends 1/8/20</b>	<b>INTERIMS</b>	<b>QUARTER GRADES</b>
Progress Book Window Opens	11/15/19 @ 12:00 am	1/6/20 @ 12:00 am
Closes	11/21/19 @ 9:00 am	1/13/20 @ 9:00 am
Posted	11/22/19	1/16/20
<b>3rd QUARTER / Ends 3/17/20</b>	<b>INTERIMS</b>	<b>QUARTER GRADES</b>
Progress Book Window Opens	2/6/20 @ 12:00 am	3/16/20 @ 12:00 am
Closes	2/12/20 @ 9:00 am	3/23/20 @ 9:00 am
Posted	2/13/20	3/26/20
<b>4th QUARTER / Ends 5/28/20</b>	<b>INTERIMS</b>	<b>QUARTER GRADES</b>
Progress Book Window Opens	4/21/20 @ 12:00 am	5/20/20 @ 12:00 am
Closes	4/27/20 @ 9:00 am	5/27/20 @ 9:00 pm
Posted	4/28/20	

**\*NOTE: Seniors' 4<sup>th</sup> quarter, final exams, 2<sup>nd</sup> semester, & final grades will have a separate window to be determined.**

There is a window in which grades must be submitted. The window will open on the dates set above. Grades must be submitted by this time. Each student should have at least one comment as the letter grade and percentage will automatically be printed (a comment list follows). Be sure that grades **DO NOT exceed 100%** as Progress Book will not recognize the value creating calculation failures.

1. Log on to Progress Book and go to the Grade Book.
2. Under “Features” click “Enter report cards/interims.”
3. On the left, select a class from the drop-down list.
4. Select “Show all Students” or the individual student’s name.
5. To automatically calculate grades using the marks previously entered in the grade book, select and click on the box above the grading period you wish to submit then click the = button (on the right). A percentage grade will appear in the appropriate fields for all students.
6. Until the grades have been saved and sent, a red outline appears around the field.
7. Comment one should be one you select from the comment bank.
8. Comment two is recommended, but optional.
9. After all grades are checked and comments entered, be sure to click “SAVE”. The red outline around the grades will disappear and you will receive a message that the grades have been saved.

NOTE: Teachers can change the marks and comments only during the open window. After the window closes, changes must be made through the office with the appropriate form.

### *Progress Book / Grade Books*

1. Keep your records up-to-date, so you will have sufficient recorded information to back up any grade that might be questioned. Examinations taken at the conclusion of the course should be stored for a minimum of one month. This will afford the student/parent the opportunity to see the test and ask appropriate questions.
2. Grades should be appropriately labeled (quiz, homework, test, class work, etc.).
3. Make sure that there can be no doubt how the average grade for the term was obtained.
4. Attendance and tardiness are to be recorded.
5. Keep grade books neat. They will be collected at the end of the year and periodically throughout the year.

- A minimum of one entry per week is required by board policy. It is Recommended that teachers have at least two recorded grades per week.

### *Semester Grades / Final Grades*

Teachers are required to submit each term grade as a percentage grade as well as a letter grade. The term grade will be the letter grade computed on a percentage basis and would be recorded on the grade card. If the student earns the right to waive an examination, per the Exam Waiver policy, the term percentages will give the teacher and student an accurate accounting for the semester grade.

### ***Important Points:***

- Students must know his/her percentage grade.
- Students must be given the opportunity to improve his/her grade via the examination.
- When grades are recorded, the term grades will constitute eighty percent (80%) and the examination will constitute twenty percent (20%) of the final grade. Final grades will be determined by averaging the four nine week's exams (20% each) and the semester exam (10% each). For semester courses the formula shall be two nine weeks (40% each) and the final exam (20% each).

#### EXAMPLE

Q1	20%
Q2	20%
S1 Exam	10%
Q3	20%
Q4	20%
S2/Final Exam	<u>10%</u>
Final Grade:	100%

#### EXAMPLE

Q3	40%
Q4	40%
S2/Final Exam	<u>20%</u>
Final Grade:	100%

## **HIGH SCHOOL COMMENT BANK**

### **Comments for All Departments**

#### **Comment for "A" Students**

010	Excellent	student
011	Excellent	Interest in learning
012	Excellent	homework
013	Excellent	quiz scores
014	Excellent	test scores
015	Excellent	behavior
016	Excellent	attentiveness
017	Excellent	organization
018	Excellent	writing skills

#### **Comment for Improving Students**

050	Improving effort
051	Improving interest in learning
052	Improving homework
053	Improving quiz scores
054	Improving test scores
055	Improving behavior
056	Improving attentiveness
057	Improving organization
058	Improving writing skills

019 Excellent critical thinking  
**Comment for "B" Students**

020 Good student  
021 High interest in learning  
022 Good homework  
023 Good quiz scores  
024 Good test scores  
025 Good behavior  
026 Good attentiveness  
027 Good organization  
028 Good writing skills  
029 Good critical thinking

**Comment for "C" Students**

030 Average progress  
031 Average effort  
032 Average homework  
033 Average quiz scores  
034 Average test scores  
035 Average behavior  
036 Average attentiveness  
037 Average organization  
038 Average writing skills  
039 Average critical thinking

**Comments for  
"D" & "F" Students**

040 Little progress  
041 Poor effort  
042 Low homework grades  
043 Low quiz scores  
044 Low test scores  
045 Lacks motivation  
046 Lacks attentiveness  
047 Poor organization  
048 Poor writing skills

059 Improving critical thinking skills  
**Comment for Consistent Students**

060 Consistent effort  
061 Consistent interest in learning  
062 Consistent homework  
063 Consistent quiz scores  
064 Consistent test scores  
065 Consistent behavior  
066 Consistent attentiveness  
067 Consistent organization  
068 Consistent writing skills

**Comment for Declining Students**

070 Declining effort  
071 Declining interest in learning  
072 Declining homework  
073 Declining quiz scores  
074 Declining test scores  
075 Declining behavior  
076 Declining attentiveness  
077 Declining organization  
078 Declining writing skills

**Comment for Improvement**

080 Needs to improve effort  
081 Needs to improve interest in learning  
082 Needs to improve homework  
083 Needs to improve quiz scores  
084 Needs to improve test scores  
085 Needs to improve behavior  
086 Needs to improve attentiveness  
087 Needs to improve organization  
088 Needs to improve writing skills

**General Comments**

090 Conference Requested  
091 Possibility of failure  
092 Attendance is an issue  
093 Excessive tardies  
094 Disruptive behavior  
095 More home study needed  
096 Needs to read independently  
097 Capable of better work  
098 A pleasure in class  
099 Highly Motivated

## Specialty Comments

### English Dept.

- 100 Completes assignments
- 101 Fails to complete assignments
- 102 Works hard every day
- 103 Often unprepared
- 104 Needs to ask for help/clarification
- 105
- 106
- 107
- 108
- 109

### Foreign Language Dept.

- 110 Needs to bring materials to class
- 111 Needs to study flashcards
- 112 Needs to work on pronunciation
- 113 Needs to study every day
- 114 Chose not to retake test(s)/quiz(es)
- 115
- 116
- 117
- 118
- 119

### Math Dept.

- 120 Needs to bring calculator
- 121 Wastes class time
- 122 Make-up work due
- 123 Fails to bring supplies to class
- 124 Fails to bring book to class
- 125 Capable of better work
- 126
- 127
- 128
- 129

### Science Dept.

- 130 Effective use of scientific method
- 131 Ineffective use of scientific method
- 132 Excellent lab reports
- 133 Incomplete lab reports
- 134 Missing lab reports
- 135 Incomplete notes
- 136 Doesn't take notes
- 137 Excellent projects
- 138 Incomplete project(s)
- 139

### Social Studies Dept.

### Business

- 150 Failed to complete project(s)
- 151 Does not use class time wisely
- 152 Easily distracted
- 153 Unauthorized computer use
- 154 Work not on time
- 155 Present grade is passing
- 156 Present grade is failing
- 157 Present grade is incomplete
- 158
- 159

### Industrial Arts/ Ag Depts.

- 160 Poor FFA participation
- 161 Average FFA participation
- 162 Excellent FFA participation
- 163 SAE plan/budget incomplete
- 164 SAE/FFA journal entries incomplete
- 165 SAE finances approved
- 166 Home improvement hours needed
- 167 Excellent SAE records
- 168 Did not schedule SAE visit
- 169

### Family Cons. Sci. / Guidance Dept.

- 170 Low lab grades
- 171 Learning activity not completed
- 172 Storybook project not completed
- 173 Home foods project not completed
- 174
- 175
- 176
- 177 P.E. waiver in progress
- 178 P.E. waiver requirements completed
- 179 P.E. waiver incomplete

### Art/ Music Depts.

- 180 Inconsistent participation
- 181 Lack of legitimate effort
- 182 Constant improvement
- 183 Constant effort
- 184 Must Bring Instrument
- 185 Did Not participate in Concert
- 186 Inconsistent performance
- 187 Classroom work not completed
- 188

189

### PE / Health Dept.

140	Keeps up with current events	190	Good effort
141	Able to express ideas	191	Good participation
142	Thinks independently	192	A pleasure in class
143	Works well independently	193	Consistent performance
144	Works well with others	194	Inconsistent performance
145	Did not complete project	195	Needs to improve effort
146	Needs to bring supplies	196	Attendance is a factor
147	Doesn't take notes	197	PE make up time due
148	Sporadic effort	198	Not dressing for P.E. is a factor
149	Talks too much	199	

## Home Assignments

We believe that home assignments are a necessary part of our educational program at Brookville High School. Through homework, students can gain confidence in their own ability and the practice necessary to perform essential skills. We believe that it is important for each teacher to acquaint his students at the beginning of the year with the homework procedures that will be followed. Effort should be made to coordinate major assignments between departments. Combined subject area assignments could prove very profitable. We believe that homework should never be used as a form of punishment. Teachers should regard homework as a valuable method of achieving desirable goals. Be reasonable in the amounts assigned, remembering a student may well have seven (7) times what you alone assign. Students have been told that they should expect to set aside a minimum of two hours daily for assignments to be completed beyond the normal school day.

## Advanced Classes

Course will be awarded in the following manner:

A = 4.20      B = 3.15      C = 2.10      D = 1.05      F = 0.00

THE LEVEL AND SCOPE of an advanced course indicate THREE aspects of study:

**FIRST** – The examinations must test where the student has an adequate knowledge of mature college level material. These concepts must provide a basis for a sound academic background.

**SECOND** – The student must be channeled into areas of specific and intensive study for concentration. The student's proficiency should be demonstrated through college style term papers and other projects.

THIRD – All students should experience the rigorous scholastic challenge which leads to a formidable knowledge of ideas and materials which are separate from the regular program offerings provided by Brookville High School.

The curriculum requirements established as guidelines for teachers and students should follow a pattern as outlined below:

- A. The course must be an elective one. The major aim of the class is to encourage students to participate in courses that are beyond the required offerings of the regular school program.
- B. The course should serve as a culminating experience for students prior to their graduation. The content and workload should be indicative of superior effort and achievement.

### **Money Matters**

As a matter of good business, orders placed or purchases made without the approval of the principal will not be recognized for payment. Non-authorized purchases cannot be reimbursed; therefore, each teacher is cautioned against making any payments, purchases, or “on approval” inspections without approval. Do not assume Board will pay! Use requisition forms. They may be obtained in the office. Make certain you list the complete name and address of the company from which you order. Be specific about the item description, catalog number, author’s name, copyright dates, editions, etc., and the price. Sign form and return it to the office. Emergency purchases must have the principal’s approval and must carry an advance P.O. number issued by the Treasurer, with the Superintendent’s approval.

### **Field Trips (NOTE: Field trips will be evaluated on a case-by-case basis.)**

Field trips are limited to 100 miles round trip. It is the established policy in this school system to encourage the use of community resources. The Dayton Metropolitan Area provides educational experiences so rich and varied that they form a veritable educational laboratory. In order that we may facilitate the use of local resources, the following procedures are to be followed:

1. Field trips must always be cleared through the principal. Likewise, similar clearance should be made if various resource people are brought into the building for use in the classroom.



2. The use of resources in and out of the classroom are but part of the means of enriching the instructional program. A field trip, for example, should be an integral part of a learning unit. For maximum benefit each teacher should:

- a. Determine the purpose for which the trip is to be taken (some appropriate purposes: to create situations wherein students are encouraged to serve as a means of giving direct firsthand information; to supplement classroom instruction; to serve as a means of arousing specific interests.)
- b. Initiate well in advance teacher-student planning which will acquaint everyone with the purpose of the trip and formulate questions to be kept in mind while on the trip; secure appointments for the visit; decide wearing apparel, need for lunch, appropriate conduct, etc., and become generally familiar with the route taken, parking facilities and procedures.

It is the expectation that the field trip be noted on the Friday Bulletin (FB) as soon as possible. The names of all students going on the trip will be posted on the high school google calendar. Names should be submitted as quickly as possible.

- c. Secure a transportation request form from the office **AT LEAST TWO WEEKS IN ADVANCE OF THE TRIP**, if the school bus transportation is to be used. Complete four copies of this form and return all copies to the office.
- d. Have parents, when possible go along as co-chaperones of the trip. Have one chaperone for every 30 students. The teacher is to sit in the rear of the bus and the accompanying chaperone in the front.
- e. Secure signed consent slips from parents (obtain these from the office). The combination Parental Consent-Emergency Form must be filled out prior to the trip. **NO** student may make the trip unless the teacher has the form. The teacher takes the forms with him/her on the trip. Turn them into the office upon return. Telephone permission in lieu of a signed slip is NOT accepted.
- f. Prepare a duplicate travel list (a complete roster of those planning to make the trip). One copy is filed with the office on Monday of the week scheduled for the trip, one copy is to be retained by the teacher and used as an attendance check while on the trip. The office copy should list the names of the students not going on the field trip.

- g. Provide some definite activity for the students left behind. Send their names to the main office. Remember, you may have to add names on the day of the trip because of student failure to turn in a permission form.
  - h. End your trip on time.
  - i. All pupils who go on a field trip must return to the school with the group unless the parent arranges to meet the pupil, assuring responsibility for the pupil.
  - j. Integrate the field trip experiences into future class activity and discussion.
3. Many persons outstanding in special fields may be valuable aids if properly approached. The service they may render varies with the individual and the instructional program set up in each class. If plans are being made to bring a resource person from outside the school system into the classroom, clear this through the office in advance. Some suggested ways that these resource people might be of use are:
- a. Through interviews by selected members of the class, with the interview arranged in advance.
  - b. Through arrangement for the individual to present materials to the class, or a group of classes, in the school.

## SCHOOL SERVICES

### Health and First Aid

In the case of sudden illness or accident, teachers are asked to administer only first aid of an emergency nature or find someone qualified to administer the necessary aid.

1. No aspirin or medication is to be given to any school age child under any circumstances. Medication is to be stored and administered in the office.
2. Minor first aid is the responsibility of the teacher.
3. Any illness or injuries must be referred to the office. Staff members must complete an "Accident Report Form" for any injury and turn into the high school office. The school nurse will be notified.
4. Students are not to go to the clinic without a referral from the office. A teacher's referral is a pass to the office. Teachers are asked not to send students directly to the nurse unless it is an emergency. A clinic pass will be presented to the teacher by the student at the next classroom meeting as an admit slip.

5. The teacher should never attempt to diagnose or prescribe treatment however the teacher may administer first aid.

When first aid is given, an ACCIDENT REPORT MUST BE COMPLETED IMMEDIATELY indicating the kind of illness or accident, how it happened, and describing the action taken in detail. Return the form to the office.

## **Guidance**

All teachers are encouraged to refer students to the counselors whenever there is a concern or need. In addition, counselors are available to assist teachers whenever needed.

Guidance services include but are not limited to the following:

1. Course selection and scheduling issues
2. Schedule changes
3. Personal and career counseling
4. College planning and assistance in the application process
5. Testing

## **MEDIA CENTER**

We have a full-time librarian plus several student aides. Study Hall students must have a pass signed by either a classroom teacher or the librarian. Once in the library, students must have permission from the librarian to leave.

The overdue book charge is \$.05 per day. Circulations are for two weeks, with as many renewals as needed. Any student with a fine over \$1.00 will not be able to check out more books until that fine is satisfied. The librarian will arrange with freshman teachers for formal library instruction for their classes. We encourage teachers to make library assignments, but if possible, we ask that you talk to the librarian beforehand, so we can pull materials to be readily available for your classes.

If you want to bring your class to the library, the librarian has a schedule. You may consult this schedule and determine when the library will be available. The teacher sending a group of students to the library, and not accompanying them, must send a list of names of those students with the group. It is our desire to make the library available to as many students and teachers as possible throughout the year.

## **ATHLETICS / EXTRA CURRICULAR ACTIVITIES**

### ***Athletic Eligibility***

Athletic eligibility will be checked electronically on a weekly basis. Teachers need to enter grades as frequently as possible to ensure that eligibility is valid. Grades will be checked every Friday at 8:00 am.

### ***Extra-Curricular Supervision***

The teacher advisor must be present at all meetings of student groups. Teacher sponsors of student activities are asked to see that the officers of the organization keep careful records of minutes and finances. A uniform treasurer and secretary's book is to be purchased by each organization. Monies collected must be turned in to the activities treasurer. All money transactions of organizations will be completed through this person. No bills should be paid with cash. Credit and debit vouchers are to be made out for every money transaction. These vouchers must be signed by the teacher sponsor.

### **Star Day Schedule 2019-2020**

- Thursday, September 12, 2019
- Thursday, November 7, 2019
- Thursday, March 12, 2020
- Thursday, May 7, 2020

### **STUDY HALL 2019-2020**

Period	Teacher	Room
1st	Matt Terry	323
2nd	Megan Baumgartner/Matt Terry	327
3rd	Heather Snider/Megan Baumgartner	327
4th	Colleen Kelsey	313
5th	Marcus Lamb/Heather Snider/Brittany Hunley	324
6th	Mike Hetrick	316

7th	Kristin Ketron/Susan Hollon	323
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## AM/PM SUPERVISION & EXPLANATIONS

**AM CAFÉ 7:30 am** - Move around. Be sure students clean up. No food/drink (except clear water) out of the cafeteria. At the warning bell, move students out. Be visible.

**AM HALLWAY - OFFICE 7:30 am** - Greet students, watch for food/drinks (except clear water). Have students finish or dispose. Watch for dress code violations. Be visible.

**AM HALLWAY - ACADEMIC WING 7:30 am** - Unlock doors. Greet students as they enter. Watch for food/drink (except clear water). Have students finish or dispose. Watch for dress code violations. Lock doors at 7:50am. Be visible.

**AM HALLWAY - BACK WING 7:30 am** - Unlock locker room doors for athletes only. Greet students. Watch for food/drink (except clear water). Have students finish or dispose. Watch for dress code violations. Be visible.

**PM STUDENT PARKING LOT** Supervise until at least 2:50 pm. Monitor student driving. Direct traffic flow to the south side to exit. Be visible.

**PM BUSES** Supervise until buses depart. As buses leave, stop traffic to allow bus to exit.

ASSIGNED DATES	AM - HS OFFICE ENTRANCE	AM - HS ACADEMIC WING	AM CAFÉ	AM BACK HALLWAY	PM Student PARKING LOT	PM BUSES
<b>TIME</b>	<b>7:30 – 7:50</b>	<b>7:30 – 7:50</b>	<b>7:30 – 7:50</b>	<b>7:30 – 7:50</b>	<b>2:35 – 2:50</b>	<b>2:35 – 2:50</b>
<b>Aug.15- 30</b>	PIGG	KETRON	HERBERT	CHAKIRIS	BARRERA	RIEGER
<b>Sept. 2-13</b>	HUTSELL	HOPE	ZINCK	A. BROWN	BAUMGARTNER	HUNLEY
<b>Sept. 16-27</b>	HOLLON	HETRICK	AMAND	WRIGHT	DAVIDSON	K. BOYD
<b>Sep. 30-Oct. 11</b>	M. BROWN	CAUDILL	ROSS	HARRIS	PORTER	LAMB
<b>Oct. 14-25</b>	PIGG	KETRON	AMAND	HERBERT	STAMMEN	RIEGER
<b>Oct. 28-Nov. 8</b>	CHAKIRIS	HOPE	BARRERA	A. BROWN	BAUMGARTNER	HUNLEY
<b>Nov. 11-22</b>	HOLLON	HETRICK	ZINCK	WRIGHT	DAVIDSON	K. BOYD
<b>Nov. 25-Dec 13</b>	M. BROWN	CAUDILL	HUTSELL	HARRIS	PORTER	LAMB
<b>Dec. 16-Jan. 10</b>	PIGG	KETRON	ROSS	LAMB	STAMMEN	RIEGER
<b>Jan. 13-24</b>	CHAKIRIS	HOPE	AMAND	A.BROWN	BARRERA	HUNLEY
<b>Jan. 27-Feb. 7</b>	HOLLON	HETRICK	ZINCK	WRIGHT	BAUMGARTNER	K. BOYD
<b>Feb. 10-21</b>	M. BROWN	CAUDILL	HUTSELL	HARRIS	DAVIDSON	HERBERT
<b>Feb. 24-Mar 6</b>	PIGG	KETRON	ROSS	LAMB	PORTER	RIEGER
<b>Mar 9-20</b>	CHAKIRIS	HOPE	AMAND	A.BROWN	STAMMEN	HUNLEY
<b>Mar 23-April 3</b>	HOLLON	HETRICK	BARRERA	WRIGHT	BAUMGARTNER	K. BOYD
<b>April 13-24</b>	M. BROWN	CAUDILL	ZINCK	HARRIS	DAVIDSON	HERBERT
<b>April 27-May 8</b>	PIGG	KETRON	HUTSELL	HERBERT	PORTER	RIEGER
<b>May 11-22</b>	CHAKIRIS	HOPE	ROSS	A.BROWN	STAMMEN	HUNLEY
<b>May 25-29</b>	HOLLON	HETRICK	AMAND	WRIGHT	PORTER	K. BOYD
	A. BOYD	CAUDILL	ZINCK	HARRIS	BAUMGARTNER	LAMB
<b>IF YOU ARE UNABLE TO MAKE YOUR ASSIGNED DUTY, YOU MUST GET SOMEONE TO COVER YOUR POSITION.</b>						

**LUNCH SUPERVISION  
2019-2020**

<b>DATES</b>	<b>Large Cafe</b>		<b>Small Cafe</b>		<b>Hallway</b>		<b>Floater</b>	
	<b>TABLES /BOOTH</b>	<b>TRAY RETURN</b>	<b>SERVING LINE</b>	<b>CONCESS ION SIDE</b>	<b>REST ROOMS</b>	<b>GLASS DOORS</b>	<b>FLOATER A</b>	<b>FLOATER B</b>
<b>Aug. 15-30</b>	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A.BROWN
<b>Sep. 2-13</b>	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS
<b>Sep. 16-27</b>	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK
<b>Sep. 30-Oct 11</b>	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS
<b>Oct 14-25</b>	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON
<b>Oct 28-Nov 8</b>	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG
<b>Nov 11-22</b>	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY
<b>Nov 25-Dec 13</b>	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE
<b>Dec 16-Jan 10</b>	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN
<b>Jan 13-24</b>	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS
<b>Jan 27 Feb 7</b>	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK
<b>Feb 10-21</b>	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS
<b>Feb 24-Mar 6</b>	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON
<b>Mar 9-20</b>	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY	PIGG
<b>Mar 23-Apr 3</b>	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE	HUNLEY
<b>April 13-24</b>	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN	HOPE
<b>Apr 27-May 8</b>	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS	A BROWN
<b>May 11-27</b>	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK	HARRIS
<b>May 25-29</b>	HARRIS	A BROWN	HOPE	HUNLEY	PIGG	KETRON	CHAKIRIS	ZINCK

## AFTER SCHOOL DETENTION 2019-2020

- 1) Sessions times will be **2:45 - 3:15 P.M.** in the teacher's room.
- 2) If you change an assignment, please notify the office.
- 3) A list of assigned students will be placed in your mailbox the afternoon of the assignment.
- 4) Take attendance and give records to Mrs. Sayre-Nickell the following morning. No show students need a completed referral submitted to Mrs. Sayre-Nickell for truancy.
- 5) Students are to report with work or reading materials. If no work is taken to the class, please excuse him and he does not get credit.
- 6) Students dismissed because of inappropriate behavior will have their assignment doubled.

Aug. 20 & 22	Mr. Davidson	Mr. Davidson
Aug. 27 & 29	Mr. Davidson	Mr. Barrera
Sept. 3 & 5	Mr. Barrera	Mr. Barrera
Sept. 10 & 12 (STAR Day)	Ms. Snider	Ms. Snider
Sept. 17 & 19	Ms. Snider	Mr. Pigg
Sept. 24 & 26	Mr. Pigg	Mr. Pigg
Oct. 1 & 3	Mr. M. Brown	Mr. M. Brown
Oct. 8 & 10	Mr. A. Brown	Mr. Caudill
Oct. 15 & 17	Mr. Caudill	Mr. Caudill
Oct. 22 & 24	Mr. Chakiris	Mr. Chakiris
Oct. 29 & Oct. 31	Ms. Zinck	Ms. Zinck
Nov. 5 & 7 (STAR Day)	Ms. Zinck	Mrs. A. Porter
Nov. 12 & 14	Mrs. A. Porter	Mrs. A Porter
Nov. 19 & 21	Mr. Wright	Mr. Wright
Nov. 26 & 28	Mr. Wright	NO SCHOOL
Dec. 3 & 5	Mrs. Herbert	Mrs. Herbert
Dec. 10 & 12	Miss. K Boyd	Miss. K Boyd
Dec. 17 & 19 (Exams)		
Jan. 7 & 9	<b>None</b>	Miss. K Boyd
Jan. 14 & 16	Mr. Hetrick	Mr. Hetrick
Jan. 21 & 23	Mr. Hetrick	Mrs. Hollon
Jan. 28 & 30	Mrs. Hollon	Mrs. Baumgartner
Feb. 4 & 6	Mrs. Baumgartner	Mr. Hope
Feb. 11 & 13	Mr. Hope	Mr. Hope
Feb. 18 & 20	Mrs. Hutsell	Mrs. Hutsell
Feb. 25 & 27	Mrs. Hutsell	Mr. Lamb
Mar. 3 & 5	Mr. Lamb	Mr. Lamb
Mar. 10 & 12 (STAR Day)	Miss. Hunley	Miss. Hunley
Mar. 17 & 19	Miss. Hunley	Mr. Amand
Mar. 24 & 26	Mr. Amand	Mr. Amand
Mar. 31 & April 2	Mrs. A Boyd	Mrs. A. Boyd
April 7 & 9	NO SCHOOL	NO SCHOOL



April 14 & 16	Mrs. Ross	Mrs. Ross
April 21 & 23	Mrs. Ross	Mrs. Stammen
April 28 & 30	Mrs. Stammen	Mrs. Stammen
May 5 & 7 (STAR Day)	Mrs. Ketron	Mrs. Ketron
May 12 & 14	Mrs. Ketron	Mrs. Rieger
May 19 & 21	Mrs. Rieger	Mr. Harris
May 26 & 28 (Exams)		



**BROOKVILLE HIGH SCHOOL**  
**2019-2020**  
**Bell Schedules**

**BELL SCHEDULE**  
**2019-2020**

Period 1	7:50 – 8:38
<b>HR</b>	8:42 – 8:52
Period 2	8:56 – 9:44
Period 3	9:48 – 10:36
Period 4	10:40 – 11:28
Period 5	11:32 – 12:20
<b>Lunch</b>	12:20 – 12:55
Period 6	12:55 – 1:43
Period 7	1:47 – 2:35

**STAR DAY TIME SCHEDULE**  
**2019-2020**

Period 1	7:50 - 8:27
Period 2	8:31 – 9:08
Period 3	9:12 – 9:49
Period 4	9:53 – 10:30
Period 5	10:34 – 11:11
Period 6	11:15 – 11:52
Period 7	11:56 – 12:33
<b>Lunch</b>	12:33 – 1:00

**1 HOUR DELAY SCHEDULE**  
**2019-2020**

Period 1	8:50 – 9:32
Period 2	9:36 – 10:18
Period 3	10:22 – 11:04
Period 4	11:08 – 11:50
<b>Lunch</b>	11:50 – 12:21
Period 5	12:21 – 1:03
Period 6	1:07 – 1:49
Period 7	1:53 – 2:35

**2 HOUR DELAY SCHEDULE**  
**2019-2020**

Period 1	9:50 – 10:23
Period 2	10:27 – 11:00
Period 3	11:04 – 11:37
Period 4	11:41 – 12:14
<b>Lunch</b>	12:14 – 12:48
Period 5	12:48 – 1:21
Period 6	1:25 – 1:58
Period 7	2:02 – 2:35



2019-2020 MASTER SCHEDULE

	1	2	3	4	5	6	7
2019-2020							
Eng – Hope	7:50 – 8:38 English II (Inc)	8:56 – 9:44 <b>SUPERVISION</b>	9:48 – 10:36 English II	10:40 – 11:28 <b>PLAN</b>	11:32 – 12:20 English II	12:55 – 1:43 English IV (Inc)	1:47 – 2:35 English II
Eng – Ross	English III	Advanced English III	AP English	Advanced English III	Great Books	<b>PLAN</b>	English III
Eng – Zinck	English I	English I (Inc)	<b>PLAN</b>	<b>SUPERVISION</b>	English I	English I	English I
Mat – Barrera	Algebra I (Inc)	Integrated Math	Geometry	Algebra II	<b>PLAN</b>	Algebra I	Geometry
Mat – K. Boyd	Pre Calculus	Pre Calculus	Algebra II	Pre Calculus	Algebra II	Advanced Algebra II	<b>PLAN</b>
Mat – Stamm	Geometry	AP Calculus	Advanced Geometry	<b>PLAN</b>	Statistics	Geometry (Inc)	Statistics
Sci – Amand	Physical Science	<b>PLAN</b>	Physical Science	Physical Science (Inc)	Algebra I	Physical Science	Algebra I
Sci – Davidson	Biology	Biology	Biology	Biology (Inc)	Anatomy	<b>PLAN</b>	Anatomy
Sci – Porter	Chemistry I	<b>PLAN</b>	Chemistry II	Chemistry I	Chemistry I	Chemistry II	Chemistry I
Soc – M. Brown	American Political Studies	AP US History	AP Government	Modern American History (Inc)	<b>PLAN</b>	AP Government	Modern American History
Soc – Caudill	<b>PLAN</b>	Modern World History	Modern World History (Inc)	Modern World History	Psychology/Sociology	IMPACT	Modern World History
Soc – Hetrick	Modern American History	Personal Economics (Inc)	Personal Economics	Personal Economics	Modern American History	<b>STUDY HALL</b>	<b>PLAN</b>
Fre – A. Boyd	French II	French I	American Political Studies	French III/IV	Spanish IV	American Political Studies	Journalism
Spa – Hutsell	Spanish III	Spanish IV	Spanish III	Spanish I	Spanish IV	<b>PLAN</b>	Spanish I
Spa – Snider	Spanish II	Spanish II	Study Hall 9:48-10:05	Great Books	Study Hall 11:32-11:54 / <b>BIS - 11:54-12:34</b>	Spanish II	<b>PLAN</b>
Bus – Baumgartner	Accounting I/II	Study Hall 8:56-9:15	<b>BIS - 9:20 – 10:00, Study Hall 10:05 – 10:36, BIS - 11:11 – 1:17</b>				Everything Business
Tec – Ketron	3D Modeling/Coding	21st C/Supervision	<b>PLAN</b>	21st C/21st C	21st C/21st C	IMPACT	<b>SUPERVISION/Study Hall</b>
Hea/PE – Prigg	<b>PLAN</b>	Supervision/PE II	PE I/Health	Health/Health	Health/Health	PE I/Health	Adapted PE / <b>SUPERVISION</b>
IS – Herbert	Algebra I	Personal Economics	Modern World History	Modern American History	<b>PLAN</b>	Geometry	Support Services
IS – Lamb	English II	English I	Biology	Physical Science	Support Services	English IV	<b>PLAN</b>
MH – Humley	Science	Social Studies	English	Math	<b>STUDY HALL 12:00-12:20</b>	Health/Life Skills	<b>PLAN</b>
Art – Kelsey	Art I	Art I	Digital Imaging	<b>STUDY HALL</b>	<b>PLAN</b>		
Art – Rieger				Art I	Art II	Art III/IV	<b>PLAN</b>
MU – A. Brown		<b>BIS - 7:50 - 12:34 (Plan / Lunch 9:17 - 10:40)</b>			<b>SUPERVISION</b>	Popular Music/Music Technology	Band
MU – Harris		<b>BIS - 7:50 - 12:34 (Plan / Lunch 9:17 - 10:40)</b>			<b>SUPERVISION</b>	Choir	Shades of Blue
IA – Chakiris	Drafting	<b>PLAN</b>	Woods III	<b>BIS - 10:41-11:21</b>	Woods I	<b>SUPERVISION</b>	Woods II
FCS – Hollon	Nutrition/Wellness	<b>PLAN</b>	Human Growth/Child Development	Nutrition/Wellness	<b>BIS - 11:54-12:34</b>	Human Growth/Child Development	<b>Study Hall/ Adapted Nutrition</b>
AG – Wright	<b>PLAN</b>	AFNR	Ag & Environmental Capstone	<b>BIS - 10:41-11:21</b>	AFNR	Mechanical Principles	Ag Business
SH – Terry	<b>Terry</b>	Baumgartner 8:56-9:15/Terry 9:15-9:44	Snider 9:48-10:05/Baumgartner 10:05-10:36	Kelsey	Lamb/Snider(11:32-11:54) & Humley (12:00-12:20)	Hetrick	Hollon/Ketron
Lunch	Humley	Prigg	Ketron	Chakiris	Hope	Zinck	A. Brown & Harris (12:34)