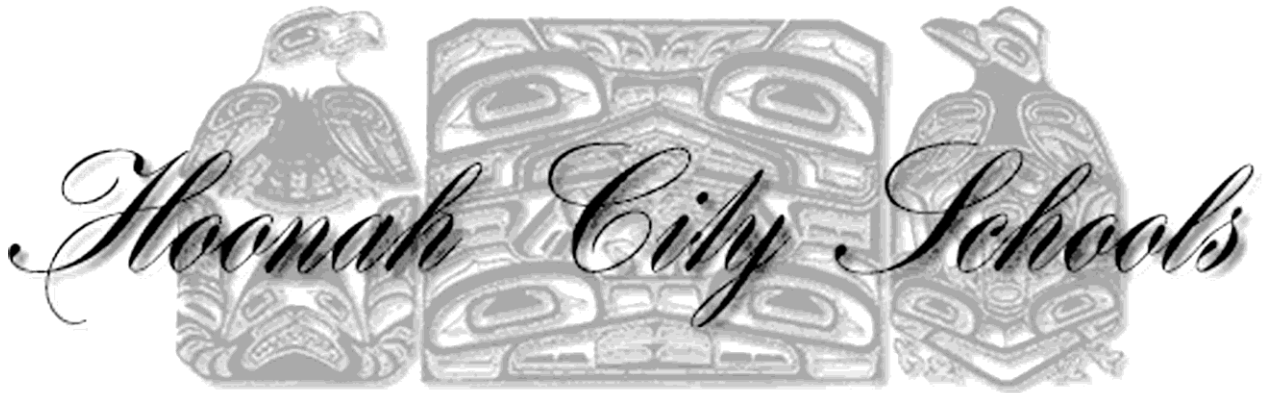


2011-2012



STAFF HANDBOOK

DISTRICT MISSION STATEMENT

Our mission at Hoonah City Schools is to work in partnership with parents, elders and community members to empower our students to be problem solvers and critical thinkers in a global society.

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District and Building Procedures

Accident or Illness

Contact the office when a student is ill or has had an accident. Do not move a student who appears to be seriously hurt and do not administer drugs. The building principal must be notified of all accidents and an accident report completed and filed with the office.

If a staff member sustains an on-the-job injury requiring medical attention or loss of work, the appropriate Workers' Compensation form should be completed, in addition to the Accident Report form. Forms may be obtained from the school secretary or in the district office.

Attendance of Staff

Faculty members work the school day including time for necessary after-school meetings; faculty members are required to work forty hours per week. Scheduled preparation time will be done on school campus. If it becomes necessary to leave campus during duty hours, it must be cleared with the building principal. A staff member's absence necessitates a call to the school secretary regardless of whether a substitute is needed. Medical, dental and other appointments that are not an emergency should be scheduled far enough in advance to allow the school secretary suitable time to find a substitute. They should not be scheduled just prior to or immediately after a holiday or on an in-service day. Sick and/or personal leave must be used. When illness or approved specific leave results in an absence, notify the school secretary. If necessary, a substitute will cover the position. A leave form, signed by the principal and superintendent, must be sent to payroll. It is important that the "Explanation" section of the leave form be completed. Except in emergencies or illness, arrangements for substitutes are made as far in advance as possible, with the supervisor's knowledge and approval. Requests and arrangements for Personal and HEA leave must have prior approval, in accordance with the Negotiated Agreement.

Teachers are required to maintain a substitute folder that includes, but is not limited to, complete lesson plans, a list of students, seating chart, fire drill procedures, and any notices about student-related special medical problems or special needs.

Care of Rooms

Classrooms are to be locked with the lights turned off and the windows closed during lunch and any periods when teachers are out of the classroom for any extended period of time. At the end of the day, windows are to be closed and locked, curtains and drapes drawn and the doors locked. Fire regulations require that doors to the hallways be kept closed unless an automatic door release is in place and operational.

Staff members may not make any modifications, renovations, etc., to school facilities without approval from the Principal and Building Maintenance Supervisor.

Certification

Teachers are responsible for renewing their teaching certificates every five years. Six semester regency credits are required. The Department of Education and Early Development (465-2820) completes the certification. The District cannot employ anyone in a certified position who is not certified by the State of Alaska. It is the responsibility of each person to maintain current certification. A teacher who allows his/her certificate to lapse will need to conform to regulations enacted by legislation or adopted by the State Department of Education and Early Development in order to have his/her certificate renewed.

Child Abuse

Alaska Statute 47.17 requires school district personnel to report any suspected cases of child abuse. Training of District personnel regarding the identification of and procedures for reporting child abuse is required by Alaska Statute and provided by the District through the network computer system. For new employees, the training module must be completed within six (6) months of hire. Documentation of completed training must be submitted to the Human Resources Department at District Office. Every five years, a continuing employee is responsible for completion of the required training and submitting documentation of that training to the Human Resource Office.

An affidavit verifying training must be in the personnel file of every staff member. If a staff member has not received training, they must notify the Principal and arrangements will be made to provide the training.

If child abuse or neglect is suspected, a *Hoonah City School District Referral For Suspected Child Abuse* form must be completed and submitted to the principal or superintendent as soon as possible. It is important that everyone be aware of the requirements and react in compliance with the law. Any questions regarding the identification or procedures to be followed should be addressed to the building principal.

Collection of Money

All money collected by a staff member, coach, or student group for any purpose (i.e., car washes, special dinners, gift-wrap, etc.) is to be turned over to the school secretary or the District Office on a daily basis, unless other arrangements are made with the building principal or superintendent. In no instance should a staff member take funds home or to put them in a special bank account. Student activity accounts are available through the District Office for school and classroom funds.

Community Schools

It is the policy of the Hoonah City School District to provide for maximum use of buildings to members of the community. Many activities occur in the buildings during the regular school year and the summer.

The District Office is responsible for scheduling the use of facilities outside the normal school day. Facility Use Request forms are available at the District Office, to request space in the schools for meetings, evening classes, and other public events. Every effort is made to ensure that schoolrooms and equipment are used appropriately and cared for by outside groups.

In order to facilitate the scheduling of events in school facilities and to enlist the cooperation of all interested parties, it is necessary to notify the District Office a minimum of one week in advance of events to be scheduled in a particular building. Staff members must also request building usage and can do so by using the Facility Use Request Form for activities outside normal school functions.

Computers

All District computers are part of the inventory system and must be checked out through the building principal if they are to be used at any facility other than the assigned facility. Computers must also be checked out if they are to be moved during summer months or holiday breaks. All HCSD staff must read and sign the *Hoonah City School District Computer Network Service Acceptable Use Policy for District Staff*; the signed form should be submitted to the Human Resources Office at the beginning of each school year.

Conferences

Parent conferences scheduled during the school year are an integral part of the Hoonah educational system. It is an opportunity for parents to become acquainted with their child's program and to discuss how their child is doing in school. The spring parent-teacher conference will be student led, and students are required to meet with each teacher. Middle school and high school students will start developing a Career/Profession and/or a College portfolio that will be an important part of the parent-teacher conference.

Parent conferences, other than those scheduled, may be necessary to discuss particular concerns. Regular communications with parents are encouraged throughout the year via phone, e-mail, letter, classroom visits, and/or meetings.

Many parents take an active role in their students' academic career and will request communication with the teacher concerning the student. Responding to parent requests should be done in a timely manner (within 24 hours) through an email, phone call, or the requested mode of communication. Teachers are encouraged to call parents to discuss successes that students have had in the classroom and not just any academic or behavior concerns.

Contracts

No District employee is authorized to sign contracts for services on behalf of the District. All contracts must be processed through District Office.

Curriculum

The Hoonah Board of Education has adopted curriculum guides in each of the major subject areas/disciplines. It is the teacher's responsibility to implement the adopted curriculum. Teachers are responsible for implementing the adopted District and state assessments as well as monitoring student progress. Every teacher has a copy of their grade level curriculum. The School's Office has additional copies of the guides. As curricula are revised, new resources, in the way of student texts and teacher resources, are purchased by the District. At each grade level, in each classroom, there are sets of materials purchased. In addition, building level and teacher discretionary funds have provided for curriculum materials and resources.

Staff is invited and encouraged to participate in district level curriculum, instruction, and assessment activities that occur throughout the year.

Custodial Concerns

Fill out a work request form if there are specific needs or concerns regarding the repair of equipment or the condition of a room. Work request forms can be found in the staff lounge. Materials left on the floor may be considered surplus or trash, so be sure to communicate with the custodian if things are being stored on the floor.

When selecting materials used to attach items to walls, exercise care to ensure minimal damage.

Custodians

Custodians are responsible for cleaning the entire building; however, any staff member supervising students is asked to encourage the students to assist in maintaining neat and clean school facilities. The school has a routine schedule to provide for the consistent cleaning of the building. Please route any custodial concerns through the building principal.

Dress

It is expected Hoonah City School Staff will dress in a manner that sets a good example for students and models the standards of professionalism (see also student dress code.) Clothing should be neat, clean, and professional. T-shirts, shorts and sweatpants should only be worn when teaching physical education.

Clothing that is sexually suggestive, shows cleavage, bare shoulders, bare backs, chest, stomach/midriff, buttocks, or underwear are not considered appropriate work clothes.

Clothing may not contain certain words or pictures that are inappropriate for school employees to wear in a school setting. Examples are clothes that display or reference alcohol, drugs, weapons,

violence, sexual activities, obscenity, and racism. Employees need to recognize and remember that students in school are a “captive audience.” School employees are teaching, supervising, assisting, or in contact with students through the permission and authority conferred on those employees by the District. Therefore, the display of an employee’s political views through the wearing of buttons or statements on clothing may also be inappropriate in a school setting. Employees who have questions or concerns about appropriate dress are encouraged to discuss them with their immediate supervisor.

Drug-Free Workplace

It is a violation of Board Policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

“School district workplace” is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district’s policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Eighth Grade Promotion

Any seventh or eighth grader who fails a semester in a core academic subject (math, science, language arts, and/or social studies) will be monitored by an Academic Review Committee consisting of that student’s teacher, the student, parents, and the principal. It is the responsibility of the teacher of the core course the student fails to notify the student, parents and principal; to set up a meeting and chair the review committee. Several options are available to the Review Committee including the student repeating a class, required homework class, or grade retention. Action will be at the discretion of the team. The teacher should document the time, their actions, and the actions of the team.

A possibility of a failing semester grade and its consequences will be communicated to parents by a letter of notification by the teacher at the end of the first and third quarters.

If needed, the committee will meet in May to determine retention.

A student can participate in the 8th Grade Promotion ceremony if the student is going on to the 9th grade.

Emergency Procedures

Earthquakes: See District Earthquake Response Guidelines, Regulation No. 7430R.

Emergency School Closures: The following procedures relating to emergency school closures will be followed:

1. Staff will be phoned in an attempt to announce any Emergency school closures. In most cases the announcement will be made by 7:00 a.m.
2. All administrators, supervisors and classified employees, except school-term employees, are to report to work as usual, unless otherwise directed in the emergency school closure radio announcement. Non-school term employees are twelve (12) and ten (10) month employees and any other classified and certificated employees contracted to work prior to the beginning of and/or following the student school year. Such employees include, but are not necessarily limited to, school and central office administrative assistants and custodial and maintenance personnel.
3. Certificated and classified employees whose normal work year consists of only student contact days (school-term employees), do not report to work. School-term employees include nine (9) month employees such as teachers, instructional assistants, special education assistants, technology assistants, and administrative assistants. Any school term employee that chooses to report to work on an emergency school closure day will receive no additional pay or leave time.
4. Substitute, temporary and hourly employees do not report to work and do not receive compensation if they choose to report to work.

Pay and Leave Procedures Relating to Emergency School Closures:

1. Non-school term employees who do not report to work will be charged annual leave or leave-without pay.
2. Any employee who has been granted leave for a date which is declared an emergency school closure day, will be charged that leave. In the event the emergency school closure day is made up, any employee charged with paid leave or leave-without pay, who reports to work on the make-up day, shall have such leave or pay restored.

Fire Drills: Fire drills are conducted monthly throughout the school year. Students are to be instructed on a regular basis concerning the proper fire drill procedures. When the alarm rings, close all doors and windows, turn off the lights, take the students out of the building quickly and in an orderly manner, and move them away from the building. Be sure students are in a safe area, out of the way of any fire persons and emergency vehicles. Take the grade book and/or class roster, and check to be sure that all students are accounted for. Notify the principal immediately if any students cannot be accounted for.

Power Outages: Occasional power outages occur in Hoonah. If such outages are short and adequate light is available, continue with regular instruction. Bathroom usage must be kept to a minimum. The principal will apprise staff of the probable length of such an outage and if the release of students is a possibility. If possible, the school will maintain a regular program and schedule, rather than returning students to homes prior to the end of the regular school day.

Evaluation - Certified Staff

During the course of the year, there will be many opportunities for the principal to observe classrooms and informal interactions between teachers and students. Observations by the principal provide some of the information needed for the formal evaluations that are required by law in the State of Alaska.

Through an extensive committee process, the Hoonah City School District has devised its own procedure to meet the requirements of the law and to provide a mechanism whereby administrators, parents, and students can provide feedback to teachers regarding their performance. The evaluation process is viewed as an opportunity for teachers to ask for and receive assistance and/or professional growth opportunities. Information and training will be provided at each building regarding the evaluation process.

All building principals will provide staff training in regard to the implementation of the staff evaluation process.

The guidelines for the evaluation of certified staff members are:

Category: Minimum Requirements / Due Date

Non-tenured Inexperienced (3 or less years teaching experience): 4 required observations with a minimum of two required evaluations, one by December 15 and the second by April 15.

Tenured: 2 required observation with a minimum of one required evaluation by May 1.

Should a tenured staff member's continued employment be in jeopardy, any decision to non-retain must be made on or before March 15, necessitating that the evaluation(s) be completed prior to March 15.

Evaluation - Classified Staff

Evaluations are to be done annually for all classified employees by their direct supervisor, the building principal, or superintendent.

Extra-Duty Contracts

Teachers are eligible to apply for extra-duty contracts in accordance with Article V of the HEA Negotiated Agreement. Classified employees are also eligible for extra-duty contracts and Memorandum of Agreements for Services. Individuals must be deemed qualified in order to be considered for positions and/or contracts.

Field Trips

Field trips are scheduled with the building principal and in accordance with Board Policy 6153. Teachers must notify the principal and receive authorization for all trips off school grounds. Parents must be notified of the objectives and purpose of the field trip and what form of transportation will be used. For students wishing to travel separately to or from the District activity by means of private transportation, signed parental permission must be obtained in writing. Any money collected for the field trip must be turned in to the district office.

Fund Raising

Prior to any attempts to solicit funds or donations of equipment/supplies from businesses or community members, a "Request for Donation" form must be filled out at the District Office. The superintendent and principal must approve this form before any solicitation is made.

Grades

Report cards are issued during the year in accordance with the school calendar. Progress reports are used at midpoints during the formal grading periods.

Teachers will inform parents as early as possible when a student is failing, in order that he/she can have the opportunity to work with the student. No student should receive a failing grade unless notice of a possible failure has been sent to the parent or guardian and documented by the teacher. Parents may be notified of a student's poor performance by phone or in writing.

Grants

Before pursuing grant moneys, staff must get approval from the superintendent.

In order to submit a grant proposal in which funding will come to the Hoonah City School District, staff members must follow these procedures:

- A proposal description must be submitted to the superintendent at least a week before writing the proposal. This description should contain:
 1. Name of Funding Agency/Grant program.
 2. Due date for proposal.
 3. Anticipated start and ending date for grant.
 4. Activity/Program that will be funded -- what will the grant do? E.g., reading program for students not meeting grade level proficiency.
 5. Funds requested (List categories of funding; for example: materials, student travel, and estimated amounts for each activity/category. Use round numbers, e.g. \$1,000, \$500,000.)
- A final copy of all grant proposals must be sent to the Superintendent, who will in turn provide information to the School Board.
- The Board will be notified of the grant submission in the Superintendent's report.
- The Board must approve the receipt of all grant funds before any activity/spending may occur.

- Notices of award and the approved budget must be provided to the Superintendent, who then provides the information to the Board for approval of receipt, and to the District's Finance Office where the funds are administered.
- The Finance office will not set up a budget for a project unless the Board has approved it.
- Expenditures from grants must be approved by the designated grant manager for each grant. Grant managers are responsible for working with the District finance office and ensuring that expenditures fall into the approved grant budget amounts and categories.
- Staff members are also responsible for providing evaluation/reports as required by funding sources.

Incentive for Sales

Certain programs, such as book sales, provide "incentives" or gifts to the sellers. For example, if a class sells a certain number of books and the class is given a microwave, the microwave will become the property of the school and will be recorded and marked as a fixed asset by Maintenance. Any exceptions to this requirement must be approved by the Superintendent.

In-service Opportunities

Professional development is highly valued in the Hoonah City School District. A wide variety of opportunities are available to suit the learning styles, scheduling preferences, and interests of certified and classified staff. The District is required by state statute to provide information and training to all employees on child abuse, F.A.S. (Fetal Alcohol Syndrome), blood-borne pathogens, drug-free workplace, and gender equity and sexual harassment. At least four in-service work days per year for the purpose of professional staff development are called for in accordance with article 3, section 8 of the HEA Negotiated Agreement. Through district-level designated in-service days and building designated days, all staff participates in on-going education related to goals and priorities.

Through the coordinating efforts of district staff, training on curriculum, instruction, and assessment is offered before and after school, on weekends during the summer and during teacher release time on regular school days.

The District encourages staff membership and participation in professional organizations and associations.

Jury Duty

When an employee has been selected to serve on a jury, the District is to be reimbursed any monies received, excluding meal and/or mileage fees. The employee will be paid a regular salary for those days or partial days of jury duty.

Notification Process: When a staff member has been chosen to be part of the jury pool for a particular period of time (usually a month), he/she must phone in the evening to find out if he/she is to report to service the following morning. If told to report to the courthouse, he/she must call the school secretary for a substitute. If not selected, he/she is to report to work.

If required to be of service for the whole day, the court will reimburse for a full day and staff members are not required to report to work. However, if the court needs less than a full day, staff members are expected to return to their work site and fulfill their assignment for the remainder of the day. The building principal will reassign the substitute to other duties for the remainder of the day.

Jury duty for classified employees is treated as administrative leave from District duty, without loss of longevity, leave, or pay. Fees paid by the court will be turned into the District, except fees paid for court duties that occur on a classified employees normal non-workday and which the employee may retain.

Keys

Each teacher is issued a classroom key. Other staff members may be issued keys to certain rooms. Keys to outside doors are issued upon request. The replacement charge for a lost key is \$500.

Leave

Family Care: A teacher is entitled to take a total of 18 weeks of leave within a 24-month period in order to care for the teacher's child, spouse, or parent who has a serious health condition. This leave shall be charged first to sick leave and, if this is insufficient, then to leave-without pay for the balance of the period of 18 weeks. This is in accordance with Section 7 of the HEA Negotiated Agreement.

Parental Leave: Parental Leave is used for childbirth in accordance with Article 7 of the HEA Negotiated Agreement. Such leave will be identified as sick leave, personal leave and/or leave-without pay. Contact the Business Office for the necessary paperwork.

Personal Leave: The use of Personal Leave must be in compliance with Article 3 of the HEA Negotiated Agreement. Advance notice of 24 hours must be provided to the principal and superintendent and the school secretary who must be apprised of the dates and need for a substitute. Any variations to the procedures listed in Article 3 must be approved by the Superintendent. Each teacher shall receive three work days personal leave per year. In an emergency situation, the teacher may take additional personal leave days up to a total of five. Teachers will begin to pay the cost of the substitute for personal leave after the third day. Personal Leave must be exhausted prior to requesting LWOP.

Professional Leave: Professional leave is defined as serving on state boards, advisory commissions or committees, or attending meetings, conferences, or workshops of professional, educational, and teachers' organizations, and serving as members of state talent banks.

Professional Enrichment Fund: The HEA's Professional Enrichment Fund approves and determines funding levels of teacher requests for professional leave. Funds are dispersed by the Professional Enrichment Fund committee. Make sure you have the most current version of the HEA form when submitting requests.

Sick Leave: According to Article 3 of the HEA Negotiated Agreement, sick leave is cumulative and shall be accrued at the rate of one and one-third days per school month. Sick leave for all half-time employees shall accrue at two-thirds of a day per month. Each teacher shall be given a written accounting of his/her accumulated sick leave days at the end of each school month. When a staff member exceeds the number of sick leave days accrued, their salary will be adjusted in an amount equal to those days. Such a deduction would be made only after exhausting all leaves including the Sick Leave Bank (if it has been utilized). Upon exhausting all appropriate leaves, the remaining leave would be considered leave-without pay and would need to be approved in advance by the Superintendent. Unauthorized LWOP is subject to disciplinary action.

Lesson Plans/Instruction Expectations

The Hoonah City School believes that achieving educational excellence of the whole learner starts with knowing how each learner best acquires knowledge - followed by the development and creation of lesson plans responsive to the needs of the learner. One of the goals of the administrative team, as aligned with the evaluation process, is to examine and provide feedback on teachers' lesson plans to assist in their professional growth. Lesson plans, based on the *HCSD Instructional Framework*, are to be prepared weekly and are due to building principal by Monday at 8:00 AM.

Library Loan Procedures

Library resources are available for staff and student checkout. All print and non-print (e.g. videos, CDs, posters, etc.) resources must be returned to the library in May each year. Staff is highly encouraged to make sure student-loaned resources are also returned.

Library Resources - Code of Conduct

In duplicating and disseminating print and non-print resources, staff is reminded to comply with all state and federal copyright statutes.

Loan of Equipment

Permission of the principal or superintendent is needed to take school or District equipment from the school grounds.

Memorandum of Agreement

District employees are not authorized to sign Memorandum of Agreements (MOAs) for services on behalf of the District. All MOAs must be processed through the District Office.

Parent Involvement

The Hoonah City School District recognizes that a child's education is an ongoing responsibility shared by the school and family. To support this goal, the district encourages all school staff to involve parents in a variety of roles. (BP 6020)

All forms of parental communication are encouraged, in order to inform parents of progress and behavior of students, including reinforcement of positive accomplishments and to offer opportunities for parents to participate directly in their child's schooling as much as possible.

Parking

Please drive and park safely on school grounds. Keep handicapped zones and emergency areas open for appropriate vehicles.

Payroll

Regularly scheduled paydays are the last working day of each month for certified and bi-monthly for classified employees. Any additional moneys earned through the District are included with the regular monthly paycheck. Extra-duty and grant monies are paid at the completion of the assignment, along with the regular paycheck. For yearlong assignments, one-half of the extra-duty contract amount will be paid in December and one-half at the end of the school year. Separate checks will not be issued except for cash outs, terminations, or payroll error.

Physicals

According to Board Policy, employees are required to obtain a physical examination upon initial employment and every three years thereafter. The form for this physical is submitted to the Personnel Office for reimbursement and is placed in the individual's personnel file. Physical examinations must include only those procedures and information listed on the form provided. Reimbursement will be made only for those procedures listed on the form or any special test required by a doctor to support his/her findings of physical fitness in order to hold the position.

Purchases

Materials to be purchased must be approved in advance and must be accompanied by appropriate paperwork.

Abuse of the procedures for making purchases may result in disciplinary action. It is critically important that purchasing procedures be followed. If proper procedures are not followed, the purchaser could be fiscally liable for materials ordered and received.

Ordering materials "on approval" must follow the guidelines of the company from which an order is made.

Except in special circumstances, do not have personal materials shipped to the District. If the District does not have a purchase order to match the goods received, they will be returned to their point of origin.

Using personal funds and then submitting a check request form for reimbursement is not allowed.

The district business office can provide help in following purchase procedures. All purchases require approval of an administrator to release funds.

Check Requests: Check requests are to be used only when regular purchasing documents (i.e. requisitions, purchase orders, or travel forms) cannot be used. There is a \$250.00 limit for a Check Request. Reimbursement for cash purchases must have a paid invoice or receipt attached. Request for payment of services must have a Memorandum of Agreement and billing attached. Full explanation is required.

Purchase Orders (PO): The District's auditors require strict adherence to procedures for the use of purchase orders. Requisitions must be obtained from the school secretary before any item is ordered. Purchase orders are then sent from the district office to place the order.

Religion and Holiday Observances

The Hoonah City School District recognizes that religious belief and disbelief are personal in nature and that the students of this District are protected from the establishment of religion in the schools.

There is no policy prohibiting the use of many of the common customs and symbols associated with holiday season; however, the overall impression created by common holiday symbols must not have the effect of endorsing a particular religion. Staff members must adhere to Board Policy regarding religion in the schools.

Sexual Harassment

Title VII of the 1964 Civil Rights Act forbids sex discrimination. Recent federal court decisions make it clear that sexual harassment is sex discrimination.

The Equal Opportunity Commission has added guidelines for employers on discrimination on the basis of sex. Part 1604 outlines the regulations on sexual harassment and describes harassment on the basis of gender as a specific violation of section 703 on Title VII.

The District will take whatever action necessary to prevent sexual harassment and will impose disciplinary sanctions whenever deemed appropriate. A Harassment Report Form may be obtained from the school secretary or from the District Office.

Staff Room

Staff rooms in each school are shared areas for work and meetings. No smoking is allowed in staff rooms or any other room in school buildings.

Staff Meetings

Staff meetings are held on a regular basis in each building to keep faculty abreast of happenings in the School District and to discuss mutual issues, concerns and upcoming activities.

Elementary level staff meetings will be held every Wednesday from 3:15-3:40 in Erickson Room #303. Secondary level staff meetings will be held every Tuesday from 3:15-3:40 in Erickson Room #303.

Staff meetings provide opportunities for certificated teaching staff, support staff, and the administration at each building, and district-wide, to meet and confer on a variety of topics. Topics may include curriculum development, staffing, scheduling, financial planning, evaluation of staff and administration, attendance, discipline, grading policies and procedures, and any other regulation or policy which may affect the general or specific operation of the building or the District as a whole.

Student Attendance

Attendance must be taken accurately and routinely each day school is in session and must be entered into the "Schoolmaster" student data attendance module or if that is not possible, turned in to the building secretary. Because attendance is important to the educational development of each child, teachers must encourage good attendance for all students. Notify the building principal regarding student attendance problems, and appropriate assistance will be provided to the student and his/her parent(s). The Compulsory Attendance Law states that any unexcused absence for more than ten consecutive days requires that the student be dropped from the roll.

Student Discipline

Discipline is a necessary process in the orderly management of classrooms and the building. Board Policies 5131 and 5144 provide the overall guidelines regarding discipline and specifically outline the procedure to be used when using discipline, including suspension, with a student. Building principals will provide parents with the discipline plan for the individual building. Individual teachers will also develop discipline plans to be used in each classroom. Teachers bear the first line of responsibility for the behavior of students in their classrooms.

A teacher or other staff member may use reasonable physical restraint when, and to the extent that, he/she believes it necessary to protect the safety of a student or staff member. The use of physical restraint when disciplining a student is justified only when other means of discipline are not available or when the safety or welfare of individuals is at stake. Examples of other options include time-out, detention, or sending for another teacher or administrator for assistance.

Any staff member using physical restraint shall immediately inform the building principal of such action and shall complete a Student Incident Report form and submit it to the building principal within 24 hours or on the next working day.

When a teacher has attempted to resolve a behavior problem and it persists to the point that the class cannot continue, he/she may request the presence of an administrator or another teacher to take charge of the student. Once a student has been turned over to an administrator, the administrator has the responsibility to later inform the teacher of the action taken.

Consequences for unacceptable behavior will always be appropriate to the student's age, physical condition and the nature of the misconduct. Psychological, hurtful consequences such as sarcasm, harassment, ridicule or rejection shall never be used. The use of corporal punishment is prohibited in the State of Alaska.

Student Services

If it is determined that a child is having difficulties learning, a referral to the Student Services Program may be in order. The program offers a variety of district and support services to children who are found to be eligible. Concerns must be addressed through the building Child Study Team (CST) or the building Special Education Teacher. Students should first be referred for discussion by the Child Study Team. If a child is found to be eligible for services, an Individual Education Plan (IEP) will be developed the protocols of which are found in the Alaska Special Education Handbook in each building.

If a teacher has a new student or is uncertain about a student who may be a candidate for supplemental services, contact the building Special Education Teacher for information about specific situations.

Substitutes

A staff member's absence necessitates a call to the school secretary regardless of whether a substitute is needed. The school secretary is responsible for securing the services of substitutes. If a staff member has a particular substitute he/she wants to work in his/her place, apprise the school secretary of that person's name. Every attempt will be made to fulfill requests. However, it is not always possible to obtain the desired person for the requested duty.

If, after requesting a substitute it is found that a substitute is not needed, it is the staff member's responsibility to cancel the request in a timely manner. Occasionally, changes will have to be made in assignments to best meet the overall needs of the District. It is the staff member's

responsibility to leave lesson plans and directions for the substitute. Teachers are required to maintain a substitute folder that includes, but is not limited to, complete lesson plans, a list of students, seating chart, fire drill procedures and any notices about student-related special medical problems or special needs. If a teacher or classified employee chooses not to have a specific substitute in his/her room or work area, the school secretary must have a request in writing with appropriate justification.

Supplies

Classroom supplies may be obtained from the building's supply room. Copy machines are provided for staff use. They are to be used judiciously and carefully as they are expensive to repair. Please have students use them only under direct supervision.

Supervision of Students

Students must be supervised at all times during the school day. Students may not remain in the classroom during recess times or after school unless a teacher or an aide is with them. Aides are hired to supervise children on the playground and in the lunchroom, whenever possible. Students are not to go into classrooms before school, unless the teacher is there or aides are on duty in the halls. Contracted specialists or volunteers cannot assume sole responsibility for students on field trips.

Staff members are "supervisors" at all times, in that all adults are expected to deal with problems whenever they come upon them. Such problems must be dealt with quickly and directly, and in accordance with building procedures.

Between classes staff members are expected to be in the halls monitoring students as they move between classes.

Surveys

Pursuant to Sec. 14.03.110 of the Alaska Education Laws, any questionnaires or surveys containing any questions of a personal nature cannot be asked or administered to students unless under the direction of the District and with the expressed permission of parents.

Telephone and Fax

The administration discourages the use of its telephones for personal calls but realizes that some calls are legitimate and necessary. Insofar as such calls on District time do not interfere with the conduct of school/office business or preclude employees from performing their assigned duties, infrequent use of District telephones for personal calls will be permitted. Personal toll calls charged to District telephones are prohibited. Personal cell phones should be turned off during work hours and used only at scheduled breaks; however, the administration realizes that it is

sometimes necessary to have a cell phone turned on during work hours. Please turn off the audible ring if you must have your cell phone turned on during work hours.

Incoming calls, text messages, and/or pager notifications that are not categorized as legitimate and necessary should not be answered, but instead be allowed to go to storage and answered during scheduled breaks.

Unauthorized photos taken with any kind of personal electronic device are prohibited.

Tobacco Products

In accordance with AS 18.35.300 and Hoonah City School District Policy, smoking or chewing tobacco products is not allowed on any school property at any time.

Travel Authorizations

Before any professional traveling on District business, the following procedures must be followed:

1. Secure approval for travel and complete the district Travel Authorization Form.
2. Per Diem is provided before travel and a purchase order is issued to pay for airline or ferry tickets. Do not include bus or taxi fares in your request, as they will be reimbursed when travel is completed and the receipts are submitted with the expense report. Bus and taxi fares must include a receipt.
3. When travel is complete, a receipt is required for all expenses claimed, excluding the per diem allowance.