

Alchesay High School



Staff Handbook 2021-2022

Contact Information

P.O. Box 190
Whiteriver, Az 85941
(928) 358-5690

Alchesay High School is fully accredited by AdvancEd/Cognia.

Policies and procedures are subject to change. Please check with an administrator for clarification.

Alchesay High School Faculty Handbook

This handbook provides information on school policies and procedures for certified and classified personnel at Alchesay High School. It is a complement to the WUSD Employee Handbook, WUSD Teacher Evaluation Policy, the AHS Parent/Student Handbook, and the District Governing Board Policy Manual which are available on the school and WUSD website. Please keep this handbook available as a quick reference about Alchesay High School.

Alchesay High School's Vision

Alchesay High School will develop well-rounded students who will be prepared to become responsible and productive citizens.

Alchesay High School's Mission

The mission of Alchesay High School is to provide a safe, orderly, and respectful learning environment for all stakeholders. We expect and support high academic achievement through rigorous, relevant curriculum delivered by a caring, committed staff.

Kid's at Hope Pledges

STUDENT: *I am a teen at Hope, I am talented, smart and capable of success. I have dreams for the future and I will climb to reach those goals and dreams every day. All children are capable of success, NO EXCEPTIONS!*

ADULT: *As an adult and a treasure hunter I am committed to search for all the talents, skills and intelligence that exist in all children and youth. I believe all children are capable of success, NO EXCEPTIONS!*

Positive Behavior Intervention & Supports

WUSD uses a positive behavior management process to create a safe and effective school. It provides a system of clear expectations with consequences and incentives as well as interventions to necessary to sustain the positive behavior. The guiding principles of PBIS are safety, respect, responsibility, excellence. These make us Falcon Strong and WUSD Strong!



**SCHOOL STAFF
2021-2022**

Administration	Teaching Staff
Leeann Lacapa, Principal	Vacant, English
Charles Gover, AP/AD	Vasudha Sharma, English
Laurel Endfield, AP/Daycare Director	RayAnn Amos, English
Office Staff	Renee Salman, English
Bridget Bones, Secretary	Stephanie Whitehair, Math
Vacant, Bookstore/Athletics	Paul Hurley, Math
Joelle Walker, Admissions & Attendance	Gilbert Soco, Math
Cheryl Burnette, Health Aide	Alison Bjarson, Math
Campus Security	Luisa Tancioco, Math
Brent Lupe, Monitor/ISS	Alvin Abad, Science
Peggy Yazzie, Campus Monitor	Jerry Alsenay, Science
Chance Hill, Campus Monitor	Breann Clarkson, Science
Custodians	Vacant, Science
Vacant	Roberto Alvarez, Social Studies
Nathaniel Cosay III	Erika Frey, Social Studies
Daniel Walker	Sandra Beebe, Social Studies
Daryl Dazen	Johann Ngo, Business
Classified Support Staff	Ramon Acosta, Construction
Cheyenne Burnette-Dropout Prevention	Valyncia Yazzie, Early Childhood Ed
Chad Susan-Truancy Prevention Liaison	Ferdie Iburan, Computer Main't.
Certified Support Staff	Charles David, Automotive
Brenda Drayer, Counselor	Richard Carver, Art
Elizabeth Sigman, STEM Integration	Brandon Newcomb, Weights
Austin Velasquez, Higher Ed. Liaison	Courtney Tolino, PE/Health
Teresa Wright, Reading Specialist	Curtis Clark, Native Am. History
Christine McCabe, Instructional Coach	Linda Lupe, Apache
Vacant, Media Specialist	Anthony Mollaneda, STEAM
Special Services Department	William Riley, ALC Teacher
Rhoma Geronimo-Pineda	Donna Vigil, Credit Recovery Lab
Joahna Tupas	Ruth Chinche, IA C.R. Lab
Russell Graham	Franco Nosie Jr., TALON IA
Arlene Patac	Majel Declay, IA
Sandra Tessay, IA	Garcia Pina, IA
Patrick Quintero, IA	
Naomi Lupe, IA	
Julie Paxson, IA	

NON-DISCRIMINATION POLICY

Whiteriver Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 358-5700, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

General Staff Guidelines

Professional Day

Per Governing Board policy GCL-R the regular school hours for certified staff members is 7:00 a.m. to 3:15 p.m. Monday through Thursday and on designated PD Fridays. Professional responsibilities related to classroom assignments, duties, meetings and extracurricular assignments are in addition to the established hours. Work schedule for classified and support staff may vary based upon work responsibilities. You are expected to be on time. You are to be available to students, parents, and fellow staff members before school, during lunch, and after school.

Faculty members are considered “on duty” throughout the entire workday and when attending any school-sponsored activity or trip, on or off campus. You will enforce the school rules, policies, and procedures at all times, using best practices and sound judgment to determine a plan of action.

The building is open by 7:00 a.m. and is closed at 3:30 p.m. Students remaining in the building after 3:00 p.m. must be under the supervision of a teacher or coach. The superintendent or principal may alter or extend the school day for additional special events and activities.

Campus will be closed to all staff on designated non-PD Fridays.

All campus buildings and gates close at 5:30 p.m. Please notify administration if facilities will be in use after this time.

Alchesay High School 2021-2022 Bell Schedule			
Regular Schedule		Early Release Schedule	
First Bell 7:30		First Bell 7:30	
1	7:35-8:35 (60)	1	7:35-8:15 (40)
2	8:40-9:40 (60)	2	8:20-8:55 (35)
3	9:45-10:45 (60)	3	9:00-9:35 (35)
Lunch	10:45-11:30 (45)	4	9:40-10:15 (35)
4	11:35-12:35 (60)	5	10:20-10:55 (35)
5	12:40-1:40 (60)	6	11:00-11:35 (35)
6	1:45-2:45 (60)	Lunch	11:35-12:05 (30)
Delayed Start Schedule		Half Day Schedule	
First Bell 9:25		First Bell 7:30	
1	9:30-10:15 (45)	1	7:35-8:05 (30)
2	10:20-11:00 (40)	2	8:10-8:40 (30)
3	11:05-11:45 (40)	3	8:45-9:15 (30)
Lunch	11:45-12:30 (45)	4	9:20-9:50 (30)
4	12:35-1:15 (40)	5	9:55-10:25 (30)
5	1:20-2:00 (40)	6	10:30-11:00 (30)
6	2:05-2:45 (40)	Lunch	11:00-11:30 (30)

Alcohol, Drug, Tobacco, Weapon Free School Policy

AHS is a drug, alcohol, tobacco, and weapon-free zone. This includes all school sponsored events. By law this zone extends 100 feet beyond the perimeter fence of the school grounds. Possession or use of any drug, tobacco, alcohol or weapon will not be tolerated. Any staff member found to be in violation will be

subject to disciplinary consequences as outlined in WUSD policy.

Principal/Supervisor

The Principal is the primary supervisor of all certified and classified staff members at AHS. In addition, the Associate Principals may be given supervisory roles and/or designated as primary supervisor in the absence of the Principal.

Leaving Campus

All staff members are required to sign out in the front office between the hours of 7:00 a.m. to 3:15 p.m. If you must leave during the day for a medical or personal emergency, you will need permission from the principal and you must create an absence in Frontline. Emergency leave will be granted on a case-by-case basis.

Professional Attire

Alchesay High School staff is expected to maintain high standards of professional dress. Maintaining professional dress and attire is the responsibility of all employees.

Food Regulations

Staff refrigerators, microwaves, and utensils are in teacher lounge areas. Clean up any mess, keep refrigerator current, and do not take items that do not belong to you. Personal refrigerators and/or microwaves are not allowed in classrooms or offices. Food should not be prepared or stored in classrooms and/or offices.

Inclement Weather:

On days when school may be delayed or canceled due to weather:

- Listen to KNNB (88.1) or KRFM (96.5) for information or watch Channel 4 on Cable 1. The superintendent will announce as early as possible if school is delayed or canceled.
- The superintendent will notify and activate computer phone calls.
- Teacher report time on delayed start days is 9:00 a.m.

School Visitors/Volunteers/Presenters

Student visitors are not allowed during the school day. The principal or associate principal may make exceptions for safety reasons or other reasons deemed appropriate. Authorized adults may escort students if necessary for safety reasons or other reasons deemed appropriate by the administrator. All visitors are required to report to the school office immediately upon arrival on the campus to obtain a visitor's pass. The administrator has the right to deny visitation requests.

Staff members are not to receive visitors during the work day. If necessary, a staff member may clock out or request leave to conduct personal business.

Staff members may not bring young children or babies to school.

All adult volunteers and presenters must sign in at the front office before entering campus.

If a staff member has any doubt about any school visitor/volunteer, he/she should ask to see a visitor's pass. If a school visitor/volunteer remains on campus without a pass, trespassing policies will take effect and Administration should be notified immediately.

Students are not to be left alone with visitors, presenters or volunteers.

Emergency Protocol and Procedures

Evacuation Procedures

Fire drills will be conducted on a monthly basis. A map showing the proper route for exit in case of emergency **must** be posted in every room and reviewed with students.

When the fire alarm sounds, faculty members will:

- Close any windows
- Turn off the lights
- Close the doors but do not lock them
- Escort students to designated location
- Take attendance and hold up attendance indicator: GREEN=all accounted for; RED=missing student
- Designated staff member will report your attendance to administration
- Keep students together and maintain an orderly environment until given the “all clear”
- When cleared to return to the classroom, take attendance and give count to the front office.

Evacuation plans may change throughout the school year, please be vigilant in updating students about evacuation routes.

Lock-Down Procedures-Locks, Light, Out of Sight

In the event that a lock down is initiated:

- Immediately step out your door and get all students nearest your classroom inside.
- If a class is outside the classroom, teacher should lead students to the nearest classroom or secure location and follow lock-down procedures.
- Lock classroom door; under no circumstances should the door be opened until the “all clear” is given.
- Cover windows by closing blinds, taping up opaque fabric or paper.
- Lights should be turned off to make the room seem unoccupied; teachers should do their best to maintain a safe environment in which teachers can supervise and observe student behaviors.
- Move students out of the line of sight of doors and windows, seat them along door-wall side if possible. Maintain a quiet orderly environment.
- Students should be encouraged to turn off W-Fi and cellular data services. Allowing student send a text message to parents will reduce stress; teachers may encourage 3-4 students at a

time to send updates to parents with messages such as “we’re in lockdown. I’m okay and will update you when I can.”. If the threat is imminent, texting should be discouraged.

- No student may leave under any circumstances, nor may they be picked up by parents.
- If possible email the name of missing students to the principal and school secretary. Also if you are in a location other than your classroom send an email indicating so.
- Await further instructions or an announcement of “all clear”.
- Teachers and staff should check email as often as possible as administration will send updates via email when possible.

In the event of an evacuation or lock down; all students and staff members are required to follow proper protocol and consider each occurrence a “live” situation. This helps with preparedness.

Bus Evacuation Drills

As required by law, the district must conduct two bus evacuation drills per year in which all students are required to participate. Administration will notify all staff of bus evacuation dates; when instructed to do so, accompany your class to the bus loading area and supervise during the bus drill then escort your class back to the classroom upon completion.

Threat Assessment Protocol

Threat to Self: Threats may be **direct** (“*I am going to kill myself after school today*”) or **indirect** (“*I so tired of living, I wish I was not here*”). Noticeable self-inflicted physical harm such as burns, scratches and/or cuts are also considered indirect threats.

The following protocol is to be followed when a student threatens to harm his/herself:

- Immediately escort student to front office or call for assistance if you are unable to escort the student, Administrator and counselor will be notified.
- When reporting the threat be specific as to the wording and nature of the threat.
- Administrator and counselor will assess the level of the threat and determine the next steps.
- Student will either be released to parents or released to Emergency Medical Services for transport to the hospital.
- Depending on the circumstances outside agencies may be contacted for further assistance.

All staff members are obligated to maintain confidentiality in regards to the incident and anyone involved.

Threat to Harm Others: Threats may be **direct** (identifies a specific act against a specific target; “*I am going to place a bomb in the school’s gym.*”); **indirect** (vague, unclear or ambiguous; “*If I wanted to, I could kill everyone at this school.*”); or **conditional** (warns that a violent act will happen unless certain demands or terms are met; “*If you don’t pass me I am going to kill you.*”)

In the event of **IMMEDIATE** danger:

- Isolate student; all students and staff members should move out of the area

- Initiate lock down procedures (Dial 1099, wait for tone then press 999 and make the following announcement “Teachers and students please initiate lock down procedures, all students and staff please initiate lock down procedures”)
- Call 9-911 or tribal police dial 9 then 338-4942
- Notify front office of incident
- Follow lock-down protocol and await further instructions

Threat is made but no imminent danger exists:

- Escort student to the front office or request to have student escorted to the front office
- Student is isolated
- Administrator and Counselor are notified; assess validity of the threat
- Parent contact is made
- Police are contacted (if deemed necessary)
- If a clear and present danger exists student will be released to law enforcement or emergency medical services
- Depending on the circumstances outside agencies may be contacted for further assistance

All staff members are obligated to maintain confidentiality in regards to the incident and anyone involved.

Accidents and Injuries at Work

In the event that you are injured at work you must call The Alliance (1-888-252-4689) to make a report. In case of life-threatening injury, call 911 or seek medical attention immediately; initiate the call as soon as reasonably possible. Send written notification to Administration as soon as possible.

Information and Communication

The Student/Parent Handbook

Each student will be issued a Student Handbook at the beginning of the school year. Teachers are responsible for reading and becoming familiar with the contents of the Student/Parent Handbook. The handbook is available on the school and district website.

Morning Announcements

The Pledge of Allegiance and announcements will occur at the beginning of 1st period. Announcements and the Daily Bulletin can be accessed on your desktop by clicking the *newsletter* icon.

To schedule an announcement in the bulletin, complete the form located in the front office. Forms must be submitted by 3 p.m. to be included in the next day’s announcements. See Bridget Bones if you have any questions.

Public Address System

The P.A. system will be used to make announcements during passing periods, lunch and in emergency situations. Announcements made during instructional time require administrative approval.

Student Travel/Release from Class

Teachers will be notified in advance of travel lists and departure times for field trips and athletics. Teachers are responsible for releasing students at the appropriate time. Only students appearing on the travel list are to be released, students in ISS are not to be released.

Copy and Fax Machines

Copy and fax machines are available for teacher use. Copier/printers are available in 3 central locations for teacher use (main teacher work room, building A work room, and credit recovery lab). Use is limited to school-related business and teachers must follow copyright laws. Teachers will be provided up to 3 reams of paper per month for classroom related copies. Every effort should be made to conserve paper by duplexing when possible; not making excessive copies and communicating electronically when feasible. Report any problems with the copier to the front office staff.

Copying should be done during your prep, before or after school, or during your lunch. **Students are not to use the copy or fax machines and are not allowed in teacher work area.** Personal printers are not allowed in classrooms; all printing and copying is to be done on a centrally located printer/copiers.

E-mail

You are required to check your email often for critical updates. Respond appropriately within 24 hours.

Teacher Computer

Under NO circumstances is a student allowed to use a teacher computer. When leaving your computer be sure to close your email, Tyler SIS and gradebook and lock your computer (press Ctrl+Alt+Delete then lock). Do not share your network profile with anyone. You can access your network profile from any computer in the district. If you suspect a network breach or tampering of your profile contact district IT department immediately.

Cellphone/Telephone

Personal cell phones are not to be used during class time or while on duty. School telephones are to be used for school business.

Once activated your internet phone is keyed with your personal extension and greeting profiles. Unless otherwise directed, if you move from one room to another, take your phone with you. There is a complete electronic guide to the phone available to you by email. Should you have issues with your phone, or to activate voice mail on your telephone, contact district IT Department.

Telephone calls will not be forwarded to your classroom during class time; however, if you have an emergency call, someone from the office will deliver a message to you. Non-emergency messages will be placed in your mailbox.

Master Calendar

The school secretary will keep a master calendar of school events. Events and activities will be placed on the calendar as approved by administration or Student Council.

Duties and Responsibilities

Legal Reporting Guidelines

Should you suspect a student is being abused or neglected; physical, emotional, or sexual, you are legally

required to report the abuse to the proper authorities. You may ask administrators for guidance however you are considered the mandatory reporter. Incident statement forms are available in the front office. There is yearly training on Mandatory Reporting.

Recordkeeping and Reporting

You are legally bound to keep accurate required records and make requested reports by defined deadlines.

Attendance and Attendance Corrections

Attendance must be entered into Tyler SIS in the first 10 minutes of class. If a student is not physically present in your classroom, even if you know why, you must mark them absent. The record for students arriving late to class should be changed to *Tardy*; doing so in a timely manner helps maintain accurate record of attendance. Any changes to attendance must be made the day of otherwise emailed to Joelle Walker.

Student Admissions & Attendance Coordinator will be responsible for entering school excused absences, suspensions, inhouse suspension, and excused absences.

All teachers are to email Joelle Walker at the end of the school day on Thursday to confirm that the attendance for the week is accurate or to provide a list of corrections to be made to student attendance.

The responsibility of maintaining accurate attendance records is the sole responsibility of the teacher. This responsibility should not be taken lightly. All attendance records must match for auditing purposes. Discrepancies could result in loss of school funding.

Student Records

We have a legal obligation to maintain confidentiality of student records. Do not release any information about students to individuals or groups outside the school system without permission from the Principal. Student information should not be released to anyone other than the legal parent or guardian as documented on official school records; contact the Student Admissions & Attendance Coordinator (SAAC) for confirmation if necessary.

Permanent records may not leave the registrar's office. To read permanent records, see the SAAC to sign them out; you may use the conference room to read records. Do not alter records; if a correction is necessary, inform the SAAC.

Grades and Progress Reports

The following grading policy applies to **all** courses offered for credit at Alchesay High School. Teachers are responsible for developing and delivering curriculum aligned to state standards and setting criteria for student achievement for a passing grade on assigned student work.

Credit

Credit is based upon the successful achievement of course objectives by a grade of A, B, C, D or P. Credit will not be awarded if a student receives the grade of F or I. Each semester is equivalent to half of a credit and students must pass both halves of a course to receive full credit for the course.

Grading Period

The school year is divided into two semesters, each approximately eighteen weeks long. There are two grading periods within each semester, each approximately 9 weeks long and marked by quarter progress

reports (Quarter 1; Quarter 2=end of Semester1; Quarter 3; Quarter 4=end of Semester 2). Transcript grades are awarded at the end of each semester; quarter grades are not awarded.

Progress Grade Checks occur every three-weeks throughout the school year. The checks are used for progress monitoring and academic eligibility purposes.

Teachers must enter a grade for every student by 3:00 pm on designated Thursdays. Progress reports will be mailed home on the Monday following the grade check.

Grading Practices

Teachers are required to have a minimum of two graded assignments per week; the assignments must be based on learning objectives and used to monitor student progress. Graded assignments must be recorded in Tyler SIS Grade books are considered legal documents and they must be kept confidential and secure.

Makeup Work

All makeup work must be completed within the three-week progress check for full credit; assignments submitted later will be accepted at a reduced amount of credit to be determined by the teacher. All work must be completed within the quarter; work from previous quarters will not be accepted for credit. (Example: Work from 1st quarter will not be accepted during the 2nd quarter.) Exceptions may be made in the event of extreme illness or hardship; administration in consultation with the teacher will handle such situations on a case by case basis. Exceptions will be made to this policy in the event of online/remote learning; students will be allowed to make up work within the same semester.

Assessments

All courses will include a pretest, mid-year test and posttest as well as formative/quarterly assessments to monitor student progress. Mastery Connect will be used for all courses to administer curriculum-based assessments. An assessment schedule will be provided at the beginning of the school year.

Teachers are required to discuss individual student grade with the student on a regular basis.

Teachers are expected to make regular contact with parents/guardians regarding academic performance; contact logs are a required component of the teacher data binder. Please be sure to check approved contact list for student in Tyler SIS.

Grade Weight

Total weight for the semester grade for all courses is as follows:

40%	Assessments (in-class formatives)
45%	Daily Assignments (bellwork, notes, classwork, homework, labs, essays, projects, etc.)
5%	Mid-Semester Benchmark (S1=Benchmark 1; S2=Benchmark 3)
10%	<u>End-of-Semester Benchmark (S1= Benchmark 2; S2=Posttest)</u>
100%	Total Semester Grade

Grade Scale

All teachers will adhere to the following grading scale:

A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
P	*60% or better in a credit recovery course

F 59% and below

*Credit recovery courses will be graded on a pass-fail basis. Students completing the course with a 60% or better will receive a P on their final transcript. This allows the student to earn credit towards graduation but not grade points.

*Teachers are responsible for following grading guidelines as outlined in a student's IEP or 504 plan.

Statewide High School Assessments

Beginning in the 2021-2022 school year the Arizona statewide assessment will be the ACT for all 11th graders and the ACT Aspire for all 9th graders.

Beginning in the 2021-2022 school year the Arizona statewide science assessment will be AzSci administered to all 11th graders. Parents will be notified of test dates.

Teachers may be required to proctor assessments; training will be provided as required by the Arizona Department of Education.

AZ Civics Test

Arizona students are required to take and pass with a 60% the state created Civics Assessment in order to graduate. Students will be given multiple opportunities to take the assessment starting their sophomore year. Assessment dates and times for administration will be set by administration, testing coordinator and counselor.

Professional Development/PLCs/Faculty Meetings

Professional Development, PLCs and Faculty and or department meetings are held on school site on designated Fridays and may be scheduled throughout the week as necessary. Meetings will be scheduled in advance to allow staff members to adjust their schedule.

Attendance is mandatory for all staff members unless excused by the Principal. Personal leave will not be granted during this time unless deemed an emergency; please do not schedule routine doctor's visits during this time as it is essential that all staff members participate in professional development activities.

Teacher Data Binders

All teachers are required to maintain a data binder containing pertinent student achievement data, teacher artifacts, data summaries, parent contacts log, etc. as evidence of data driven decision making. Data binders will be checked by administration informally and formally throughout the school year; they will be used in conjunction with the teacher evaluation tool to monitor teacher effectiveness. Rubric for data binder will be provided to staff.

Assigned Duty Schedules

Faculty members are assigned on the duty roster to supervise various areas of the buildings and grounds before school, during lunch, or after school. Duties are a vital part of the responsibilities of the teaching staff for reasons of safety and security. Teachers are required to be at the assigned duty station for the entire time listed. When you are on duty, move around, patrol, and actively monitor and engage with students not just staff.

If you are going to be absent, you must include your duty in your substitute plans. All duties must be covered. If you notice a duty station is not being covered, please notify an administrator or the office. Failure to attend assigned duties or failure to arrange a substitute constitutes insubordination and as

such may incur disciplinary action.

All teachers should be visible in the hallways and right outside your door during passing periods.

Assemblies/Pep Rallies

You are required to escort your class to scheduled pep rallies and assemblies. You will be notified in advance of the schedule so please plan accordingly. All staff members are required to help supervise students when transitioning to and from the assembly location as well as during the event.

Class Sponsorship

Class sponsorship is required for most staff members on a rotating basis. Class sponsorship involves some after-hours work in fundraising activities and chaperoning events. All sponsors are required to read and sign acknowledgment of the WUSD Student Activities and Club Sponsor Handbook to become familiar with policies and legal guidelines regarding the handling of student activity funds and scheduling student activities.

It is important that all sponsors share the work load equally; perhaps in different ways. Junior sponsors are responsible for the prom and senior sponsors are responsible for graduation. Underclassmen should undertake fundraising projects for future use.

The Student Council sponsor oversees class sponsorship.

Club Sponsorship

Faculty members have the option of sponsoring a club. If you have an idea for a club or if students approach you with an idea and you agree to sponsor the proposed club, consult with the Student Council sponsor for the procedure to follow to start a club. It's wise to have at least one fellow sponsor to share the work. All sponsors are required to read and sign acknowledgment of the WUSD Student Activities and Club Sponsor Handbook to become familiar with policies and legal guidelines regarding the handling of student activity funds and scheduling student activities. Club meetings cannot occur during class time.

Parent-Teacher Conferences

Parent-teacher conferences are held mid-quarter to inform parents about students' progress. Faculty members are required to attend PTC; personal leave will not be granted during this time unless it is deemed an emergency. PTCs will take place from 3:00 p.m. to 6:00 p.m. on scheduled dates. All certified staff are to be present for the duration of the conferences; non-teachers may assist in the front office or counseling center.

Prom and Graduation

All staff members are expected to attend Prom and required to attend Graduation to assist with student supervision.

Planning/Prep Period

Teachers have a planning period during the school day, the first 10 minutes of which are to be spent sweeping tardy students into class. Please check restrooms in your area at least once during your prep period. **Use your prep time to prepare for your duties as a teacher since the expectation is that you have instruction and learning from "bell to bell"**. If you leave campus during your prep, remember to sign out in the front office. Teachers are required to make a leave request if you leave campus during your prep period to tend to personal business. Teachers may be assigned to sub a colleague's class during your prep period, you will be compensated for your time.

Inventory of Equipment

Faculty members will keep an inventory of all district-tagged items, textbooks, and equipment under their supervision. You may be asked to turn in an inventory list as part of your end-of-year checkout procedure. Protect all school property; keep it secure. Record textbook number with student names so students are held accountable for returning their assigned books and notify student and parents of replacement cost in the event that a textbook is lost.

End-of-year faculty checkout

Prepare ahead of time for checkout at the end of the year by making sure you're keeping safe and up-to-date what you will need:

- lesson plans
- grade and attendance corrections completed including those of the last week of the year
- school issued keys
- return of all library materials
- class/club operational records from head class sponsor/club sponsor (minutes of meetings, attendance—number of students who participated and names, finances)
- department coordinator or CTE director sign-off
- return of district-issued items (books, laptop, etc.)
- course and department data
- anything else listed and directed by the principal

Teacher Evaluations

Teachers will be formally evaluated at the end of every school year. Teachers will be evaluated by Board approved, qualified administrators; walkthroughs may be conducted by administrators, instructional coach, or department leaders. The number of formal observations and walkthrough observations varies for probationary teachers, continuing teachers and specialists. All evaluation documentation will be maintained electronically in the Frontline Professional Growth system. Training will be provided upon hire for all teachers.

Please see the WUSD Teacher Evaluation Handbook for complete details regarding the teacher evaluation process.

Classified Staff Evaluations

All classified staff members will be evaluated by their immediate supervisor and/or administrator depending upon job duties. Please see WUSD Board Policy for details regarding the classified evaluation process.

Instructional Coach

A certified instructional coach is available to provide job-embedded professional development for all teachers. The instructional coach is not a member of the administrative team and does not contribute to the overall evaluation of a teacher; the coach is a resource provided to help teachers to improve

classroom instruction, provide school-wide professional development, and support teachers in meeting improvement goals and assist in meeting school-wide student achievement goals.

Classroom Related Issues

Teachers and staff members will treat students with dignity and respect while maintaining control. Refrain from utilizing negative word choices when addressing students. Delete negative word choices and be nonjudgmental when addressing staff, students, and parents. Any profanity, demeaning or sarcastic remarks, and screaming in anger at the students will be grounds for verbal or written reprimand, and subsequent incidents may result in additional disciplinary actions including official reprimand, suspension and dismissal.

Teachers will use appropriate classroom procedures and behavior modification techniques to reduce disruptions. Should you need assistance in developing appropriate techniques in your classroom to reduce disruptions and student defiance see an administrator, instructional coach or your department chair.

Teachers will not leave students unsupervised. Leaving your classroom during instructional time is not permitted. In the event of an emergency, call the office for someone to sub for a few minutes. Notify the office if you take your class out, and place a sign on the door where you will be; you must accompany and supervise your students at all times.

Classroom Appearance

No door window may be completely covered. You are responsible for maintaining a clean, neat and professional appearance in your classroom or work area. Before you dismiss class, students are to clean up and prepare the classroom for the next class. At the end of the day all loose paper should be picked up off the floor, the chairs put on the tables, or stacked. Students are not to be released prior to bell.

If you have concerns regarding cleaning issues please see the administrator.

Repairs or maintenance requests should be made with Bridget Bones.

Learning Goals, Success Criteria and Essential Vocabulary

Learning Goal(s), Success Criteria and Essential Vocabulary must be posted in the classroom every day for every class period. These items should be updated regularly and relevant to what students are learning.

Lesson Plans

Each department must maintain curriculum maps, scope & sequence, unit plans, learning objectives, and common assessments for every course. Teachers must refer to them when creating lesson plans. All teachers are required to maintain formal, written lesson plans for each course taught. **All teachers are required to submit lesson plans every Monday by 8:00 AM, lesson plans should be submitted to the department chair and principal.** Lesson plans are to include adjustments to instruction based on formative data, and special populations. Your lesson plans must be available for examination in the classroom at all times during administrative walk through.

Online/Virtual Learning

In the event that in-person learning is not possible students may be provided online/virtual learning opportunities as approved by the Arizona Department of Education. Curriculum will be delivered in a virtual classroom and students are expected to engage in classroom activities as they would in an in-person setting. Students are responsible for attending classes daily, completing assignments, attending virtual office hours and intervention/tutoring sessions as assigned. Students will be required to sign an Academic Integrity Contract which details the academic expectations and responsibilities of the student in the virtual setting. Teacher responsibilities regarding lesson planning, grading, attendance taking and student/parent contacts are the same as in the in-person setting.

Individualized Language Learner Plan (ILLP)

Teachers are required to implement ILLPs for students classified as an English Language Learner Documentation and progress is to be included in weekly lesson plans and data binder as well as reported quarterly. The school ELL coordinator will provide necessary paperwork as well as provide assistance throughout the school year.

Individualized Education Plan (IEP)

Teachers are required to implement IEPs for students receiving special education services. Case Managers will provide teachers with required modifications and accommodations for each student. Documentation of said accommodations and modifications should be included in weekly lesson plans and data binder. Teachers are required to attend IEP meetings unless excused by an administrator.

Emergency Lesson Plans

All teachers are required to have two emergency lesson plans on file in the front office. These plans will be used in the event that you are absent unexpectedly and do not have time to adequately provide substitute lesson plans. Emergency lesson plans should be submitted to your department coordinator.

Movies/Videos in Class

Students may watch approved movies that are course related and are in the lesson plans. Movie excerpts should not run the whole length of the class period.

By board policy, all movies above a PG rating, including PG13 are required to get parent approval. **You must submit your movie choice, lesson plan, and student permission slip for administrator approval before showing such films.** Parents should be informed that they have the right to view the movie in class with their student or refuse permission for their student entirely. Students who do not have permission to watch the movie may not be placed in the hallway, but must be sent out of the room to another classroom, with an alternative instructional activity aligned to the same content and learning objectives as the other students.

Computer Labs

There are three computer labs available for student use:

- Media Center lab-available to all teachers/classes, see Media Specialist to schedule lab time
- Credit Recovery Lab-available to students enrolled in an Edmentum credit recovery course; lab is supervised by an instructional aid and certified teacher.

Do not give students a pass to a computer lab as they are not supervised.

Food and drinks are not allowed in any computer lab. Please make sure students keep labs clean and dispose of all trash.

Teachers are responsible for supervising and enforcing all school rules and policies when in a computer lab. Students MAY NOT download music and videos or log on to social media sites such as facebook and twitter while using school computers. Failure to follow the WUSD technology agreement will result in disciplinary action and possible loss of use.

Lab use may be restricted during district testing. Teachers will be notified of lab closures as reasonably possible.

Student Technology

Teachers may request or be assigned a class set/cart of Chromebooks for classroom use. The teacher is responsible for distributing and collecting, properly charging and monitoring use by students. Problems with devices should be reported to the Ed Tech or Tech Integration Specialist. The same technology use policies mentioned in the above section also apply to devices.

Device Lending for Online/Virtual Learning

In the event that in-person learning is not possible the school may provide devices and hot spots to students as needed. Parents and students will be required to sign an Acceptable Use of Technology and Internet form. Parents will be responsible for the replacement or repair cost for lost or damaged devices.

Student Passes

Passes out of class are **not allowed**. Passes are limited to emergency situations or set appointments from counselor, nurse, Drop Out Prevention Coordinator. You may call the counselor to make an appointment and let the student have a pass for that specific time. **It is required that you keep a log of students leaving the classroom for safety purposes.** Contact Health office before sending students.

Positive Behavior Interventions & Support

Students do not have the right to disrupt, interfere, or hinder the learning activities and efforts of other students. Teachers are responsible for discipline in your classroom. WUSD uses a positive behavior management process to create a safe and effective school. It provides a system of clear expectations with consequences and incentives as well as interventions to necessary to sustain the positive behavior. The guiding principles of PBIS are safety, respect, responsibility, excellence. All school staff are responsible for implementing the PBIS processes. Training will be provided. *Staff should refer to the PBIS Flowchart of Consequences.

Discipline

In the event that all PBIS consequences are exhausted, you have the authority to assign detention for minor classroom infractions; a discipline referral should be written to address more serious issues and/or continued disruptive behavior. Teachers should inform parents, and may refer to counselors or administrator.

If a student disrupts a class and will not settle down, you can refer student to the office. Call the office to ask for a student escort to the office. Be sure to complete the Discipline Referral prior to having the student escorted out of the room. **Do not leave your class to bring a child to the office.**

Emergency Situations

If there is an extreme medical emergency, call 9-911, then call the front office or nurse and describe the emergency. Wait for assistance before attempting to move an injured student.

Do not send an emotionally fragile student out of your class alone. You may have two of your helper students escort a child to the office and alert the office.

Apache Behavioral Health Services

Apache Behavioral Health Services provide on-site mentoring and counseling for AHS students. You can refer students to either program by completing a referral form. Forms are available in the front office.

Tardy Policy and Procedures

AHS does not tolerate tardiness. Faculty members must set the example by being on time to class. Stand outside your door during passing period and welcome students to your class and check student dress. Urge other students to get to their classrooms. When the bell rings students should be ready to work. You may assign detention for habitual tardiness. Teachers should inform parents of any attendance issues.

Warnings of Excessive Absences

The attendance office generates and sends letters to parents when students' absences reach a certain number. **Teachers are strongly encouraged to contact parents of students who have excessive absences.** Once a student reaches 5 unexcused absences in a semester or is marked unexcused for 3 consecutive days, notify Joelle Walker.

Student Schedule Changes

Student schedule changes may occur only in the **first ten days** of each semester. Only the Head Counselor is authorized to make schedule changes. Teachers must consult a counselor if they want to request a student schedule change.

Substitute Teachers

Teachers may be called on to sub during their prep time. Every effort is made to rotate subbing assignments as equally as possible. If the person you sub for leaves no instructions or inadequate instructions or work, immediately notify the Administration.

In the event of an absence please leave the following on your desk in your room: classroom rules, copies of your current attendance sheets, sign-in sheets if you want them, lesson plans that a sub can handle and that provide enough work for the entire period, other directions, any needed handouts/books/ materials, duty assignment. Your sub should send a runner to the office with attendance 10 minutes after class starts. If your sub is inadequate notify front office (Bridget Bones) or Administration.

Purchasing, Supplies and Travel

Classroom Supplies

General classroom supplies such as dry erase markers, lined paper, pencils, pens, etc. may be requested via a Supply Request form located at the front desk. The front office staff will deliver requested supplies to your mail box within two days. Teachers will receive 3 reams of paper a month for classroom related copies. Supply inventory will be maintained based on the availability of funds and may be limited from time to time however the administration will do their best to provide necessary items for all students. For specialty items please follow procedure below.

Requisitions and Purchases

All requisitions must be submitted to the principal. If the requisition is for classroom materials, software, furniture or equipment you may be asked to also submit a written spending justification. Software, computers, and printers will not be purchased without approval from district IT department. Due to

budget constraints requisitions will be approved on a case by case basis at the discretion of the administrator. **Do not buy anything without first submitting a requisition that becomes a purchase order.** You will not be reimbursed if you do not follow the proper procedures.

All items purchased with district funding must be delivered to the high school. It is crucial that items be checked in and inventoried by the School Secretary before being disbursed to requisitioner. **Failure to follow appropriate procedures could result in out-of-pocket expenses as well as other consequences.**

Allow up to a month and a half to go through the entire purchasing process. See Bridget Bones for information on the requisition process.

Travel Procedures

Professional staff travel requires a travel request and requisition for payment of fees and other expenses associated with the travel. In most cases, hotel accommodations and meals must be paid out of pocket and later reimbursed. It is the responsibility of the traveler to complete travel claim forms and provide supporting documentation for reimbursement. Make sure to have travel requests approved before making reservations or travel arrangements.

Student travel for clubs and athletics requires a travel request and requisitions associated with the trip. Meeting minutes and sign-in sheets are required to use club funds to cover travel expenses. Students must be academically eligible to participate in trips. Non-instructional trips must be scheduled on the weekends or during school breaks to minimize the loss of instructional time.

All travel requests must be completed at least two weeks in advance and out of state travel must be approved by the School Board.

Personnel Issues

Recruitment/Retention Incentives

Appropriately certified employees receive a recruitment or retention incentive paid out in one or two installments to be determined by the district. This money represents an encumbrance from Title funds and a district allocation of funds. These funds are available only if Title and other funds are available.

Proposition 301 Money

Certified teachers who spend at least 51% of their time teaching in the classroom are eligible to receive 301 funds. Funds are allocated in two categories: base pay and performance pay and teachers will have to fulfill specified requirements to receive pay. Typically, teachers are required to be rated as “effective or highly effective”, attend professional development outside of contractual hours, and participate in a correlate committee. Each school in the district will designate a 301 representative to review state guidelines and develop a district-wide plan and requirements for pay. The requirements will be presented at all eligible staff members once finalized by the district-wide committee.

Professional Stipends and Addenda

Addenda, work outside of the contractual day, will be posted at the beginning of the school year. If you want to do one or more of the jobs, you may apply following the instructions that are given on the posting. Payout varies based on the type of work done. Documentation and evidence must be kept for all work and submitted to administration upon request. WUSD does not restrict first-year teachers or those new to the district from applying for stipends and addenda.

Leave and Absences

All full time certified and classified staff accrue leave every pay period, the hours of which increase depends on length of service to WUSD. Accrued leave balances are printed on your pay stub each pay period. Full district policy regarding leave and absences only summarized below are available from the district website www.wusd.us by following the board policy link.

Leave may not be advanced. Should you run out of leave at any time during the year, your pay will be docked but you will continue to accrue leave for future use. Use of more leave than you have accrued constitutes an abuse of the district leave policies which may carry disciplinary consequences.

Per District policy leave is not granted on the day before or after a holiday or during the first or last week of the school year, except when approved by administration for extraordinary circumstances; 12-month employees may request vacation for absences on these days. Should you take leave without approval, your pay will be docked.

Leave will not be granted on Friday PD days or on Parent-Teacher Conference days. Emergency situations will be considered on a case by case basis.

Leave requests for more than 5 days must be approved by the Superintendent.

Should there be an extended illness or family emergency requiring you to be out for more than 5 days, you may apply for Family Medical Leave Act (FMLA) leave.

If you exhaust your leave balance you may apply for donations from other district certified staff. Only three days in any school year can be donated by an employee. Details are available from your Administrator or the District HR office.

Leave Requests

Leave requests should be made at least 5 days in advance; leave made within 5 days may require documentation, may be denied or approved without pay. WUSD maintains electronic time management systems for certified and classified employees. All leave requests must be made via the Frontline (formerly Aesop) system for certified staff or TimeClock system for classified staff. Please see Bridget Bones for assistance and training.

Leave requests may be denied if adequate teacher coverage is not available for your classes. Please see Bridge Bones to ensure coverage is not an issue for your requested leave date.

It is the responsibility of the employee to monitor leave balances and make requests based upon the amount of leave available.

Emergency Leave

For an emergency absence, call the building principal at (928) 434-0293 before 9:00 p.m. the night before or 6:00 a.m. on the morning of the absence. You must also request for leave in the Frontline system, this will ensure adequate coverage for your classes. You may be asked to provide documentation upon return. Depending on the circumstances, your leave may be approved without pay.

Late Arrival

If you expect to arrive late to work you must notify the school as soon as possible; you must also request leave for the time you are absent from work. Failure to call prior to your report time will constitute a no call/no show for the time period and will be docked from your pay. A no call/no show status also is an abuse of the leave policy and may carry disciplinary consequences.

See Bridget Bones with questions regarding the leave policy.

Classified Staff Time Management

All classified staff members are required to clock in and out at their designated start time and end times. Under no circumstances are employees allowed to alter or flex their work schedule without prior approval from the principal. In addition to clocking in and out, time should be recorded on the clipboard located near the time clock. This sheet provides documentation used to reconcile time and resolve any discrepancies.

Under no circumstances are employees to clock in or out for other employees. Doing so will result in disciplinary actions.

All classified staff members are required to electronically approve timesheets every Friday via the TimeClock system. Failure to approve timesheet could result in delay in payroll processing.

Missed punches should be reported to the School Secretary as soon as possible, they must also be recorded on the clipboard.

Per WUSD policy all classified employees are required to take a 30 minute lunch break.

Complaints and Grievances

Complaints should be solved at the lowest level by following the chain of command. Try to resolve problems by talking directly with the person(s) involved.

Consult with your Department Chair if you need help or need a mediator. If the problem is still not resolved, the first step is to go to your supervisor (Associate Principal or Principal). That person will try to resolve the problem, and, if unsuccessful, will help you follow the grievance procedure in the district policy manual.

Failure to follow chain of command is an abuse of professional duties and responsibilities and may carry disciplinary consequences.

Formal grievances may be made only about policy violations.

In the event you wish to submit a formal grievance about your supervisor than you may follow an alternate chain of command by contacting the Human Resources Director. See the district policy manual for details.

Alchesay High School
2021-2022 Grade Check Dates

Grades are due by 3:00 p.m. on the grade check date.

August 26

September 16

October 7-1st quarter grades

November 4

November 23

December 16-1st semester grades

January 27

February 17

March 10-3rd quarter grades

April 7

April 27

May 23-Senior grades due

May 26-10th-12th grades due

2021-2022 Parent-Teacher Conference Dates

PTCs will be from 3:00 p.m. to 6:00 p.m.

Quarter 1 September 16

Quarter 2 December 2

Quarter 3 February 17

Quarter 4 April 27

2021-2022 Emergency Drill Schedule

Fire Drill

August 24

September 23

October 20

November 15

December 9

January 18

February 23

March 28

April 20

May 12

Bus Evacuation Drill

TBD

Lock Down Drill

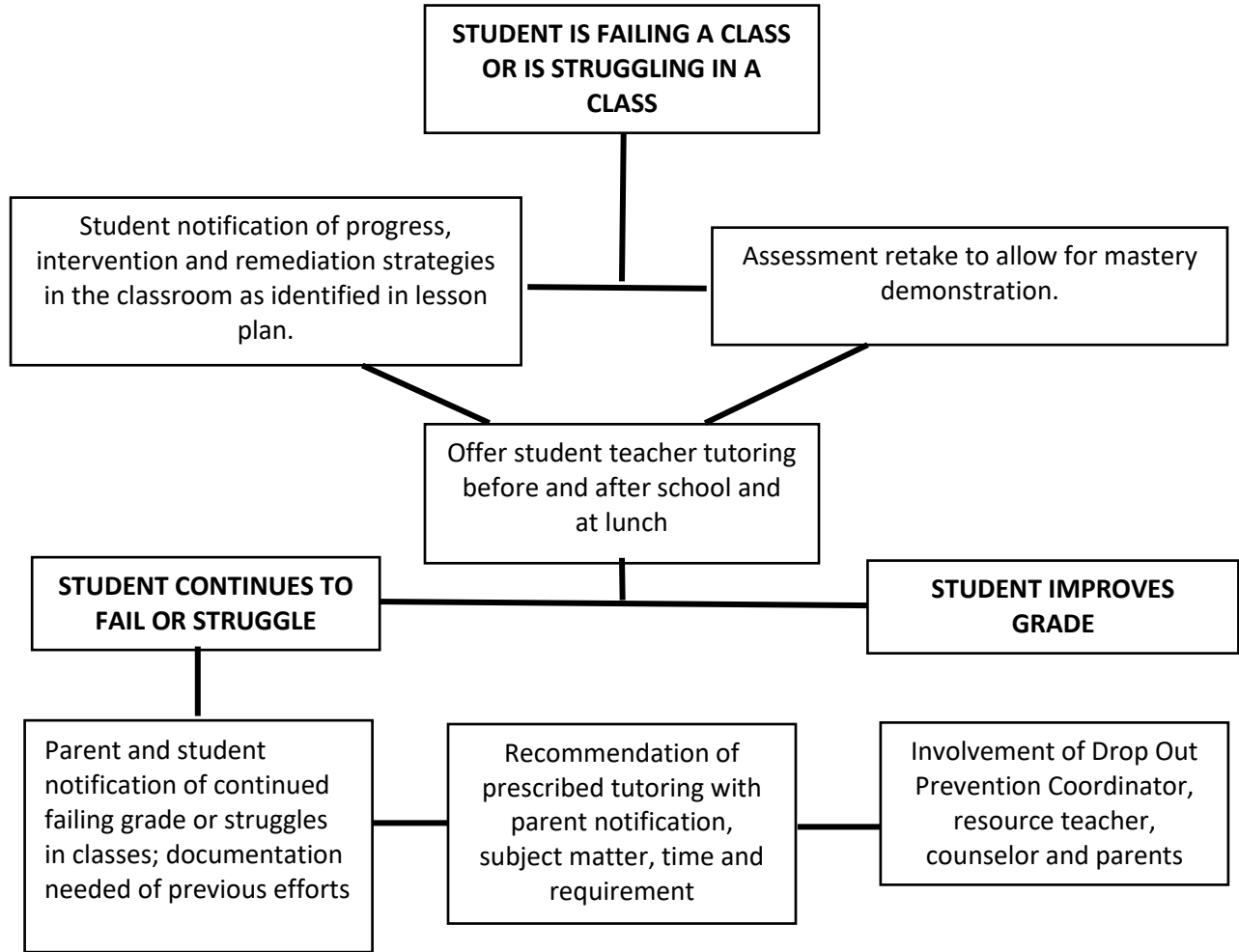
September 15

March 2

Dates are subject to change. Changes will be communicated at least 24 hours in advance.

Please see the Faculty Handbook for designated evacuation routes and lock down procedures. It is imperative that all staff members know evacuation routes.

PRESCRIBED TUTORING FLOWCHART

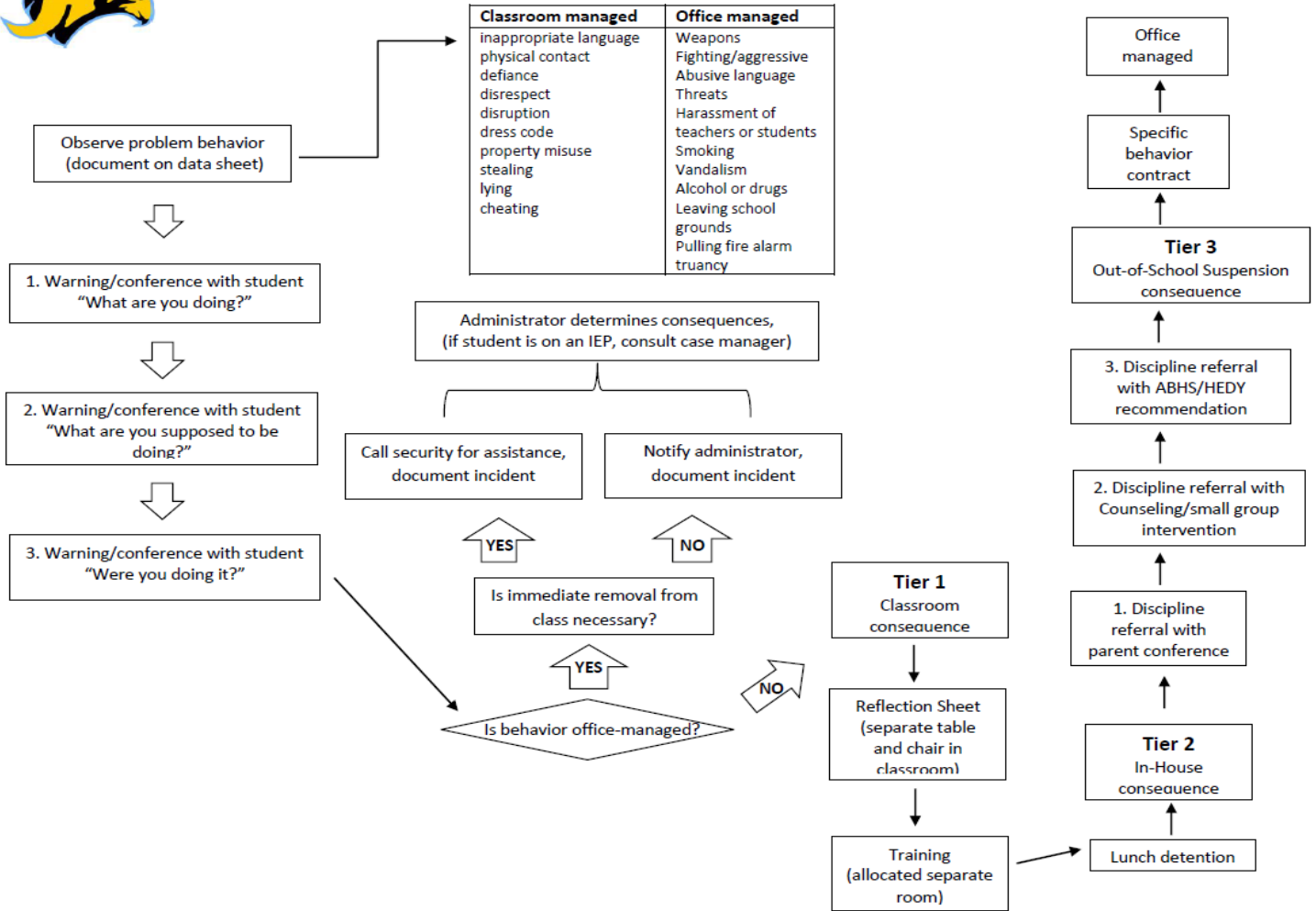


TARDY POLICY FLOWCHART

<i>1st and 2nd tardy</i>	<ul style="list-style-type: none">• Verbal warning by teacher
<i>3rd and 4th tardy</i>	<ul style="list-style-type: none">• Phone Call Home by teacher
<i>5th tardy</i>	<ul style="list-style-type: none">• Parent notification• Lunch detention
<i>6th tardy</i>	<ul style="list-style-type: none">• Parent notification• Lunch detention
<i>7th tardy</i>	<ul style="list-style-type: none">• Parent notification• Lunch Detention
<i>8th tardy</i>	<ul style="list-style-type: none">• Referral to Truancy Coordinator• Referral to Admin for Progressive Disciplinary Measures



Alchesay High School PBIS Flowchart of Consequences



red defiance and/or insubordination

Alchesay High School
Staff Handbook Acknowledgement

My signature indicates I have been provided the Alchesay High School Staff Handbook.

I understand it is my responsibility to read it in its entirety.

I acknowledge that I can access WUSD Board Policy, Teacher Evaluation Handbook and WUSD Employee Handbook on the district website.

Signature

Date

