

Southeast Island School District

1010 Sandy Beach Road
Thorne Bay, Alaska 99919
(907) 828-8254

Teacher Handbook



2025-2026

VISION STATEMENT

Students are equipped to achieve their dreams and aspirations.

MISSION STATEMENT

Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

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Southeast Island School District Administration

Superintendent	Rod Morrison
SISD Principal and Dean of Students	Shaine Nixon
Special Education Director	Robbin Perkins-Ashew
Executive Assistant/Human Resources Director	Chris Page Haufe
Business Manager	Lucienne Smith
Payroll Manager/Accounting/Fixed Assets	Karen Clark
District Office Admin Assistant: Travel/Purchasing/ Accts. Payable/Vehicles	Terri Kohn
District Office/Maintenance Data/Migrant Recruiter/Recorder	Theresa Randall
Maintenance Director	Scott Randall
Technology Director	Everett Cook
Curriculum/Scheduling Department	Shaine Nixon/Robbin Perkins/Rod Morrison
District Registrar/Immunizations	Amy Jennings
State and Federal Programs Director/Grants Coordinator	Astrid Richard-Cook
Student Services and Testing Coordinator	Robbin Perkins-Askew
Activities Director	Amanda Blankenship
Title VI of the Civil Rights Act of 1964	Rod Morrison/ Chris Page Haufe
Title IX of the Education Amendments of 1962	Rod Morrison
Section 504 of the Rehabilitation Act of 1973	Robbin Perkins-Askew
Title II of the Americans with Disabilities Act of 1990	Rod Morrison

DISTRICT OFFICE PERSONNEL

P.O. Box 19569; 1010 SANDY BEACH ROAD
THORNE BAY, AK 99919

DEPARTMENT/STAFF	POSITION	PHONE*	FAX
ADMINISTRATION		828-8254	828-8257
Rod Morrison	Superintendent	907-617-4755 (cell)	
Shaine Nixon	SISD Principal/Dean of Students	828-3921	828-3901
Robbin Perkins	Assistant Dean of Students	629-4121	629-4122
Chris Page Haufe	Executive Assistant/Board Secretary	907-401-3126 (cell)	
BUSINESS		828-8254	828-8257
Lucienne Smith	Business Mgmt. Contractor	301-5050	888-241-8081
Karen Clark	Payroll & Accounting Manager/Accounts Receivable/Fixed Assets		
Terri Kohn	District Administrative Assistant (Travel/Purchasing/Accounts Payable/Vehicle Coordinator)		
Theresa Randall	Administrative Assistant (Maintenance Data, Amazon, Purchasing/AP Backup)		
FACILITIES, MAINTENANCE, AND FLEET		828-3411	828-8815
Scott Randall	Maintenance Director	828- 8254 254-3411 (cell)	828-8257
Toby King	Maintenance Technician		
Josh Hayes	Maintenance Technician		
Alex Hert	Fleet Mechanic	254-3106 (cell)	
DISTRICT WIDE SERVICES			
Robbin Perkins	Special Services/Testing Coordinator & Special Education Director	629-4121	629-4122
Astrid Richard-Cook	State & Federal Programs/Grants	828-8254	828-8257
Theresa Randall	Migrant Education Recruiter/Recorder	828-8254	828-8257
Everett Cook	Technology Director	828-8254 x217	828-3901
Jennifer Andis	Activities Director	ablankenship@sisd.org	
John Stevens	Archery Director	jstevens@sisd.org	
Amy Jennings	Registrar/Student Records/Immunization Coordinator	828-3921	828-3901
Maria Taylor	Child Nutrition Program Director	828-8254	828-8257
Chris Page Haufe	Human Resource Director	401-3126	828-8257
Brandy Schmitz-Prefontaine	Greenhouse & Agriculture Program Manager	828-8254	828-8257
Ginger White	SUCCEED Teacher	828-8254	828-8257
Tristy Morrison	Homeless Program, SpEd Assistant	828-8254	828-8257
BOARD MEMBERS			
Ben Blair		benblair@sisd.org	
Debbie Fehr		dfehr@sisd.org	
Molly Kimzey	Board Clerk	mkimzey@sisd.org	
Tony Lovell	Board President	alovell@sisd.org	
William Tyrell		wtyrell@sisd.org	

* Department phone number (if any) listed in gray heading. If no number is listed next to an employee, call the department number. All phone numbers have 907 area code unless otherwise noted.

School Calendar

2025-2026 School Calendar																											
District Name: SOUTHEAST ISLAND SCHOOL DISTRICT														School: ALL SCHOOLS including AK-TRAILS Correspondence													
Approved By: SISD Board of Education 3/26/25; DEED Commissioner 4/23/2025														Title: District-wide 2025-2026 School Calendar													
LEGEND		Aug-25							Sep-25							Oct-25											
C	School Closes	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
E	End of Quarter						1	2		1	2	3	4	5	6					1	2	3	4				
H	Legal Holiday									H				W					M	M							
I	Inservice Day	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11					
M	Parent-Teacher Conf Meeting reqts																					W					
O	School Opens						NI	SI						I													
S	Saturday School	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	12	13	14	15	16	17	18			
T	Testing		LT	I	I	W	W							W							E	W					
V	Vacation Day	24	25	26	27	28	29	30	28	29	30						26	27	28	29	30	31					
W	Teacher Workday		W	O																		I					
X	Emergency Closure Day																										
LT	Lead Teacher Day																										
NI	New Teacher Inservice	# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days: 1											
SI	SpEd Inservice	# of Student Days: 3							# of Student Days: 17							# of Student Days: 18											
	In-session day	# of Teacher Days: 8							# of Teacher Days: 20							# of Teacher Days: 21											
Nov-25							Dec-25							Jan-26							Feb-26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S						
						1																					
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	8	9	10	11	12	13	14	
					W																						
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
					W																						
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	26	29	30	31				25	26	27	28	29	30	31							
30																											
# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0						
# of Student Days: 12							# of Student Days: 12							# of Student Days: 16							# of Student Days: 16						
# of Teacher Days: 14							# of Teacher Days: 13							# of Teacher Days: 19							# of Teacher Days: 18						
Mar-26							Apr-26							May-26							Jun-26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S						
1	2	3	4	5	6	7																					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0						
# of Student Days: 14							# of Student Days: 18							# of Student Days: 16							# of Student Days: 4						
# of Teacher Days: 16							# of Teacher Days: 20							# of Teacher Days: 18							# of Teacher Days: 5						

146 Student Days

142 days:

Grades 1-12: 7 hours + lunch (8 am - 3:30 pm)

Grade K: 5 hours, 5 minutes + lunch (schedule set)

4 days (P/T conferences 10/1, 10/2, 2/11, 2/12):

Grades K-12: 5 hours + lunch

172 Teacher Working Days

146 student days: 7.75 hours/day

7 inservice days: 7 hours/day

19 workdays: 6 hours/day

* The lead teacher days are part of the Lead Teacher contracts

** The new teacher and SpEd inservice days are extra-duty days

SISD Schools and Demographics

School	# of Teachers	Est # of Students (includes Pre-K)	Interesting Facts!
Thorne Bay	4	56	Largest school in the district Greenhouse and Wood-Fired Boilers
Howard Valentine Coffman Cove	2	16	Wood boilers, Largest Greenhouse, Orchard & Chicken Coop
Naukati	2	16	Wood boilers, Greenhouse
Hollis	2	11	Nearest to the Ferry, Chicken Coop, Greenhouse, Wood boilers
Barry Craig Stewart Kasaan	2	16	Only Native Village in the District, Greenhouse, Wood boiler, Chicken Coop
Port Alexander	1.5	22	Located on Southern tip of Baranof Island, Accessible only by Float Plane or Boat
Whale Pass	2	12	Wood boiler, Greenhouse, Chicken Coop
AK-TRAILS Correspondence/Home School Program	1	42	Provides Individualized Instruction/Support for Students and Families
Special Education	3		Serves all the SISD Students

4-day School Week & Teacher Work Hours

SISD will operate a 4-day school week with additional teacher workdays and inservice days during the 2024-2025 school year. Teachers are contracted to work the following days:

Type	# Days	Contracted Hours
Student In-session Days	146	7.75
Workdays	18	6
Inservice Days	8	7

Working hours for student in-session days for teachers:

7:30 am - 3:45 pm with a 30-minute duty-free lunch

Working hours for Workdays: 9:00 am - 3:30 pm with a 30-minute duty-free lunch

Working hours for Inservice Days: 9:00 am - 4:30 pm with a 30-minute duty-free lunch

*Workday and Inservice Day hours are subject to change as needed to accommodate special meetings/in-services, etc. Changes to the working hours schedule may be approved by the principal.

SISD Curriculum Model

SISD standards are based on State of Alaska Standards

With the exception of Thorne Bay, all SISD schools have one to two teachers for most subjects. Integration of content areas is a necessity for effective learning and planning.

Direct Instruction
Practical Application
Simulation
Real Life Connections

We have textbooks and ancillary resource materials in the majority of content areas. These resources are centralized and located at Thorne Bay School. The Curriculum Department curriculum@sisd.org handles staff requests for curricular materials. (907) 828-8254

Students must master content in seven areas: math (state tested), reading (state tested), writing (state tested), science (state tested), social studies, health/physical education, work skills, and technology. Other subjects may be taught as well such as high school electives, art, music, shop, etc.

For more detailed information go to <https://www.sisd.org/page/curriculum>

Retention

The School Board recognizes that research indicates very few children benefit from being retained. The superintendent or designee shall promote alternatives to retention. Early intervention, cooperation between the teacher and the parents, and regularly scheduled reviews

of attempted interventions are our best defense against a step that seldom improves achievement. The exception can be with students who enter early as four year olds. These students are admitted with the expectation that they can perform with students a year older. These students will be monitored closely and evaluated each April.

A teacher believing that retention is necessary will facilitate a meeting to consider the child's academic, social, and emotional performance. This discussion with the admin and parents will begin in January. The retention meeting will take place no later than the first week of May and must be resolved before the last day of student attendance. In attendance will be the parent/guardian, principal or designee, lead teacher, and primary teacher. Also present may be a Special Education teacher or other agency representative involved in the student's education. Before retaining a student, the principal or designee shall determine that:

- The student has not met grade-level standards of expected student achievement;
- Remedial help for the student has not sufficiently prepared the student for advancement;
- An effective plan is in place to meet the student's needs in addition to retention; or
- Retention will serve some purpose beyond punishment and improve the chance of school success.

Parental agreement is necessary for any change of placement, with the exception of the high school year (freshman, sophomore, junior and senior). These labels are dictated by the total credits earned, and may impact testing and graduation dates. For instance, remaining a freshman due to a lack of credits is not considered retention. See high school graduation requirements for further detail. Where attendance is a primary factor, a review of past interventions and a consideration of more assertive measures will be considered.

SISD Student Records Database

Student records are tracked on the PowerSchool database. Teachers access this database through their laptop computers. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum. This database generates crucial state reports. It is imperative that the student records are always up-to-date. State funding for count, special education funding, and other state determinations are based on the reports generated from this database.

*Please respond promptly to requests for information and due dates for data in a timely manner. By working together, we can assure our state reports are accurate and submitted on time.

PowerSchool/PowerTeacher Pro Student Information System (SIS) Responsibilities

Teachers: attendance, grade books, and report cards.

Lead Teachers: enrollment forms, gathering forms and data for Indian Education, migrant education, lunch program, and more.

Student Records (Amy Jennings): New student state identification numbers, and transcript requests in the summer

Student Records : All other data found in the PowerSchool/PowerTeacher Pro Student Information System (SIS). All questions about the database should be directed to the district office first. Transcript requests go to the registrar (Amy Jennings) during the school year and the district office during the summer. Please follow the organizational outline found in the student record folders.

State Reports (Rod Morrison, Astrid Richard-Cook, Chris Page Haufe, Robbin Perkins-Askew, and Everett Cook, Amy Jennings)

Curriculum Department (Rod Morrison, Shaine Nixon, Robbin Perkins-Ashew, and Lead Teachers.

*Note: Refer all enrollments and transfers to the lead teacher or principal.

*Note: Student records staff - The District Office and Registrar are the only ones who can print off official transcripts. The teacher using the database may print unofficial transcripts at any time.

Amy Jennings – (907) 828-3921
Chris Page Haufe - (907) 401-3126
DO – (907) 828-8254

Access to the PowerSchool/PowerTeacher Pro Student Information System (SIS) will depend on your responsibilities. This protects the integrity of the database by avoiding mistakes or duplicate data entries.

Report Cards

Report cards are an integral section of the SIS. At four regular intervals report cards are completed and sent home. Parent-teacher conferences are then held the week after the end of the 1st and 3rd quarters. Optional parent teacher conferences can be scheduled at any time during the school year on an as needed basis.

SISD recognizes grades chronologically for state reporting purposes. Students must achieve a minimum proficiency of at least a 60% to pass a grade level unless otherwise specified in their IEP. Summer school opportunities may be offered to students who fail to meet their current grade level standards or are at risk of not meeting their future grade level standards.

Incomplete Scores

We strive to give students every opportunity to succeed. Students failing a 9 or 18-week course will only have additional time to correct the problem if there are documented health concerns or other unusual and excusable circumstances that have impacted recent attendance or performance.

The maximum allowable extension is 10 calendar days. If work is not satisfactorily completed within the allowed time, the grade will revert to what it would have been without the time extension. There will be no further opportunity to improve the grade. Failure to complete assignments is not acceptable as a reason for an incomplete. Not every course is offered every year. The older the student, the more essential that the course be passed the first time, as failure may require additional time in school or the purchase of acceptable replacement courses. No outside course will be accepted for credit without prior permission from the principal. The district takes no responsibility for the cost of these courses.

High School and Graduation Requirements

SISD requires 24 credits for our students to graduate. AK-TRAILS Correspondence/Homeschool Program requires a total of 21 credits to graduate. We have semester-based classes. Students must maintain a 60% average. Below 60% is not passing.

We have highly-qualified teachers instructing many high school subjects through distance education (Zoom, Google Meets, Edgenuity, etc.). Spanish, Sciences, upper level language arts & math classes as well as other courses are offered according to student needs across the district. These needs are determined through the **High School Grad Plan** (see below) updated and reviewed by the site lead teacher and site principal at the end and beginning of each school year.

By the end of the first quarter of a student's freshman year, a team composed of the Principal, and Lead Teacher, parents, students, and staff will meet to create the student's HS Grad Plan. This plan will identify student goals and a timeline to ensure graduation requirements will be met by May 1st of the graduation year. The primary teacher and the student will review the HS Grad Plan annually.

During the student's senior year, the plan will be reviewed quarterly with the Lead Teacher and student. Parents will be notified if the student is not on track for a timely graduation at the point the child falls behind schedule.

Teachers are required to work with the lead teacher or principal to ensure high school student schedules are sent to scheduling@sisd.org a minimum of:

- one month prior to the end of the previous school year for 1st semester
- one month prior to the beginning of the 2nd semester.

Students with an IEP or a 504 Plan may have accommodations or modifications to meet these requirements.

**Graduation Requirements for Students Enrolled in All Schools Except AK-TRAILS
Statewide Correspondence/Homeschool**

Subject	Units of Credit
Language Arts* Composition – 1 credit World Literature – 1 credit American Literature – 1 credit British Literature – 1 credit * with prior approval, one of the courses may be replaced with a college-level English/Language Arts course	4 credits
Social Studies U.S. History – 1 credit World History – 1 credit Civics/Government - .5 credits Alaska History - .5 credits **	3 credits
Math Algebra 1 – 1 credit	3 credits
Science	3 credits
Physical Education	0.5 credit
Health	0.5 credit
Electives Strong recommendation to take at least one credit of World Language	8 credits
Total	22 credits

**Graduation Requirements for Students Enrolled in AK-TRAILS Statewide
Correspondence/Homeschool Program**

<u>Subject</u>	<u>Unit of Credit</u>
Language Arts	4 credits
Social Studies	3 credits (0.5 credit AK History / see **Note below)
Math	3 credits
Science	2 credits
Health	0.5 credits
Physical Education	0.5 credits
Electives	8 credits
Total	21 credits

Middle School

Middle school is divided into 7th and 8th grade.

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation. In most cases, high school credit is not awarded for courses completed during middle school. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students.

Students are not permitted to earn high school credit while in middle school. There may be exceptions, which must be approved by the Teacher, Principal and the Superintendent.

Students taking courses with high school students will not necessarily receive high school credit.

Elementary School

Elementary includes grades Pre-K through 6.

Students will be assessed throughout the school year in multiple ways. Formative assessment techniques will be used when determining if a student is Developing (D), Needs Improvement (N), Proficient (P), or Outstanding (O). Students with special education services may be held to a different standard according to their IEP.

Students progress at different rates. For this reason, teachers have checkpoints to determine where a student is in a content area compared to their chronological age. Check point meetings with parents will occur at least at the end of the first and third quarter. During this time an in-depth look at the student's assessments, performance on exams, classroom work and ability should be reviewed.

Assessments

Teachers are expected to use multiple types of assessment in their daily instruction. We use multiple and authentic assessments to determine if students have learned the standards they are taught. There are three principle types of assessment: skills, analytical, and contextual.

Many students show a preference for the type of assessment to which they are most suited. While it is beneficial to assess students in their comfort zone, it is also important to increase their ability to show what they have learned in multiple formats. To this end, each teacher may choose the type of assessment they are to use for each target and each student, remembering to focus on each student's individual needs while still exposing them to multiple types of assessments.

Formative Assessment

Formative assessment is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student attainment.

Additional information about assessments and those required by the AK Department of Education and Early Development can be found at this link:

<https://education.alaska.gov/assessments>

Summative Assessment

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

These forms of assessment follow units taught within curriculum based courses.

Grade Books

Teachers are expected to track daily student progress. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum.

Curriculum Review Schedule

(Updated June 2024)

Subject	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
ELA	K-12			K-12	
Math		K-12			
Science			K-12		
Social Studies				K-12	
Health/PE			K-12		
Technology		K-12			
CTE		6 -12			

- Review means a curriculum committee will review and recommend for adoption the following year.

District Related

Prom

Every spring SISD tries to host a district-wide prom. All schools are invited. Fly-in sites are not brought in solely for prom. The district makes an effort to line up academic events with prom so that all high school students are able to attend. This will not always be possible.

Local ASCs have historically been asked to contribute a small sum to assist with the cost of prom (varies from year to year). Fundraisers and tickets also help to fund the event. Volunteers are always needed.

High school students are permitted to attend prom. Each school site must provide transportation to prom and a chaperone for the dance.

Regular School Day Hours for 4-Day School Week

Pre K - ½ day or site discretion

Kindergarten – 5 hours + 5 minutes of instructional time - does not include recess/lunch

1th-12th grades – 7.0 hours of instructional time - does not include lunch

Number of days in school year: 146 (152 including inservice days)

Suspension Data

Please refer all incidents to your school's lead teacher and/or principal.

<https://docs.google.com/document/d/1alwJDigJTsrrV7vZVqu28omSVtpBYWc/edit?usp=sharing&ouid=100354284586388920459&rtpof=true&sd=true>

[Suspension/Expulsion Data Collection Handbook](#)

Travel

Travel arrangements will be made through the district office (Terri Kohn) – (907) 828-8254. Each staff member is responsible to complete the top portion of the travel authorization form found on the SISD website. The staff member requesting travel is also responsible for obtaining their supervisor's signature on this form.

Each staff member can receive per diem for travel that requires an overnight stay. (Requires prior approval through district office)

If a plane is sent out to your site and is in route, do NOT cancel the flight due to weather. The companies charge us for flights if we turn them around for weather. If the pilot decides to turn around, we do not pay anything. In the event that the plane lands, parents will determine if their children fly.

District Vehicle Use

District vehicles serve a dual purpose (a) as transportation for itinerant staff, including staff doing official district business and (b) to transport students to/from varied approved activities.

The following guidelines will clarify district vehicle use:

- All District vehicles are to be parked in Thorne Bay during summer vacation months (unless a prior plan is developed with the Maintenance/Fleet Director, Scott Randall).
- District vehicles are to be parked at the school, District Office, or bus barn overnight. District vehicles are not to be parked at the driver's home overnight without the Superintendent's approval.
- Itinerant employees will drive vehicles for work-related purposes only; side trips for personal or non-district related business are not permitted with the exception of the stop being in the route of the scheduled trip.
- Affixing permanent stickers or decals on any district vehicle is not allowed unless done by the maintenance department.
- Any safety or traffic violation will be the responsibility of the driver. District will not pay for any fines or violations that occur from irresponsible driving and or poor daily vehicle inspection.
- All individuals driving a district vehicle must be on the approved driver's list (current paperwork, 21 years of age, driver's license no less than 3 years [and current], must have Alaska driver's license within 90 days of residency in state).
- Accident reporting: must notify transportation director (Alex Hert) in writing within 24 hours (or next business day) of the accident (even if there was no damage to vehicle or persons).
- Cleanliness: school district vehicles must be kept in a reasonably clean state (free from trash, debris, etc.)
- Individuals driving district vehicles must abide by all state laws (speeding, seat belts, etc.).
- No firearms, drugs, and/or alcohol are to be in school district vehicles at any time. Smoking or the use of tobacco products is not allowed in any district owned or rented/leased vehicles.
- No animals are to be transported in district vehicles without prior superintendent approval.

- No students are to be transported in a district vehicle unless they are enrolled in SISD. This includes infants and toddlers (with the exception of pre-elementary children enrolled). Principal/Parent permission is required for the transportation of all students.

Travel to Trainings and Workshops

When Employees Are Required To Attend In Person:

Certified or classified employees will be required to attend training and workshops in person.

Certified employees who live on the Prince of Wales Island (POW) road system may use their own transportation to participate in required in-person trainings and workshops, but will not be reimbursed for mileage, or with the permission of the Superintendent or designee may drive a district site vehicle to these trainings.

The assigned district office staff will arrange all air travel from fly-in sites for employees to participate in required in-person training and workshops.

When Employees Are Not Required To Attend In Person:

Employees working at fly-in sites will participate in district required training and workshops via video conference.

Classified and certified employees working at sites on the POW road system may participate in these trainings and workshops in person or via video conference (with administrator's approval), but will not be reimbursed for mileage.

The Superintendent may pre-approve exceptions to the guidelines listed above.

Physical Exams

Teachers are required to obtain a physical by the end of the first month of employment with the district. Physical forms are located on the SISD web site at www.sisd.org. Submit your physical forms to Chris Page Haufe at the district office. Forms are kept in each teacher's confidential medical file at the district office.

Leave Information

An electronic leave application form must be completed in your TalentEd account prior to taking personal or admin leave. If sick leave is taken, this form must be filled as soon as the employee is able.

Personal Leave

Each teacher shall be entitled to five (5) work days of leave with full pay during each school year, accumulating to a maximum of seven (7) workdays. A maximum of two (2) unused personal leave days may be carried over each year. Personal leave days will be cashed out as follows: up to two (2) personal leave days cashed out at the teacher's daily rate; the remaining days cashed out at \$300 per day.

Personal leave days will be prorated for teachers employed for less than the standard contract.

No more than two (2) days of personal leave may be used in conjunction with holidays or scheduled vacations. No more than four (4) personal leave days may be used consecutively during student in-session days. Personal leave may not be used during the first or last week in session of a school year, during beginning-of-year and end-of-year teacher work days, the day before or after winter break, during inservice days, during school-specific state-wide testing days, or during parent/teacher conference periods. Exceptions may be approved by the Superintendent in consultation with the teacher's supervisor.

Sick Days

Each full time teacher receives 1.33 sick days per calendar month or each major portion of each calendar month of actual service. Sick leave may be used for personal injury or illness, for the serious injury, illness, or death of an immediate family member, for parental leave, and for reasons of personal necessity as defined in Board Policy 4161.2.

Note: For employees in TRS Tiers 1 and 2, 180 sick days equals 2% additional salary in retirement years.

Emergency Leave

The DISTRICT agrees that teachers shall be provided with five (5) days of compensated emergency leave per year, including travel time, in the event of death, serious injury, or serious illness in the immediate family. Additional leave time will be charged to sick leave (up to ten (10) days), personal leave and then to uncompensated leave.

Administrative Leave

With superintendent approval, staff may use administrative leave to attend workshops, conferences or other district business. This leave is not charged to the teacher's personal leave but must be kept track of on the BlackMountain certified daily timecard.

Others

Jury, parental leave for adoption/birth, sabbatical, association, and various types of uncompensated leave are also available per the Collective Agreement. Additionally, Family & Medical Leave Act Leave and Alaska Family Leave Act Leave are available for eligible employees with qualifying leave.

Video Conferencing

SISD uses video as a method of communication. Secondary courses can be taught over video equipment via distance delivery. The district office, committees and other groups may use the video equipment to hold meetings.

Continued Education

Upon approval of the Superintendent, a teacher shall receive reimbursement (as set out below) for up to one thousand dollars (\$1,000.00) per year for courses, tests, and workshops taken.

Reimbursements

- A. Reimbursed courses, tests, and workshops must be directly related to the educational goals of the teacher and the DISTRICT and attainment of Alaska State Standards.
- B. Reimbursement will be based upon documented costs, passing the course, or the test up

to the yearly contractual amount.

C.

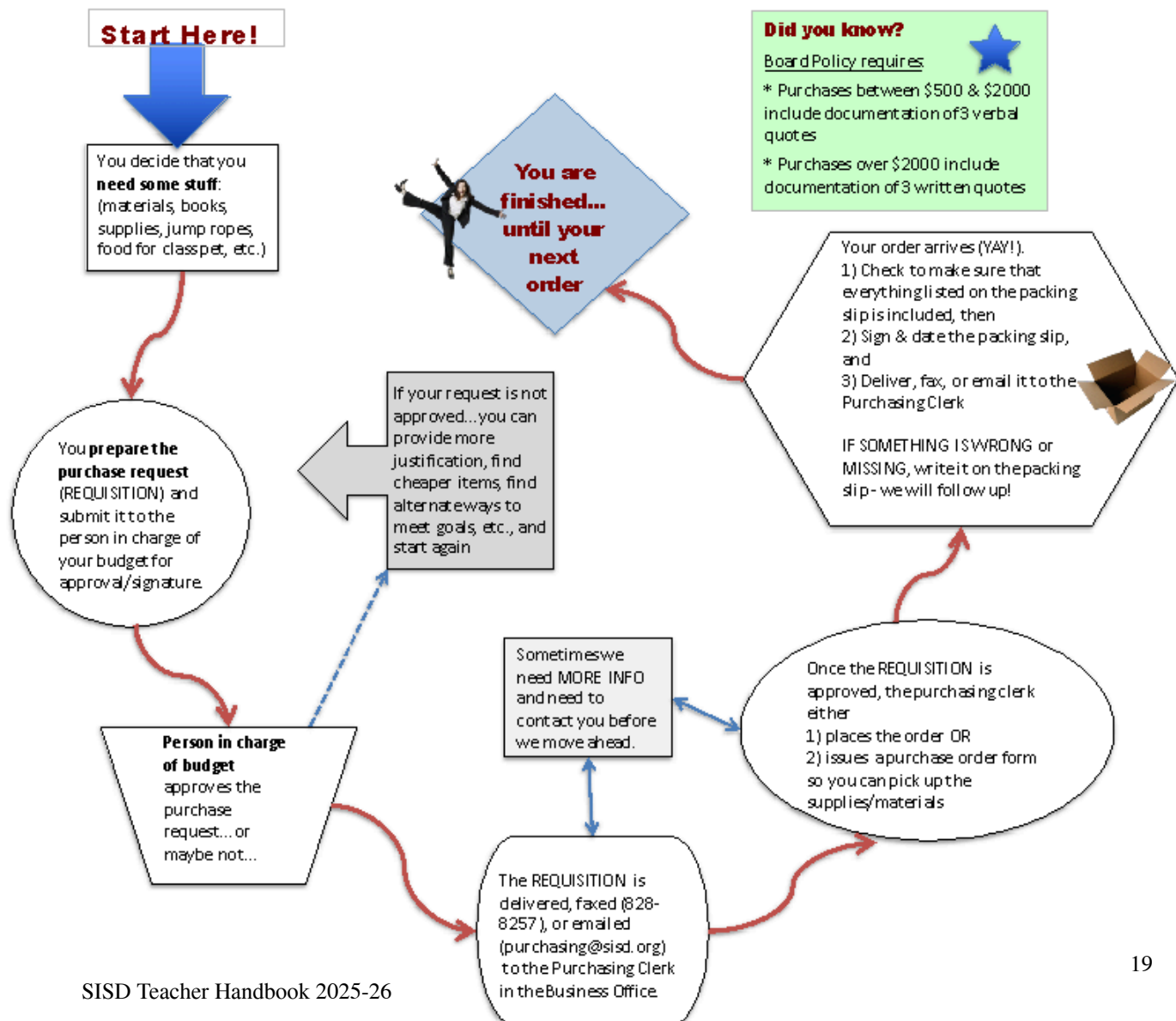
The process for receiving reimbursement is as follows:

- 1) Receive permission for the course using the course approval form in TalentEd Available Forms
- 2) Enroll in the course and complete it with satisfactory scores.
- 3) Submit receipts and a final report card/transcript to the district office for a reimbursement check.

Lane Change

Each spring, teachers are required to submit a completed lane change form by June 1st if they expect to advance on the salary schedule. This form can be found in TalentEd Available Forms. The request for salary schedule advancement must be submitted to the district office (sent to HR – Chris Page Haufe) by October 1 along with all relevant official transcripts (or a copy of the request for such transcripts).

Purchasing



Some General Policies:

1. We require that all purchase requests be approved before anything is purchased. **If you buy something without a purchase approval, we may write a nice note thanking you for your personal donation to the kids in the district.**
2. **When something shows up, we need to know.** We are committed to paying our bills on time and in full. This builds credibility with our vendors and helps the local businesses pay their bills. **(Sometimes they will even donate things since we are such good customers....)** But we won't pay a bill unless we received what was ordered and the order was in good shape. Sending the packing tickets or shipping invoices is very important. If you lose the paperwork, don't worry! Just email /call or fax to let us know that you got what you wanted so we can pay the vendor!
3. **We may need more information, so please include your contact info on the Purchase Request.** We are not going to ask if you need it. Of course you need it. You wouldn't make the request if you didn't need it. We may need to know if something else would work just as good, or if you want to wait if the item is out of stock, or if a different color or size is OK. We also will try to find the best method of shipping. The more details you can give us on the request, the more we can help.

We want to do our part by making good business decisions and having a purchase system that is efficient, all while meeting our obligations for accountability and staying within our budgets. Any ideas you have to help make your jobs easier are worth talking about.

Employee Meals

Southeast Island School District (SISD) requires that all meals eaten from the school cafeteria be either purchased in advance or subtracted from an employee's monthly paycheck. You can complete a form in TalentEd that authorizes SISD personnel to deduct from your paycheck the cost of any meals that you eat, which have not been paid for in advance.

ASC/Community Relations

State statute mandates that Rural Education Attendance Areas (REAA's) establish Advisory School Councils (ASC's) in each community with more than 50 permanent residents. The role and function of ASC's is outlined in SISD School Board policy (Article 8000, which can be found at www.sisd.org by selecting the Board Policy button under the scrolling picture). To establish a positive and collaborative school/community relationship benefits student social growth and achievement.

Certified Teacher Evaluation

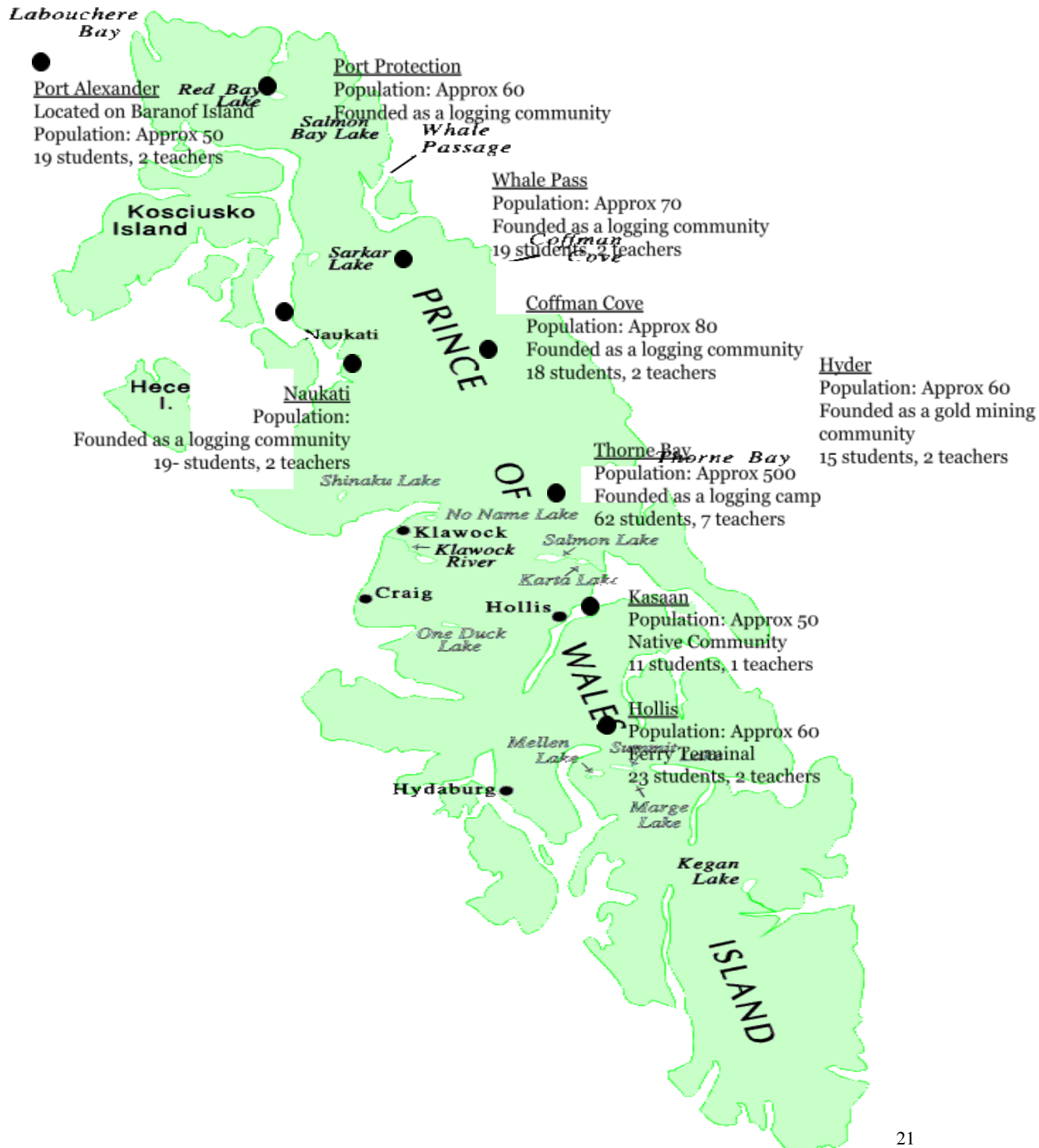
This document is found on the district website at www.sisd.org under "Quick Links" -"Forms and Files"

Housing

If a teacher is living in a housing unit provided by the district, the appropriate rent amount is taken directly from the monthly check. SISD housing units range from \$200-\$850 a month depending upon the unit. See the 2024-2027 Collective Agreement for Rental Rates for more

details. Staff housing is not furnished and the district will not replace any furniture that was originally in the unit should it become non-usable. No district-provided furniture/equipment may be sold to others by the tenant and may not be discarded without prior approval from the maintenance director.

Communities



Appendix A:

Notice of Non-Discrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Southeast Island School District shall not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration in its educational programs or activities.

It is the intent of the Southeast Island School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures in accordance with Title IX and Section 504 have been established for students, parents, and agency employees who feel discrimination has been shown by the Southeast Island School District.

Specific complaints of alleged discrimination due to gender, race or disability should be referred to:

Rod Morrison
Name of Title IX Coordinator

Superintendent
Title

SISD District Office
Office Location

907/828-8254
Phone

907/828-8257
Fax

rmorrison@sisd.org
Email

Robbin Perkins-Askew
Name of Section 504 Coordinator

Student Services Director
Title

Naukati School Office
Office Location

907/629-4121
Phone

907/629-4122
Fax

rperkins@sisd.org
Email

Title IX complaints may also be filed with the U.S. Department of Education Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights
330 C Street SW
Switzer Building, Room 5054
Washington, DC 20201-2516
Phone: (202) 205-9496 Fax: (202) 260-3040

Students attending Southeast Island School District may participate in education programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration.