

# **Southeast Island School District**

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

# **Teacher Handbook**



**2018-2019**

## **Mission Statement**

All groups within Southeast Island School District (students, parents, community and staff) will work together to foster the development of positive personal, social and academic skills, which will enable students to become productive, service minded, global citizens. Our students will possess the skills necessary to excel in a rapidly changing world and become life long learners.

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## **Southeast Island School District Administration**

Superintendent .....	Lauren Burch
Executive Assistant/Human Resources .....	Chris Page Haufe
Assistant Superintendent/Curriculum/Prof Dev/Maint.....	Nick Higson
Assistant Superintendent/Curriculum/Professional Dev .....	Alan Schwab
State and Federal Grants/Migrant Ed.....	Priscilla Goulding
Technology Coordinator .....	Airica Tripple
Business Office .....	Lucienne Smith
Payroll & Accounting .....	Margie Eads
Travel/Purchasing/Maintenance Data Entry .....	Terri Kohn
District Food Programs .....	Ian LaForce
District Registrar/Immunizations/Vehicles .....	Janelle Wehrman
Title VI of the Civil Rights Act of 1964 .....	Lauren Burch
Title IX of the Education Amendments of 1962.....	Alan Schwab
Section 504 of the Rehabilitation Act of 1973.....	Janet Stout
Title II of the Americans with Disabilities Act of 1990 .....	Janet Stout

## SISD Schools and Demographics

School	# of Teachers	# of Students	Interesting Facts!
Thorne Bay	7	75	Largest school in the district Greenhouse and Wood-Fired Boilers
Howard Valentine Coffman Cove	2	13	Wood boilers, Largest Greenhouse, Orchard & Chicken Coop
Naukati	2	22	Wood boilers, Aquaponic Greenhouse, Chicken Coop, Rabbits
Hollis	2	23	Nearest to the Ferry, Chicken Coop, Greenhouse, Wood boilers
Barry Craig Stewart Kasaan	2	11	Only Native village in the District, Aquaponic Greenhouse, Wood boiler, Chicken Coop
Port Alexander	2	16	Located on Southern tip of Baranof Island, Accessible only by Float Plane or Boat
Whale Pass	2	22	Wood boiler, Greenhouse, Chicken Coop
Hyder	1	14	Only school in district that is attached to mainland & Close to Canada and a Glacier
Correspondence	.1	0	Provides 1 on 1 instruction

# SISD FY19 District Directory

## SOUTHEAST ISLAND SCHOOL DISTRICT FY19 DISTRICT-WIDE DIRECTORY

SCHOOL	STAFF	PHONE	FAX
<b>Barry Craig Stewart</b> <b>Kasaan School</b> Box KXA Kasaan, AK 99950-0340	Shane Scamahorn, LT	<b>542-2217</b> ACS	<b>542-2219</b>
<b>Hollis School</b> P.O. Box 803 Craig, AK 99921	Julie Vasquez, LT Lisa Cates	<b>530-7108</b> AP&T	<b>530-7111</b>
<b>Howard Valentine Coffman</b> <b>Cove School</b> P.O. Box 18002 Coffman Cove, AK 99918	Chad Dillman, LT Alyssa Howell Cassandra Christopherson (long-term sub teacher)	<b>329-2244</b> ACS	<b>329-2210</b>
<b>Hyder School</b> P.O. Box 130 Hyder, AK 99923	Virginia Pulley, LT	<b>250-636-2800</b> AP&T	<b>250-636-2880</b>
<b>Naukati School</b> Box NKL Naukati, AK 99950-0550	Laura Anania, LT Maggie Gore	<b>629-4121</b> AP&T	<b>629-4122</b>
<b>Port Alexander School</b> Box 8170 Port Alexander, AK 99836	Joe VonDoloski, LT Anna Mekki	<b>568-2205</b> ACS	<b>No Fax</b>
<b>Thorne Bay School</b> P.O. Box 19005 Thorne Bay, AK 99919	Alan Schwab, Principal Sheila Nyquest Tracy Gunkel Sam Utter Isaac Martin Mark Gunkel Angelica Brown Carlyn Wooten (SpEd) Janelle Wehrman (Secretary/Registrar) Amanda Blankenship (Library/Resource Clerk)	<b>828-3921</b> ACS         <b>828-3472</b>	<b>828-3901</b>
<b>Whale Pass School</b> Box WWP Whale Pass, AK 99950	Christine Cook, LT Andy Cook	<b>846-5320</b> ACS	<b>846-5319</b>

## DISTRICT OFFICE PERSONNEL

P.O. Box 19569  
THORNE BAY, AK 99919

DEPARTMENT/STAFF	POSITION	PHONE	FAX
<b>ADMINISTRATION</b>		<b>828-8254</b>	<b>828-8257</b>
Lauren Burch	Superintendent	401-0789 (cell)	
Chris Page Haufe	Executive Assistant/Office Manager/ Human Resources/Board Secretary		
Janet Stout	Administrative Contractor	208-860-9602	
Nick Higson	Asst. Superintendent/Principal for schools other than Thorne Bay/ Curriculum/Professional Development	907-370-3620 (cell)	
Alan Schwab	Assistant Superintendent/Thorne Bay Principal/Professional Development	828-3921	828-3901
<b>BUSINESS</b>		<b>828-8254</b>	<b>828-8257</b>
Lucienne Smith	Business Mgmt. Contractor	907-301-5050	888-241-8081
Margie Eads	Payroll & Accounting Manager/Accounts Payable		
Terri Kohn	Maintenance Data /Travel /Purchasing		
Priscilla Goulding	Grants, State/Federal Programs Coordinator, Migrant Education		
<b>FACILITIES, MAINTENANCE, AND FLEET</b>		<b>828-3411</b>	<b>828-8815</b>
Branson Anania	Maintenance Director	828- 8254 254-3411 (cell)	828-8257
Jonathan Fitzpatrick	Maintenance	329-2244 254-3142 (cell)	
Alexander Hert	Fleet Mechanic/Bus Manager	254-3106 (cell)	
<b>DISTRICT WIDE SERVICES</b>			
Janet Stout	Special Education Consultant	828-8254	828-8257
Airica Tripple	Technology Coordinator/ Webpage Manager	828-3473	828-3472
Caitlyn Sawyer	Technology Assistant	828-3473	828-3472
Janelle Wehrman	Activities Director	828-3921	828-3901
Janelle Wehrman	Registrar/Student Records/District Bus & Vehicle Coordinator/Immunization Coordinator	828-8254	828-8257
Amanda Blankenship	Library Resources	828-3921	828-3901
Megan Fitzpatrick	Greenhouse/Agriculture Program Manager	329-2244	329-2210
Ian LaForce	Food Programs Coordinator	828-8254 360-855-8214(cell)	828-8257
Amy McDonald	Testing Director/PHLIGHT Club	254-8862 (cell)	828-3901
<b>BOARD MEMBERS</b>			
Heidi Young	Board President	907-254-2904	
Shannon Silverthorn	Board Clerk	208-484-6952	
Molly Kimzey		907-568-2259	
Joshua Hills		907-401-0664	
Marjorie Meyer		907-846-5356	

# School Calendar

SOUTHEAST ISLAND SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019 4 DAY SCHOOL WEEK																													
		Aug-18							Sep-18							Oct-18													
C	School Closes	S	M	T	W	T	F	S	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	3	4							1		1	2	3	4	5	6							
H	Legal Holiday																				W								
I	Inservice Day	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13							
M	Parent-Teacher Conf Meeting reqts									H				W							I								
O	School Opens	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20							
W	Teacher Workday	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27							
V	Vacation Day		W	I	I	I	W							W						E	W								
T	Testing	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31										
X	Emergency Closure Day		O															M	M										
									30																				
		# of Inservice Days: 3							# of Inservice Days: 0							# of Inservice Days: 1													
		# of Student Days: 4							# of Student Days: 15							# of Student Days: 19													
		# of Teacher Days: 9							# of Teacher Days: 17							# of Teacher Days: 22													
Nov-18							Dec-18							Jan-19							Feb-19								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S		
				1	2	3							1			1	2	3	4	5						1	2		
				M												H	V	V								W			
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
				I								W							W						I				
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
					W							W					E	W											
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
			V	H	H																								
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28				
								V	H	V	V																		
							30	31																					
								V																					
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 1								
# of Student Days: 15							# of Student Days: 12							# of Student Days: 16							# of Student Days: 16								
# of Teacher Days: 17							# of Teacher Days: 14							# of Teacher Days: 18							# of Teacher Days: 18								
Mar-19							Apr-19							May-19							Jun-19								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S		
					1	2		1	2	3	4	5	6				1	2	3	4							1		
					W				M	M		W							W										
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
					W																								
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
												W							W										
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
			V	V																									
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29		
				E	W										H			C	W										
31																					30								
# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0								
# of Student Days: 14							# of Student Days: 18							# of Student Days: 17							# of Student Days: 0								
# of Teacher Days: 17							# of Teacher Days: 20							# of Teacher Days: 20							# of Teacher Days: 0								

# SISD Curriculum Model

SISD standards are based on State of Alaska Grade Level Expectations (GLE's)

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. We have a district resource clerk (Amanda Blankenship) who handles staff requests for curricular materials. (907) 828-3921

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 <http://www.sisd.org/curriculum>

## **Elementary/Middle School**

SISD recognized grades for chronological 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 at risk of not meeting their future grade level standards.

## **High School**

High school students must achieve a minimum proficiency of at least a 60% to pass a grade level unless otherwise specified in their IEP. A total of 24 credits are required for graduation.

## **Retention**

**All retentions will be discussed in detail with the administration before a student is retained.** Notification early in the school year needs to begin with parents and students. Formal notices must be sent home before May 15th. Parent involvement is necessary.

## **SISD Student Records Database**

Student records are tracked on the PowerSchool database. Teachers access this database through their laptop computers. 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.

## **Database Responsibilities**

**Teachers:** Attendance, Grade Books, and Report Cards



**Lead Teachers:** enrollment forms, gathering forms and data for Indian Education, migrant education, impact aide, lunch program, and more. Attendance will be verified by district registrar following the end of each school day.

**Student Records (Janelle Wehrman):** New student state identification numbers, and transcript requests in the summer

**Student Records :** All other data found in the database. All questions about the database should be directed to the district office first. Transcript requests go to the registrar (Janelle Wehrman) during the school year and the district office during the summer. Please follow the organizational outline found in the student record folders.

**State Reports** (Priscilla Goulding, Chris Page Haufe, Nick Higson)

**Curriculum** (Nick Higson, and Alan Schwab): class titles, credit issues, state report questions

Note: When a student enters or withdraws from school, scan and e-mail the forms to the e-mail address: “enrollment-transfers”. This information will then be disseminated to the appropriate departments for processing.

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.

Janelle Wehrman – (907) 828-3473  
Chris Page Haufe & DO – (907) 828-8254  
Nick Higson – (907) 370-3620

Access to the database 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 database. At four regular intervals report cards are completed and sent home. Mandatory parent-teacher conferences are then held the week after the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Optional parent teacher conferences can be scheduled at any time during the school year on an as need basis.

**Students with a grade of incomplete have 15 days in which to complete their work and have the incomplete changed to a grade. If no work is completed and submitted during this period the grade is calculated and the student receives this grade on their report card.**

## **High School & Graduation Plan**

SISD requires 24 credits for our students 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 Video Tele-Conferencing or VTC. 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



Students are not permitted to earn high school credit while in middle school. There may be exceptions, which must be approved by the Teacher, Curriculum Director 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<sup>th</sup>.

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 assessment 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.

### **Skills Bases Assessment**

Skills tests are the typical paper and pencil tests, which assess through multiple choice and short answer questions. These tests focus primarily on knowledge and comprehension.

### **Analytical Assessment**

Analytical tests are designed to require students to take apart (analyze), put back together (synthesize), and evaluate what they have learned. These are also written tests, but require more thought and effort than a skills test. In math, this involves the explicit explanation of the thought process involved in finding the solution.

### **Contextual Assessment**

Contextual assessments are basically "projects" which allow a student to prove proficiency for multiple targets, often in more than one subject area. They can range from simple projects to complex, semester or yearlong projects. The more that is required of the student, the more heavily weighted the project will be in determining the student's grade.

## Portfolios

Portfolios can be used as a way of organizing multiple types of assessment. They can be growth, assessment, or best work portfolios. Growth portfolios show a student's progress over time. Assessment portfolios document proficiency for specific targets. Best work portfolios are showcases, which include what the student considers to be his or her best work.

## Grade Books

Teachers are expected to track daily student progress. The district has a web based grade book in Powerschool that each teacher can use to track grades. Traditional grade books are also acceptable for students. An electronic gradebook in Powerschool is available for elementary, middle and high school teachers to use. Part of your teacher evaluation will be on record keeping. SISD insists that an up-to-date accurate record of student performance is kept on file at site.

## Curriculum & Textbook Rotation Schedule

<b>Subjects</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>
Math		7-12	K-6			
Reading	K-8	9-12				K-8
Writing	K-8	9-12				K-8
Social Studies			K-6		7-8	
Science			K-8	9-12		
Technology					K-12	
Work Skills					K-12	
PE				Resources		
Health				K-12		
Service Learning	K-12					K-12

## **District Related**

### Science Fair

Every spring SISD holds a science fair, whether it is at each site or district wide. Students prepare projects for the science fair throughout the school year and bring them into Thorne Bay to present their work. Though SISD has attempted to bring in fly-in sites for the fair, this has not always been possible. See the science fair handbook on the SISD Website for details on project requirements.

### 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.

### **Regulation School Day Hours for 4-Day School Week**

Pre K - ½ day or site discretion

K-3<sup>rd</sup> grades – 5.25 hours – not including recess/lunch

4<sup>th</sup>-12<sup>th</sup> grades – 6.25 hours – not including breaks/lunch

Number of days in school year: 180 (inservice days are counted as day in session)

### **Suspension Data**

Alan Schwab, Thorne Bay School Principal, collects and enters all SISD suspension data. Student suspensions will be annotated on the Suspension Data Sheet by the Lead Teacher or Principal and sent into Mr. Schwab by the end of each month. Alan Schwab – (907) 828-3921 <mailto:aschwab@sisd.org>

### **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 while traveling. (Requires prior approval through school 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 (unless a prior plan is developed with superintendent) are to be parked in Thorne Bay during summer vacation months.
- 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 superintendent 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.
- It is not allowed to affix permanent stickers or decals on any district vehicle unless done by maintenance department.
- Any safety or traffic violation will be the responsibility of 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 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.
- No animals are to be transported in district vehicles without prior superintendent approval.

## **Travel to Trainings and Workshops**

### **When Employees Are Required To Attend In Person:**

Certified or classified employees will be required to attend trainings 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 District Travel Manager will arrange air travel from fly-in sites for employees to participate in required in-person trainings and workshops.

### **When Employees Are Not Required To Attend In Person:**

Employees working at fly-in sites will participate in district required trainings and workshops via video conferencing (VTC).

Classified and certified employees working at sites on the POW road system may participate in

these trainings and workshops in person or via VTC, but will not be reimbursed for mileage.

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

### **Exemplary Stakeholder Awards**

The SISD Board recognizes the efforts of all stakeholders in their role in creating an excellent learning environment for students. Monthly nominations are made by stakeholders and submitted to the executive assistant (Chris Page, DO). The board honors these contributors for their efforts. At the end of the year, the school board selects a handful of stakeholders and presents them with the Stakeholders Award.

### **Physical Exams**

Teachers are required to obtain a physical by the end of the first month of employment with the district. Thereafter, teachers must have a new physical every three years. Physical forms are located on the SISD web site at [www.sisd.org](http://www.sisd.org). Submit your physical forms to Chris Page as the district office. Forms are kept in each teacher's confidential folder at the district office.

### **Leave Information**

The following electronic leave application form must be filled out prior to taking personal or admin leave. If sick leave is taken, this form must be filled as soon as the employee is able.

Southeast Island School District  
P.O. Box 19569, Thorne Bay, AK 99919  
[www.sisd.org](http://www.sisd.org)

Attachment 4

#### **Classified/Certified Leave Application/Report**

<b>1</b>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>2</b>	<b>Social Security Number</b>	<b>3</b>	<b>Location</b>
<b>4</b>	<b>Complete to Request Leave Only</b>			<b>5</b>	<b>Leave Type – Check One Only</b>		
	<b>Days</b>	<b>Hours</b>	<b>Beginning</b>		<b>ANH</b>	<b>SICK</b>	<b>MIL</b>
			Mo Day Hr am/pm				
			Mo Day Hr am/pm				
<b>6</b>	<b>Supervisor's Action On Leave Request</b>			<b>7</b>	<b>Complete To Report Actual Leave Time Taken</b>		
	<b>Approved</b>	<b>Disapproved</b>	<b>Date</b>		<b>Days</b>	<b>Hours</b>	<b>Beginning</b>
							Mo Day Hr am/pm
							Mo Day Hr am/pm
<b>Preauthorization:</b> To request leave complete all but 6 & 7, forward for approval. <b>To report leave:</b> If leave is preauthorized, complete 7. Otherwise complete 1, 2, 3, 5, & 7.				<b>Employee Signature:</b>			<b>Date:</b>
				<b>Supervisor Signature:</b>			<b>Date:</b>
				<b>Employee:</b> Submit for authorization, upon approval supervisor will return a copy e. Upon completion of leave submit completed form to Lead Teacher.			
				<b>Lead Teacher:</b> Attach to monthly payroll.			

### **Personal Days**

Each teacher shall be entitled to three (3) work days of leave with full pay during each school year, accumulating to a maximum of five (5) workdays. Upon termination, all personal leave days will be cashed out. A maximum of two (2) personal leave days may carried over each year; the remaining days will be cashed out at \$200 per day.

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

No more than one (1) day of personal leave may be used in conjunction with holidays or scheduled vacations. Personal leave may not be used during the first or last week in session of a school year, during teacher work days, the day before or after winter break, during inservice days, during state-wide testing windows, or during parent/teacher conference periods. Exceptions may be approved by the Superintendent.

### Sick Days

Each full time teacher receives 1.33 sick days per month. Sick leave may be used for personal illness, to take care of a sick immediate family member, maternity leave, and bereavement time. Note: 180 sick days equals 2% additional salary in retirement years.

### Emergency Leave

The DISTRICT agrees that ten (10) work days including travel time will be charged to sick leave in the event of death, serious injury, or serious illness in the immediate family. Immediate family also includes in-laws, grandparents, foster and stepchildren, and foster and stepparents. Additional leave time will be charged to 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 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 teacher contract.

## **Video Teleconferencing or VTC**

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

## **Continued Education**

The DISTRICT is sensitive to the needs of teachers to grow professionally. Upon prior approval of the Superintendent or designee, 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 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.

The process for receiving reimbursement is as follows:

- 1) Receive permission for the course using the course approval form.
- 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.

\*Course Approval Form is located on the district web site at [www.sisd.org](http://www.sisd.org)

### Lane Change

Each spring teachers are required to complete a lane change form by June 1<sup>st</sup> if they expect to move on the pay scale. See below.

## LANE CHANGE FORM

**DUE June 1<sup>st</sup>**

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Position on Salary Schedule \_\_\_\_\_

Working Toward \_\_\_\_\_ Education Lane. Courses and/or alternate courses for all credits in order to be considered for application on the salary schedule must be approved by the Superintendent or her/his designee in writing prior to the completion of the course. Prior Approval forms *must on file and approved* before credits are considered for lane change.

### COURSES YOU ARE PLANNING TO COMPLETE WHICH WILL APPLY TO LANE CHANGE

Course Title and Number	Credits	Completion Date	Prior Approval Filed	
			Yes	No

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

~~~~~

☐ APPROVED

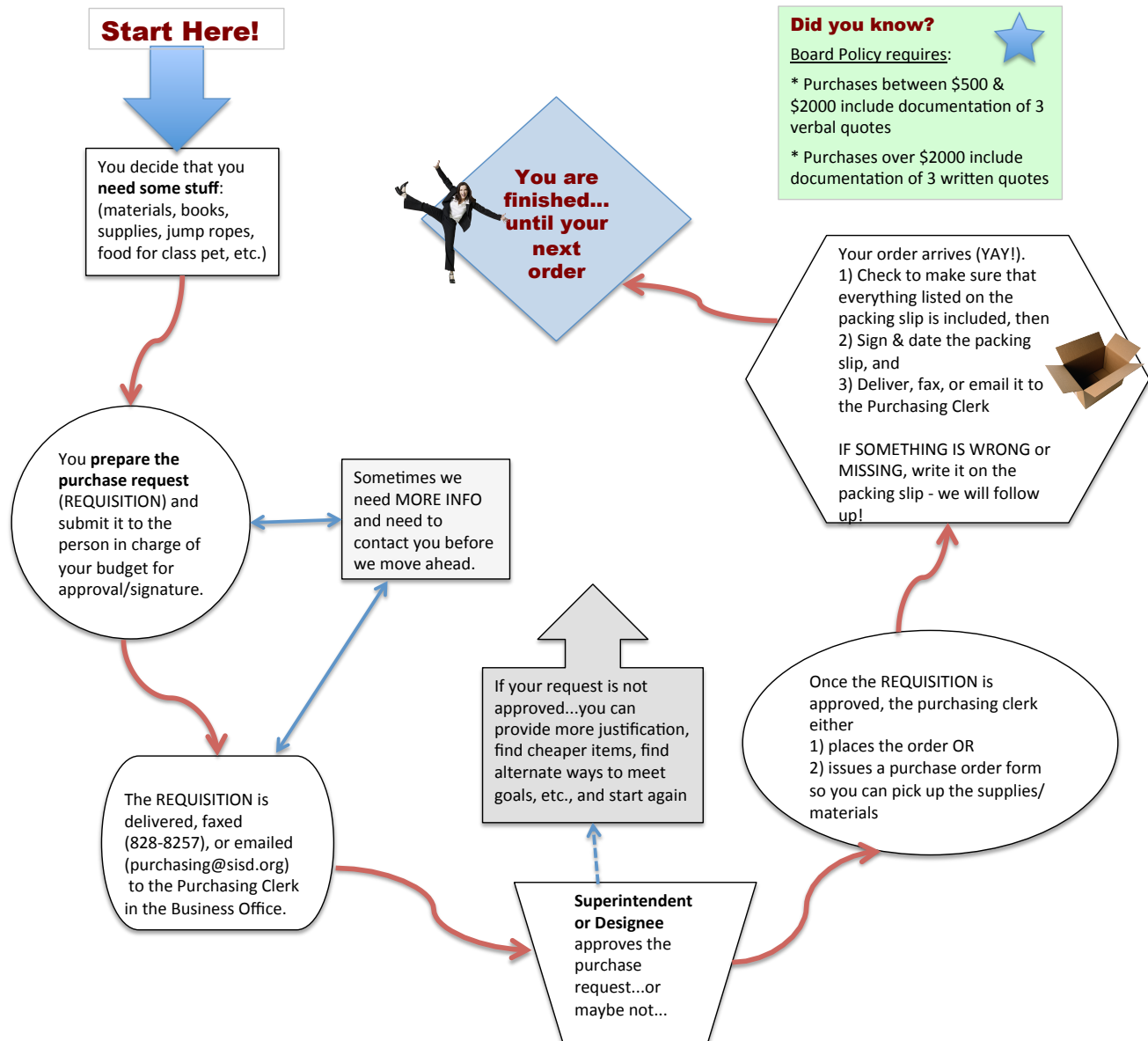
☐ NOT APPROVED; REASON \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

# Purchasing



### Some General Policies:

1. We require that all purchase requests be approved before any purchasing. **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 it 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, having a purchase system that is efficient 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.

### ASC/Community Relations

State statute mandates that Rural Education Attendance Areas (REAA's) establish Advisory School Councils (ASC's). The role and function of ASC's is outlined in SISD School Board policy (Article 8000). This can be found at [www.sisd.org](http://www.sisd.org): select District from the menu at the top, then select School Board Information from the drop-down menu. The link will be on the page you are directed to. To establish a positive and collaborative school/community relationship benefits student social growth and achievement.

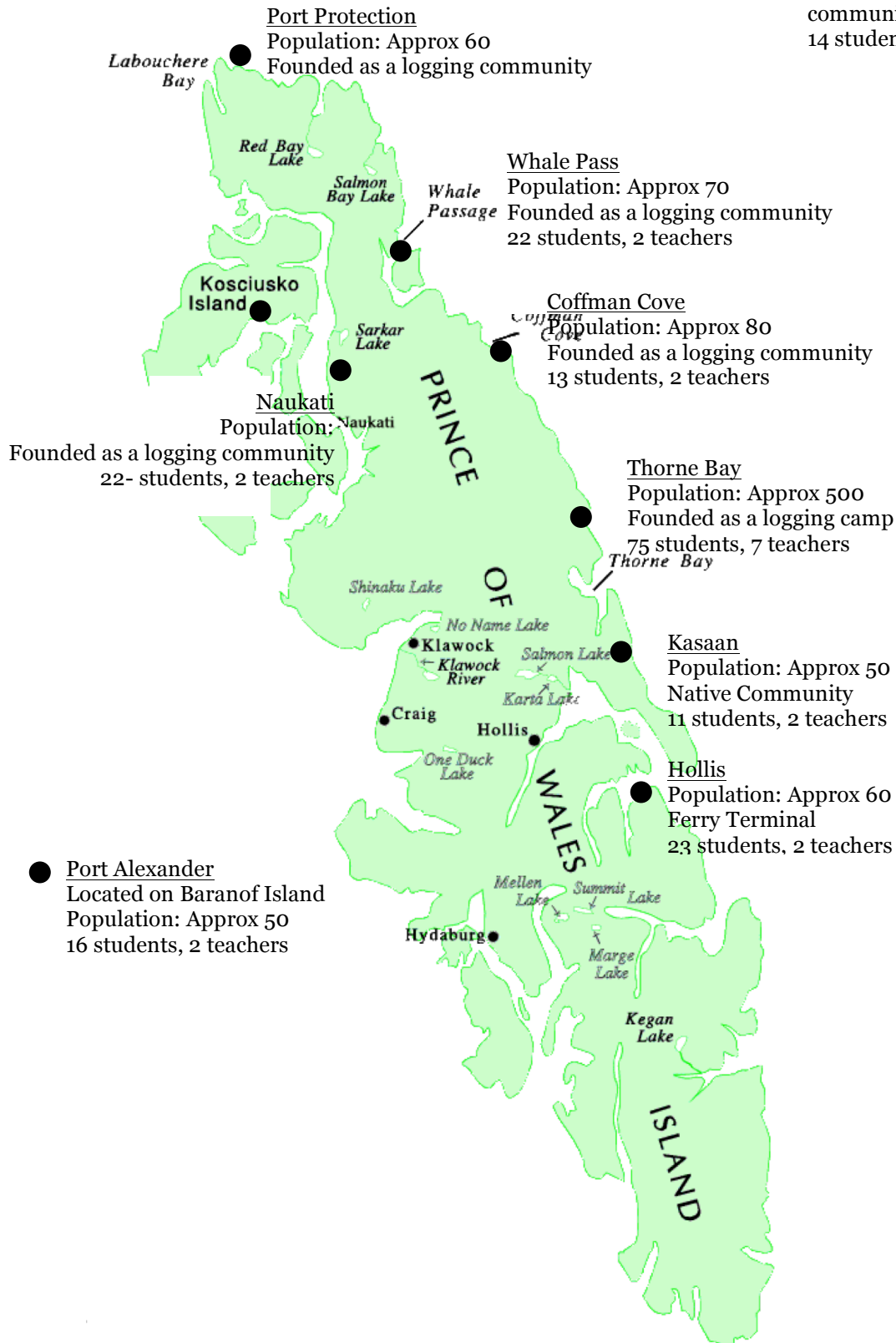
### Certified Teacher Evaluation

This document is found on the district website at [www.sisd.org](http://www.sisd.org) under "Quicklinks" - "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 2017-2020 Collective Agreement for more details.

## Communities



## Hyder

Population: Approx 60  
 Founded as a gold mining community  
 14 students, 1 teachers

## 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 gender, age, race, color, national origin, religion, or handicap in its educational programs or activities.

It is the intent of the \_\_\_\_\_ to comply with both the letter and  
(School Name)  
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:

\_\_\_\_\_  
Alan Schwab  
Name of Title IX Coordinator

\_\_\_\_\_  
Assistant Superintendent  
Title

\_\_\_\_\_  
Thorne Bay School  
Office Location

\_\_\_\_\_  
907/828-3921  
Phone

\_\_\_\_\_  
907/828-3901  
Fax

\_\_\_\_\_  
aschwab@sisd.org  
Email

\_\_\_\_\_  
Janet Stout  
Name of Section 504 Coordinator

\_\_\_\_\_  
Administrative Consultant  
Title

\_\_\_\_\_  
SISD District Office  
Office Location

\_\_\_\_\_  
907/828-8254  
Phone

\_\_\_\_\_  
907/828-8257  
Fax

\_\_\_\_\_  
jstout@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 \_\_\_\_\_ may participate in education programs  
(School Name)  
and activities, including, but not limited to health, physical education, and career & technical education, regardless of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.