

# **Southeast Island School District**

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

# **Teacher Handbook**



**2016-2017**

## **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.

**Southeast Island School District**

Administration

Superintendent .....Lauren Burch

**Executive Assistant/Human Resources/Office Manager** .....Chris Page **Haufe**

Assistant Superintendent/Curriculum/Prof Dev, Migrant Ed.....Nick Higson

**Assistant Superintendent**/Curriculum, Professional Development....Colter Barnes

**Assistant Superintendent**/Curriculum, Professional Development....Alan Schwab

State and Federal Grants/Migrant Ed.....Priscilla Goulding

Technology Coordinator .....Airica Tripple

Business Office .....Lucienne Smith

Payroll .....Margie Eads

Travel/Purchasing/Maintenance Data Entry .....Teri Willard

District Food Programs .....Ginger Thomas

District Registrar Maintenance Data Entry/Vehicles.....**Stephanie Zeman**

Title VI of the Civil Rights Act of 1964 .....Lauren Burch

Title IX of the Education Amendments of 1962.....Lauren Burch

Section 504 of the Rehabilitation Act of 1973.....Lauren Burch

Title II of the Americans with Disabilities Act of 1990 .....Lauren Burch

School	# of Teachers	# of Students	Interesting Facts!
Thorne Bay	7	75	Largest school in the district + Aquaponic Greenhouse and Wood-Fired Boilers
Howard Valentine	1.5	13	Biggest Greenhouse, Orchard & Chicken Coop
Naukati	1.5	15	Greenhouse, Chicken Coop & Soon to be Goat
Hollis	2	25	Nearest to the Ferry, Chicken Coop, Ducks & Pig
Barry Stewart Kasaan	2	12	Only Native village in the District & Aquaponic

			Greenhouse
Port Alexander	2	11	Located on Southern tip of Baranoff Island & New Swingset
Correspondence	.25	0	Provides 1 on 1 instruction
Hyder	2	12	Only school that is attached to mainland & Close to a Glacier
Whale Pass	2	15	Tahj Mahal of Chicken Coops

## SISD FY17 District Directory

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Hollis School P.O. Box 803 Craig, AK 99921	Julie Vasquez, LT Lisa Cates	<b>530-7108</b> PHONE <b>530-7111</b> FAX
Howard Valentine School P.O. Box 18002 Coffman Cove, AK 99918	Colter Barnes (Principal) <b>Keane Richards</b>	<b>329-2244</b> PHONE <b>329-2210</b> FAX
Barry Craig Stewart Kasaan School Box KXA Ketchikan, AK 99950-0340	Shane Scamahorn, LT <b>Mike Congdon</b>	<b>542-2217</b> PHONE <b>542-2219</b> FAX
Naukati School Box NKI Ketchikan, AK 99950-0550	Jessica Goldman, LT <b>Laura Cooper</b>	<b>629-4121</b> PHONE <b>629-4122</b> FAX
Port Alexander School Box 8170 Port Alexander, AK 99836	Laura Anania, LT Allen Erickson	<b>568-2205</b> PHONE <b>568-2261</b> FAX
Hyder School P.O. Box 130 Hyder, AK 99950	Chad Dillman <b>Virginia Pulley</b>	250-636-2800 PHONE 250-636-2880 FAX
Whale Pass School P.O. Box WWP Whale Pass, AK 99950	Christine Cook, LT	846-5320 PHONE 846-5319 FAX
Thorne Bay School P.O. Box 19005 Thorne Bay, AK 99919	Alan Schwab (Principal) <b>Rachel Webb</b> Isaac Martin Leah Russel Megan Fitzpatrick Mark Gunkel Sheila Nyquest <b>Tracy Gunkel</b> <b>Sandra Campbell (Library/Resource)</b> Christine Plate (Secretary/Immunizations)	<b>828-3921</b> PHONE <b>828-3901</b> FAX

## District Office Personnel

Southeast Island School District (Office)  
P.O. Box 19569  
Thorne Bay, AK 99919

828-8254 PHONE  
828-8257 FAX

Lauren Burch	Superintendent	828-8254 PHONE 401-0789 I-PHONE
Chris Page Haufe	Executive Asst/HR/Office Mgr	828-8254 PHONE
Ginger Thomas	Food Programs Coordinator	828-8254 PHONE
Lucienne Smith	Business Manager	828-8254 PHONE
Margie Eads	Payroll	828-8254 PHONE
Janet Stout	SPED Director	(208) 860-9602 Cell
Priscilla Goulding	Grants/Migrant Ed	828-8254 PHONE
Teri Willard	Purchasing/Travel	828-8254 PHONE
Stephanie Zeman	Registrar/District Vehicle/Maintenance	828-8254 PHONE
Amy Jennings	Receptionist/Hydaburg	828-8254 PHONE

## Maintenance

Jonathan Fitzpatrick, Facilities Manager  
Travis Tripple (Maintenance)

828-3411 SHOP  
632-0031 CELL

Mike Ashe, Fleet Mechanic

828-3411 SHOP  
828-8815 FAX  
828-3401 PHONE

## District-Wide Personnel

Nick Higson, Assistant Superintendent/Curriculum/Prof Dev  
Colter Barnes, Assistant Superintendent /Curriculum/Prof Dev  
Airica Tripple, Tech Coordinator – Thorne Bay  
Christine Plate, Secretary/Immunizations

254-8254 PHONE  
329-2244 PHONE  
828-3473 PHONE  
828-3921 PHONE  
828-3901 FAX

Janet Stout – SPED Director  
Amy McDonald – Testing

254-3101 PHONE  
254-8862 PHONE

## Board Members

Heidi Young (Board President) - Naukati  
Shannon Silverthorn (Board Clerk), – Thorne Bay  
Molly Kimsey – Port Alexander  
Sandra Nessett - Hollis  
Sabrina Adamson – Coffman Cove

542-2230 PHONE  
828-3928 PHONE  
329-2233 PHONE

# SOUTHEAST ISLAND SCHOOL DISTRICT

## 2016-2017 SCHOOL CALENDAR

### 4-DAY SCHOOL WEEK

LEGEND		Aug-16							Sep-16							Oct-16													
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	3	4	5	6						1	2	3							1						
H	Legal Holiday																												
I	Inservice Day	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8							
M	Parent-Teacher Conf									H				W								W							
M	Meeting reqts	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15							
N	Parent-Teacher Conf Not meeting reqts																					I							
O	School Opens			I	I	I	W							W															
T	Testing	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29							
V	Vacation Day		O																	E	W								
W	Teacher Workday															30	31												
X	Emergency Closure Day	# of Inservice Days:3							# of Inservice Days: 0							# of Inservice Days:1													
	Student Day	# of Student Days:3							# of Student Days:16							# of Student Days:17													
		# of Teacher Days:7							# of Teacher Days:18							# of Teacher Days:20													
		Nov-16							Dec-16							Jan-17							Feb-17						
		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	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
				M	M	W							W				H				W							W	
		6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
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		13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
						I													E	W							W		
		20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
					H	H				V	V	V	V																
		27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				
										H	V	V	V																
		# of Inservice Days:1							# of Inservice Days: 0							# of Inservice Days:							# of Inservice Days:1						
		# of Student Days:17							# of Student Days:9							# of Student Days:17							# of Student Days:16						
		# of Teacher Days:19							# of Teacher Days:11							# of Teacher Days:19							# of Teacher Days:19						
		Mar-17							Apr-17							May-17							Jun-17						
		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	4						1			1	2	3	4	5	6					1	2	3
					W									W							W						C	W	
		5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
											M	M	W																
		12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
				V	V															W									
		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
						W							W																
		26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
					E	W											H												
									30																				
		# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0						
		# of Student Days:16							# of Student Days:16							# of Student Days:18							# of Student Days:1						
		# of Teacher Days:19							# of Teacher Days:18							# of Teacher Days:20							# of Teacher Days:2						

## ***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 new textbooks in the majority of content areas. Resources are centralized and located at Thorne Bay School. We have a resource person (**Sandra Campbell**) who handles staff requests for resources. (907) 828-3921

The 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. 24 credits are required for graduation.

### **Retention**

**All retentions will be discussed in detail with the curriculum director and 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 Database** - A Student Records System

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, AYP, 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. ~~Quarterly~~ Monthly attendance must be verified by district registrar immediately following the end of each month. ~~each quarter~~

**Student Records** (~~Chris Page~~ Stephanie Zeman): 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 district during the school year and the summer. Please follow the organizational outline found in the student record folders.

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

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

Note: When a secondary student enters or withdraws, send an e-mail to the technology department (Airica Tripple) to have their email account created, deleted or updated.

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

Airica Tripple – (907) 828-3473  
Chris Page & 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. Elementary, Middle, and High School report cards remain locked throughout the school year. At four regular intervals report cards are unlocked, completed are sent home.

**Students with a grade of incomplete have 10 15 days in which to complete their work and have the incomplete changed to a grade. If no work is completed 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 & geometry 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.

High school student schedules must be sent to the district registrar to be entered on the SISD PowerSchool database at the beginning of each quarter.

IEP students should have accommodations that allow them to complete schoolwork by the end of the quarter without the need for incomplete scores.

Subject	Credits
Math	3-5
English	4
Science	3
Social Studies	3
Health	1
PE	1
Work Skills	1
Electives	7.5
<b>Total</b>	<b>24</b>

## High School Graduation Plan

Required courses are in bold

Student Name:	Date:	School:	Projected Graduation Year:			
<b>Math: 3.5 Credits Required</b>	<b>Algebra I</b>	Credit Value: 1	Projected Year: _____	Year Taken: _____	Running Credit Total: _____	
	Geometry ( <del>Basic</del> Algebra I)	1				
	Consumer Math	0.5				
	Pre-Algebra	1				
	Algebra II	1				
	Statistics/Probability	0.5				
	Basic Math	1				
	Life Skills Math	0.5				
	Business Math	0.5				
	Pre-calculus	1				
Calculus	1					
<b>English: 4 Credits Required (Literature Focus: World, American and British)</b>	<b>English 9</b>	1				
	<b>English 10</b>	1				
	<b>English 11</b>	1				
	<b>English 12</b>	1				
	Basic Reading	1				
Basic Writing	1					
Journalism	0.5					
Speech	0.5					
<b>Science: 3 Lab Science Credits Required</b>	Basic Science	1				
	General Science w/Lab	1				
	Biology w/Lab	1				
	Marine <del>Biological</del> w/Lab	0.5				
	Physical Science w/Lab	1				
	Earth Science w/Lab	1				
	Chemistry w/Lab ( <del>Basic</del> Algebra I)	1				
Oceanography	0.5					
<b>Social Studies: 3 Credits Required (can be taken in any order)</b>	<b>U.S. History</b>	1				
	<b>World History</b>	1				
	Alaska History	0.5				
	Civics	0.5				
	General Social Studies	1				
	Psychology	0.5				
Sociology	0.5					
Archaeology	1					
<b>Health &amp; PE: 2 Credits Required</b>	Health	1				
	PE	0.5				
	PE II	0.5				
	PE III	0.5				
<b>Technology: 0 Credit Elective</b>	Productivity	0.5				
	Multimedia	0.5				
	Basic Technology	0.5				
	<b>Work Skills: 1 Credit Required</b>	Careers	0.5			
		Portfolio	0.5			
		Service Learning I	0.5			
Service Learning II		0.5				
Service Learning III		0.5				
Service Learning IV		0.5				
Work Study	0.5					
<b>Electives: 8 Credits Required</b>	Art	0.5				
	Music	0.5 or 1				
	Basic Woodworking	0.5				
	Remedial Language	0.5				
	Crafts	0.5				
	Culinary Arts	0.5				
	Spanish I	1				
	Spanish II	1				
	French I	1				
	French II	1				
World Language	0.5 or 1					
Quilting	0.5					

- Courses listed in bold are required courses.
- Algebra 2 is not required, but is strongly recommended for college bound students.
- World Languages are not required, but they are strongly recommended that students and parents check university admissions requirements - many require a world language.

**Notes:** Technology standards are integrated into the core high school courses (Reading, Writing, Math, Social Studies, Science) as of FY14.

Dates Reviewed: \_\_\_\_\_

02/19/2014  
N. Higson/A. McDonald

**At the end of each school year, lead teachers need to be sure there is a printed copy of each high school student's transcript and grad plan in his or her on-site cumulative folder.**

**Middle School**

Middle school is divided into 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

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 5<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 ~~Advanced (A)~~ 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.

Students behind grade level are identified as soon as possible and one or more Student Learning Objectives (SLO) will be developed to address the area(s) of concern.

See example of a Student Learning Objective (SLO) below...

<b>S</b> udent <b>L</b> earning <b>O</b> bjective  School _____ Student Name: _____	Specific Content Area and Standard(s) Addressed:
	SMART Goal

Subject or Class: _____ Grade: _____ Teacher: _____	Resources and Plan
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SMART Goals are "Specific, Measureable, Attainable, Results Oriented, Time Bound"

### 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 acceptable for elementary school students. An electronic gradebook in Powerschool is mandatory for 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.

At the end of each month your attendance records will be scanned and e-mailed to Stephanie Zeman at [szeman@sisd.org](mailto:szeman@sisd.org)

### **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		9-12	
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 ~~some sort of~~ 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 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 hours – not including recess/lunch

4<sup>th</sup>-12<sup>th</sup> grades - 6 hours – not including breaks/lunch

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

### **Suspension Data**

Alan Schwab, Thorne Bay School Principal, collects and enters all SISD suspension data. Each lead teacher with a student suspension needs to send that information to him by the end of each quarter for entry. It is best to send him the information when dealing with the issue to be sure we have it recorded with the state. Alan Schwab – (907) 828-3921 <mailto:aschwab@sisd.org>

### **Travel**

Travel arrangements will be made through the district office (Teri Willard) – (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 up to \$42/day for 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 are to be parked in Thorne Bay during summer vacation and between activity seasons.~~

~~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.~~

~~Maintenance vehicles are to be parked at approved maintenance locations.~~

~~Itinerant employees will drive vehicles for work-related purposes only; side trips for~~

~~personal or non-district related business is not permitted.~~

~~All employees driving a district vehicle will complete and submit a completed Vehicle Mileage Form in a timely manner (fax, email, or deliver in person to the District Office).~~

~~District vehicles are to be kept clean by removing trash daily from the interior.~~

~~Maintenance services are to be monitored by user and when time or mileage services are due it is the responsibility of the user to inform the fleet mechanic (Mikael Ashe 828-3411) that it is needed.~~

~~District vehicle use may be revoked for individuals that do not comply with district vehicle use policy.~~

### **Travel to Trainings and Workshops**

*When Employees Are Required To Attend In Person:*

Only certified employees will be required to attend trainings and workshops in person.

Certified employees who live on the Prince of Wales Island (POW) road system will provide their own transportation to participate in required in-person trainings and workshops and 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 certified employees to participate in required in-person trainings and workshops.

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

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

Classified employees working at sites on the POW road system may participate in these trainings and workshops in person or via VTC and will not be reimbursed for mileage.

Certified employees may participate in these trainings and workshops in person or via VTC and 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>5</b>												
<b>Complete to Request Leave Only</b>									<b>Leave Type – Check One Only</b>												
<b>Days</b>		<b>Hours</b>		<b>Beginning</b>			<b>Ending</b>			<b>ANN</b>	<b>SICK</b>	<b>ML</b>	<b>COURT</b>	<b>MAT</b>	<b>FERS</b>	<b>ADMIN</b>	<b>AS SOC</b>	<b>OTHER/EXPLAIN</b>			
				Mo	Day	Hr	am/pm	Mo	Day	Hr	am/pm										
<b>6</b>									<b>7</b>												
<b>Supervisor's Action On Leave Request</b>									<b>Complete To Report Actual Leave Time Taken</b>												
<b>Approved</b>			<b>Disapproved</b>			<b>Date</b>			<b>Initials</b>			<b>Days</b>		<b>Hours</b>		<b>Beginning</b>			<b>Ending</b>		
<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 receives three (3) personal days per year with a maximum accumulation of seven (7) days. Unused personal days over 7 roll over to sick days. These days may not be used during in-service, in the first or last five (5) days of the school year, and no more than one (1) day with scheduled vacations. The superintendent can approve exceptions.

*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* - The DISTRICT agrees that seven (7) work days plus travel time will be charged to sick leave in the event of death, serious injury, or serious illness in the immediate family.

*Administrative* – 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 contract summation form.

*Others*– jury, parental leave for adoption/birth, sabbatical, and association 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**

Staff is encouraged to continue their education. Each year teachers qualify for a \$1,000 educational benefit ~~if they seeking NCLB certification. For all other~~ for continued education. Teachers may receive reimbursement for up to three (3) credits and cost of books per year, not to exceed the \$1000 limit.

The process for receiving reimbursement is as follows:

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

There are times in which the district provides courses for teachers. Approval forms must be completed for each teacher when these opportunities arise. You may use your educational benefit to pay these course fees.

Each spring teachers are required to complete a lane change form if they expect to move on the pay scale. See below.

## **Certified Course Approval Process**

The Southeast Island School District Collective Bargaining states that:

1. The District is sensitive to the needs of teachers to grow professionally. Upon prior approval of the Superintendent, a teacher shall receive reimbursement for One Thousand Dollars (\$1000,00) per year for courses, tests, and workshops taken to meet the ESEA requirements. Upon completion of ESEA requirements, a teacher shall receive reimbursement for up to three (3) semester hours per year.
2. Reimbursements
  - a. Reimbursed courses must be directly related to the educational goals of the District and attainment of Alaska State Standards.
  - b. Reimbursement will be based upon documented costs.
3. Course Approval Form
  - a. Located on the district web site at [www.sisd.org](http://www.sisd.org)



**LANE CHANGE FORM**

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

**APPROVED**

**NOT APPROVED, REASON** \_\_\_\_\_

\_\_\_\_\_

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

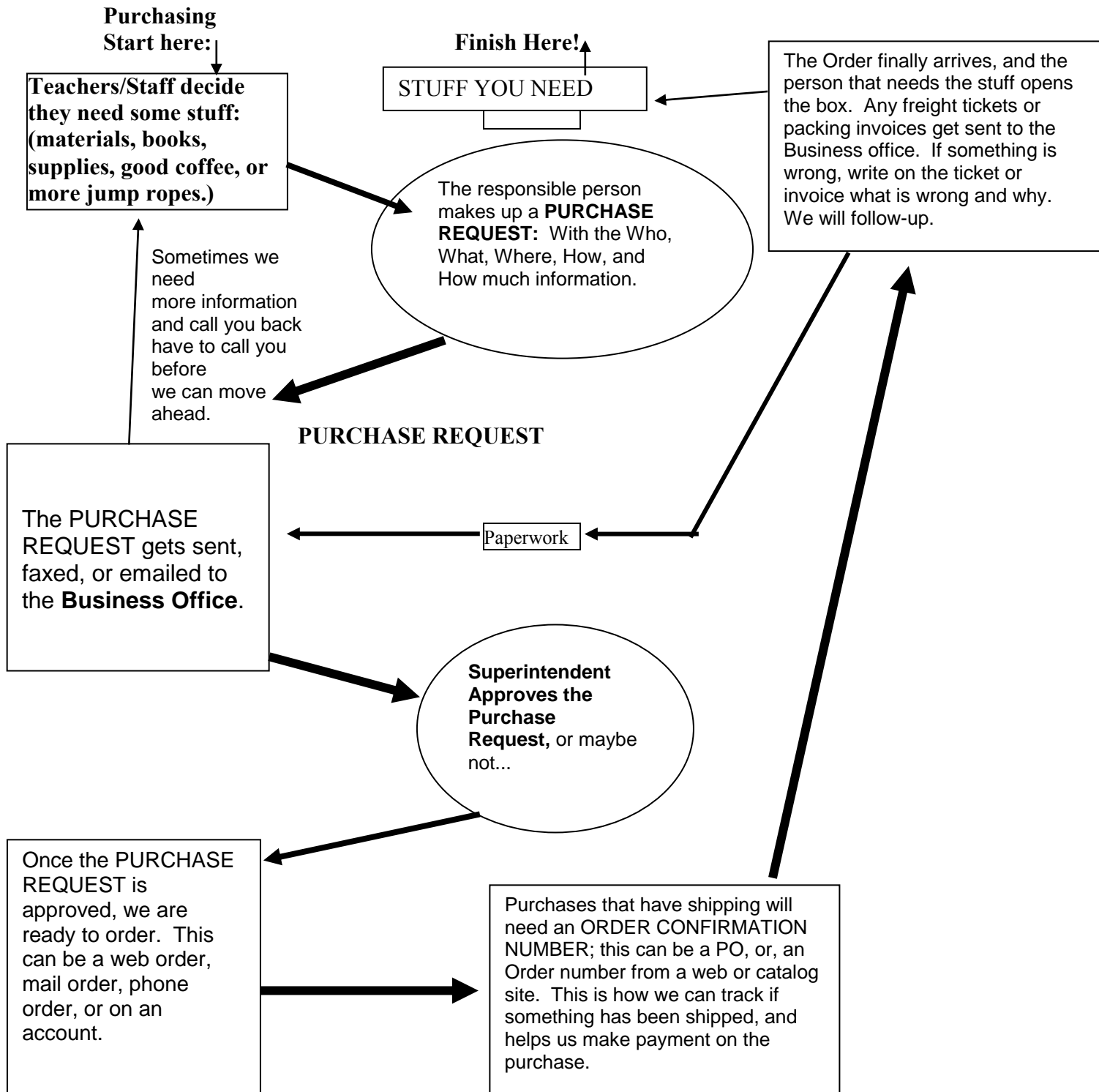
\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised: 6/7/99-White

## Business Office



### **Some General Policies:**

1. We require that all purchase requests be approved before any purchasing. **If you buy something without a purchase approval, we will 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 got 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 (REA's) establish Advisory School Councils (ASC's). The role and function of ASCs is outlined in SISD School Board policy. This can be found at [www.sisd.org](http://www.sisd.org). 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)

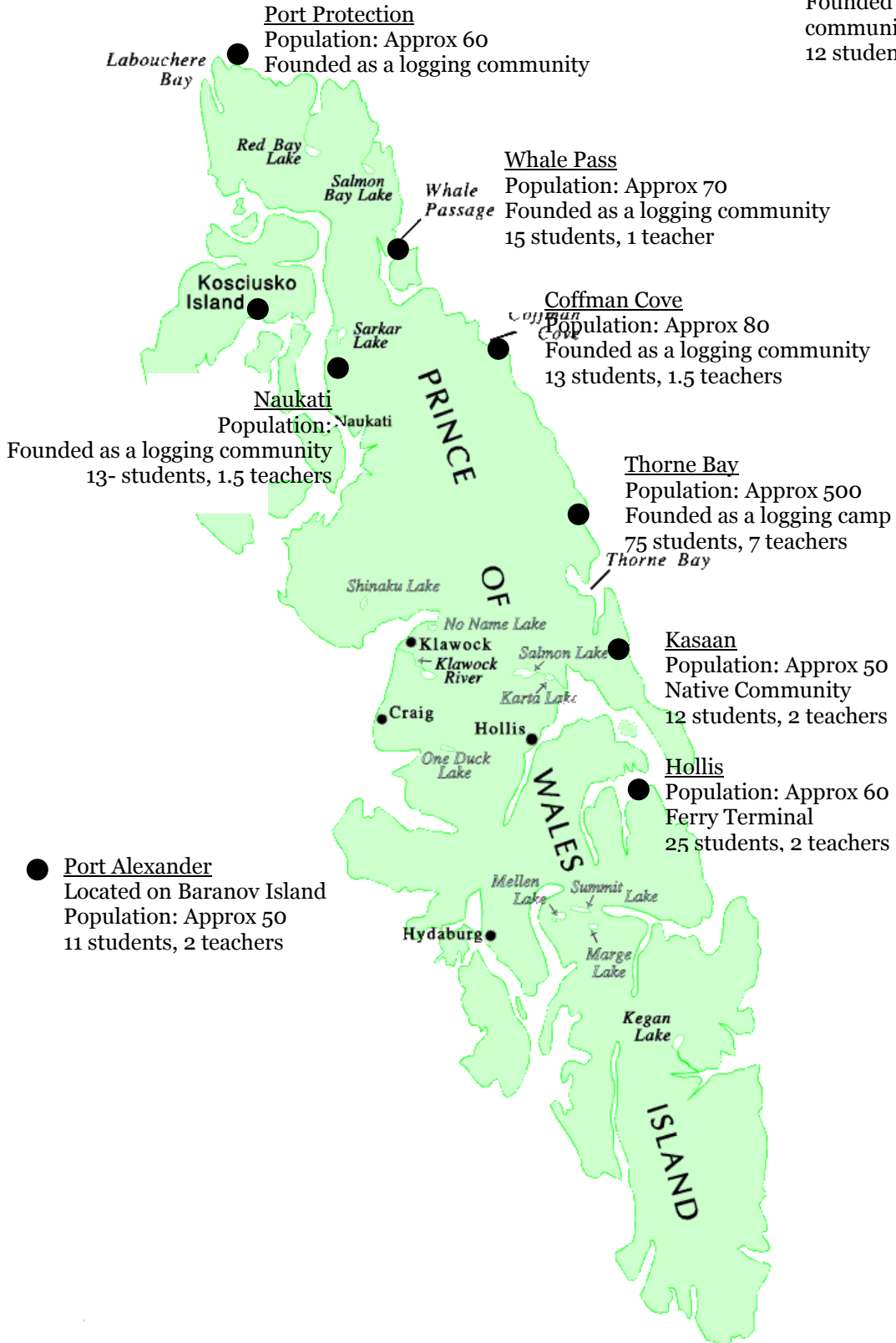
### **Relocation**

**Housing Allotment** – All contracted teachers receive a \$450 housing stipend each month above and beyond salary. This stipend is meant to offset the high cost of living in Southeast Alaska.

\*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 \$250-\$650 a month depending upon the unit.

# Communities

Hyder  
 Population: Approx 60  
 Founded as a gold mining  
 community  
 12 students, 2 teachers



## Appendix B Notice of Non-Discrimination

### Notice of Nondiscrimination

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:

\_\_\_\_\_  
Name of Title IX Coordinator

\_\_\_\_\_  
Name of Section 504 Coordinator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office Location

\_\_\_\_\_  
Office Location

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
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  
(School Name)

Programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of race, color, national origin, religion, age, handicap or gender.