

# Tok School



2016 - 2017

# Staff Reference Manual

*Motto: "Where Teachers Are The Gateway To Learning."*

## **Alaska Gateway School District Mission Statement**

Families, educators, and community will work together as partners to develop in the students of Alaska Gateway School District healthy self-concepts, responsible citizens, and life-long learners.

### **FOREWORD**

Teachers are asked to become familiar with this manual. The purpose for it is to support high standards of work, inspire more efficiency, encourage greater professional growth, and inculcate higher standards of professional ethics.

**The official documents of the School District are considered to be the authority, and should be consulted if there are questions about specific details that are either not addressed or are not in enough detail for your needs. Please consult the Board Policy Manual and the Certified and Classified Agreements that are available on the district website at <http://agsd.us>**

# TABLE OF CONTENTS

## PROFESSIONAL RESPONSIBILITIES

STAFF ASSIGNMENTS .....	4
2015-16 SCHOOL CALENDAR .....	5
CERTIFIED WORK DAY.....	6
CLASSIFIED WORK DAY.....	6
STAFF ABSENCES.....	6
SUBSTITUTE FOLDER.....	6
SPECIAL DUTIES.....	6
DRESS CODE.....	7

## SCHOOL EVENTS

OPEN HOUSE .....	7
OTHER EVENTS .....	7
MEETINGS.....	7

## INSTRUCTIONAL RESPONSIBILITIES

RECORDING STUDENT ATTENDANCE.....	7-8
HALL PASSES.....	8
ACADEMIC PLANNERS .....	8
LESSON PLANS.....	8
TUTORING.....	8
STUDENT AIDES .....	8
GRADES AND GRADE CARDS.....	8
KINDERGARTEN.....	8
PRIMARY.....	8
INTERMEDIATE/SECONDARY.....	9
PARTICIPATION POINTS.....	10
PROGRESS REPORTS.....	10
RETENTION .....	10
EXTRA CURRICULAR ELIGIBILITY PROCEDURES.....	10-11
DISCIPLINE.....	11
OFFICE REFERRALS.....	11

## STUDENT RECOGNITION

CHRISTMAS TREE LANE/SUCCESS NIGH.....	11
"PAWS'ITIVELY PERFECT .....	11-12
WOLVERINE POST CARDS .....	12
MORNING ANNOUNCEMENTS .....	12
'PAWSITIVE" POWER BULLETIN BOARD.....	12
NO DETENTIONS.....	12

## RESOURCES

TEXTBOOKS .....	12
OUTSIDE RESOURCES.....	13
VIDEO USE GUIDELINES .....	13
COPYRIGHT POLICY .....	13

## WHERE TO FIND

BASIC SUPPLIES .....	13
MAIL .....	13
COPIERS .....	13

MAINTENANCE AND CLEANING OF CLASSROOM.....	13
--	----

## SPECIAL EDUCATION

REFERRAL PROCESS .....	14
------------------------	----

FIELD TRIP POLICY .....	14
-------------------------	----

FINANCES AND PURCHASES.....	15
-----------------------------	----

<b>GRANT, PROPOSALS.....</b>	<b>15</b>
<b>PARENT/GUARDIAN RELATIONS</b>	
PARENT INVOLVEMENT EVENTS .....	15
VOLUNTEERS.....	16
VISITORS.....	16
<b>EMERGENCY DRILLS</b>	
FIRE DRILL .....	16
EARTHQUAKE DRILL.....	16
EMERGENCY EVACUATION DRILL .....	16
<b>LOCK-DOWN PROCEDURES.....</b>	<b>17-18</b>
<b>STUDENT HEALTH</b>	
MEDICATION AT SCHOOL.....	18
ILLNESS AT SCHOOL.....	18
HEAD LICE PROCEDURES.....	18
STUDENT ACCIDENTS .....	18
WELLNESS POLICY.....	18
<b>CLASS SPONSOR RESPONSIBILITIES</b>	
JOB GOAL / PERFORMANCE RESPONSIBILITY.....	19
2015-16 CLASS & CLUB SPONSOR ASSIGNMENTS .....	19
GENERAL OBSERVATIONS.....	19-20
HOMECOMING.....	20
DECEMBER DOOR DECORATING.....	20
COMMUNITY SERVICE PROJECTS.....	20
MIDDLE SCHOOL 6 <sup>TH</sup> , 7 <sup>TH</sup> , 8 <sup>TH</sup> GRADE.....	20
FRESHMAN YEAR.....	20-21
SOPHOMORE YEAR .....	21
JUNIOR YEAR .....	21
SENIOR YEAR .....	22
HIGH SCHOOL STUDENT COUNCIL ADVISOR.....	22
MIDDLE SCHOOL STUDENT COUNCIL ADVISOR.....	22
FUNDRAISER & CHART.....	22-23
DANCES .....	24
CLASS MEETINGS .....	24-25
MONTHLY THEMES .....	25
SUPPLIES .....	25

### Attached Forms

TEXTBOOK CHECKOUT FORM	APPENDIX A
FIELD TRIP PERMISSION FORM	APPENDIX B
CLASSROOM OBSERVATION PROTOCOL	APPENDIX C
HEAD LICE NOTICE HOME	APPENDIX D
STUDENT ACCIDENT FORM	APPENDIX E

### STUDENT ACTIVITY FORMS (ASK AT THE OFFICE)

CONSTITUTION  
 FUNDRAISER REQUEST FORM  
 DEPOSIT FORM  
 CHECK REQUEST FORM  
 TRANSFER FORM  
 TOK STUDENT ACTIVITY PURCHASE ORDER FORM  
 DANCE REQUEST FORM  
 VIRTUE OF THE WEEK

## **Staff Assignments**

### **CERTIFIED**

Kindergarten

1<sup>st</sup> Grade

2<sup>nd</sup> Grade

3<sup>rd</sup> Grade

4<sup>th</sup> Grade

5<sup>th</sup> Grade

Music Instructor

MS/HS Vocational Ed.

MS/HS

MS/HS

MS/HS

MS/HS English

MS/HS Math

PE Staff

Special Education Director

Special Education Teacher

Deb Berg

Sara Talus

Bonnie Dompierre

Paula Canner

Julie Brown

Joyce Dunning

Ruth Fastenau

Leland Monroe

Erica Burnham

Jolene Kinsland

Janine Holmes

Bronwyn Hack

Jonathan Alsup

Mike Cronk & Lori Weisz

Tish Rhodes

S. Parker

### **CLASSIFIED**

Administrative Assistant

Librarian

Indian Education/Recess Aide

Pre-School/Lunchroom Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Special Education Aide

Head Cook

Cook

Head Custodian

Custodian

Diana Ervin

Conni Bishop

Joette Colquette

Ruby Smith

Karla Champagne

Valerie Hall

Wanda McQuillin

Valerie Nelson

Crystal Scott

Diane Titus

Megan Tucker

Rebecca Watkins

Jason Wilkinson

Andrea Frederick


Kelly Goneau

Tony Peet

# ALASKA GATEWAY SCHOOL DISTRICT

## 2016-2017 ACADEMIC CALENDAR

2016-2017 ACADEMIC CALENDAR																													
		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 Meeting reqts						NTI			H				V															
N	Parent-Teacher Conf Not meeting reqts	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15							
O	School Opens		PI	I	I	I	W	W		V																			
S	Saturday School	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22							
T	Testing		O																	I	I								
V	Vacation Day	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29							
W	Work Day															30	31												
X	Emergency Closure Day																												
		Number of Inservice Days: 3							Number of Inservice Days: 0							Number of Inservice Days: 2													
		Number of Student Days: 8							Number of Student Days: 19							Number of Student Days: 19													
		Number of Teacher Days: 13							Number of Teacher Days: 19							Number of Teacher Days: 21													
		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	
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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		
	N																												
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		
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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																								
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28						
								H	V	V	V	V	V																
		Number of Inservice Days: 1							Number of Inservice Days: 0							Number of Inservice Days: 1							Number of Inservice Days: 1						
		Number of Student Days: 19							Number of Student Days: 12							Number of Student Days: 20							Number of Student Days: 19						
		Number of Teacher Days: 20							Number of Teacher Days: 12							Number of Teacher Days: 21							Number of Teacher Days: 20						
		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	
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		
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	V	V	V																							
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		
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31												
		Number of Inservice Days: 0							Number of Inservice Days: 1							Number of Inservice Days: 0							Number of Inservice Days: 0						
		Number of Student Days: 18							Number of Student Days: 19							Number of Student Days: 20							Number of Student Days: 20						
		Number of Teacher Days: 18							Number of Teacher Days: 20							Number of Teacher Days: 21							Number of Teacher Days: 21						





Submitted By: Todd Poage, Superintendent

Approved By: Regional School Board

## **WORK DAY: CERTIFIED**

- Teachers begin at 8:00 a.m. and end at 4:00 p.m.
- Teachers are not to leave the school grounds during the day without notifying the principal/office.
- Teachers are encouraged, and will be required at times, to attend after-hours school events as directed by the principal.

## **WORK DAY: CLASSIFIED**

- Providing assigned duties and professional responsibilities related to the proper functioning of school, classified employees will report to work on a schedule established by the Principal.
- Classified employees are not to leave the school grounds during the day without notifying the principal/office.
- Classified employees are responsible for being on time to assigned duties.
- Difficulties in being on time will require the employee to punch a time clock, to help facilitate a positive behavior modification.

## **STAFF ABSENCES**

**Prearranged:** Employee leave, which is other than immediate sick leave, is approved only after a signature from the administrator has been received. Staff members must submit a *leave request slip* to the principal. It is your sole responsibility to communicate with the administration and receive approval.

**Emergency:** Staff members must notify the principal as soon as possible. It is acceptable to call the Principal anytime of day. A *leave slip* must be completed and signed immediately upon return to duty.

## **SUBSTITUTE FOLDER**

Each teacher will make a substitute teacher's folder for the convenience of the substitute teacher and send a copy to the Principal and School Secretary. This folder should contain:

- ❖ An attendance sheet or seating chart for each class
- ❖ Teacher's schedule
- ❖ An alternative lesson plan
- ❖ Title of texts and/or workbooks
- ❖ The name of a dependable student in each class
- ❖ Any information pertinent to the classes.
- ❖ Principal and School Secretary must be made aware of where the substitute's folder is located.

## **SPECIAL DUTIES**

A schedule of special duties will be created each year. It is permissible to exchange duties with another teacher if the principal's office is notified. Special duties may include: A.M. hall supervision, A.M. gym supervision, detention monitoring, lunchtime supervision, and recess duty.

1. Schedules and duty times are determined on an as need basis.
2. Every teacher will have 2-3 weeks of before-school duty, from 8:00-8:20 in the gym.
3. Middle and high school teachers are to supervise the area outside their doors during passing times.
4. The time from 8:00-8:30 and 3:30-4:00 is used as preparation time (grade papers, make lesson plans); confer with parents/guardians, meet with students, and to take care of extracurricular activities and other school business.
5. It is a good practice that at any time a teacher takes a class to an alternate location, the teacher should leave a note posted on the door and notify the office.
6. Teachers should begin class when the tardy bell rings and use the full period for instruction since the highest positive correlation to academic achievement is time-on-task.
7. Teachers should never leave a class unattended. If a staff member notices that a teacher does not show up for a class, he/she should notify the principal/office immediately.

## **DRESS CODE**

Teachers are expected to dress professionally and lead by example. Days for casual dress or “special attire” events may be designated, but these days will be the exception rather than the rule.

## **SCHOOL EVENTS**

### **OPEN HOUSE**

When Tok School sponsors an Open House night for parents/guardians whether or not to have Open House is situational year by year. The purpose is to introduce the teacher, subject matter, goals, and student performance expectations for the year. It is helpful to prepare a course outline for parents/guardians and have a sign-in sheet to record attendance. Specific dates and times will be announced.

### **OTHER EVENTS**

Tok School is the center of the community and many events take place at the school. Some of the events are school-related, such as sports tournaments, and some are not, such as craft fairs. Teacher attendance at other events is voluntary unless the teacher is a sponsor or advisor for a group that is part of the event. Cooperation from teachers is required for the use of rooms for visiting teams and other uses as appropriate.

### **MEETINGS**

- Staff meetings will be held as announced. All staff members are expected to attend if not on assigned duty.
- Tok School will have an early release at 2:20 p.m. every Friday for the purpose of professional collaboration.

## **INSTRUCTIONAL RESPONSIBILITIES**

### **RECORDING STUDENT ATTENDANCE**

It is essential for district and state records, safety purposes, and for reporting purposes to parents/guardians that attendance procedures be followed consistently and accurately.

In grades 6-12 attendance is recorded at the beginning of each class period. Teachers record an “A” (unexcused absence) for all absences, unless a note is written with comments that explain the absence other than “absent”. The attendance secretary will change the code as appropriate. Students who are tardy with a pass receive a “T” (excused tardy), and those without a pass receive a “U” (unexcused tardy).

In grades K-5 attendance is taken and recorded in the morning (8:30 a.m.) and in the afternoon (12:40 p.m.). The codes are: A, E, U, T, EC, X, R, B, & S. A (unexcused absence), E (excused absence), U (unexcused tardy), T (excused tardy), EC (excused contact), X (truancy), R (field trip/academic testing), B (behavior; positive/negative modification) and S (school sports).

#### **Procedures for staff (tardy):**

1. Determine using the guidelines below if the tardy is excused or unexcused
2. Enter the tardy into PowerSchool
3. Teachers will work with individual students to resolve tardy behavior, until it becomes chronic and then involve principal.

#### **Procedures for staff (hall pass):**

1. If a student needs to leave your class for personal reasons, give a hall pass.

A tardy will be **excused** if the student has an admit slip from the front office noting excused (first period only) or if a student has a note from a teacher from another class noting them excused. If you keep a student late after class, be sure to either send a note or inform the student's next teacher.

Any other tardy will be considered **unexcused**.

If a student in grades 6-12 is more than ten (10) minutes late for class, **contact the office**. Please note this accordingly in PowerSchool. This will allow the office to check the building to ensure safety of the student.

## **CHECKING GRADES & ASSIGNMENTS**

Teachers are encouraged to have students take the time before ending each class to check grades and assignments via Google classroom, PowerSchool, or whiteboard.

## **LESSON PLANS**

It is each teacher's responsibility to develop lesson plans. Classbright is the approved template for lesson plans. Lesson plans for the week need to be submitted by noonam Monday.

## **TUTORING**

- Teachers are encouraged to give assistance to their students for the purposes of remediation and/or enrichment.
- Attendance at and participation in school-related meetings hold precedence over tutoring.
- Teachers utilizing school facilities for tutoring or non-school-sponsored group instruction will be responsible for the supervision of the students.
- Teachers tutoring must ensure students leave the school with a responsible party.

## **STUDENT AIDES**

Student aides may grade papers **but should not have access to PowerSchool to enter confidential student data.**

## **GRADES AND GRADE CARDS**

### ***Kindergarten (K)***

Kindergarten is an individualized program to accommodate each child's level of readiness; therefore, reporting is more of a checklist of readiness than of academic progress.

### ***Primary (1-3)***

For reporting purposes, the following system will be used in grades 1 – 3.

E-Excellent (exceeds required standard)

S-Satisfactory (meets required standard)

N-Needs practice to meet required standard

U-Unsatisfactory

NS-Insufficient information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.

### ***Intermediate (4-5) and Secondary (6-12)***

For reporting purposes, the following system will be used in grades 4 – 12.

- A - 90-100 Excellent:** indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance significantly exceeds the standards.
- B - 80-89 Above average:** indicates the student is doing work in quality and quantity above the standards set forth for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance exceeds the standards.
- C - 70-79 Satisfactory:** indicates the student is acquiring the necessary information and skills to proceed in the subject. He/she is meeting the standards set for a satisfactory grade in the subject. Where state performance standards have been established, indicates that the student's performance meets the standards.
- D - 60-69 Poor:** indicates the student is not meeting the minimal standards expected of our students. Where state performance standards have been established, indicates that the student's performance falls below the standards.
- F - 0-59 Failure:** indicates insufficient progress in the subject to merit granting of a passing grade in the subject. Where state performance standards have been established, indicates that the student's performance falls significantly below the standards.

At the intermediate level (4-5), personal and social progress will be reported with the following letter grades:

- E-Excellent (exceeds required standard)
- S-Satisfactory (meets required standard)
- N-Needs practice to meet required standard
- U-Unsatisfactory.

At the secondary level (6-12) the following designators may be used:

**NS-Insufficient** information is available to give a grade because the student has been enrolled for fewer than twenty (20) days.

**INC-Incomplete:** an interim grade used when a student is currently unable to complete course work because of circumstances beyond the student's control. Arrangements must be made to complete the work in a timely fashion.

**P-Pass:** indicates the student has passed a course in which no regular letter grade is assigned.

**W-Withdraw:** indicates the student has withdrawn from a course. Students can withdraw from a course at any time within the first two weeks of the semester. At the time of withdrawal, the student will be assigned a grade of "W," no credit will be awarded for the course, and the grade will not be counted in the computation of grade point average (GPA). A student who withdraws from a course beyond the two-week period with a cumulative passing grade will also be assigned a grade of "W."

**WF-Withdraw Fail:** indicates the student has withdrawn from a course after the first two weeks of the semester with a cumulative failing grade. This grade will count as an "F" in the computation of the GPA, and no credit will be awarded.

### **Miscellaneous**

Plus or minus notations may be affixed at teacher discretion to indicate directional progress for grades A - D. Student grade point averages will not reflect plus or minus information.

GPA is used to compute class rank. The following assignment of GPA for classes will apply to all students in grades 9 - 12. • A = 4 • B = 3 • C = 2 • D = 1 • F = 0

### **PARTICIPATION POINTS**

Students in grades 6-12 earn two participation points for each class per day they are present in school.

Participation points will be 10% of the overall grade. Vocational classes, physical education classes and classes that are participation based are weighted heavier than 10%.

Teachers will deduct participation points from students for the following reasons; failure to participate in class activity, failure to bring equipment necessary for participation (Chromebook, writing utensil, paper, text, homework, being tardy to class, etc.) Students may make up participation points after an **EXCUSED** absence. **As a recommendation:** Fifteen (15) min. of after-school work = one day of participation points. It is the students' responsibility to make arrangements with the teachers if they want to redeem their participation points, and/or other arrangements can be made. Participation points are not deducted if a student is absent due to a school-related activity such as athletic trips and field trips.

## **PROGRESS REPORTS**

To facilitate communication between teachers and parents/guardians, progress reports for all students will be issued at mid-quarter. In addition, teachers may send home progress reports at any time, and parents may access Power School to view grades. **Teachers will make attempts to notify parents whenever a student's grade falls below 60%.**

## **RETENTION**

Students considered for retention should be identified as early as possible in the school year but no later than the receipt of 3rd quarter grades. Refer to AGSD board policy BP 5123(a) for the specific policy regarding retention.

## **EXTRA-CURRICULAR ELIGIBILITY PROCEDURES**

### **Grades 6-12**

Each week students must maintain a cumulative 2.00 grade point average with no grade of "F" to have unrestricted privileges to participate in extracurricular activities for the following week.

If a student has an "F" or less than a 2.00 grade point average on a weekly check, that student will not be eligible to compete the following week but may continue to practice. Students enrolled in AGSD Correspondence courses for Tok School graduation eligibility credit requirements, must show passing weekly progress requirements to be eligible to compete.

Students who are ineligible two weeks in a row during the season will be put on academic probation for one week. During this week the student will not attend practice. If the student does not regain eligibility the third week as determined on the following Monday he/she may be removed from the team.

### **Grades K-5**

There are two standards that a student is expected to uphold in order to be considered eligible for any extracurricular activity: academic and social.

**Academic:** Students will be expected to maintain an accumulated "C" (2.0) or "S" average, with no failures or "U"s in any subject. The student's eligibility status shall be determined on a weekly basis. Should the student fall below a "C"/"S" average, he/she will be ineligible for the following week. Should a student not have a current passing grade, he/she will be ineligible until the grade is at a passing level.

**Social:** Students will be expected to follow the school and classroom rules to satisfactory standards. Behavior in the classroom, lunchroom, and recess will be considered under social performance. The principal, in consultation with teachers, will have the authority to determine whether or not a student is performing to these standards. If the teacher recommends, and the principal concurs, that a student's social performance is inadequate, the student will be ineligible for the current (this week's) activity. This will be determined on Monday for the week. Teacher will contact parents and coach/advisor.

If a student is ineligible for two consecutive weeks, he/she will not practice with the team or participate in any extracurricular activity until grades and/or social behaviors are satisfactory with eligibility standards.

## **DISCIPLINE**

One of the most important lessons of education is discipline. It is a pillar for the educational structure. It is the training that develops self-control, character, efficiency, and good citizenship. It is a key to good conduct and proper consideration of other people. With an understanding of the purposes of discipline in the school, a student will form a proper attitude, and not only help to make the school an effective place of learning, but also will develop the habit of self-restraint which will make the student a better person.

Tok School makes use of the *Virtues Project* to help students gain positive character attributes. There are specific rules and expectations for behavior that all people in the school need to adhere to. Teachers should have the weekly virtue posted in their classroom and are encouraged to integrate the weekly virtue into their daily lessons.

Classroom teachers are expected to develop a positive, effective plan for addressing discipline in the classroom.

## **OFFICE REFERRALS**

In all cases except severe behavior, a teacher must do the following before referral to the office:

1. Post and discuss class and school rules.
2. Discuss the behavior concern with the student.
3. Contact parent/guardian regarding the behavior concerns.

**When a student is sent to the office, a text, email, in-person conversation, or phone call must precede their arrival so that the office staff knows why the student is there and can act accordingly.**

If and when an after-school detention is initiated and assigned by a classroom teacher, the parents must be contacted to arrange transportation. Referrals to the office should be such degree that it may warrant an in-school or out-of-school suspension.

## **STUDENT RECOGNITION**

### **CHRISTMAS TREE LANE/SUCCESS AFTERNOON**

Tok School will host this event in December and in May. Teachers should collect student work that could be used for displays. Each teacher will be responsible for the following:

- Gather work for display for each student: Art, projects, reports, exemplary work, awards, certificates, etc. (Each student will have a 2X2 square on tables in the gym)
- Display student names (e.g. folded table cards, printed lists in big font to tape on side of table)
- Forward any pictures of students you may have to the multimedia class for a slideshow.
- Event usually follows the Christmas concert.

### **“PAWS”ITIVELY PERFECT**

The office has boxes of small prizes appropriate for all grades levels K-12. Give the student you would like to recognize a card and have them come to the office to retrieve their prize. **These cards should be given out to reward students who are working hard at improving their behavior or who have gone above and beyond.**

- \* Give one card per situation,
- \* Give cards for improved behavior.
- \* Give cards for exceptional behavior.
- \* **Do not give cards when students ask for them.**

**\* Do not give cards to whole classes.**

### **WOLVERINE POST CARDS**

Wolverine post cards should be sent home consistently throughout the school year. They are a quick, easy way to let parents know of a student's growth, good attitude, improved behavior, etc.

### **MORNING ANNOUNCEMENTS**

This is an easy, quick way to recognize students. If you wish to submit something to the morning announcements, contact the office no later than 8:20 a.m. for the current day.

### **“PAWS”ITIVE POWER BULLETIN BOARD \*Not Currently Active\***

The bulletin board near the science room is reserved for “Paws”itive Power. This board will be a collage featuring anything any student/teacher/staff member has done that deserves recognition (academic, athletic, behavioral, volunteer activity, vocational/welding certifications, etc.) Each teacher is required to submit a monthly contribution to the student council advisor. Banners, pictures, certificates, etc. are all legitimate displays. Contributions are due on the last day of each month.

### **NO DETENTIONS**

To encourage positive behavior a monthly drawing will take place at the end of the month beginning at the end of September and ending the last week of May for an I-Tunes gift card valued at \$20.00. Students who have not received a detention for the month will be eligible for the drawing and the drawing will take place during MS/HS lunchtime.

## **RESOURCES**

### **TEXTBOOKS**

Middle and High School Level

- Textbooks should be checked out to each student and each book assigned a book number.
- Each book should be numbered by the teacher with heavy ink or magic marker on the inside of the book cover, and teachers should verify that each student's name is written on the inside.
- Textbooks checked out from the District Resource Center have a magnetic bar code number on the back cover.
- A record should be kept showing the student's name, title, number of book, teacher's name, and condition of the book. *Appendix A*
- The teacher should keep the record until the end of the year.
- If a student loses or damages a book, he/she should be sent to the administrative assistant. If a student loses a book, a new one should be issued upon proof of payment for the lost book.
- Teachers are responsible for issuing and collecting all textbooks and for seeing that all textbooks are covered with a book cover within the first week.
- Teachers are responsible for random book checks.
- Teachers need to collect and store textbooks at the end of each school year.

### **OUTSIDE RESOURCES**

Presentations and other instruction from volunteers or others not employed by the district need to be pre-approved by the principal. The principal must approve materials, such as supplementary texts and audiovisuals obtained outside district resources.

## **VIDEO USE GUIDELINES**

Off-air recorded television and radio programs, videotapes, and movies may be used in the classroom.

- Contents and uses should be educational, not violate copyright laws, and be appropriate to the grade level of the students.
- Teachers should preview video materials to approve contents
- “G” rated movies may be shown without parent permission. All others require signed parental permission.

## **COPYRIGHT POLICY**

Teachers are expected to obey copyright laws (Title 17, United States Code), which govern the manner in which printed matter, works on the internet, videotapes, and computer software may be duplicated for educational purposes. See District Policy BP 6161.1(b) and AR 6161.4 (c) on the AGSD website or in the policy manual in the principal’s office for further clarification.

## **WHERE TO FIND**

**Office supplies, Leave slips, and classified time sheets** are located in the office please consult with the Administrative Secretary.

**Paper** for the copiers and printers can be found in the staff lounge.

**Construction paper** can be found in the Teacher’s Lounge in the cupboards.

**First Aid supplies** can be found in the nurse’s room located in the front office.

**Large Laminator** is stored in the Teacher’s Lounge - Please try to coordinate with other teachers who need to laminate using the large machine because it takes a long time to warm up and there is waste that can be reduced if the quantity of laminating is maximized.

## **MAIL**

School mail services are to be used for school business. Employees may not use mail for personal business, association business, or to receive personal items.

- Incoming mail is delivered to the school office and distributed.
- Individual mailboxes are located in the office.
- Outgoing mail needs to be left in the office in the outgoing mail

## **COPY MACHINES**

Copy machines in the office and staff lounge are for faculty use. Student aides will not be allowed to use the copier in the teacher’s lounge. **The copy machine in the front office is for student use.** If there are problems with the copier, please report it to the administrative assistant right away. As a courtesy to others, put a note on the copier to indicate that it is out of order

## **MAINTENANCE AND CLEANING OF CLASSROOMS**

Daily cleaning is done in the evenings. If you have a pressing need for cleaning or maintenance during the day, contact the custodian or the administrative assistant. It is expected that teachers and students will practice reasonable cleanliness habits.

If your request requires major maintenance (i.e. hole in the wall, broken fixtures, leaking sink, etc.) you need to fill out a *Work Order Request* form found on the district website under: Departments; Maintenance Department, Maintenance Request Form.

## **SPECIAL EDUCATION**

## **REFERRAL PROCESS**

One of the essential responsibilities of our school is to provide appropriate education for all students. Educational planning and implementation must consider individual abilities and needs if learning experiences are to be appropriate. When a student exhibits academic or behavioral difficulties, it is vital that a process for intervention is immediately available to both the student and teacher. The Child Study Team process affords a teacher the opportunity to utilize educational resources available within the local educational setting. Interventions can be attempted and documented in the regular classroom. This process must take place before a student can be referred to special education for evaluation.

**Procedures:** Team membership, meeting times, and specific procedures will be determined. The school Child-Study Team process could have the following outcomes:

- Interventions will be suggested, implemented, and documented for at least six weeks.
- The team will re-meet and review information gathered.
- The team will either decide that the interventions were adequate in addressing the student's needs and continued monitoring is appropriate or that the interventions attempted have not succeeded and that the child needs to be referred for a multidisciplinary assessment.
- Referral Forms are online. Always

## **FIELD TRIP POLICYS**

- All students and teachers must return by the same mode of transportation in which they left unless permission is granted by the supervising teacher and/or school administrator in advance.
- The supervising teacher/sponsors are responsible for discipline.
- The site principal must approve all sponsors and chaperones. These individuals must have read and signed chaperone guidelines before traveling.
- Out-of-state travel requires the superintendent's and Regional School Board approval at least thirty-days (30 days) in advance of the initial day of travel.
- Before announcing an event, staff members must:
  1. Check the Google Calendar for conflicts.
  2. Receive permission from the principal to schedule the event.
- Prior to leaving:
  1. Request school transportation (if needed).
  2. Collect a signed parent/guardian-permission form for each traveler. *Appendix C (field trip permission)*
  3. Submit a list of all travelers to the office.
  4. Email a list of students attending the trip to other staff. (grades 6-12)
  5. Inform the kitchen if students will be absent during a mealtime or to arrange for sack lunches.
  6. Get a school emergency medical kit from the office to keep in the vehicle.
  7. Get a list of emergency contact numbers for each student traveling from the office.
  8. Notify the school of any students who did not show up for the trip.

## **FINANCES AND PURCHASES**

- Deposits are to be made through the administrative assistant who will receipt and credit the amount to the proper fund.
  - ◆ Complete a deposit sheet showing an itemized listing of all monies collected.
  - ◆ No money should be left on a desk or in a room.
- The principal must approve collections among the students for flowers, charities, etc.

- All fund-raising projects must be scheduled and approved by the principal in advance.
- Book orders: Although we may offer students the opportunity to purchase books, we do not endorse the products; therefore, parents/guardians should be encouraged to review the materials before ordering.
- Any purchase made from the general fund or activity fund must be initiated by a purchase requisition authorized by the principal's signature **prior** to the purchase of any goods or services.

## **GRANT PROPOSALS**

AGSD recognizes the importance of securing new funding in the form of grant monies for programs. District coordination and alignment, however, are paramount. The process for securing approval for the application of any grant must include the approval of the principal.

### **Process for Obtaining New Grants**

1. Send grant information, the proposal narrative, and the planned budget to the principal. If the concept of the proposal is approved, then the proposal will be forwarded to the district's chief financial officer.
2. Upon preliminary district approval, the grant may be written.
3. Submit the completed grant for final review to the person who approved the initial concept. Upon approval, the grant will be forwarded to the district's finance office for final authorization and grant monitoring purposes.
4. Upon approval by the finance office, the grant may be submitted to the funding agency for a final decision.
5. If the grant is awarded, the recipient of the grant is responsible for submitting yearly summary reports upon request from funding agency, unless other arrangements for grant administration are determined mutually by the grant writer and the district's finance office.

## **PARENT/GUARDIAN RELATIONS**

1. Initiate contact with parents/guardians at the first sign of student difficulty.
2. Return communications from parents/guardians as quickly as possible.
3. Send *Wolverine postcards* to communicate commendable student actions or work.
4. Record all communications to/from parents/guardians (phone, text, I-chat, email, fax, etc.)
5. When conferencing with parents:
  - a. Introduce yourself and shake hands.
  - b. Promote active listening to determine what action the parents/guardians are seeking.
  - c. Provide samples of student work.
  - d. Remain calm.
  - e. Agree to or suggest reasonable, achievable solutions.
  - f. Follow up on information you have agreed to.

## **VOLUNTEERS**

Teachers are encouraged to use parent and community volunteers in their classroom. Please inform the office and have volunteers sign in before coming to your classroom. In addition, the office keeps a log book of all volunteers and what type of service that they provide Tok School.

## **VISITORS**

- No student visitors are allowed without specific permission of both teacher and principal.
- Only guests invited by school personnel and approved by the principal should be in classrooms.

- All strangers in school buildings must be escorted and directed to the main office.
  - Parents and other interested people wishing to visit school/classroom should make 24 hour, advance arrangements with the principal and teacher. *Classroom Observation Protocol*
- Appendix C*

## **EMERGENCY DRILLS**

Student safety is of the utmost concern. Prepare your students early in the school year to successfully react to the following signals, and review the procedures that will be followed in the event that their safety is threatened.

### **FIRE DRILL**

- The fire alarm is one long continuous blast or a series of short blasts.
- When the fire alarm sounds, prepare to leave your room with a copy of the class rosters. Students must walk quickly and quietly with the teacher.
- Evacuate using the pre-established route that is posted close to the classroom door. (If you need a copy please request it from the office.)
- Make sure that your door(s) are locked.
- If you see smoke in the hall in the direction that you are to exit, turn and move towards an alternate route.
- Do not permit students to linger to get books or personal items, run, shove, or talk.
- Move students away from the building and remain in that area until given further instructions.
- Take attendance to make sure all students are accounted for. Report missing students immediately to the principal, firefighter, or other authority.

### **EARTHQUAKE DRILL**

- Direct students to move away from the windows to the area designated for that class.
- Instruct students to cover their heads and necks with their hands and arms.
- Retain students in that area until given further instructions.

### **EMERGENCY EVAUCATION DRILL**

To evacuate our building in an emergency we will use existing fire routes. Once outside the building, students are to accompany their teacher to the ice rink.

When the evacuation announcement is given:

1. Direct students to put on coats and exit the building by fire drill routes. Groups of students are to stay with the teacher by whom they are being supervised when the evacuation announcement is given. Teachers should bring a list of students who are in their care at that time.
2. Walk students quickly and quietly into the ice rink and remain there until the busses arrive. Groups must be kept together and teachers should account for all students who are in their care.
3. Load students onto the busses when directed.
4. Busses will drive to the bus garage, and a check-off system will be followed to assure that all students and staff are accounted for.
5. Students will be returned and off-loaded in front of the school to get ready for release from school.
6. Students will be released and staff will be contacted for review of the drill.

In the event of a real emergency, the routes and gathering points might vary depending on the kind of emergency, location, and type of reason for the evacuation.

## **LOCKDOWN PROCEDURES**

In order to prepare our students to successfully react to a signal indicating a situation has come up, we must make them aware of the steps that would be taken when such an event takes place. In a lockdown situation student safety is of the utmost concern.

The alarm that initiates a lockdown drill is “Lockdown” or “Lockdown, Call 911” over the intercom. Further information may be given of what exactly is occurring. The steps to take in **regular classrooms** when a lockdown occurs is:

1. Students move quietly and quickly to a solid wall away from lines of vision from doors and windows. All students sit together on the floor.
2. Shut off the lights.
3. Lock the door. This may entail stepping out into the hallway.
4. Drop the blinds, first on the door side of the room and then on the exterior windows.
5. Remain calm, quiet, and in place until an “all clear” is given or further instructions are received from a recognized authority.

Students in the **Gymnasium** move to the equipment storage room. Close and lock equipment storage room door.

The **Shop** doors are customarily kept locked. During a lockdown the doors will be shut and all steps followed as in regular classrooms.

Students in the **Multi-purpose Room/Cafeteria** go to the music room via the side door and lock door.

Students in the **Library** will move to the Media Resource Center and sit along the back wall. Media Resource Center personnel assist the library evacuation into the Media Resource Center.

Students in **Room 117** will go to the **Studio** and follow steps as in regular classrooms.

**Kitchen** personnel will close and lock roll down doors, then lock and close the entry doors into kitchen.

Occupants in the **Correspondence School Office** will turn out the lights, lock and close the two entry doors and go the inner storage area of the office.

Occupants in the **Teacher’s Lounge** and **Media Resource Center** will lock and close doors and stay in the Media Resource Center. Media Resource Center personnel assist the library evacuation into the Media Resource Center.

Students on the **Playground** or **Outside** move quickly to the cross-country trail and take refuge at the Senior Center/Headstart building. Wait there until notice is received by the administration that you may return.

The appropriate sign for ending the lockdown is “ALL CLEAR” and will be given over the intercom, by telephone or by megaphone by a recognized school authority.

## **STUDENT HEALTH**

### **MEDICATION at SCHOOL**

- All medication taken at school (including over-the-counter medications) must be kept in the office, regardless of the student’s age. This is for the safety of all students. If possible, parents/guardians

are advised to give medication at home on a schedule rather than during school hours. If it is necessary for a medication to be given during school hours, a “*Request to Give Medication*” form must be completed and signed by the parent/guardian on each prescription and nonprescription medication to be given at school, and kept on file in the office. It is strongly recommended that a parent/guardian deliver the medication to the school office and complete the above-mentioned form.

## **ILLNESS at SCHOOL**

The principal will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and the office. The administrative assistant, not the student, will initiate phone contact with the parent/guardian.

- Students with temperatures of 100.4°F or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home twenty-four (24) hours after the temperature returns to normal.
- A student who vomits during the evening should not be sent to school the next day.
- Parents/guardians are to transport students who become ill at school or authorize students who drive to transport themselves.
- Parents/guardians are requested to report any contagious health condition to the office.
- Chickenpox requires a written release from the clinic before a student can return to class.

## **HEAD LICE PROCEDURES**

A student that has been privately identified as having head lice will have their parent or guardian contacted for transportation home for treatment. If you suspect a student has head lice please contact the front office. If a student in your class has been identified, a notice home should be sent to all of the families in your class informing them of the head lice. *Appendix D*

## **STUDENT ACCIDENTS**

Staff supervising or witnessing a student accident on school property or during school activities (including buses) must complete an accident form immediately and submit it to the front office. *Appendix E*

## **WELLNESS POLICY**

See the District’s nutrition and wellness policies BP 5156.

## **CLASS SPONSOR RESPONSIBILITIES**

### **Job Goal:**

To help each participating student excel in an activity that will foster a sense of worth, competence, and an increased level of self-esteem.

### **Performance Responsibilities**

- Help chaperone all class-sponsored activities.
- Organize and supervise class fund-raising events.
- Plan for and supervise monthly class meetings.
- Advise class officers.
- The fire alarm is one long continuous blast or a series of short blasts.
- Promote the club/organization’s participation in school events and school spirit activities.

- Provide leadership for club/organization activities.
- Assist students in preparing for various class competitions (Homecoming/Christmas door decorating, etc.)
- Enlist parent(s) to assist students w/various fund-raising activities.
- Insure that the club/organization maintains a positive financial balance.
- Contribute monthly to the “Paws” itive Power Bulletin Board. (Not active)
- Encourage and assist students in earning “Paw” Power points. (Not active)

#### **2014-15 Class & Club Sponsor Assignments**

<b>6<sup>th</sup> Grade</b>	<b>Janine Holmes</b>
<b>7<sup>th</sup> Grade</b>	<b>Jolene Kinsland</b>
<b>8<sup>th</sup> Grade</b>	<b>S Parker</b>
<b>9<sup>th</sup> Grade</b>	<b>Jonathan Alsup</b>
<b>10<sup>th</sup> Grade</b>	<b>Leland Monroe</b>
<b>11<sup>th</sup> Grade</b>	<b>Bronwyn Hack</b>
<b>12<sup>th</sup> Grade</b>	<b>Bronwyn Hack</b>
<b>HS/MS Student Council Advisor</b>	<b>Erica Burnham</b>

#### **GENERAL OBSERVATIONS**

- Each year, one faculty member is assigned to each class in grades 6-12.
- No matter what class you are assigned to, during your first meeting of the year elect class officers and discuss expectations and plans. Try to determine a tentative plan of action for the entire year.
- Classes meet every Wednesday of the week for 30 minutes. Sponsors should meet with the officers prior to the class meetings in order to make best use of the time available. Team building activities and a sample agenda will be made available.
- Experience has shown that a small group of class members will carry the workload of the entire class. Depend on these students for planning and implementing major projects. Continue to involve all class members, but rely on the class strengths. Expect and require leadership, cooperation, and assistance from class officers. They have been elected for this purpose and generally follow through without much prodding.
- Above all, do not be afraid to ask for assistance from other faculty members who have more experience. There are many others in the building who would be more than happy to offer suggestions and tips concerning class sponsorship.
- All events must be chaperoned. Please plan to be present at every activity that your class sponsors. Another faculty member may be able to assist you if you cannot be present, but remember they also have chaperoning responsibilities that may occur at the same time.
- A class sponsor is responsible for the social concerns of the class and acts as a parent liaison. The sponsors are advisors, mentors, and guides for the students. The class sponsor convenes monthly meeting with the class of students to nurture the social, academic, and practical aspects of the class. They keep a finger on the pulse of the class dynamics, support fundraising for the class, and make themselves available to students and parents. Class sponsors take their role in the students' lives seriously and generally form strong bonds with their classes. Basically, this is a kind of “home room” teacher position.
- All uniforms, costumes, attire, and performances should promote the core values of the school district and the community: compassion, courage, honesty/integrity, perseverance, respect, responsibility, self-discipline, teamwork/sportsmanship, and tolerance.

#### **HOMECOMING**

Homecoming is scheduled for mid-February and activities are planned and coordinated by the Student Council. Classes will be asked to prepare for and participate in various activities designed to build teamwork and create school spirit. (i.e., create a spirit and/or class poster, perform a skit or cheer, participate in dress-up days, plan and organize a competitive game for other classes) This is generally done throughout the week prior to Homecoming, after school, and sometimes into the early evening. A sponsor must be in the building to supervise the class as they work. Sponsors should encourage classes to participate fully in these activities. Sponsors who participate in dress-up days will earn double points for their class.

### **DECEMBER DOOR DECORATING**

Student council sponsors a holiday Door Decorating Contest each year in conjunction with Christmas Tree Lane and concert. All students vote on the door that is decorated best. The elementary will only be asked to vote on their favorite. The middle and high school, however, may be judged on additional criteria (i.e. neatness, positive holiday theme, unique presentation of theme, and use of special effects).

### **COMMUNITY SERVICE PROJECTS \*Not Currently an Active Practice\***

Each class will be expected to complete a community service project within the school year. Classes will be provided with sample protocols to guide them in project implementation. Class meeting time will be set aside to develop and implement these projects. Each class will present their project in an assembly at the end of the year. Sponsors are encouraged to collect pictures of class projects to share.

### **MIDDLE SCHOOL (6<sup>TH</sup>, 7<sup>TH</sup>, 8<sup>TH</sup> GRADE)**

There are fewer responsibilities during the middle school year; however, it is important to get these classes started early with team-building skills and fund-raising. Each class should participate in a minimum of one fund-raising activity during the school year.

### **FRESHMAN YEAR**

Although the freshman class has fewer responsibilities than other classes, ninth-grade officers may look to the advisor for greater help in generating and promoting ideas than older students would because they often lack fund-raising and organizational experience.

Although a fundraiser is not required, it is a good idea to conduct at least one for two reasons: (1) The class will need funds to host the Prom their junior year, and (2) the class will have to cover graduation expenses their senior year (i.e., decorations, reception refreshments & paper products, speaker compensation, school composite, etc.).

\* **SADIE -HAWKINS- DAY DANCE:** This would be held in late October or early November. Traditionally, this is a girl-ask-the-guy dance, has a country/harvest theme, and includes games as well as dancing.

### **SOPHOMORE YEAR**

It is recommended that the sophomore class conduct more than one fund-raising activity. The number and type of fundraisers depend on: (1) the current level of the class financial account, (2) the ability of the class to organize and implement fundraisers, and (3) the level of cooperation between the class members and the sponsor.

\* **BACK-TO-SCHOOL DANCE:** This dance is assigned to the sophomore class and should occur during the first two or three weeks of school.

\* **PROM PLANNING:** Prom planning begins in April/May of the sophomore year.

## **JUNIOR YEAR**

It is important to determine early in the year the amount of money needed for the type of prom the class envisions hosting. You will most likely need to conduct more than one fund-raising activity. The number and type of fundraisers depend on: (1) your prom expenses, (2) the current level of the class financial account, (3) the ability of the class to organize and implement fundraisers, and (4) the level of cooperation between the class members and the sponsor.

\* **PROM:** Prom planning continues throughout the junior year. Meetings should be scheduled once a week in January until the particulars are decided and supplies are ordered. Consideration should be given to the following when planning: choosing a date, securing a location (typically the school), contracting with a disc jockey and a photographer, selecting a theme, purchasing decorations and favors, and electing 8<sup>th</sup> grade servers.

## **SENIOR YEAR**

There are no dances assigned to the senior class, but the sponsor should be concerned with graduation plans and expenses (i.e., decorations, reception refreshments & paper products, speaker compensation, photographer, etc.).

## **GRADUATION**

The class sponsor assists in planning and practicing the graduation ceremony activities. This includes:

- Insuring that graduation regalia are ordered--including valedictorian and salutatorian stoles and NHS honor cords (Herff Jones rep in Fairbanks has been helpful in the past).
- Assisting students with graduation speeches, class history and prophecies, music, and video presentation – Principal approval is required.
- Ordering roses for the rose ceremony.
- Arranging seating for graduates' parents and family members.
- Deciding on baccalaureate and graduation dates, times, and speakers.
- Communicating with the graduates' parents and including them in the planning and decorating.
- All graduation plans need Principal approval.

## **\* EXTRA FUNDS**

The class needs to decide how they want to spend any money that remains after all senior obligations have been met. The remaining class balance typically does not stay with the class after graduation. (Some things done with the funds in the past include helping to pay for the seniors' roses and purchasing senior t-shirts, or donating to a local cause.)

## **HIGH SCHOOL STUDENT COUNCIL ADVISOR**

- Meets weekly with the student council
- Oversees assemblies, pep rallies and spirit activities, and Red Ribbon Week activities that are organized by student council
- Orchestrates Homecoming events (presentation/coronation of Homecoming court during main event game, class competitions throughout the week of Homecoming, orders art supplies for posters, conducts election of court, plans the Homecoming dance)
- Oversees annual student council elections (held in the spring)
- Insures a positive financial balance is maintained for the group

**High School Student Council** (See the student council constitution for organizational guidelines.)  
**Appendix G**

**MIDDLE SCHOOL STUDENT COUNCIL ADVISOR**

- Meets weekly with the student council
- Oversees assemblies and pep rallies that are organized by student council
- Insures a positive financial balance is maintained for the group
- Oversees in planning and conducting one game night each quarter

**HS/MS School Student Council**

**Purpose**

- a. Develop leadership skills - council members will experience/practice one team-building activity during council meetings to share with peers during the following class meeting.
- b. Council members will experience/practice using parliamentary procedure so that class meeting business can be conducted efficiently.
- c. Build cohesive community among middle school students by:
  - 1) Planning one game night each quarter
  - 2) Conducting team-building activities with peers during class meeting.

**FUNDRAISER**

Traditionally, the following etiquette has been observed: if a group decides they don't want to do their designated fund-raiser in a given year, another group can ask on a year-by-year basis if they can do the fund-raiser themselves. This request is usually discussed and voted on in class meetings.

If a particular group has a fundraiser, however, and is not active during a school year, that fundraiser is available to any other group on a first-come-first-serve basis. Principal reserves the final decision on fundraiser disputes.

FUNDRAISER IDEAS	
Seniors	Holiday sales PFD raffle 50/50 raffles at games
Juniors	Prom Tournament shirt sales
Sophomores	Beginning of the year dance & Winter Formal
Freshmen	Sadie Hawkins Dance
8 <sup>th</sup>	
7 <sup>th</sup>	
6 <sup>th</sup>	glow ropes
2 <sup>nd</sup>	Duck & chicken raffle Dirt and gravel raffle
Basketball	

Volleyball	Fruit Smoothies Vinyl sports decals We Support Tok Athletics” banners (for businesses: annually renewable fee) Magazine sales Coffee cart
Hockey	Rink concessions 4 <sup>th</sup> of July Games
Cheerleaders	Penny stall Spirit “tattoos”
Student Council	Vending machines Homecoming dance
Close-up	Spot Shots @ BB games
Booster Club	Gym Concessions Wolverine Spirit Items

**Other fundraisers:**

- Adopt-a-highway clean-ups
- Carnival - Hockey
- Tour bus washing through Northern Energy - Rifle
- Car Washes
- Slave auction
- General sales-Bake sales
- Otter Pop sales
- Talent Show, Bird Festival, Bike Rodeo
- Raffles
- Concessions
- Wolverine Spirit Items

**Dances**

Principal must approve all Tok School dances. A dance request form must be completely filled out and  
Tok School Reference Manual: Updated 8/16/2016

signed by the administrator by Tuesday the week of the dance.

The following dance rules apply:

1. All Alaska Gateway students may attend.
2. Admission to the dance will be closed after 10:30 p.m.
3. Dances will end at or before midnight.
4. If a student leaves the building for any reason, s/he will not be allowed to return.
5. All school rules and regulations per the Student Handbook will apply at dances.
6. Dress code regulations as outlined in the student handbook will be observed.
7. All dances are intended as a positive activity and will be free from drugs, alcohol, and tobacco.
8. All music and dancing must remain appropriate and respectful.
9. Explicit lyrics are prohibited.
10. Students who have an absence from school the day of the dance will not be allowed to attend.
11. Students currently under out-of-school suspension or who have been expelled from Tok School or another school are prohibited from attending.
11. Middle school students are prohibited from attending high school dances and vice versa.
12. If a student wishes to bring a guest (under 21 years of age) to the homecoming dance or the prom, pre-approval must be granted by the site-administrator.
13. No High School student can attend a middle school dance.

### **Dance Sponsor's Responsibilities:**

The staff sponsors of school dances are expected to adhere to the following guidelines:

1. Ensure adequate supervision by Wednesday prior to the dance. This would include:
  - a. A minimum of two staff sponsors
  - b. A minimum of two parent/community chaperones
2. Arrange for the sound system and assign trained student(s) to disc jockey.
3. Request the cash box and student list with home phone numbers in advance from the administrative assistant.
4. Arrive at the school at least 45 minutes before the dance is to begin.
5. Open the door at the assigned time.
6. Supervise the dance in accordance to Student Handbook rules.
7. Make sure the parking lot lights are on.
8. Call the Alaska State Troopers and Principal if someone is suspected of having engaged in illegal activity during the dance.
9. It is recommended that chaperones call parents if students leave the dance early.
10. If visiting teams are permitted to return to their rooms, post a chaperone by the door that goes outside near the office to insure students are not going out that door.
11. Lock the hall door to prevent students from entering the dance through that door.
12. End the dance at the scheduled time (no later than midnight).
13. Provide clean up in the hallway, foyer, and multi-purpose room at the janitors direction.
14. Secure all doors.
15. Secure cash box at the end of the dance.
16. Fill out a deposit slip and turn all proceeds into the school office as soon as possible.

### **Class Meetings**

Class sponsors should guide classes through class meetings. Each meeting should begin with a team building activity. Class sponsors should rely on and assist class officers in running an organized meeting. During this time classes should take care of housekeeping item as assigned by the site administrator, plan for upcoming events, and decide on future fundraisers, and communicate concerns to and discuss school-wide issues with their student council representative. The class secretary should take

minutes and submit a copy of these to both the class sponsor and the Student Council Secretary. The class sponsor should keep a copy of these minutes as well.

**Sample Class Meeting Agenda**-Class meetings will be held on the first Wednesday of each month during activity time.

1. Teambuilding activity (15 min.)
2. "Spirit" plan---what class will do to create spirit at the next rally OR make signs for next rally (20 min.)
3. Discussion of fund-raisers or school-wide issues of concern (15 min.)

### **Monthly themes**

Teachers and classes are encouraged to promote the monthly themes established annually by Student Council (i.e. share a poem, story, or interview on morning announcements, integrate the theme into classroom lessons, or suggest another promotional idea to Student Council.)

September	Show Your School Pride
October	Native Heritage and Culture
November	Patriotism/American history Veterans' Day assembly
December	Christmas/International awareness
January	Community Service-Martin Luther King
February	Valentines
March	Go Green/recycle/spring cleaning
April	Careers emphasis
May	Senior appreciation

### **Supplies**

Each class is responsible for paying a \$50.00 to the Student Council as a way of financially supporting the cost of the art supplies for classes to use for Homecoming activities, pep rallies and class competitions. This fee should be paid no later than February 1<sup>st</sup>.

**TOK SCHOOL  
TEXTBOOK CHECK OUT  
2015-2016**

**Teacher**

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**Class**

---

**Book Title**

	<b>Student Name</b>	<b>Book Number</b>	<b>Condition</b>	<b>Returned at EOY</b>	<b>Damage</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					



# Tok School Field Trip Permission Form



Your child's class will be taking a field trip to:

Approximate No. of Chaperones: \_\_\_\_\_

Location: \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

When Day \_\_\_\_\_ Date \_\_\_\_\_

Time Leave school \_\_\_\_\_ Return by \_\_\_\_\_

Cost \$ \_\_\_\_\_ *Exact cash or check payable to school*

Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Additional information may include phone number where parents can reach their child in case of an emergency at home, overnight accommodations, anticipated arrival time at the event site, etc.)*

**Important: Please keep the top portion of this field trip permission form for your records.**

**X CUT HERE X CUT HERE X CUT HERE X CUT HERE X CUT HERE**

Please return permission slip to your child's teacher by \_\_\_\_\_

I give my child, \_\_\_\_\_ permission to attend the field trip to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_.

I enclose \$ \_\_\_\_\_ *(Exact cash or check payable to school)* to cover the cost of the trip.

I give permission for my child to receive emergency medical treatment. In case of emergency, please contact

	Name	Phone Number
1.		
2.		
3.		

My child has special dietary or medical needs such as: \_\_\_\_\_  
\_\_\_\_\_

My child and I are familiar with the Tok School Handbook and are in agreement that he/she will abide by all rules and regulations while attending this school function.

Parent's/Guardian's Name (Print) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents are welcome and encouraged to participate in field trip activities.

☐ Parent chaperones may or may not be necessary for this trip. Please indicate your willingness to assist.  
If your assistance is needed, the school will contact you.

☐ Yes, I am available to serve as a chaperone. I can be reached at \_\_\_\_\_.

## Tok School

### Parental Classroom Observation Protocol

Parents wishing to visit the classroom to observe *specific academic instruction* need prior approval from the building principal. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs. This type of request is different than volunteering time to help with a classroom project, party, or fieldtrip. If you are granted permission to visit a classroom to watch *specific academic instruction*, you must follow these rules:

1. Check in at the front office.
2. Refrain from engaging the attention of teachers or students through conversation or other means.
3. Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
4. Remain inconspicuous and non-disruptive to the instructional process.
5. You are not there to judge the teacher's ability to teach and are there to work with the teacher to best help your own child.
6. Parent visitations are limited to the time scheduled.
7. When leaving the classroom—you are bound by confidentiality and FERPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.

# TOK SCHOOL

P.O. Box 249

TOK, ALASKA 99780

TEL. (907) 883-5161 \* FAX. (907) 883-5165

Date: \_\_\_\_\_

Dear Parent or Guardian:

\_\_\_\_\_ A child in your child's class has Head Lice.

\_\_\_\_\_ Your child (\_\_\_\_\_) has nits.

\_\_\_\_\_ Your child (\_\_\_\_\_) has live Head Lice and is being sent home.

Do not be alarmed. This is a common problem in group programs. It is not a sign of unclean people or homes. Head Lice can go from one person to another by personal contact or from shared items such as combs, brushes, hats, clothing, towels, and bedding. Therefore, it is important for parents and the school to take immediate precautions whenever a student is diagnosed with Head Lice.

**If your child has not yet been diagnosed with Head Lice, please take the following precautions:**

- Check your child's hair for eggs (also called "nits").
- If you think your child may have Head Lice, ask your health care provider for a diagnosis and treatment recommendation.

**If your child has been diagnosed with Head Lice or has been sent home because of a suspected Head Lice problem, please do the following:**

- Follow any treatment recommended by your health care provider.
- Your child must be treated before returning to school.
- If your child has long hair, keep it in braids, up in ponytails or a bun.
- **The school is requesting a note from the local Health Aide, the Public Health Nurse, or a Doctor clearing him or her to return to school.**

Thank you for your cooperation.

Sincerely,

Jason Roslansky  
Tok School Principal

Note: This form letter has been authorized and directed by the Alaska Gateway School District.

Appendix D

Revised 09/18/2012

# ALASKA GATEWAY SCHOOL DISTRICT

## Student Accident Report Form

School: \_\_\_\_\_ Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Age: \_\_\_\_\_

Was student under teacher supervision at the time of accident? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Did Teacher see accident? Yes \_\_\_\_\_ No \_\_\_\_\_

Teacher's description of accident: \_\_\_\_\_

\_\_\_\_\_

Description of accident by injured student: \_\_\_\_\_

\_\_\_\_\_

Description of accident by student seeing accident: \_\_\_\_\_

\_\_\_\_\_

Brief statement of seriousness of injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was First Aid treatment given? Yes \_\_\_\_\_ No \_\_\_\_\_

Was additional medical attention necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was parent notified? Yes \_\_\_\_\_ No \_\_\_\_\_ How soon? \_\_\_\_\_

**Report any accident which could be  
considered serious.**

Signed: \_\_\_\_\_

School Administrator