

2009-2010 West High Administrative Staff and Assignments

Mr. Rick Stone
Mr. Nancy Brain
Ms. Sue Holway
Ms. Patsy Shaha
Mr. Craig Walker

Principal
Assistant Principal, Activities
Assistant Principal, Curriculum
Assistant Principal, Student Services
Assistant Principal, Staff Services

Rick Stone - Principal

Capital Projects/WHS Remodel
Community Relations/PTSA/Alumni
Highly Gifted Program
Leadership Instruction
Leave Requests
Liaison: ASD Administration/School Board
Parent Newsletter
Smaller Learning Communities
Supervision: Administrative Assistant
Financial Data Control Clerk
Unit Administration
Unit Budget
Unit Goals

Sue Holway - AP Curriculum

Academic Letters
Administrator Alternate
Assessment and Evaluation/HSGQE
Credit by Choice
Curriculum Design/Development
Department Head Meetings
Graduation
Grant Applications
Guidance Program
HSGQE/Remediation
Kanakgaq Program
Late Arrival/Early Dismissal
Newspaper/Debate/Close-Up
Staff Development Program
Staff Teaching Assignments
Student Aides
Student Assistance Program
Student Records
Supervision: Career Resource Advisor
Curriculum Secretary
Registrar
Teacher Training/Interns

Patsy Shaha - AP Student Services

Asset & Transition Program
Discipline
9th Grade Orientation
Parking
Security Personnel
Student Decorum/Handbook Distribution
Student Lockers/Student Transportation
Supervision: Discipline Secretary
Visitor Passes

Nancy Brain - AP Activities

Activity/Athletic Handbook
Athletic Director/Coaches/Sponsors
Booster Clubs
Budget - Student Accounts/Athletic Accounts
Buses
Choir/Band/Orchestra
Community Resources
Concessions
Coordinator: ASAA Volleyball/Riflery
Region IV Basketball
Dances
Drama Activities
Liaison: Community Rentals Calendar
Master Calendar/Activities
Monitor: ASAA Policies/NCAA Eligibility
RFP Bids
ROTC Program/Activities
Student Activities/School Assemblies
Student Government
Student ID/Activity Cards
Student Travel
Supervision: Activities Clerk
Vending
Yearbook

Craig Walker - AP Staff Services

Administrative Duty Stations
Appeals/Grievances
Attendance
Building Maintenance/Work Orders
Building Safety
Construction Liaison
Crisis Plan
Drop Out/At Risk Program
Equipment/Furniture Issues
Federal Impact Cards
Fine Arts/STTA Program
Fire/Earthquake/Lock Down Drills
International Baccalaureate Program
In-Service Coordinator
Night Crew/BPO/Aux. BPO
Northwest Accreditation
School Business Partnership
School Report Card
Smaller Learning Community Grants
Staff Evaluations
Staff Recognition & Wellness
Supervision: Attendance Secretary
Main Office Secretary

ACCIDENT AND REPORTING PROCEDURES

It is the responsibility of the teacher/staff member to fill out and turn in to the office, accident reports regarding students under his/her supervision. Teachers/staff should impress upon students the importance of the need for reporting immediately all significant accidents and injuries. All accidents involving students or staff occurring in the school, on school grounds, at school sponsored activities, or on school buses must be reported. Accident report forms may be obtained from the school nurse. Two copies of the form must be completed and returned to the school nurse within a 24-hour period after the accident.

ACTIVITIES

Scheduling

All meetings and activities should be coordinated with the activities principal before being announced or scheduled. A faculty sponsor or coach must be present during the entire meeting or activity.

Finances

Only activities approved by the activity principal are authorized to collect, maintain, and disburse funds for student or school-related activities.

Any school-sponsored organization wishing to make purchases must secure authorization from the sponsor and the activities principal. All moneys received by any school organization must be receipted in the Activity Fund. School District and unit procedures must be followed; these procedures will be explained to all advisors of organizations with authorized accounts.

Funds collected from any source for an after-school student activity are to be deposited with the activity clerk no later than 2:00pm on the first school day following the date of receipt of funds. No funds are authorized to be retained in the possession of students or activity sponsors. Any collection of money from students during the school day must be turned in to the activity office prior to the end of the school day.

Prior approval is mandatory for all purchases, and Purchase Orders are required. Purchase Orders will not be issued after the purchase has been made. Purchases made without a purchase order are the responsibility of the purchaser, and bills for such purchases will not be honored.

Activity sponsors should be aware of the status of their accounts and are required to adhere to purchase procedures.



Philosophy

The primary purpose of the Student Activities program is to meet those school-related interests and needs of students that are not provided for by the curricular program of the school. The activities program refers to clubs, classes, intramural, fine arts and interscholastic programs. The following is a list of objectives for the activities for *all students*.

1. Help all students to learn how to use their leisure time.
2. Help all students to increase and use constructively their unique talents and skills.
3. Help all students to develop new vocational and recreational interests and skills.
4. Help all students to develop more positive attitudes toward the value of vocational and recreational activities.
5. Help all students to increase their knowledge of and skill in functioning as leaders and/or as members of a group.
6. Help all students develop a more realistic and positive attitude towards themselves and others.
7. Help all students develop a more positive attitude toward school as a result of participation in the student activities program.
8. Help all students understand and participate in the democratic processes of an organization.

All school-sponsored activities of member schools are conducted in accordance with ASAA By-laws, Rules and Policies. The Anchorage School District and each school may establish additional standards for its own students.

Sponsor/Coaching Responsibilities

A sponsor has a great deal of influence on the success of a student group and activity. A student group is often a mirror image of a sponsor's interest and enthusiasm. The following criteria are the responsibility of the sponsor of any Anchorage School District club or activity. The sponsor should:

1. Provide leadership.
2. Promote positive student interest, enthusiasm, and leadership.
3. Obtain approval of the school administration for all activities.
4. Discuss with students the pros and cons of all projects.
5. Be present at all meetings and activities.
6. Prepare specific list of items to purchase with correct Item/Catalog numbers for purchase order. No blank purchase orders will be issued. Sign all purchase orders.
7. Follow-up with students to make sure they are fulfilling their responsibilities.
8. Encourage good academic standing and ethical behavior for all members of the organization.
9. Obtain administrative approval for posters and bulletin announcements.
10. Account for all uniforms, supplies, and equipment used during the school year.

ATTENDANCE

It is the teacher's responsibility to maintain an accurate attendance record and communicate attendance concerns to the student, parent/guardian(s), and administrators. Attendance must be recorded each period on the District Connection. Attendance should be taken after the final bell and recorded. An attendance report will be provided to each teacher on a daily basis, which indicates all absences for the previous day, in the teachers' mailboxes. If a student arrives tardy to class and you wish to change him from absent to tardy, you may do so on the District Connection. Absences must be cleared within 24 hours of their occurrence or they will be considered truanancies. Students are responsible for making sure all absences are cleared through the attendance office and their individual teachers.

Absences should be cleared by:

1. A phone call from the parent or guardian to the attendance office at:
566-2500
742-2538
2. A note containing the following information:
Student's full name
Date of absence
Reason for absence
Telephone number of parent or guardian
Signature of parent or guardian

Students shall clear absences through the attendance office at the following times:

Before School	7:00 - 7:25am
During Lunch	10:25 - 11:00am
After School	2:00 - 2:30pm

Corrections to Attendance

Accuracy and promptness are essential. Corrections to attendance should be made as soon as possible. Use either the form provided by the Attendance Office or the daily attendance report printout.

Absences and Truancy/Make-up Procedures

One (1) day of make-up privileges will be granted for each day of absence, up to a maximum of five (5) school days regardless of the length of absence. It is the student's responsibility to request and complete all make-up work. If notification of a test or assignment was given prior to the absence, the student will be expected to take the test or turn in the assignment the day he/she returns to school.

Absences due to truancy will not carry make-up privileges, pursuant to the Anchorage School District Attendance Policy. For truanancies, the teacher will assign a grade of "0" for any class work due or assigned on the day of the absence.

Medical Waivers for absences greater than four days will need to pick up an application from the Health Office.

Pre-acknowledged Absences

Teachers may be asked periodically to complete a section of a student's pre-acknowledged absence form. These forms are to be completed whenever a student knows in advance that he/she will be absent at least five (5) days, e.g. family travels, surgery, etc. These absences count as regular absences.

Suspensions

Short Term:

See 2008-09 ASD High School Student Handbook, Section III, Statement of Student Rights and Responsibilities, Page III-6, Par. 2.d., Short Term Suspension, which states:

A student on short-term suspension is encouraged to contact his or her teachers regarding daily class reading and assignments. A student on short-term suspension will be allowed to complete, for credit, class work and assignments missed during the short-term suspension.

Long Term:

See 2008-09 ASD High School Student Handbook, Section III, Statement of Student Rights and Responsibilities, Page III-6, Par. 3.a. (3), Long Term Suspension, which states:

A student on long-term suspension is encouraged to contact his or her teachers or counselor regarding daily class reading and assignments. However, a student on long-term suspension is not granted credit for work that is handed in or completed during class.

Tardies

The focus will be to continue to stress punctuality and reduce classroom interruptions in an effort to allow more quality time for teaching and learning.

Teachers are expected to develop appropriate interventions for tardiness. These interventions should include one or all of the following:

1. Student conference (document conference).
2. Parent contacts (document the call and retain a copy).
3. In-house work details supervised by the teacher.
4. Tardy notice as deemed necessary by the teacher to Security.

The record will begin at zero at the beginning of each semester.

BOOKS

Faculty members shall institute necessary procedures to hold textbook losses to a minimum. All teachers will keep a textbook list on file. Teachers should visibly check that each student has printed his/her name and the month/year in ink on the inside cover of the book. **Teachers shall collect textbooks from students at the completion of the course and prior to issuing final exams.** Students who do not return textbooks shall be given a Non-Returned Items Notice (Fine Slip), the yellow copy of which shall be forwarded to the Financial Data Control Clerk. (Teachers may check textbooks for accurate ownership once each quarter to reduce losses.)

Should West High need additional or special textbooks, the curriculum principal will contact the other District high schools. A faculty member should not call another school in an attempt to locate books without first checking with the curriculum principal.

Faculty members should not loan textbooks or other schoolbooks to non-West High faculty members. All such requests should be directed to the curriculum principal.

CHECK-IN AND CHECK-OUT

Teachers shall be on duty beginning at 7:00am and ending at 2:30pm, for a combined total of 60 minutes before and after the student day. Teachers should be in their classrooms and available to the students by

7:15am. If a teacher must leave the school during school hours he/she should receive authorization from an administrator and, in addition, sign out and in on the form provided in the main office.

CLASSROOM DECORUM

Teachers shall be thoroughly knowledgeable with the West High Student Handbook, which sets forth the written set of school rules presented to each student.

It is strongly encouraged that instructors post their own set of rules in a conspicuous area in the classroom. They should be few in numbers, clearly worded, and positively stated. An example would be:

1. Respect other people and their property.
2. Request permission to speak or leave your seat.
3. Eat and drink outside of class only.
4. Be prepared for class (pen, paper, books and other materials).
5. Follow instructions promptly and accurately.

Discipline is an essential part of the learning environment. Positive school-wide discipline enhances the climate of the school.

Teachers are the first and most important step in the discipline process. Teachers should clearly define their expectations for classroom conduct and then communicate consequences for violations.

Parents are the next step in the discipline process. Teachers should call a student's parent as soon as possible to inform the parent of any negative behavior on the part of the student. (Positive phone calls are also beneficial.)

If a student's negative behavior continues, a referral should be made to the assistant principal. In most cases, when a student is referred to the office, a discipline sanction will be applied.

Some actions by students require immediate referral to the office, such as an assault, vandalism, suspected drug/alcohol/tobacco possession and/or use, and profanity toward a student or staff member.

Please refrain from sending students to the office for not dressing out, not having a pen, pencil, notebook, paper, etc. The individual classroom teacher generally best handles this.

COPYRIGHT LAW

Below are basic guidelines regarding "fair use".

1. **SINGLE COPY FOR A TEACHER.** ONE chapter from a book; ONE article from a periodical; ONE short story, short essay, or short poem (prose less than 2,500 words; poem less than 250 words); ONE chart, graph, drawing, cartoon.
2. **MULTIPLE COPIES FOR CLASSROOM** (or inservice session): Multiple copies (not to exceed one per pupil) may be made, provided that:
 - a. The copying is at the instance and inspiration of the individual teacher.
 - b. The inspiration to use the work and the moment of its use is so close in time it would be unreasonable to expect a timely reply to a request for permission.
 - c. Brevity: Poetry - No more than 250 words; Prose - total is less than 2,500 words; excerpt of not more than 1,000 words or 10%, whichever is less; Illustration - one per book or issue.
 - d. Cumulative effect: Copying is for ONE COURSE only; not more than ONE short poem, short article, short story, or TWO excerpts by the same author; and not more than three from the same collective work or periodical volume (not issue) during the same term; however, not more than nine instances of multiple copying per course.
3. **PROHIBITIONS:** No copying of "consumable" material, i.e., textbooks, and workbooks. Copying shall not:
 - (a) substitute for purchase, (b) be directed by higher authority, (c) be repeated with respect to the same teacher from term to term.

The Librarian can serve as a resource for questions on copyright issues.

CRISIS PLAN

A detailed crisis/disaster response plan will be provided for each teacher in his or her emergency class packs. Teachers are expected to read the plan in order to respond accordingly. Place the Crisis Plan under

your teacher desk in the manila folder provided. A crisis code poster will be provided which should be displayed prominently in every room.

DRUG AND ALCOHOL

Students suspected of being under the influence or in the possession of drugs/alcohol should not be sent out of the classroom. The teacher should request the office, via a messenger or intercom, to send an administrator or safety/security person to the room.

All students suspected of being or known to be under the influence or in the possession of drugs or alcohol must be referred to an administrator as soon as possible.

EMERGENCIES

If an emergency arises teachers should notify the office immediately. Using the intercom would be the most expedient communication. **Please call the discipline secretary at #1129.** An administrator will make any contact with an outside agency, e.g., paramedics, police, fire department.

EQUIPMENT CHECK-OUT

Teachers may checkout equipment for a short time to use at home for work related purposes. Prior administrative approval must be obtained, and an Equipment Check Out Form completed. Forms are available in the IMC and main office area.

FIELD TRIPS

(Field Trip Permission Forms are available on the website under Curriculum/Forms.)

The following guidelines should be followed when planning a field trip with students:

1. Approval for a curriculum related field trip must be obtained from the curriculum principal; approval for an activity-related field trip must be obtained from the activities principal.
2. A field trip permission form must be filed in the curriculum office or in the activities office.
3. If a bus is required, the appropriate request form should be completed and forwarded to the activities office two weeks (10 school days) prior to the event. No funding is available for buses; check with the Activities Clerk to determine cost of the bus and determine how students will pay for the bus or how you will arrange funding.
4. Obtain a signed permission slip from each parent/guardian for each student attending a field trip.
5. Student should check with teachers prior to the field trip so they know the work they are responsible for missing in classes.
6. The field trip sponsor needs to send a "Please excuse" email to the activities principal or the curriculum principal 48 hours prior to the event with the name of the event, the times, the students are to be excused, the names of the students, and the ID's of the students.
7. Arrangements must be made for any students who do not attend the field trip.

FIRE DRILLS

State of Alaska and Anchorage School District regulations require periodic fire drills. Teachers will be provided with fire drill procedures and exit routes, which should be posted permanently in the classroom. Each class should be instructed in proper procedures and exit routes for each class period including lunchroom and assemblies.

During the fire drill, each teacher should close all windows, turn off the lights, take his/her grade book, and lock the door to his/her classroom. The building should be cleared of all persons every time the fire alarm sounds. Students should reenter the building after hearing the all-clear signal or being told by a safety/security person or an administrator they may reenter the building.

GIFTS

Gifts contributed by school organizations to our school must be approved by the Superintendent and by the principal of the contributing school.

Any real or personal property donated to the Anchorage School District or to a particular school is school property. No such gift may be accepted by any individual in the name of the school or in the name of the

Anchorage School District without the understanding that the gift is unconditional and that the title for such property remains in the District.

GRADES

Grade reporting periods are nine (9) weeks in length. During the fifth week of each quarter, progress reports must be completed for each student who is doing unsatisfactory work or failing; however, teachers are encouraged to complete a progress report for all students as nine weeks is a long time between status reports for parents.

Communication to a parent/guardian must precede any failing grade (quarter or semester). If a student did not receive an unsatisfactory progress report, but begins doing unsatisfactory work later in the quarter, his/her parent/guardian must be notified. Any exceptions should be referred to the curriculum principal.

Semester courses: Quarter 1 and 3 grades are progress grades; Quarter 2 and 4 grades are final semester grades.

Quarter courses: The final grade is based on the student's contribution during the quarter. Quarter courses will not be averaged into a semester grade.

Grading System: Teachers should discuss their grading system in each class and post a copy of it in the classroom. A copy of the grading system, as well as the classroom syllabus, should be given to the curriculum principal.

Grade Books: Grade books have two sections for each class, one for **attendance** and one for grades. The attendance section should have a key, which explains all symbols used in that section. The grading sections should have a legend to describe the method of determining the semester grade. Each entry should be clearly labeled as to the date and assignment. Semester grades should be clearly indicated and entered in ink. Grade books are to be turned in to the curriculum office at the end of each school year.

Grade books should be **accurate** and **current** at all times, ready for use in conferences; and a sufficient number of grades should be entered to serve as a realistic basis for the final grade.

Quarter final and semester final grades should be clearly labeled.

The grade book is an important document which, at any time, can be subpoenaed as evidence. Please keep marks legible.

Grade Reporting: At the end of each quarter, teachers will enter grades on data processing sheets, which will be distributed by the curriculum principal.

Students who enrolled late in a grading period are to be issued grades if they have been enrolled 15 days or more. A transfer student will have grades from his/her previous class or school, which should be figured in with grades in the current class.

Grade Correction: If a grade change needs to be made for a student, please fill out a grade correction form in the registrar's office. The reason needs to be stated and it must be signed by the curriculum principal.

GUIDANCE DEPARTMENT PROCEDURES

The guidance department to establish uniformity and facilitate guidance functions for students, faculty, and counselors will use the following procedures.

Student Requests To See A Counselor

1. The student completes a "Request To See Counselor" form located in the Counseling Office and places the form in the pocket next to the counselor's door.
2. The requested time to meet with a counselor must be made no earlier than one day in advance. A counselor's pass will be sent to the student indicating the appointment time. The student will be sent at the "teacher's convenience" unless otherwise noted on the pass. "Immediately" will be marked only when necessary.
3. Students who would like to see their counselor immediately will request permission for a pass from their teacher. The teacher should use discretion as to the immediate need and importance of the request.
4. Counselors are usually available for students to drop by before school, during lunch, or after school, although they may be involved in meetings or parent-teacher conferences at those times.

Counselor Requests To See A Student

A counselor pass will be delivered to the student's class and given to the teacher. The requested time will be marked on the pass. The student will return to class with the signed pass following the conference with the counselor.

INSTRUCTIONAL MATERIALS CENTER (West - Romig Library)

The Information Center can be a vital part of your students' learning experience. Research instruction, in cooperation with the librarian, is encouraged. A reservation book is available for your use and you are requested to sign up two school days in advance of class work in the library. Classes are assigned to the specific area where they are to be assisted and supervised until the end of the period. ***Substitute teachers are not allowed to bring a class to the library unless specifically indicated in the teacher's lesson plan as being pre-arranged with the Librarian***

FILMS & EQUIPMENT: Return to the person borrowed from, or to the library at the end of the day. ***No films should be used that have not been previewed by the classroom teacher and are part of that teacher's lesson plan.***

Individual Use: Students may be sent to the library by the teacher to whom they are assigned, for individual research. Teachers may send a limit of four students without accompanying them, and those students will be expected to remain in the Information Center until the end of the period unless the teacher has indicated otherwise on the student pass. (Students are not allowed in the library during their early dismissal or late arrival time.)

Hours: The Information Center is open fifteen minutes before school and thirty minutes after school.

Circulation: Non-reference books are checked out for two weeks. Reference books and magazines will be available for in-library use only, not signed out to leave the library. Audiovisual materials and equipment are checked out on an as needed and as available basis. Teachers who would like materials or equipment for a longer period of time may arrange for that with the Information Center staff.

Special Services: The Information Center offers many services in addition to research instruction, book, magazine, software, and equipment checkout. These services include such things as photocopying, laminating, and on-line searching. Teachers are invited to use the many resources and services available in the Information Center.

HARASSMENT

In accordance with the Harassment policies of the Anchorage School District, West High School enforces a zero tolerance policy regarding harassment of students or staff. Any instances **MUST** be reported to the principal or assistant principal.

KEYS

Keys for assigned rooms, closets, desks, and filing cabinets will be issued to each teacher by the Administrative Assistant. **No Anchorage School District keys are to be duplicated.** Lost keys should be reported **IMMEDIATELY**. Keys are the teacher's responsibility; and **at no time should they be given to students - even for temporary use.**

LEAVE REGULATIONS

All leave slips should be turned in to the Administrative Assistant to be forwarded to the principal for approval.

LIABILITY

The liability of the Anchorage School District can only arise through the actions or inaction of its officers and employees. Without detailed analysis, it can be stated that all of the District's employees have a duty to

the students of the District. The standard of care, which a teacher has, is different from that of other personnel.

The District may have a higher degree of care of some students than other students. To provide guidelines for the conduct of the teachers and other employees towards students, several observations are being offered.

1. A teacher has a duty to supervise students during school hours.
2. The degree of supervision required depends upon the age and responsibility of the students and the circumstances in which the students are involved.
3. A teacher should instruct the students concerning known dangers of any activity in which they are involved. Safe practices to be followed are to be taught.
4. A teacher should require adherence to the prescribed safe practice.
5. A teacher should be diligent in observing any conditions affecting students, which might lead to injury.
6. A teacher should be observant of the conditions of the facilities and report hazards to the principal and inform students without delay.
7. A teacher should inspect all instruction equipment, e.g., parallel bars, test tubes, to be aware of the condition and should warn students of any defects to prevent or limit use as good judgment dictates.
8. The administration should have a procedure to inspect the facility regularly. Any irregularities should be corrected.
9. The administration should provide guidelines for all personnel in rudimentary supervisory techniques in the area of their responsibility.
10. The administration should provide guidelines for all personnel to follow in executing their duties, including accident procedures.
11. All personnel should keep notes concerning accidents happening in their rooms or in their presence and report them to the principal.
12. All personnel should be reminded to follow the guidelines for conducting the District's affairs promulgated by the School Board and administration.

MAIL

Faculty mailboxes will be used to transmit messages, bulletins, and other school information. Teachers should check their mailboxes/e-mail upon arrival and before leaving in the afternoon. Messages will also be placed in your e-mail account. Any mail that does not properly and clearly identify the person and/or organization should NOT be placed in the staff mailboxes.

The mailboxes are for conducting school business. Other uses such as the distribution of handouts, flyers, etc., should be cleared in advance with the principal. Procedures have been established where information and newsletters from the teachers' organizations are routed to the building representatives for distribution. Personal mail should be addressed to the teacher's home mailing address; however, appropriate mail can be addressed to West Anchorage High School.

Outgoing U.S. mail may be placed in the appropriate mailbag in the main office workroom. Mail pick up on the weekdays is around 9:30am. Intra District mail may be placed in the blue mail sack also located in the main office workroom. This mail usually leaves West High about 10:00am.

Students should not collect mail for teachers. This restriction will facilitate the security of all teachers' mail and prevent students from entering the staff lounge.

Due to budget cuts, bulk or U.S. mail outs should be kept to a minimum and pre-approved by the principal. The cost of continuous mail outs may be charged to the department's budget.

MAINTENANCE AND CUSTODIAL SERVICES

Requests for custodial work in the building or concerns regarding custodial work should be referred to Ms. Jamie Jones, Ext. 2505. "Emergency" requests for work during the day should be referred to the BPO, Bob Wright, or Jennifer Schauer, Financial Data Control Clerk, at Ext. 2524.

MEDIA RELEASE

News and feature stories regarding school activities are the responsibility of the Principals. Teachers who wish to suggest a news release should contact an Administrator. In addition, a Media Release Form must be

completed with parent/guardian consent prior to any student being interviewed by the Media. Media Release Forms are available in the Curriculum Office and Activities Office.

NURSE - HEALTH STATION

First Aid

Every classroom should have a first aid kit, which can be obtained from the nurse. Note what supplies are in the box and replenish the supplies as needed. Please take care of minor first aid whenever possible. Enrollment in a first aid or CPR class is optional.

Serious Illness/Accidents in the Classroom
Stay with the student! Do not move them!

Check

AIRWAY

BREATHING

CIRCULATION

BLEEDING (SEVERE)

Send a responsible student or adult to get the nurse and/or report a need for 911. The Health Office extensions are 2501 & 2520.

Accident Reports

Any faculty member who witnesses an accident/incident should pick up an accident report form from the nurse or main office and turn it in to the principal for signature.

OFFICE SUPPORT STAFF

Cafeteria Manager: Teresa Harwell

Clerical:

Activities Clerk	Sonya Jones	742-2531
Administrative Assistant	Misty Lisenby	742-2515
Attendance Secretary	Misty Floyd	742-2538
Career Resource Advisor	Gail Rutz	742-2540
Counseling/Curriculum Secretary	Yolanda Fuerer	742-2503
Discipline/Lockers/Parking	Kassandra Lee	742-2578
Financial Data Control Clerk	Jennifer Schauer	742-2524
Library Aides	Jill Stanley	742-2506
	TBA	742-2506
Main Office Secretary	Chemene Breiner	742-2580
Nurse's Assistant	Jayne Brown	742-2520
Registrar	Laurie Sweet	742-2504

Counselors:

Ms. Miriam Dean
Ms. Debbie Barker
Ms. Lisa Mounds-Craft
Mr. John Conroy
Ms. Lo Crawford
Ms. Tawana Wilson
Ms. Michelle Yoon

Safety/Security:

Mr. Ken Colley
Mr. Rashard Boston
Mr. Delvin Myles
Mr. Stacey Lawrence
Ms. Karen Mathews

Day Custodial Staff

BPO Mr. Bob Wright
Aux. Mrs. Champheng Miller

School Psychologist

Betsy Gerace

PARENT COMMUNICATION

Faculty networking with parents is very important to the collaborative learning climate we wish to foster at West High School. Your promptness in returning phone calls and emails, getting student homework to the counseling office (or using the Homework Hotline) and being in attendance at parent/teacher/student conferences builds the shared support and responsibility for student success at West High School.

PARENT NEWSLETTER

The principal's office is responsible for generating the school's monthly newsletter. Teachers are urged to submit items of interest to the principal's assistant on or before the scheduled deadline. If the deadline is missed, articles will be included in the following month's newsletter. Items of interest include upcoming events, honors for students, honors and accomplishments of staff members, and concerns that should be shared with parents.



PARKING

Parking in front of the building, except in the designated area, is reserved for visitors only. All vehicles using the student or faculty parking lots are required to be identified and marked with a West High parking sticker which should be visible at all times. Faculty stickers are available from the Student Services Office. The faculty parking lot is located on the south side of the building near the tennis courts and cafeteria. Student parking is on the west side of the building.

Parking is not available on the east side of the building by the Hillcrest Data Processing Building. Cars parked in this area **WILL** be towed. Data Processing is very serious about this matter.

PASSES

Students leaving a classroom or activity area during class time must be given an official written **PINK** pass. Issuance of hall passes should be held to a minimum; and the passes should be filled out in ink, indicating the student's full name, reason for pass, destination, departure time, and staff member's initials. Please use the pink passes. Please instruct substitutes **NOT** to issue passes to students.

PLEDGE OF ALLEGIANCE

Flags (United States and Alaska) will be displayed in all classrooms. An opportunity shall be provided for all students to salute the flag with the Pledge of Allegiance each day. Students cannot be compelled to say the pledge or stand for the pledge, but should be quiet and respectful during its recitation. The pledge will be led from the public address system at the beginning of first period each morning. Public announcements will be in written form and will also be announced over the public address system. If you are in need of a flag, please see the BPO, Bob Wright.

SCHOOL PURCHASES

All school purchases except those of an emergency nature will be handled through the normal requisition procedures. Teachers may contact their department heads or one of the administrators to initiate one of these purchases. **Emergency purchases will be reimbursed through petty cash, provided that the Principal has given prior approval for the purchases.**

SPONSORS AND CHAPERONES

A staff member **MUST** be present at all meetings, practices, and activities of student organizations and groups. If a sponsor cannot be present, the activity must be canceled or rescheduled.

Dances

The sponsor or an organization holding a dance shall be responsible for all details of the dance, from original planning to cleanup. Four chaperones (staff) will be needed to work at each dance.

Chaperones should report to the dance half an hour before the event starts and should remain until the students have departed. Chaperones and sponsors are to do the following:

1. Allow only West High School students to attend the regular high school dances unless a guest pass is

2. Bar from entrance any student who is suspected of being under the influence or in possession of drugs or alcohol. These students should be reported to an administrator immediately.
3. Advise students prior to entering the dance that random car searches will be held.

STAFF LOUNGE

Students are not permitted in the faculty lounge. **Smoking is not permitted anywhere on school grounds.**

STOCK SUPPLIES

Requests for supplies from the stock room should be sent via e-mail to the Financial Data Control Clerk. Teachers should expect to receive their supplies within 24 hours. "Emergency" requests for supplies are made through the principal.

STUDENT MATERIAL COSTS

A few specified courses have material fees: Foods, Photography, Art. Students know in advance that they must purchase the materials with which they will be working. The Financial Data Control Clerk, Jennifer Schauer, per ASD Policy, must collect all fees.

Teachers wishing to have students purchase materials in other classes must obtain prior approval from the curriculum principal. Students may be asked to purchase only items that will become their personal property. A student's grade may not be affected as a result of not purchasing the item(s).

STUDENT RECORDS

Teachers should be familiar with the Statement of Rights and Responsibilities adopted by the Anchorage School District on November 6, 1973, and updated on July 16, 1979. This statement is included in the West High School Student Handbook.

SUBSTITUTE TEACHERS

If you require a substitute, please call the Sub Finder System at 742-4651 prior to 5:30am. Please also refer to the printed "Employee Instructions" provided by Sub Dispatch. **If you do not intend to return to work the following day, please make the appropriate arrangements to again provide a substitute.**

Teachers should not make complaints regarding a substitute teacher directly to the Substitute Dispatching Service. Any substitute problem should be discussed with the curriculum principal. It will also be necessary to put your complaint in writing. The complaint will be forwarded to Sub Dispatch after the curriculum principal has spoken with the substitute.

TELEPHONE & FAXES (Long Distance Calls)

Long distance calls, faxes, telegrams, from the school require prior authorization. Please remember long distance faxes are the same as long distance telephone calls. Personal long distance faxes will need prior authorization.

Teachers will not be called from class for telephone calls except when there is an emergency.

TRANSFER/WITHDRAWAL OF STUDENTS

Once students have selected their courses during registration, there will be no schedule changes without the consent of the curriculum principal.

*Any student whose absence is unauthorized for the first three days of a course is subject to withdrawal from the course. These "no shows" should be referred to the curriculum principal when requested to do so.

*Students withdrawing from a course after ten days of the course will have a WP (withdrawal - passing) or WF (withdrawal - failing) recorded on his/her transcript, with the WF counting in the calculation of his/her grade point average.

*Unless students are listed on the computer-printed class roster, or have an official schedule change form, they should not be admitted to class, but should be referred to a counselor.

VISITING TEACHER

If there is a possibility a student may be absent from school for three weeks or more, an immediate referral will be made so that the student may benefit from the services of the Visiting Teacher. Referrals to the Visiting Teacher are made through the appropriate counselor.

The Visiting Teacher will request assignments for students under his/her care. These assignments should be prepared as soon as reasonably possible and placed in the Visiting Teacher's mailbox. He/she will return the completed work to the teacher for grading.

Teachers are encouraged to assist in the program to the fullest extent through conferences with the Visiting Teacher and/or written communication.

VIDEO/FILM USAGE

The complete, current ASD policy on Media Usage is available at the Curriculum and Instructional Support webpage (http://www.asdk12.org/depts/cei/download/inst_media_sec.pdf).

In general, media (videos, DVD's, CD's, excerpts from films/videos, audio recordings, etc.) not ASD approved through the Curriculum Dept. are considered "supplemental" material. The general procedures for any supplemental media are:

- The teacher is responsible for the educational and age appropriateness of supplemental media materials used in the school setting.
- Media resources for the ASD AV Center may be shown without administrative approval. The teacher must preview all materials.
- Materials, other than feature films, legally recorded from television may be shown provided they supplement the curriculum.
- Administrative approval and permission slips are required if the media pertains to a controversial topic.
- An alternative assignment of equal value and difficulty must be made available for students who do not have permission to view or listen to selected media. The alternative assignment should be completed while the other students view the video/film.
- Motion picture ratings will be used as a guide. No "R" (restricted) rated films will be shown in the classroom and parent permission slips are required for PG 13 rated films.

The Librarian can help staff identify material, and serves as a resource for copyright/fair use questions.

Sample Permission Form (adapted from the ASD site):

The Anchorage School District suggests parent or guardian permission for students to view/listen to selected media in class. This media has been chosen to supplement and enhance the curriculum.

Your student's class will have an opportunity to view _____, which is rated ____.

This film was chosen because:

Please sign this form and return it by:

Sincerely,

I give permission for (student name): _____

To view/listen to: _____

Parent/Guardian Signature: _____

