



# **PALMER HIGH SCHOOL**

**Home of the “Moose”**

## **STAFF HANDBOOK**

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## Palmer High School's Mission is to prepare...

Life-long Learners – Community Assets – Citizens of Integrity

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### Palmer High School's Vision ...

To focus on quality education and a high level of student achievement. It is our role to work in partnership with the community to develop contributing, self-directed, responsible citizens for a changing world. Multiple opportunities are provided through a rigorous and diversified curriculum in a safe and supportive environment.

- Palmer High School acknowledges the uniqueness of the individual and strives to instill a desire for life-long learning. With this in mind, we provide programs that allow for varying degrees of proficiency in diverse disciplines and teach skills necessary for students to become productive citizens and achieve personal goals.
- Schools cannot run without staff. The professionals who comprise the staff of Palmer High School provide a positively structured educational environment for our students by maintaining high expectations for social interaction and academic achievement while protecting the dignity of the individual.
- Schools are learning institutions; we learn from each other and benefit from exemplary models of behavior. School staff has a crucial role as models for our young people. It is the responsibility of all employees to set a positive example for the students. Both a duty and a joy, our chief responsibility is the education of our youth.

**Palmer High School, accepts, embraces, and supports the mission, vision, beliefs, and goals established and adopted by the Matanuska Susitna Borough School District – these can be found on the school district's website**

## Palmer High Learners

### Palmer High learners strive to be:

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## **ROLE OF THE CLASSROOM TEACHER**

It is the responsibility of the classroom teacher and all staff where appropriate to:

- ✓ Foster personal and academic growth by challenging students to produce their highest quality work.
- ✓ Encourage students to be active learners and participants in the community.
- ✓ Emphasize mutual respect in a positive learning environment.
- ✓ Teach skills and information in the context of relevancy to the students' lives.
- ✓ Employ community input, educational theory, student needs, and societal concerns to revitalize educational programs.
- ✓ Routinely and systematically review curriculum to ensure alignment with school objectives.

## **TEACHING AND LEARNING**

### **Curriculum**

Classroom curriculum shall adhere to district curriculum guides, standards, and assessments. Additional coursework can be added to supplement district curriculum but may not be used to supplant district requirements. Teachers may choose different teaching strategies to reach the required student outcomes. Classes within the school with the same name (e.g. World Studies) should target the same outcomes; assessments should provide a reliable measure of student progress. Courses must incorporate state standards which will be assessed primarily using MAP data, collected twice yearly.

### **Course Outline(s)**

A course syllabus (course goals, timelines, and assessment guidelines) for each course you teach should be distributed to each student and must be available on your PHS webpage within the first week of school.

**Grades**

All grades at Palmer High School will be A, B, C, D, or NC (no credit). Exceptions are the “P” which is generally used for Teacher Aides (TAs) and some grades assigned to students as part of their IEP.

Grades for achievement shall be reported each marking period as follows:

A (90-100%)	Outstanding Achievement .....	4.0 grade points
B (80-89%)	Above Average Achievement .....	3.0 grade points
C (70-79%)	Average Achievement .....	2.0 grade points
D (60-69%)	Below Average Achievement.....	1.0 grade point
F below 60%	No Credit .....	0 grade points

*for weighted courses, add one grd.pt.*

There are some other grading symbols available – please check AR (Administrative Regulation) 5121 for details. Plus (+) or minus (-) grades are permissible for teachers’ use in-class, but progress report and report card grades will be recorded as A, B, C, D, F, or P (**no Incomplete (I) will be issued**).

**Essential Documents**

Teachers will use the district approved electronic grading system (Synergy) for tracking grades and attendance. A minimum of two assignments/assessments per week should be entered per AR 5121. Teachers will ensure all student grade information is up to date by Wednesday at 3:00 PM of each week so that students and families can access and view timely and accurate information.

**Grading Structure**

Assignments can be broken into two major categories: formative and summative. Assignments that are primarily designed for mastering content rather than exhibition of content mastery are formative (e.g. homework, daily classwork, bell questions, small quizzes, etc.). Summative assessments are assignments designed to allow students to demonstrate their mastery of content (e.g. major tests, projects, productions, finals, etc.).

Course grades should primarily reflect student mastery of course content. To that end, at least 70% of the students’ grade should be composed of various summative assessments. No more than 30% of the course grade should be composed of formative assignments. Except in participation based courses and classes with high structure needs, no more than 1/3 of the formative grade (10% of total grade) should be employability skills/course participation. An example of this grading structure is shown below.

**Date:**    **Class:** ENGLISH 1 S1    **Instructor:**

<u>Assignments</u>	<u>Due date</u>	<u>Score</u>	<u>Possible</u>	<u>Pct</u>	<u>Comments</u>
<b>Formative Assessments – 30% of Total Grade</b>					
The Most Dangerous Game: Characterization Chart	9/8/2010	30	30	100% (A)	
Alliteration and Assonance worksheet	9/10/2010	18	18	100% (A)	
Object Poetry	9/14/2010	17	18	94% (A)	
Metaphor in Poetry	9/17/2010	7	7	100% (A)	
Figurative Language: 5 Metaphors	9/17/2010	10	10	100% (A)	

Free Reading Log #1	9/24/2010	10	10	100% (A)	
Two Old Women: Survival Game	9/30/2010	20	20	100% (A)	
Subsistence Article Questions	9/30/2010	10	16	63% (D)	
Free Reading Log #2	10/1/2010	M	10	0% (F)	no submittal
Two Old Women: How Things Came to Be Story	10/5/2010	45	50	90% (A)	
Free Reading Log #3	10/8/2010	10	10	100% (A)	
Free Reading Log #4	10/15/2010	10	10	100% (A)	
Free Reading Log #5	10/22/2010	8	10	80% (B)	
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		<b>195</b>	<b>219</b>	<b>89.04%</b>	

#### Summative Assessments – 70% of Total Grade

Alliteration and Assonance Poem	9/13/2010	28	30	93% (A)	
Metaphor Poem	9/21/2010	16	16	100% (A)	
Two Old Women: Cultural Literacy Quiz 1	9/24/2010	8	8	100% (A)	
Test #1: Plot, Literary Terms	9/24/2010	38	40	95% (A)	
Two Old Women: Cultural Literacy Quiz #2	10/1/2010	11	13	85% (B)	
Two Old Women Cultural Literacy Quiz #3	10/8/2010	16	18	89% (B)	
Two Old Women Cultural Literacy Quiz #4	10/15/2010	8	12	67% (D)	
Two Old Women Test	10/21/2010	96	100	96% (A)	
Two Old Women: Cultural Literacy Quiz #5	10/22/2010	9	16	56% (F)	
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		<b>230</b>	<b>253</b>	<b>90.90%</b>	

**Final percent (weighted) = 90% Letter grade = A**

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#### Other Grading Information

Per district policy, grades should not be tied to student fees. Make-up time for absences is equal to the number of days absent + 1 (e.g. a student absent for two days has three days to complete work that was missed during their absence).

Lesson plans are essential to effective teaching and should be available for review by a principal. They should be up to date and accurate. Lack of written lesson plans will be addressed through the evaluation process.

Electronic grading records should be considered confidential documents. As such, only teachers (and substitutes) or other personnel employed by the school are permitted access Synergy. Students should not enter attendance or grades or calculate grades other than their own. A hard copy of the grade information for each semester must be submitted to the registrar's office at the end of that semester; it is a part of the final, year-end check-out. It must also be made available upon request of the administration.

Students shall be informed, in writing, of the behaviors and achievements that are expected of them at the beginning of a class (these should also be posted in the classroom). Students shall also be informed of their progress throughout the course of study.

#### Grade Reporting / Report Cards / Grade Changes

Procedures for reporting grades will be announced by the Registrar at the start of the school year. Teachers are required to meet deadlines for recording grades to ensure efficient distribution of student report cards.



## Progress Reports

*Progress report grades* are due to the Registrar by the end of the work day (**by 2:45 PM**) on:  
September 16, 2019                      November 18, 2019                      February 06, 2020                      April 16, 2020

*Progress reports issued in class on:*  
September 19, 2019                      November 21, 2019                      February 10, 2020                      April 20, 2020

## Report Cards

*Report Cards* are issued to students (or their parents) on:  
October 22, 2019 issued in class and on 10/31 during PTC... (grades due 10-17-19 by 2:45 PM)  
January 10, 2020 Report cards mailed ..... (grades due 12-20-19 by 2:45 PM)  
March 19, 2020 issued in class ..... (grades due 3-16-20 by 2:45 PM)  
May 29, 2020 Report cards mailed ..... (grades due 5-22-20 by 2:45 PM)

\*Seniors' grades are due on the system May 06, 2020. Graduation will be on May 12, 2020

## Grade Changes

Error correction/grade changes are recorded on a different form and submitted to the Registrar. These corrections are accepted only within the first two weeks of the next grading period unless there is an administrative reason to extend this date.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period achieving high quality work calling for skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement. Any grade discrepancies noted by students or parents should be resolved within two weeks following the date grades were issued to parents.

Also, teachers are expected to base the bulk of a student's grade (a minimum of 70%) on summative assessments (the student's knowledge of course content and his/her demonstration of proficiency of knowledge).

## Eligibility

There will be eligibility checks at the end of each semester. The guidelines for the eligibility are determined by ASAA and include having passed 5 courses in the previous semester with a GPA of a 2.0. If students have questions or concerns about their eligibility status for activities, they should be directed to the Activities Director. In the event of further concerns, the principal will make all final determinations regarding eligibility to ensure ASAA, district, and school policies are followed.

## Parent Contact

The parents of students who are in danger of not receiving credit in a class must be notified before the end of the grading period. This should take place a minimum of two weeks prior to the end of the grading period if it appears a student is failing a class. Teachers are also encouraged to notify parents of significant declines in student performance during the grading period.

## Student Withdrawal

Students who withdraw from Palmer High School should be given the letter grade they have achieved thus far in the grading period. A grade of "I" (Incomplete) is not an option for students who withdraw. This is for the benefit of the student and the receiving school.

The check out form/process for students includes the following:

1. Parental/Guardian approval
2. Signature from all teachers, coaches, advisor and/or Athletic Director. (Only for activities where equipment / uniforms are checked out to student)
3. All fees paid to Administrative Secretary
4. All books returned to library
5. Lockers completely cleaned
6. Sign-offs by PE Teacher (if applicable), Registrar, Front Office, Library
7. Return completed form to Registrar

Prior to student check-out at the end of the school year, the librarian submits a list of fines, books and or equipment that is owed by an individual student. This is done so that fines and other costs can be collected from the students prior to registration for the following year.

### **Student Aides**

Student aide assignments will be graded on a Pass/Fail basis.

### **Final Exams**

The final exam schedule will be set prior to the mid point of each semester. The grade weight for finals and its overall impact on the final grade for students is to be included in the individual teacher's course outline and reviewed with students in advance of the final. Except for second semester senior final exams, no finals shall be administered prior to the scheduled final exam periods without prior approval of the supervising principal.

## **CLASSROOM MANAGEMENT PROCEDURES**

Managing student behavior is a complex task. Research indicates that effective teachers teach classroom rules and procedures, monitor compliance with rules, follow through with consequences quickly and consistently, establish a system of student responsibility and accountability for work, communicate information clearly, and organize instructional activities.

The best decisions for managing student behavior are based on a value system that maintains the dignity of each student in all situations. Good teaching is holistic; discipline is an integral part of the entire teaching experience. Every decision affecting behavior management also affects instruction. There is a direct correlation between effective classroom managers, low incidence of student misbehavior, and low student absenteeism. Students sense when a teacher is being fair, reasonable, and consistent, and they will respond positively.

Nevertheless, classroom management is not primarily a function of technique but rather one of leadership. More specifically, it is a matter of commanding the attention of the students. The teacher who effectively commands the attention of his or her students will have very few discipline problems. Commanding attention starts with the establishment of a positive climate.

Teachers are responsible for students throughout the class period and/or during an activity. Charges of negligence can result if an accident occurs when a student is out of a teacher's supervision, whether by the student being allowed to leave without a pass or by the teacher leaving the room during the class period.

The behaviors and/or actions of an individual who promotes discrimination, tolerate its observed occurrence, or provide an environment in which discriminatory actions are ignored is unacceptable. Students with varied background, combined with a sound educational program, will promote a real appreciation of peoples' differences and similarities. Refer to Administrative Policy 4119.11 AR.



## **Classroom Rules/Procedures**

Social Contracts will be the foundation for classroom climate and behavior. Administration will set the date by which Social Contracts should be developed for all classrooms.

The tenets of CKH/PBIS (Capturing Kids Hearts/Positive Behavior Interventions and Support) should be the foundation of all classroom rules/ procedures. More information on CKH and PBIS is available from administration.

Low-level behavior issues should be consistently addressed and minimized in the classroom using CKH/PBIS strategies. A clear, fair, consistent and appropriate behavior plan must be in place at the beginning of the year for all classes. At times, a teacher may continue to have difficulty with a student or students despite the correct and consistent use of classroom strategies, including family contact regarding the behavior. In such cases, proactive planning with an administrator is an appropriate step to help address the behavior.

Severe disruptions result in an immediate removal to the office and a Level II Referral. Examples include: gross insubordination, profanity toward a staff member or any dangerous or illegal activity. Notify the office and fill out a disciplinary referral form found in your Google Classroom. Also, behavior that may occur outside of the classroom may require a Level II Referral in order to be addressed (e.g. a student skipping class or PHARM). Student discipline shall proceed through due process.

Breaks may be necessary during the class period. These are limited to “in the classroom” breaks such as a change of activity, a change of seat, or merely standing up and moving around. **No teacher shall dismiss a group of students for a break during class time.**

Any student who must leave the classroom during class time shall use only the approved hallway pass. Passes should be issued only when necessary for student health or academic needs. Students out of classrooms without a valid pass during class time will be returned to their class.

Teachers should avoid using passes to excuse students from part or all of another teacher’s class unless **prior** arrangements have been made between the teachers involved.

## **Attendance Procedures**

Studies have shown that student attendance at school is directly related to student success. Additionally, one of the factors used to determine Alaska School Performance Index (ASPI) Scores under the Elementary and Secondary Education Act (ESEA) is student attendance. Parents, students, and schools need to work together to promote attendance and success. Through the use of the ConnectEd system, parents are notified any time there is an attendance “hit” with the student (i.e. if they are marked absent or tardy). In cases of habitually truant students, a referral may be made to the Office of Children’s Services.

Schools are encouraged to have positive incentive programs to reward good attendance by students and staff. Parents are encouraged to take an active role in student attendance and to alert the school when their child is to be absent. It is the responsibility of the student to make arrangements to keep up with schoolwork when he or she is absent from school.

The teacher shall record attendance daily for each class period by using the attendance program on their computers. **This needs to be done in each class, every day, preferably during the latter part of class, to ensure accurate recording of an absence or a tardy.** If a teacher’s computer is not operative with respect to the attendance program, the teacher shall send a hard copy of the attendance to the attendance secretary every class period; also, the school’s SYSOP should be contacted immediately to ensure glitches are resolved.

An absence is defined as any time a student is not present in his or her scheduled class; students who are attending an approved, school sponsored event during this time will have their record changed to reflect an excused absence.

All notes or other communication concerning the reasons for absences must be deposited in the office. All such documentation shall be kept in the student's attendance file. Emancipated students must submit their own written explanations for their absences and/or any other documentation regarding absences. All other students must bring a note from their parent or guardian explaining the absence. The note must include the student's full name, date(s) of absence(s), parent or guardian signature, and phone number(s) for contact.

Students who accumulate excessive absences in any class and/or have demonstrated that they are "At Risk" due to absenteeism shall be subject to conditions that may include the following:

- A. Referral to their counselor for possible intervention to develop strategies for improving attendance.
- B. Be subject to restrictions on participation in any school activities or extra-curricular travel that would cause further absences from regularly scheduled classes.
- C. Be subject to other conditions and strategies that may be developed by the school and/or devised through parent conferences.

Students with excessive absences may be dropped. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

Students must be in attendance for all classes on the day of an extra-curricular activity in order to be eligible for participation. If the time of departure for the activity group is prior to the first class, students must be in full attendance on the previous day. Coaches/advisors are notified of unexcused students. Further, students must be present on the day following an activity absence, unless that activity occurred on a Friday or Saturday.

### **Makeup Work**

Makeup work, which can be done outside the classroom, is allowed when a student is absent. The student is responsible for getting assignments and completing all work missed in accordance with the teacher's published procedures. School Board policy says that a student be given a day for each day absent, plus one additional day. For example, a student absent on a Friday would receive makeup work on Monday and have until Wednesday to complete work. Each teacher shall establish procedures for makeup work appropriate for the subject area and provide them to students at the beginning of a course. Whenever it is possible, students are encouraged to talk with their teachers ahead of a planned absence and make necessary arrangements to ensure all work can be completed.

### **Tardiness**

Tardiness is defined as reporting to class after the tardy bell has rung. Being tardy interrupts the class and creates a habit that negatively affects work patterns. Teachers should develop instructional practices to discourage tardiness, such as a bell question that encourages students to start class in a productive manner. Any students or Teacher's Aides arriving to class after the tardy bell has rung are to be sent to the office for a pass to enter class.

### **Visitors/Guest Speakers**

Visitors are to report to the office prior to entering classrooms. All visitors will be issued a guest pass from the office. Teachers who have scheduled guest speakers should notify the office in advance of the guest's arrival. The guest will be escorted to the classroom. Staff who see unfamiliar faces without an appropriate guest pass should redirect him/her to the front office.

Teachers are required to check district policies regarding discussion of controversial issues if necessary. The Principal should be contacted prior to a controversial issue being presented if there are any questions as to the appropriateness and/or method of presentation.

## **Materials**

Instructional materials and supplies are essential to effective teaching. Departments are urged to work together to carefully select and maintain materials used with students. The District's Curriculum Council must approve new textbooks before adoption. Follow all copyright guidelines when copying materials for classroom use.

The use of videos for instruction is often desirable. Teachers are required to follow these guidelines while choosing videos for the classroom:

- ✓ Showing parts of movies can be a vivid, effective teaching tool; showing entire movies is not considered to be a viable lesson.
- ✓ R-rated movies contain some kind of questionable material that has been deemed inappropriate for the age of 17 and under (most of our students); snippets may be appropriate in certain circumstances subject to the approval of the Principal in advance.
- ✓ Parent information / permission is required if teachers anticipate concern. If graded activities are to take place in relation to a movie, alternative assignments must be provided for students whose parents choose not to have them watch the movie.
- ✓ All movies should be screened before showing; teachers should not leave a movie for a substitute if the movie has not been screened.
- ✓ There should be a study guide or plan for each movie connecting it directly to the learning objectives.
- ✓ Movies should not be used as rewards or days off. Time is too precious, and movies permeate society to such an extent they are no longer special activities.
- ✓ Recommending movies for out-of-class viewing should be approached with caution. Movies with a questionable content should be screened and the appropriate warning provided.

If parents question materials used in the classroom, contact the Principal. The District's "questioned materials guidelines" are available to ensure an effective and fair process.

## **Surveys**

All surveys to be administered within the building must be submitted in writing to the Principal two weeks in advance. Consideration should be given to the educational value of the survey, impact on class time and use of materials to produce the survey.

According to Board Policy 5144.1 (c), "A questionnaire or survey, whether anonymous or not, that inquires into personal or private family affairs of the student not a matter of public record or subject to public observation may not be administered or permitted in a school unless written permission is obtained from the student's parent or legal guardian [...]. The school shall provide each student's parent or guardian at least two weeks' notice before administering a questionnaire or survey."

Furthermore, BP 5144.1 (c) states, "If a school administers to a student a questionnaire or survey that is not anonymous, the school shall obtain written permission from the student's parent or legal guardian at least two weeks before the questionnaire or survey is administered (AK Statute 14.03.110).

## **Equipment Materials & Disposal**

The disposal of any equipment and/or instructional materials is done through the Principal's office using the inventory disposition process established by the district (available on the MSBSD employee web site in the Purchasing Department section). This includes broken, damaged, outdated or unusable equipment and/or materials.

### **STUDENT TRAVEL - BP 3541.1(abc)/ AR 6153:**

The Principal shall ensure adequate safety and supervision at all times and certifies compliance with district policy and procedure. Late requests, incomplete requests, and unbudgeted requests shall be denied. Check with the Admin Secretary on the procedure, forms and upon completion submit to the Administrative Secretary.

### **Field Trips**

All student travel and field trips will be coordinated through the Activities Director (form is available in the “Teacher Forms” file on the PHS website), who approves and places trips on the calendar. Forms require submission a minimum of 14 days prior to the trip. The principal shall certify compliance with District policy and procedure and then the Activities Director will schedule a bus (if necessary). No teacher or activity sponsor is to commit resources for travel prior to administrative approval. If travel is possible, there will be a per student fee for use of school district transportation by groups other than athletic teams. Supervision: PHS staff must adequately supervise all trips. While on trips, students are expected to behave in a similar manner to the behavior expected during school hours. Sponsors are on duty throughout the journey.

All students must return permission slips two working days prior to departure. Students are not allowed to transport themselves without prior administrative approval. Teachers may not transport students for curricular or extra-curricular purposes.

### **Out of State Travel**

Any travel outside the State by students under the auspices of the School District requires submission to the principal 45 days prior to the trip. The principal shall certify compliance with District policy and procedures and submit to the district office at least 30 days prior. Students must provide proof of medical insurance to participate.

### **Out of Country**

Any out-of-country travel by students under the auspices of the School District requires submission to the principal a minimum of 90 days prior. The principal will submit to the district office at least 60 days prior to the trip. The principal shall certify compliance with District policy and procedure and submit to the district office for final approval. Student Accident and Sickness Short Term Insurance Coverage is required for all students. Requests must be recommended by the unit administrator, must be fully funded, and shall outline the details of the trip. Foreign travel programs are restricted to recognized bona fide organizations in the field of international travel. Any exceptions must receive the approval of the School Board.

### **Administrative Supervision**

District policy requires an administrator or administrative designee to accompany all out of state/country travel. All Administrative travel costs should be included as part of the travel group’s budget.

## **COMMUNICATIONS**

### **Building Newsletter**

The Building Newsletter contains information for families and is available monthly on the website. Submissions for the newsletter should be typed and e-mailed to the Guidance Secretary. Any department or staff member is welcome to submit relevant articles or notifications for publication in the newsletter. Please have material submitted at least a week prior to the end of the month.

### **Bulletin**

The office prepares the daily bulletin. Items for the bulletin are due to JoLene by 2:30 p.m. the day before they are to be published. The bulletin forms are in the “Forms” file and should be sent to the Front Office Secretaries. The bulletin is available by 7:15 a.m. of each day. It is posted on the school web site at <http://phs.matsuk12.us>. A paper copy is made available to staff whose Internet access is down, to substitute teachers, and for posting throughout the school.

### **Calendar**

The administrative secretary updates the monthly calendar of building use / facility use. Individuals and groups wishing to use certain rooms in the building during the school day should coordinate with the administrative secretary. All facility use outside the school day is submitted through the MSBSD Maintenance Department.

The front office secretary, in conjunction with the Activities Director, updates the monthly calendar of activities; it is available on the school web site at <http://pms.matsuk12.us>. An activity is defined as any time students are out of the classroom and are not following their regular schedule, excluding working with other classes, the library (scheduled with the Librarian) and / or computer lab (scheduled with the front office secretary). The front office secretary, in conjunction with the Activities Director, maintains the master calendar for the year.

### **Planning an Activity**

The activity planning form (available in the “Teacher Forms” file on the PHS website) is used to plan and submit items for the calendar. Meetings are to be posted to the activities calendar by using a Calendar Events Form.

### **Public Announcements**

Public announcements via the PA are limited to health/safety and/or general announcements that impact all students and staff. Announcements are approved in advance by the Principal. The Pledge of Allegiance will be done school-wide via the intercom.

### **Posting of Information**

Teachers are expected to post the MSBSD school calendar, daily schedules, schedule of classes, school map, fire exit routes and emergency plan. All teachers should post the school’s web address, <http://pms.matsuk12.us>, near the other requisite postings. Students should be made aware of how to access the school bulletin and school calendar on the school web site.

### **Staff Notification after hours**

In the event of an emergency closure or other event requiring contact with staff after hours, staff will be notified via ConnectEd through the district. The administrative procedures and policy manual outlines specific practices relating to staff requirements during school closures.

## **PARENTS**

Parent-Teacher-Student Conferences are scheduled for October 31st as well as on February 17th. Conference schedules will be finalized well in advance of the actual dates.

At other times, parents, counselors, and teachers may request conferences to discuss issues related to a specific student. All participants requested to be at the conference should be notified 24 hours in advance. The focus of parent-teacher-student conferences is for problem-solving rather than attaching blame to home or school or tearing down the student’s character. The purpose, agenda and desired outcomes should be clearly stated by the conference chair. Notes should be taken by the chair and reviewed at the end of the conference. If specific actions and/or tasks are required of the participant(s), then a copy of the notes should be provided to them. This is an opportunity for problem solving with those involved in the student’s education.

Because of their vital role, teachers are expected to attend any scheduled parent-teacher-student conferences. No staff member will be excused from a parent-teacher-student conference for extra-duty obligations without prior approval from the administration. If a staff member is excused, it will be his/her responsibility to provide the Counseling or SpEd staff with material for the conference and written suggestions for the plan.

There are several points during the school year at which parents need to be contacted by phone and / or via e-mail:

- \* Mid-session progress reports issued at the midpoint of each grading period
- \* Any time a student is in danger of failing a class (this is in addition to the mid-session progress report)
- \* Parent/guardian contact when classroom behavior merits notification

## ACCIDENTS / EMERGENCIES

### Accidents and reporting procedures

All accidents involving students, professional and classified employees, which occur in the school, on school grounds, at school-sponsored activities, or on school buses must be reported. Accident report forms can be obtained from the nurse. A copy of the form must be prepared and turned in to the nurse within a 24-hour period after the accident.

- \* Teachers and/or activity sponsors and coaches are responsible for filling out and returning the accident reporting form (available on the MSBSD employee web site in the Business & Risk Management Department section) to the nurse.

### Emergency procedures\*\* (see page 20)

Fire drills will occur monthly. Staff members turn out classroom lights, close the door, and take grade book/attendance rosters, keys, coats, cell phones, and personal critical meds (if it's safe to do so) as you exit as well as your emergency backpacks. Reassemble your class in the area designated by the evacuation plan and take attendance once the class has evacuated. No person is to remain in the building during a fire drill until the "all-clear" signal has been given. Exit maps are to be posted in each classroom with the designated meeting area noted.

In case of an emergency, follow the procedural checklist outlined at the end of the handbook.

## STUDENT INFORMATION

### Reporting of child abuse/neglect

All staff who, in the performance of their professional duties, have cause to suspect that a student has suffered harm as a result of abuse or neglect, are required to report to the Alaska Department of Health and Social Service, Office of Children's Services (O.C.S.) A.S.47.17.020. PHS employees should contact the nurse regarding the reporting requirements. Often, in the course of duty, school staff receives confidential information regarding students. It is the professional responsibility of the staff person to retain the confidentiality of the information.

## PROFESSIONALISM

### Duty Hours/Duties

Certified staff members shall arrive no later than 7:15 a.m. The contracted duty day ends at 2:45 p.m. Failure to consistently be in the building during contracted work hours may be discussed in the evaluation process.

Classified staff work schedules vary according to FTE and position as approved by the Principal. On Professional Development days, classified staff work their regular schedule unless changes are approved by the supervising principal in advance.

The preparation period is used for such activities as contacting parents, preparing lessons, learning about curricular areas, conferencing with administrators and guidance and collaborating on instruction.

A staff member needing to leave the building during the workday needs to check out with an administrator and notify the front office secretarial staff (including the administrative assistant). The attendance of staff at fall open house, eighth grade orientation, and graduation are essential to meeting parents and the community at large. Your participation at these events is greatly appreciated.

### Staff Meetings

Staff meetings will occur every other Wednesday, beginning the 21<sup>nd</sup> of August. Meetings will be held in the Library, from 2:20-2:45. All staff are expected to attend. If you have a schedule conflict, please inform administration ahead of time.

## **Supervision**

All staff are expected to be at their classroom door and in the hallways between all class periods to assist with greeting students and getting them to class on time. Failure to follow this expectation shall be addressed through the evaluation process.

## **Room Cleanliness**

Teachers are responsible for the condition of the area for which they are assigned. Classrooms should be kept in a safe and orderly manner. We will have a rodent problem if food items are left on classroom floors or out and about; keep rooms clean accordingly. Teachers should be especially careful to maintain shared teaching stations in such a way as to prevent disruption to the educational environment for the next teacher who uses the room. Pride in our school is reflected by the condition of our facility. Teachers are urged to pass on similar responsibilities to students.

Classroom doors should be locked at all times. Approved door magnets may be used. Windows must be closed and locked upon departure for the day. As a conservation measure, switch off all electronic and electrical equipment at the end of the day, including the lights. Lower blinds during cold weather.

## **Maintenance**

Report items needing repair to the Administrative Secretary via a Maintenance Work Order (available in the "Teacher Forms" file on the PHS website).

## **Faculty Lounge**

Faculty Lounge space is for the use of all school employees. Keep it orderly. This includes cleaning your dishes after use. The Faculty Lounge is a private space for staff only; *students are not permitted* in the Faculty Lounge. Please respect other staff members and avoid sending students to the Faculty Lounge.

## **Assemblies**

Assemblies are an important part of student life. Well-organized assemblies provide a forum for celebrating student achievement, generating student enthusiasm, and training young people as courteous audience members. Staff members attend assemblies, model appropriate audience behavior, and assist in maintaining the behavior of the group. Specific areas of supervision are assigned to staff.

## **Keys**

Keys are issued to staff members for their respective spaces. Keys may only be obtained from the Principal/designee and district policy will be followed for checking keys in and out at the beginning and end of the school year. All keys to the building must be returned at the end of each school year and/or at the end of applicable athletic seasons. Those staff members who enter the building after hours should secure all exterior doors after entering and upon their departure. No student should be left in the building after the supervising staff member leaves.

A loss of keys must be reported immediately. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the Principal and Administrative Secretary immediately and shall pay for a duplicate key. Employees may be charged up to \$100 for each key they lose, or pay all fees incurred for re-keying the building. Keys shall be used only by authorized employees and shall never be loaned to students and other non-employees. Violations of this policy shall be cause for disciplinary action.

## **Alarm System**

Except under unusual circumstances, the building's alarm system should be deactivated beginning 6:30 AM on Monday morning and ending at 6:30 AM on Saturday morning. On weekends and during vacation times, follow the procedures posted at the alarm console in the front office.



## Work absences

All employees must notify the administration or designee when an absence from duty will occur. **All leave must be reported to Absence Management (formerly AESOP), whether or not there will be a substitute for the position.** Pre-arranged absences must be approved by the terms of the negotiated agreement. Extra-curricular sponsors are responsible for completing the required form (available in the “Teacher Forms” file on the PHS website) as soon as they know their schedule of absences due to activities. Notification to the AESOP system for unexpected absences (sick and emergency leave) should be made before 6:00 a.m. on the day of the absence. The later the notification, the more difficult it becomes to arrange effective substitutes. If other, unexpected absences occur after this time, please contact the Administrative Secretary (746-8408) so she can assist with coverage for the affected classes. There are no more leave forms attached with absences; AESOP will be the official record of absences. For further information contact Kim Akers.

## Substitute packet

Each staff member will place a substitute packet in a designated location within the classroom so the educational program may proceed in the teacher’s absence.

The following items are to be in a folder in a designated area of your primary teaching room:

1. Seating charts
2. Lesson plan/emergency lesson plan
3. Copy of Student handbook
4. Course outlines
5. List of supervision duties
6. Name of a teacher within your hallway to contact for assistance
7. Class attendance forms (**Note: These must be submitted to the office each period**)
8. A narrative reflecting specific aspects or procedures that you follow in your classroom
9. Substitute teacher report to teacher by hour (available in the office)
10. Substitute evaluation form (available in the office)

In cases of extended leave for emergencies or medical/family needs, processes become more complex. Work with the administrative secretary to complete the necessary procedures.

If unexpected absences occur, **lesson plans still need to be available** for a substitute teacher, no later than 7:00 a.m. If necessary, plans may be emailed or faxed to the Administrative Assistants office (746-8402 or Kimberly.Akers@matsuk12.us) for delivery to the sub.

## SCHOOL RESOURCES

### Media Center

The media center is an important resource in the school environment. In order to provide the attention of the media center staff, teachers should make prior arrangements to bring in entire classes of students. Small groups of students who are sent to the media center should have hallway passes and specific assignments to complete. Teachers should monitor student behavior in the media center to provide an environment conducive to quiet study and research.

Teachers are urged to become familiar with the resources in the media center and provide input into the purchase of materials, which will support their program. The media center will publish guidelines for equipment use..

### Computer Use

The network and computer lab(s) are available for use by staff and students, though users must agree to certain terms. Staff should follow procedures for use by signing up properly. Report all problems to the school’s IT technician via methods designated by IT.

### **Health Services**

The school nurse is available to see students who have passes from their teachers. She will monitor their health and proceed with necessary measures.

### **Guidance**

Counselors are available to see students who arrive with appropriate passes. The counseling staff can provide information and assistance with specific student issues and classroom needs.

### **Phone/Fax Use**

School phones are restricted to local calls and school business. Personal long distance calls should be charged to the employee's home phone or calling card. The School District requires a \$2 per page fee for all personal faxes.

### **Parking**

Staff parking is available in the front of the school and in the rear of the building adjacent to the service area. The only exception to this is the individual who has a handicapped parking permit in which case they may park in one of the appropriately marked spaces. All staff vehicles driven to school shall have a current parking permit clearly visible through the front windshield. All staff members shall update their parking permits yearly and whenever they obtain a new vehicle. Parking permits may be obtained through the front office.

### **Classroom Fees/Fund Raising**

Class fees will be collected through the registration process. The fee schedule is in the in the MSBSD Student Handbook.

All fund-raising proposals should be submitted to the Activities Director using the activity planning form (available in the "Teacher Forms" file on the PHS website), for approval prior to contracting for any services. Any money collected by staff should be receipted, counted, and deposited with the Administrative Secretary at the end of each day to be secured in the vault. When receiving cash from a student, a written receipt is provided to the student. The Principal approves all written contracts.

### **Copy Machine Support**

Two large copy machines are available for staff use. These machines are built for the volume generated by classroom demands. Staff members are encouraged to use secure print from their classrooms as a courtesy to avoid interrupting other staff who are in the process of using the copy machine.

## **HEALTH/SAFETY INFORMATION**

District policy prohibits the use of tobacco in any area where there is a sharing or exchange of air with space used by students or non-smoking employees. Palmer High School is a drug-free workplace. "The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance: or unlawful use or possession of alcohol is prohibited in the district schools' workplace, or at any sponsored activity." At no time during duty of supervising students should an employee use controlled substance or alcohol including during extra-curricular trips.

### **Fire Safety**

- Teachers with exterior doors should check daily to see that exits are not obstructed either by interior obstructions such as materials in the hallway, equipment stored in front of a door or by exterior obstructions, such as snow or ice buildup. If a teacher discovers an obstructed exit, he/she should either remove the obstruction or call the office for assistance.
- Be sure that flammable materials are safely stored in fire-safe storage cabinets. No gasoline or diesel fueled equipment or gasoline or diesel fuel may be stored in the school building.
- Immediately report any electrical dangers such as exposed wires or sockets. Do not allow students into the room until the situation is remedied.

### **Workplace safety**

- The appropriate OSHA approved posters, which outline the rights of employees, are posted in the faculty lounge, custodians' lounge, and workroom off the office.
- Teachers are responsible to ensure that equipment in their teaching area is properly equipped with safety equipment such as guards and switches. Immediately report any problems; do not use the equipment until it is repaired.
- Chemicals should be properly labeled and stored in appropriate containers. Materials Safety Data Sheets for any dangerous chemical or cleaning solution must be kept in the appropriate classroom or work area. Follow the district's chemical hygiene plan for proper storage and use of chemicals and chemical products.
- Falls in icy weather often cause injury to staff. As it is nearly impossible to keep all parking lots and paths clear of ice and snow, wear footwear appropriate to the weather conditions.

### **Non-Harassment & Non-Discrimination Regulations - AR4119.11(a):**

It is the intent of the District to provide an environment for students, parents, applicants, and employees, which is free of harassment and discrimination whether based on sex, age, marital status, race, religion, color, national origin, disability, pregnancy or parenthood.

While it is not possible to describe all forms of harassment or discriminatory conduct, such conduct shall include jokes, slurs, innuendo, epithets, threats, unwelcome advances, unwelcome touching, request for sexual favors, and other verbal or physical conduct such as sexually or racially-related comments. The denial or withholding of any educational benefit on the basis of any individual's sex, age, marital status, race, religion, color, national origin, handicap, pregnancy or parenthood is strictly prohibited. The conditioning of any educational benefit on any individual's acceding to a request for sexual favors is likewise prohibited. Finally, harassment whether ethnic, racial or sexual in nature, which is sufficiently severe or pervasive to create a hostile, offensive or abusive educational environment is illegal and is prohibited.

Employees who knowingly permit or engage in such harassment will be subject to disciplinary action, up to and including discharge. Non-employees who engage in harassment may be subject to other sanctions as appropriate.

Students, parents, applicants, and employees who believe they have been subject to harassment or discrimination prohibited by this policy should contact the superintendent or the superintendent's designee. In cases where the person or persons to whom a victim of harassment would normally report is the alleged source of the harassment, or where other good reason exists not to report to the person or persons designated under this policy to receive reports, the victim should contact a board member.

### **Workers' compensation**

Please report all accidents/claims to the Administrative Secretary within 24 hours.

### **Student safety**

- Teachers will teach and model safe workplace practices.
  - Students are required to wear appropriate safety equipment such as goggles, gloves, and ear protection when in areas which pose a safety problem. Students must have access to appropriate MSDS materials and be taught to read the information.
  - Students must be supervised at all times. Students who behave in an unsafe manner must be disciplined immediately. If the problem is not solved, the student may be removed from the environment.
-

### **PHS Homework Guidelines**

Homework can be an important part of a student's education. The following guidelines were created by the staff at Palmer High School in order to help ensure that homework assignments remain relevant to a student's education:

- *Plan to assign no more than 20 minutes of homework/night.* Students may have as many as 7 classes with homework, so this helps insure students are not overloaded with homework.
- *Evaluate the pedagogical value of all homework.* Homework assignments should generally be closely related to and support summative course content.

*Homework should provide formative feedback to the student and teacher.* If a homework assignment will not provide feedback to the teacher and student in order to support the learning cycle, it should not be assigned.

### **Palmer High Academic Recovery Measure** **PHARM Information Highlights**

- Students will be assessed for eligibility every 4 ½ weeks (progress and grade reports)
- A 2.5 GPA and no failing grades are required to be excused from PHARM
- Students that have PHARM will remain in class at the end of 4<sup>th</sup> period and continue to work on school work. Do not release students at this time as this greatly increase incidents of "PHARM skipping".
- In order to help keep PHARM time productive for students and staff, it is recommended that students who would like to work in another class during PHARM get a PHARM pass signed by the receiving teacher *prior* to that PHARM session. Releasing teachers must to also communicate with receiving teachers to ensure students have gone to where they have stated

#### **\*New for 2018-19**

- Students who raise their grades may be released from PHARM *before* the 4 ½ week grading period. PHS Administration will check grades upon student request and communicate with teachers when a student is excused from PHARM. This change was developed during the FLT of 2018 and is meant to help further motivate students to succeed in school and provide teachers with a better structure for a successful work environment during PHARM.
- Quiet work-time without distraction is the norm for the PHARM session. *Food and personal electronics are prohibited during PHARM –focus on raising grades*
- Teachers provide regular grade consultations for their PHARM students
- Teachers will determine when a student meets eligibility to leave PHARM and record release date on a shared Google Sheet.

### **Palmer High Start-on-Time! Procedures**

- Administration strongly suggest students not be released during the first and last 10 minutes of class.
- All teaching and administrative staff in halls during passing period, interacting with students, greeting students as they enter class, checking with students that often do not bring materials to class, and assisting students to get to class on time.
- At the late bell, classes start immediately with a bell question/activity for students followed by a well-organized Good Things, which should take no more than two to three minutes.
- All late students (*including* Teacher Assistants) must have a pass from the front office in order to enter class.
- No students (including TAs) are sent from their classroom without a *PHS issued* student pass. This allows administrators and other staff members to quickly know whether a student’s class absence is legitimate. Please do not make up passes. If you lose your classroom passes, see our athletic director for replacements.
- Suggestions for keeping track of your passes: Students could give their teacher their student ID in order to get a hall pass. The ID is returned to student when hall pass is returned to the teacher. This is an excellent way to ensure the return of your passes and also to quickly identify who is missing from your room in the case of a fire drill or actual emergency.

### **Palmer High School Standard Heading**

In order to save both staff and students’ valuable time that can be better spent teaching and learning, our staff has adopted the “Palmer High School Standard Heading”. Unless you have special requirements for a specific assignment, have your students use our standard heading.

Palmer High Standard Heading →

First and Last Name  
Date  
Period  
Assignment

## Purchase Order Instructions

### Department Budget Purchase Orders

- Form is on PHS website under forms
- All Purchase Orders and monies spent from Department Budgets must be approved by your department head.
- Basic office supplies for teacher use (post it notes, pens, staples, paperclips, etc.) are located in front office. Email your request and a TA will bring items to your class during the school year. Please only take what you need.... Do not stock up.
- PO's need to be completely filled out with a vendor number, phone number, and address. If you have more than 5 items you must get a quote number from the vendor. This saves everyone time and helps prevent mistakes.
- **Vendor list is located on PHS website under forms. Please provide the vendor number on the PO form at the top. If the vendor is not on the list then you will need to get Kim their W9 and allow extra time because the Purchasing Department will need to put them into the system.**
- Purchase orders will be checked in at the front office before delivering to your room.
- All budgeted money must be encumbered into PO's by the last working day in February.

All Open PO's to a local vendor must be used and closed by the last work day before Spring Break.

### Student Activities Account Purchase Orders for clubs and athletics

- BLUE Forms are located on Kim's door
- PO's need to be completely filled out with vendor name, phone number, fax number or email, and address (no vendor number is necessary). If you have more than 5 items you must get a quote number from the vendor. This saves everyone time and helps prevent mistakes.
- **Vendor list is located on PHS website under forms. If the vendor is not on the list then you will need to get me their W9 and allow extra time because the Purchasing Department will need to put them into the system.**
- All purchases with Student Activity money must be placed with Kim through the above Purchase Order procedures.
- **Make sure that you give Kim a receipt with the students name on it for any club, field trip, or activity fee collected.**

## EMERGENCY PROCEDURES CHECKLIST

### ACTIVE INTRUDER

**(ALiCE Plan):** Get out, hide out, take out (prioritized order). For drills, document what you would do on the *Emergency Preparedness Sheet*.

- **Alert:** Get the word out! Armed intruder in building instead of "Lockdown." Use clear, concise language to convey the type and location of the threat. Provide as much initial Intel as possible to as many people as possible using any and all available means (during a real-life event, not a drill). Listen carefully to the location and type of event.
- **Lockdown:** Good starting point. Get to and/or remain in a secure area until it is safe to evacuate (see below).
- **Inform:** Continuation of ALERT. Communication keeps the intruder/shooter off balance and allows for good decision-making.
- **Counter:** Apply skills to distract, confuse, and gain control. Anything can be used as a weapon. Throw things at shooter to disrupt their aim. Create as much noise as possible and create chaos. Attack in a group (swarm). Grab the shooters limbs and take him/her to the ground. If you gain control of the weapon, place it in a garbage can and hold the can above your head to deliver to law enforcement.
- **Evacuate:** Reduce the number of potential targets and reduce chances of victims by getting away from the danger. As soon as it is safe to do so, Evacuate.

## **BOMB THREAT**

- Visually check halls.
- Notify students to continue activity but not to leave class for any reason.
- Visually sweep room for suspicious object.
- If a suspicious object is found, notify the office and move to buddy room.
- Remain in **Stay Put** until an “**All Clear**” is announced.
- Complete *Emergency Preparedness Sheet*.

## **EARTHQUAKE**

- Duck, cover, and hold.
- Relocate if room is unsafe.
- Take cover under desks or tables, or against an inside wall away from doorways, windows, and heavy objects that can fall on you.
- Cover your head with your arms.
- Hold onto something solid, move with it if it moves.
- Remain in **Stay Put** until an announcement or an Emergency Team Member provides further instructions.
- Complete *Emergency Preparedness Sheet*.

## **EVACUATE**

- Fire:
  - Pull down alarm for FIRE emergency.
  - Take teacher emergency backpacks and administrative packets when evacuating for any reason.
  - Take coats, keys, cell phone, and critical personal meds with you (if it is safe to do so).
  - Exit building using posted evacuation routes or alternate safe exit.
  - Avoid downed power lines and open gas lines.
  - Keep out of the fire lanes.
  - Stay clear of emergency vehicles.
  - Proceed to pre-designated assembly points.
  - Stay with students and ensure they are quiet and orderly.
  - Take roll to determine missing students and report missing students to principal.
  - Report injuries and damage.
  - If notified of a “**Relocation:**”
    - Proceed to pre-designated alternate/relocation site when weather prevents prolonged exposure to unsafe elements or environment. Wait for further instructions by the Incident Commander (IC).

## **LOCKDOWN**

Lockdown is one strategy in ALiCE. Immediately report real-life situations to law enforcement by calling 911 or 9-911 and front office.

- Information is key to good decisions and will be released as soon as it is available by anyone who has it which will assist students and staff in making a decision about their plan of action. Lockdown is one plan.
- Classes that are outside of the building WILL NOT re-enter the compromised building. Outside classes will be moved to the evacuation sites-LDS Church (on Bogard Avenue) or Peak Fitness Club (on Hemmer Road), depending on the class’ location during the Lockdown.
- All students, staff, and visitors must determine their plan of action based on the situation and the information they have.
- Lockdown is a good start:
  - Shut door and ensure it is locked (if it is safe to do so)
  - Shut off lights, and admit no one else
  - Exterior windows should remain uncovered (per law enforcement recommendation)



- Barricade the door with anything available, including door jamb sleeves
- Take attendance and hold rosters; silence cell phones
- Look for alternate escape routes
- Gather items that could be used in the event counter strategies become necessary and mentally prepare to defend yourself
- Put yourself in a position to surprise an unwanted intruder should they enter your room (position students so they cannot be viewed from the hallway to give impression room is empty)
- Remain with students and ensure they are quiet and disregard bells
- For drills, stay in room until the lockdown has been lifted and ensure a scribe documents what the class' plan of action was based on the situation; for any real-life event, evacuate to relocation sites as soon as it is safe to do so
- Staff will be visited by administrator or authorized person (who will pick up the *Emergency Preparedness Sheets* and inform you to resume normal activity)

### **STAY-PUT**

“STAY-PUT” is a term used at schools to refer to a situation where one’s current location is the safest; therefore, staying-put is warranted. This may occur when a moose or bear is on campus and staying indoors is safest or a medical emergency that requires the halls be cleared of traffic.

Staff is notified via intercom: **“BUILDING IS IN STAY PUT, PLEASE KEEP ALL STUDENTS IN CLASS.”**

- Do not leave the building and ensure students do not leave.
- Take attendance.
- Follow additional announced emergency procedures.
- Instruction and business can take place as usual.
- Wait for further instructions.

### **SHELTER-IN-PLACE**

Crises such as an environmental threat, volcanic ash, or chemical spill outside the school may necessitate a “SHELTER-IN-PLACE” procedure because the air inside is better than the air outside. Staff is notified via intercom: **“Teachers, please Shelter-in-Place.”**

- All students outside need to be brought inside.
- Close and lock outside windows and doors.
- If you are aware of immediate danger or are instructed by the Incident Commander, seal around doors and windows.
- Follow additional announced emergency procedures.
- Wait for further instructions.
- Business can take place as usual.

## **PHS Dress Code**

**Dress Code** - Students are expected to dress appropriately for school as they would for a casual/business casual environment. Any attire that may cause a disruption to the educational process is not allowed. Apparel or appearance that draws attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee will prevail. Refusal to adhere to the dress code will be considered disorderly conduct.

The following community developed minimum standards will be observed at PHS:

1. Any clothing that is revealing is prohibited. Some of these items include:
  - Clothing that is transparent
  - Extremely low cut clothing is not to be worn
  - Visible undergarments—clothing that reveals any portion of the undergarments and attire with holes above the knees are not to be worn
  - No portion of the midriff is to be visible—shirts or tops must cover the waistband of pants, shorts or skirts
  - Shorts, dresses and skirts must not be excessively short for school
2. Clothing and accessories such as backpacks, notebooks, patches, tattoos, bandanas, and jewelry must not display or suggest:
  - Racial or ethnic slurs/symbols
  - Gang affiliations
  - Vulgar, subversive, sexually suggestive or otherwise inappropriate language or images
  - Promotion of products that students may not legally buy such as alcohol, tobacco and illegal drugs
  - Anything that promotes harm to another or to one's self
3. Prohibited items include:
  - Studded jewelry or chains
  - Sunglasses unless medically required
  - Sleepwear and clothing resembling sleepwear
4. Footwear is required at all times. Head coverings are not allowed to be worn indoors. Religious and medical waivers may be granted.
5. At the discretion of administration, students may wear approved team uniforms for spirit days or other events.