

2025-26

Haines Borough School District STAFF HANDBOOK

*Utilizing the abundant resources of the
Chilkat Valley and in collaboration
with its communities,
the Haines Borough School District
empowers students to be
contributing members of society and
critical thinkers prepared for individual success.*

Professional Educator Code of Ethics

All staff are expected to abide by the [Alaska Professional Code of Ethics](#).

District and Building Procedures

Accident or Illness

Student: Contact the office when a student is ill or has had an accident. Refer to the emergency action plan if a student is seriously injured. Medication will be dispensed through the office with parent permission. [Accident reports](#) are in the front office and are required for any accident or injury. The principal must be notified of all accidents and an Accident Report must be completed and filed with the office within 24 hrs.

Staff: Any work-related injury should be reported to administration. If a staff member sustains an on-the-job injury requiring medical attention or loss of work, the appropriate Workers' Compensation form should be completed. This is in addition to the Accident Report Form. Forms may be obtained from the District Office.

Appliances and Heaters

Staff common spaces are created for the sharing of convenience based appliances like refrigerators and microwaves. Risk management and energy conserving best practices should be considered when using personal appliances in classrooms. Please ask the administration prior to acquiring such appliances.

Attendance of Staff

Full time certificated and classified staff members work from 8:00 am – 4:00 pm and need to be available for after-school meetings. Staff members will receive a 30-minute duty-free lunch period each day.

Classified staff are required to submit a monthly time sheet. Please note any extra hours must be approved by the supervisor. [Leave slips](#) should match time sheets.

Teachers of elementary and middle school are expected to assist with recess supervision either before or after the 30-minute duty-free lunch period. As professionals, it is expected that there will be times when staff members may be required to work beyond the normal duty day. Examples of these times are: to attend staff meetings, hold parent and/or student conferences, family nights, or to chaperone student activities.

If it becomes necessary to leave campus during duty hours, it must be cleared with the principal. A staff member's absence necessitates contact with the administrative assistant regardless of whether a substitute is needed.

A leave form should be submitted to the principal's office for all absences. Except for emergencies, requests should be made as far in advance as possible and have prior approval. When illness or approved specific leave results in an absence, notify the front office. If necessary, a substitute will cover the position. Routine medical, dental, and other appointments that are not an emergency should be scheduled far enough in advance to allow the front office suitable time to find a substitute.

Teachers and paraprofessionals are required to maintain an emergency sub plan folder that includes detailed lesson plans, a list of students, individual student accommodations, emergency action plan summary, and any other information pertinent to your classroom. Emergency plans will be checked off and approved each semester by the front office.

Care of Rooms

Classrooms should be locked with the lights turned off and the windows closed when teachers are out of the classroom for any extended period of time. At the end of the day, windows should be closed and locked, curtains and drapes drawn and the doors locked. Magnetic window covers should not obstruct the door windows except in an emergency or drill. Teacher desks should be within view of the classroom door window.

Fire regulations require that doors to the hallways be kept closed unless an automatic door release is in place and operational. Classroom doors should be locked at all times with the rubber door block in place.

Staff members may not make any modifications, renovations, etc., to school facilities without approval from the principal, superintendent, and building maintenance personnel. Refrain from using adhesives, staples, and tacks that remove paint or make holes in the walls. Blue painters' tape works well to protect walls.

K-2 classroom bathrooms cannot be used for storage. This is a health and safety issue.

Certification

Anyone employed in a certified position must be certified through the State of Alaska. Certified staff are responsible for renewing their teaching certificates every five years. Six semester credits are required for renewal. The [Department of Education and Early Development](#) completes the certification. A teacher who allows their certificate to lapse will need to conform to regulations of the State Department of Education and Early Development in order to have their certificate renewed.

A certificate renewal stipend of \$250.00 is provided for reimbursement once every 5 years provided the teacher is returning the following year.

Child Abuse

The State of Alaska requires school district personnel to report any suspected cases of child abuse. Training for all personnel regarding the identification of and procedures for reporting child abuse is mandatory and provided annually by the district. For new employees, the training module must be completed within forty-five (45) days of hire. Documentation of completed training must be submitted to the principal.

If child abuse or neglect is suspected, administration should be notified immediately. If a report to the [Office of Children's Services](#) is made, a written statement of the facts must be submitted to the principal as soon as possible. Any questions regarding the identification or procedures to be followed should be addressed to the principal.

Collection of Money

All fundraising must have prior approval from the principal or activities director. Money collected by a staff member or student group for any purpose (i.e., car washes, special

dinners, gift wrap, etc.) is to be turned into the front office on a daily basis. In no instance should a staff member take funds home or put them in a special bank account. Student activity accounts are available for school and classroom funds.

Community School

It is the policy of the Haines Borough School District to provide for maximum use of buildings to members of the community. Many activities occur in the buildings during the regular school year and the summer.

[Facility use](#) scheduling will be coordinated through the front office. Gymnasium use scheduling must also be approved by the activities director. Facility use request forms are available at the school office. Every effort is made to ensure that school rooms and equipment are used appropriately and cared for by outside groups.

In order to facilitate the scheduling of events in school facilities and to enlist the cooperation of all interested parties, requests should be submitted at least one week in advance. Staff members who request building usage for activities outside the normal school day should also submit a facility use request form.

Computers

District computers are part of the inventory system and are to be checked out through the technology director and librarian. Computers may be checked out if they are to be used for approved school activities during summer months. Any damage caused by the user to a school owned device outside of normal school usage is the responsibility of the user.

Conferences

Parent conferences scheduled during the school year are an integral part of the Haines Borough School District's educational system. It is an opportunity for parents to become acquainted with their child's program and to discuss how their child is doing in school.

Parent conferences, other than those scheduled, may be necessary to discuss particular concerns. Regular communication with parents is encouraged throughout the year via phone, e-mail, letter, classroom visits, and/or meetings.

Confidentiality

Federal law guarantees privacy and confidentiality for students and their records. As an employee of the Haines Borough School District, you may have access to student education records and other student information. By signing a contract with the Haines Borough School District, you agree to adhere to these legal requirements and maintain student confidentiality.

Contracts

No district employee is authorized to sign contracts for services on behalf of the district. All contracts must be processed through the district office.

Controversial Issues

District staff must use caution and discretion when deciding whether or not an issue is suitable for study or discussion in any particular class as our students are a "captive

audience.” Instruction that involves controversial topics must be within the district content standards and curriculum. [Policy](#) requires district staff to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, staff should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. Staff shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others. District staff sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic, or social views. When in doubt, please request guidance from an administrator.

Curriculum

The Haines Borough School Board has adopted curriculum guides for all subject areas/disciplines. It is the teacher's responsibility to implement the adopted curricula as they are updated and published. Teachers are responsible for conducting district/state assessments as well as monitoring student progress. Every teacher has a copy of their [grade level curriculum](#). As curricula are revised, new resources, textbooks, and other supplemental materials are purchased by the district. In addition, building-level and teacher discretionary funds are available for curriculum materials and resources.

Staff are invited and encouraged to participate in district-level curriculum, instruction, and assessment activities that occur throughout the year.

Custodial Concerns

The school has a routine schedule to provide for consistent cleaning throughout the facility. Custodians are responsible to the superintendent during the school year. The superintendent should be made aware of any needs and ideas regarding custodial services in the building. If there are specific custodial concerns, please communicate directly with the custodian. For other maintenance concerns, contact maintenance and submit a work order using the link at hbsd.net.

Staff have access to refrigerators and microwaves in our staff rooms and other common areas. Clean up food and beverages daily to deter insect infestations. Staff members are responsible for cleaning up after themselves in the staff room. Classrooms should be free of dishes, leftover food, and any items that would detract from a clean and orderly classroom. Any staff member supervising students is asked to encourage them to assist in maintaining neat and clean school facilities. Only white paper and corrugated cardboard are recycled. Staff members are responsible for hauling their recycling bags (place the bag into the bin) and flattened cardboard to the collection area.

Digital Communication

The Professional Teaching Practices Commission states, “Educators, especially teachers, are urged to be extra cautious and vigilant in communicating with students and parents using social media, texting, or emailing using your personal accounts.” Unless the student is the staff member’s own child, staff are prohibited from communicating privately with students online or from engaging in any conduct on social media that violates the law, district policies or procedures, or other generally recognized professional standards. For

more information and clarification on the use of digital media, please refer to the computer use agreement and/or meet with the technology coordinator.

Dress

It is expected that Haines Borough School Staff will dress in a manner that sets a good example for students and does not conflict with the student dress code. Clothing should be neat, clean, and professional.

Drug-Free Workplace

The [Drug-Free Workplace](#) requires that all school districts receiving federal grants follow various guidelines related to drugs and alcohol in the workplace. The certification specifies that the grant recipient, Haines Borough School District included, must:

1. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace, and specifying the disciplinary actions that will be taken against employees who violate these provisions.
2. Establish a drug-free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the grant recipient's policy of maintaining a drug-free workplace, (c) any available drug counseling and/or employee assistance programs, and (d) the penalties which may be imposed on employees for drug abuse violations. This requirement might be satisfied, for instance, by devoting part of an in-service day to "drug awareness". Require that each employee engaged in the performance of a grant be given a copy of the statement referenced in paragraph (1) above.
3. Notify each employee, in the statement referenced in paragraph one, that as a condition of employment in connection with such grant, the employee will (a) abide by the terms of the statement and (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such a conviction.
4. Notify the Federal agency issuing the grant within ten days after receiving notice of a conviction under (4) (b) from an employee.
5. Impose a sanction on or require the participation in a drug abuse rehabilitation program by any employee convicted of a drug-related offense occurring in the workplace.
6. Make a good faith effort to maintain a drug-free workplace through the implementation of the six foregoing provisions.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Disciplinary action up to and including termination may be taken with anyone violating these regulations. Board Policy pertains to this issue. In support of the District's concern of the use of alcohol and drugs among our youth, the wearing of clothing that advertises alcohol or drugs is prohibited.

Emergency Procedures

Refer to Emergency Procedure documents posted in each classroom, which include procedural directives for the following:

- response to any emergency;

- assault/fight;
- bomb threats;
- fire;
- hazardous materials;
- earthquakes;
- staff responsibilities;
- intruder alert;
- warnings and notifications;
- death/serious injury.

Emergency School Closures: Attempts will be made to contact staff to announce any emergency school closures through the HBSD phone tree. In most cases the announcement will be made by 7:00 a.m. It will also be reported on the local radio station, district social media, and hbsd.net.

Fire Drills: Fire drills are conducted monthly throughout the school year. Students are to be instructed on a regular basis concerning the proper fire drill procedures. When the alarm rings, close all doors and windows, turn off the lights, take the students out of the building quickly and in an orderly manner, and move them away from the building. Be sure students are in the assigned area, out of the way of any fire persons and emergency vehicles. Take the grade book and/or class roster, and check to be sure that all students are accounted for. Notify the principal immediately if any students cannot be accounted for.

Power Outages: Occasional power outages occur in Haines. If such outages are short and adequate light is available, continue with regular instruction. The school wireless network remains functional during power outages. The principal will apprise staff if the early release of students is necessary. If possible, the school will maintain a regular program and schedule, rather than returning students to homes prior to the end of the regular school day.

End of Year Procedures

All certified teachers and paraprofessionals will follow the procedures outlined on the end-of-year checklist. The final work day, as indicated on the school calendar, is a contract day and employees are expected to complete their checklist and turn in their keys by 4 p.m. The earliest staff will be allowed to check out on their final workday is 2 p.m. If there are extenuating circumstances and a staff member needs extra time for checkout, arrangements must be made with the administration prior to the last day.

Evaluation – Certified Staff

HBSD implements a growth model evaluation protocol using the Marzano framework. During the course of the year, there will be many opportunities for administrators to observe classrooms and informal interactions between teachers and students. Observations by the administration and peers provide information needed for the formal evaluations that are required by law in the State of Alaska. Ongoing staff training will be delivered throughout the year.

Evaluation – Classified Staff

Evaluations are to be done annually for all classified employees by their direct supervisor, the principal, or superintendent.

Extension Cords

Extension cords are for temporary use only. Permanent electrical equipment should be plugged directly into the wall. Any usage requires caution to ensure that it does not become a tripping hazard.

Extra-Duty Contracts

Staff members are eligible to apply for extra-duty contracts in accordance with Article 18 of the HEA Negotiated Agreement. Individuals must be deemed qualified in order to be considered for positions and/or contracts.

Field Trips

Field trips are scheduled with the principal and are in accordance with [Board Policy 6153](#). Walking field trips must receive prior approval by the principal and notification made to school office personnel prior to the trip. Staff must submit a Field Trip Proposal to the principal at least one week prior to trips requiring transportation. Parents must be notified of the objectives and purpose of the field trip and what form of transportation will be used. For students wishing to travel separately to or from the district activity by means of private transportation, signed parental permission must be obtained. Field trips traveling outside of Alaska require the “long form”; all other field trips are facilitated through the “short form”. All out-of-state travel, with the exception of transit through Canada to Alaska, requires school board approval.

Fundraising

Prior to any attempts to solicit funds or donations from businesses or community members, a request must be made to the principal and/or district office. This request must be pre-approved before any solicitation is made.

Grades

Report cards are issued during the year in accordance with the school calendar. Progress reports are used at midpoints during the formal grading periods.

Teachers are expected to keep grades current and posted **weekly** on PowerSchool. Additionally, teachers will inform parents as early as possible when a student is struggling. No student should receive a failing grade unless timely notice of a possible failure has been sent to the parent or guardian and documented by the teacher.

Grants

Staff must get approval from the superintendent before pursuing grant money.

In order to submit a grant proposal in which funding will come to the Haines Borough School District, staff members must follow these procedures:

1. A proposal description must be submitted to the superintendent at least a week before writing the proposal. This description should contain:
 - a. Name of Funding Agency/Grant program.
 - b. Due date for proposal.
 - c. Anticipated start and ending date for grant.
 - d. Activity/Program that will be funded -- what the grant will do - e.g., reading program for students not meeting grade level proficiency.
 - e. Funds requested (List categories of funding; for example: materials, student travel, and estimated amounts for each activity/category. Use round numbers, e.g. \$1,000, \$500,000.)
2. A final copy of all grant proposals must be sent to the superintendent, who will in turn provide information to the school board.
3. The board will be notified of the grant submission in the Superintendent's Report.
4. The board must approve the receipt of all grant funds before any activity/spending may occur.
5. Notices of award and the approved budget must be provided to the superintendent, who then provides the information to the board for approval of receipt, and to the district's finance office where the funds are administered.
6. The finance office will not set up a budget for a project unless the Board has approved it.
7. Expenditures from grants must be approved by the designated grant manager for each grant. Grant managers are responsible for working with the District Finance Office and ensuring that expenditures fall into the approved grant budget amounts and categories.
8. Staff members are also responsible for providing evaluation/reports as required by funding sources.

Health Insurance

Health and life insurance will be provided to regular employees working 30 or more hours per week with health coverage to include employee, spouse, and children. This coverage will be provided only once for married couples or employee/dependents employed by the District. Temporary employees and employees working less than 30 hours per week are not eligible to participate in the health insurance plan.

Changes to your insurance coverage may only occur during open enrollment or a qualifying event (marriage, birth of a child, etc.).

Incentive for Sales

Certain programs, such as book sales, provide "incentives" or gifts to the sellers. For example, if a class sells a certain number of books and the class is given a microwave, the microwave will become the property of the school and will be recorded and marked as a fixed asset by office staff. Any exceptions to this requirement must be approved by the superintendent.

Inservice Opportunities

Professional development is highly valued in the Haines Borough School District. A wide variety of opportunities are available to suit the learning styles, scheduling preferences, and interests of certified and classified staff. Attendance at in-service trainings is mandatory. The district is required by state statute to provide information and training to all employees on child abuse, F.A.S. (Fetal Alcohol Syndrome), blood-borne pathogens, drug-free workplace, gender equity, sexual harassment, suicide prevention, and crisis intervention/restraint/seclusion of students. Through district-level designated in-service days and program designated days, all staff participate in ongoing education related to goals and priorities.

The district encourages staff membership and participation in professional organizations and associations.

Jury Duty

When an employee has been selected to serve on a jury, the district must be reimbursed any monies received, excluding meal and/or mileage fees. The employee will be paid a regular salary for those days or partial days of jury duty.

Notification Process: When a staff member has been chosen to be part of the jury pool for a particular period of time, they must phone in the evening to find out if they are to report to service the following morning. If told to report to the courthouse, the staff member should call the front office for a substitute. If not selected, they are to report to work.

If required to be of service for the whole day, the court will reimburse for a full day and staff members are not required to report to work. However, if the court needs less than a full day, staff members are expected to return to their work site and fulfill their assignment for the remainder of the day. The building principal will reassign the substitute to other duties for the remainder of the day.

Jury duty for employees is treated as civic leave from district duty, without loss of longevity, leave, or pay. Fees paid by the court will be turned into the district, except for fees paid for court duties occurring on non-workdays which may be retained by the employee.

Keys

Each teacher is issued a classroom key. Other staff members may be issued keys as well. The replacement charges for lost keys are: classroom key \$50; outside door key, \$250; master key \$500; and, grand master key, \$750. Administrative approval is required prior to keys being assigned.

Leave

Family Care:

For Alaska Family Leave Act qualifying events, employees may take up to a total of eighteen (18) weeks of unpaid family medical leave. Accrued sick leave (or donated leave) may be used for compensation at this time. See negotiated agreements for details.

Personal Leave:

The use of Personal Leave must be in compliance with Article 9 of the HEA Negotiated Agreement. A leave request must be submitted to the front office at least 48 hours prior to the date of absence. Any variations to the procedures listed in Article 9 must be approved by the superintendent. Refer to your negotiated agreements (certified and classified) for the specific number of days allowable per year.

Professional Leave:

Professional leave is defined as serving on state boards, advisory commissions or committees, or attending meetings, conferences, or workshops of professional, educational, and teachers' organizations.

Sick Leave:

According to Article 8 of the HEA Negotiated Agreement, sick leave is cumulative and shall be accrued at the rate of one and one-third days per school month. Sick leave for part-time employees shall accrue at the corresponding FTE. When a staff member exceeds the number of sick leave days accrued, they may be eligible for requesting days from the sick leave bank. Upon exhausting all appropriate leaves, the remaining leave would be considered leave-without-pay. Unauthorized LWOP is subject to disciplinary action.

Library Loan Procedures

School library resources are available for staff and student checkout. All print and non-print resources must be returned to the library in May of each year. Staff is highly encouraged to also make sure student-loaned resources are returned.

Library Resources – Professional Responsibilities

In duplicating and disseminating print and non-print resources, staff is reminded to comply with all state and federal copyright statutes.

Loan of Equipment

Permission of the principal or superintendent is needed to take district equipment from the school grounds.

Mandated Training

All staff will be notified in the fall of any state or federally mandated training that they need to complete for the school year. This training must be completed within 30 days of notification, and proof of completion will be turned in to the principal.

Memorandum of Agreement

Employees are not authorized to sign Memoranda of Agreements (MOAs) for services on behalf of the district. All MOAs must be processed through the district office.

Parent Involvement

The Haines Borough School District recognizes that a child's education is an ongoing responsibility of the school and family. To support this goal, the district encourages all school staff to involve parents in a variety of roles. (BP 6020)

All forms of parental communication are encouraged in order to inform parents of progress and behavior of students, including reinforcement of positive accomplishments and to offer opportunities for parents to participate directly in their child's schooling as much as possible.

Parking

Please drive and park safely and responsibly on school grounds. Keep handicapped zones and emergency areas open for appropriate vehicles.

Payroll

All required forms must be completed and turned in to the district office before payroll can be submitted. These include a signed contract with the payment option checked, a W-4, an I-9, a completed employee update sheet, health insurance forms, and a signed statement that you have read the District's Drug Free Workplace Policy.

Payroll is the 15th and 30th of each month. Payroll advances are not encouraged; however, under extraordinary circumstances, they may be granted with superintendent approval. The "Payroll Advance Form" should be completed and submitted to the superintendent. Payroll advances will not be approved within 5 days of the regular pay day. A maximum of 60% of the gross pay for the pay period, less tax-sheltered annuities, can be advanced. Each request will be judged individually, with the superintendent's decision being final.

Our payroll system is programmed for automatic deductions for tax sheltered annuities, health insurance deductibles, supplemental life insurance, and union dues. These deductions are in addition to the required deductions for federal taxes, Medicare, and retirement.

Extra duty contracts may be offered in certain circumstances. Arrangements for compensation will be established prior to commencement of extra duties. Questions about your paycheck or payroll deductions should be directed to the district office.

Purchases

Materials to be purchased must be approved in advance and must be accompanied by appropriate paperwork. It is important that purchasing procedures be followed. When using personal funds and submitting a check request form for reimbursement, attach receipts to the check request.

The district business office can provide help in following purchase procedures. All purchases require approval of an administrator to release funds.

Check Requests:

Check requests are to be used only when regular purchasing documents (i.e. requisitions, purchase orders, or travel forms) cannot be used. Reimbursement for teacher

discretionary cash purchases must have a paid invoice attached and must not exceed the amount the teacher has available.

Purchase Orders (PO):

The district's auditors require strict adherence to procedures for the use of purchase orders. Submit completed purchase order requests to the front office.

Religious Observances

The Haines Borough School District recognizes that religious belief and disbelief are personal in nature and that the students of this District are protected from the establishment of, or prohibiting the free exercise of, religion in the schools.

There is no policy prohibiting the use of many of the common customs and symbols associated with holiday season; however, the overall impression created by common holiday symbols must not have the effect of endorsing a particular religion. Staff members must adhere to Board Policy regarding religion in the schools. (BP 6141.2(a))

Recess

Staff responsible for students at lunch and/or recess are expected to actively supervise by remaining in close proximity to students, attentively monitoring student activity, and prioritizing student safety at all times.

Sexual Harassment

Title VII of the 1964 Civil Rights Act forbids sex discrimination. Recent federal court decisions make it clear that sexual harassment is sex discrimination.

The Equal Opportunity Commission has added guidelines for employers on discrimination on the basis of sex. Part 1604 outlines the regulations on sexual harassment and describes harassment on the basis of gender as a specific violation of section 703 on Title VII.

The District will take whatever action necessary to prevent sexual harassment and will impose disciplinary sanctions whenever deemed appropriate. Please report any concerns immediately to your supervisor or to the district office.

Staff Children

Staff children who are in the building outside of regular school hours should be directly supervised and should not impede the regular workday duties, including supporting students after dismissal, attending staff meetings, or conducting confidential communications.

Staff Complaint Procedures

As per BP 4144 and AR 4144(a), AR 4244, AR 4344, a complaint "shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used."

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaints have been exhausted and the complainant has provided a written description of such efforts.

Staff Room

Employees will keep the staff room clean by washing dishes, wiping counters, and disposing of papers in the proper recycle containers. Food in the refrigerator needs to be disposed of before smell and mold set in.

Staff Meetings

Staff meetings are held on a regular basis to keep faculty apprised of happenings in the district and to discuss mutual issues, concerns and upcoming activities. All certified staff and full-time classified staff are required to attend meetings.

Staff meetings provide opportunities for certificated teaching staff, support staff, and the administration to meet and confer on a variety of topics. Topics may include curriculum development, staffing, scheduling, financial planning, evaluation of staff and administration, attendance, discipline, grading policies and procedures, and any other regulation or policy that may affect the general or specific operation of the district.

Student Attendance

The responsibility for student attendance rests with the student's parents or guardians. Attendance must be taken accurately and routinely each day school is in session and must be entered into PowerSchool Student Information System, or if that is not possible, turned into the front office. Attendance will be taken within the first 5 minutes of class in the high school and at the beginning of the day in the elementary and middle schools. If a student is more than 5 minutes late to class, an admit slip must be obtained from the K-12 office.

Because attendance is important to the educational development of each child, teachers must encourage good attendance for all students. In compliance with Haines Borough School District Student Handbook, high school and middle school students who miss more than 8 days in a semester in any given class or elementary students who miss more than 16 days per year may be required to petition the school board to receive credit for that class or school year. Illnesses, prearranged absences, and emergencies may be included in the 8 days, but will be considered on a case-by-case basis. Teachers should notify the principal regarding student attendance problems, and appropriate assistance will be provided to the student and their parent(s).

Student Discipline

HBSD believes that a safe, well-ordered school environment is necessary to optimize learning and help students develop the qualities needed to become responsible citizens. The district and each staff member will model and maintain high expectations for student behavior.

Our school implements PBIS, Positive Behavior Intervention and Supports, which is a program that encourages positive behavior and good citizenship within our school community. We are respectful, responsible, prepared, and safe. Our specific expectations are

posted throughout the school as well as on our website. The principal will provide parents with the schoolwide discipline plan. Individual teachers will also develop classroom discipline procedures using the schoolwide PBIS plan. Teachers bear the first line of responsibility for the behavior of students in their classrooms.

The district recognizes that a key component of its school disciplinary and safety program involves appropriate staff response when student behavior impacts on the safety of that student or others. The district prohibits the use of physical restraint and seclusion except in emergency situations as outlined in law and policy.

When a teacher has attempted to resolve a behavior problem and it persists to the point that the class cannot continue, they may request the presence of an administrator or another teacher to take charge of the student. The administrator has the responsibility to follow up with the teacher of any action taken.

Consequences for unacceptable behavior will follow the student handbook and will be appropriate to the student's age, physical condition, and the nature of the misconduct. Psychological, hurtful consequences such as sarcasm, harassment, ridicule, or rejection shall never be used. The use of corporal punishment is prohibited in the State of Alaska.

Student Services

If it is determined that a child is having difficulties learning, a referral to the Special Education Program may be in order. The program offers a variety of district and support services to children who are found to be eligible. Concerns must be addressed through the MTSS team or a special education teacher. Subsequent interventions must be documented prior to initiating a formal referral to the special education program. If a child is found to be eligible for services, an Individual Education Plan (IEP) will be developed using the protocols outlined in the Alaska Special Education Handbook.

The Haines Borough School District utilizes an inclusion model for students receiving special education services. The classroom teacher, with the support of the special education teacher, is responsible for ensuring that the accommodations and modifications listed in an IEP are being met. IEPs are developed by the special education teacher in conjunction with the classroom teacher, paraprofessionals, parents, and student.

If a teacher has a new student or is uncertain about a student who may be a candidate for supplemental services, contact the administration.

Substitutes

A staff member's absence necessitates contact with the front office regardless of whether a substitute is needed. The front office is responsible for securing the services of substitutes. If a staff member requests a particular substitute, every attempt will be made to fulfill that request. Occasionally, changes will be made in assignments to best meet the overall needs of the district. It is the staff member's responsibility to leave detailed lesson plans and directions for the substitute. The front office appreciates any feedback related to substitutes in order to ensure best placement.

Supervision of Students

Students must be supervised at all times during the school day. This requires teachers in the hallways during passing periods. Students may not remain in the classroom during recess

times or after school unless a staff member is with them. Students should remain in their designated areas before school. Students may not be in the gym without adult supervision. Contracted specialists or volunteers cannot assume sole responsibility for students on field trips.

All staff share the responsibility of supervising common areas throughout the school day and dealing with problems when they arise.

Supplies

Common office supplies, such as markers, pens, tape, etc., may be obtained from the front office's supply cabinet. Copy machines are located in the library, middle school pod, and front office. A color copier is located in the district office. Please have students use them only under direct supervision.

Surveys

Alaska Statute 14.03.110 states that any questionnaires or surveys containing any questions of a personal nature cannot be asked or administered to students without district approval and with the express permission of parents.

Telephone and Fax

Personal use of district telephones or fax machines for calls that generate long distance charges are discouraged.

Tobacco Products

In accordance with AS 18.35.300, smoking, vaping, or chewing tobacco products are not allowed in any school building at any time. Haines Borough School District policy also prohibits tobacco use on all school property.

Travel Authorizations

Approval to travel must be obtained in advance using the leave request form. The travel reimbursement request form is filled out after the trip has been completed. Travel advances may be obtained if requests are submitted at least 2 weeks before travel occurs. This allows time for check processing.

Reimbursement Regulations

1. The per diem rate for meals is \$40/day. If travel is not the entire day, the breakdown for per diem is as follows:

a. Breakfast	\$8.00	6:00a-8:00a
b. Lunch	\$10.00	11:30a-1:30p
c. Dinner	\$22.00	6:00p-8:00p
2. Lodging expenses will be reimbursed at actual cost.
3. "State or Government Rates" at hotels/motels should be requested. Also, if the city in which the hotel/motel is located allows exemption of tax for school employees the employee is responsible for requesting and completing a tax exemption (if applicable) upon checking into the hotel/motel.

4. Actual transportation expenses resulting from use of the most economical and reasonable means will be reimbursed. For scheduled commercial air carriers, coach class is considered most economical.
5. Miscellaneous expenses (e.g. taxi fare) in excess of \$10.00 will be reimbursed only upon proof of expenditure. Receipts are not required for meals.
6. Travel by private vehicle must have prior approval for reimbursement.
7. **Prior approval is necessary for car rental.**
8. Receipts for hotels, conference registration, etc., and copies of tickets must be attached to the completed travel reimbursement request.
9. Travel expenses will be reimbursed only for the length of time required to attend a particular meeting, workshop or conference. If the employee chooses to extend the length of the travel for reasons other than district business, (e.g. doctor's appointment), expenses related to the extension will not be covered by the district.

Updated 8/4/25