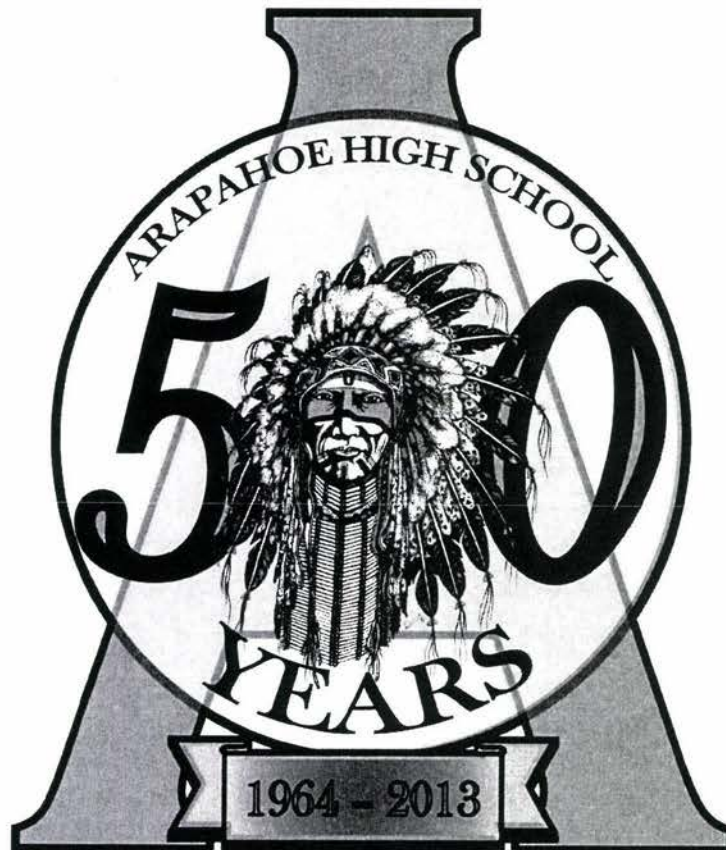


Arapahoe High School



Staff Handbook

2013-2014

Exhibit No.: 3
Deponent: Meredith
Date/RPR: 6/30/15
Hunter + Geist, Inc. am

ARAPAHOE HIGH SCHOOL

2201 E. Dry Creek Road
Centennial, Colorado 80122

303-347-6000
Main Office Fax: 303-347-6004
Library Fax: 303-347-6090
<http://arapahoe.littletonpublicschools.net>

STAFF HANDBOOK 2013-2014

Natalie Pramenko	Principal
Bryan Jesse	Assistant Principal/Activities Director
Kevin Kolasa	Assistant Principal
Darrell Meredith	Assistant Principal
Steve Sisler	Assistant Principal/Athletic Director



Recognized School of Excellence
U. S. Department of Education

DISCRIMINATION DISCLAIMER

Littleton Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, nor on the basis of age against persons whose age is over forty (40). Inquiries concerning any of the above should be directed to the Director of Human Resources, 5776 South Crocker Street, Littleton, Colorado 80120; phone-303-347-3300; or to the Director, Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Third Floor, Denver, Colorado 80294; phone-303-844-5695.

TABLE OF CONTENTS

General Information

Mission Statement and Vision Statement.....	1
Calendar.....	2
Bell Schedule.....	3
Staff List.....	4
Phone Extensions.....	6
Map.....	7
Teacher Mailboxes.....	8
Photocopying Services.....	8
Faculty/Staff Parking.....	8
Visitors to Arapahoe.....	8
Daily Announcements.....	9
Arapahoe News/Press Releases.....	9
Reporting Arapahoe News/Press Releases.....	9
School/District Property.....	9
Use of School Equipment.....	9
Use of Building/Facilities.....	9
Use of Theater.....	10
SAC Bylaws.....	10

Emergency Procedures

Emergency Closing.....	11
Phone Tree.....	13
Emergency School and/or District Building Closing Procedures.....	14
Lock Down.....	15
Fire Drill.....	15
Tornado.....	16
Bomb Threat.....	16
Eye Protection.....	17
Student Illness during Class.....	17
Student Accident/Illness Report.....	17
Theft or Vandalism.....	17
Response Guidelines.....	17
Child Abuse.....	20

Academics

Guidance Center.....	23
Schedule Changes.....	24
Course Syllabus.....	25
Honors/High Honors.....	25
Final Exams.....	25
Video Guidelines.....	25
LMC.....	26
Copyright.....	29
Progress and Grade Reports.....	30
Freshmen Recoverability.....	32
Changing Grades.....	32
Changing Records.....	32
Food/Drink.....	33
Student Assist.....	33
Attendance.....	33
Parent Notification.....	33
Absence Referrals.....	34
Make-up Work.....	34
Surveys/Questionnaires.....	34
IEP/504.....	34
Student Traffic.....	35
List of Policies in Student Planner.....	35

Athletics and Activities

Extracurricular	36
Sports and Coaches	36
Clubs	37
Eligibility	38
Title IX	38
Dance Policy	39
Facility Usage	40
Field Trips	41

Finances

Financial Procedures	48
Purchases	48
Reimbursements	49
Collection of Money	50
Payroll	51
Student Fees	52
Miscellaneous	53
Purchase Order Form	55

Teacher Policies

Instructional Staff	56
Guest Speakers	56
Controversial Issues	56
Opt in/Opt out	57
Length of School Day	59
Hours on In-Service Days	59
Unscheduled Time	59
PLC	59
Leaving Building	59
Teacher Absences	60
Class Coverage	61
Sick Leave	61
Personal Leave	62
Deductible Leave	62
Short Term Leave	62
Witness of Jury Leave	62
Classified Absence	62
Classroom Procedures	63
Department Chairs	64

Arapahoe High School

Mission Statement

Our mission is to create an engaging teaching-learning environment that values student individuality and encourages students to:

- recognize and achieve their full potential,
- collaborate in the learning process,
- become lifelong learners, and
- participate actively in their local and global societies.

Adopted 12/10/07

Vision Statement

Arapahoe High School commits itself to continued excellence in education while utilizing the ever-changing innovations in communication and technology. While looking to the future, we also honor our unique and long-held relationship with the Arapaho Tribal Nation by appreciating their values of respect and dignity. Through positive interpersonal relationships, relevant learning and rigorous curriculum, Arapahoe will continue to produce responsible and empowered participants who make meaningful contributions in the greater society.

We will foster a culture of excellence by:

- Upholding a positive learning environment.
- Promoting physical, emotional and social well-being.
- Raising self-awareness, positive relationships, and unity through participation in extra-curricular activities.
- Exhibiting self-discipline and embracing responsibility.
- Acknowledging and valuing individuality by celebrating individual efforts and achievements.
- Building open relationships that foster a trusting, thoughtful, caring school community.
- Seeking input from staff, students, parents and community members and valuing the influence this input can have on every student's future.

We will promote best practices by:

- Continuing to integrate technology to keep pace with 21st century learning.
- Fostering and rewarding new, creative and imaginative approaches and ideas.
- Providing practical, differentiated learning experiences.
- Ensuring meaningful, relevant essential learnings.
- Implementing common assessments to measure academic growth.
- Developing cross-curricular integration.
- Using a variety of resources to solve problems.
- Remaining flexible and adaptable through times of change.

We will develop procedures to:

- Foster collaboration to fuel student achievement and continued school improvement.
- Utilize positive intervention strategies to allow all students to reach their full potential.
- Nurture students to become academic achievers who:
 - Take ownership and pride in their education.
 - Realize and develop their creative talents.
 - Read, write, listen and speak with purposeful reflection and intent.
 - Develop meaningful communication skills that utilize creativity and technology.

Arapahoe High School dedicates itself to a vision that extends far beyond the walls of the classroom. By recognizing the full potential of each student along with the rapidly changing demands of the 21st century, Arapahoe compels its students, staff and community members to achieve a higher level of education—one that weaves together the world of intellectual pursuit with the spirit of responsibility, compassion and courage. Welcoming the challenge of these opportunities, Arapahoe students will not only embrace but enrich the world that awaits them.

Adopted 12/3/08

Arapahoe High School Calendar 2013-2014

August 2013							September 2013							October 2013							November 2013							December 2013							
M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			
			1	2			2	3	4	5	6			1	2	3	4				1	2	3	4	5	6			2	3	4	5	6		
5	6	7	8	9			9	10	11	12	13			7	8	9	10	11			4	5	6	7	8*			9	10	11	12	13			
12	13	14	15	16			16	17	18	19	20			14	15	16	17	18	19			11	12	13	14	15		16	17	18	19	20			
19	20	21	22	23			23	24	25	26	27*			21	22	23	24	25			18	19	20	21	22		23	24	25	26	27	28	29		
26	27	28	29	30			30							28	29	30	31				25	26	27	28	29		30	31							
January 2014							February 2014							March 2014							April 2014							May 2014							
M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			M	T	W	T	F			
		1	2	3			3	4	5	6	7			3	4	5	6	7			1	2	3	4*											
6	7	8	9	10			10	11	12	13	14*			10	11	12	13	14			7	8	9	10	11		5	6	7	8	9				
13	14	15	16	17			17	18	19	20	21			17	18	19	20	21			14	15	16	17	18		12	13	14	15	16				
20	21	22	23	24			24	25	26	27	28			24	25	26	27	28			21	22	23	24	25		19	20	21	22	23*				
27	28	29	30	31										31							28	29	30				26	27	28	29	30				

Important Dates to Remember

Key	
	Holiday/Vacation/No School
	In-Service Day
	PLC - Late Start Day
*	End of Six Weeks

Aug. 19	FIRST DAY OF SCHOOL
Aug. 28	Back to School Night
Aug. 28	PLC - Late Start Day
Sept. 2	Labor Day - No School
Sept. 11	PLC - Late Start Day
Sept. 27	End of Six Weeks
Sept. 30-Oct. 4	Homecoming
Oct. 2	PLC - Late Start Day
Oct. 16-17	Parent/Teacher Conferences - evening
Oct. 17	In-Service - NO STUDENTS
Oct. 18	NO SCHOOL
Oct. 23	PLC - Late Start Day
Nov. 6	Freshmen Showcase Class of 2018
Nov. 8	End of Six Weeks
Nov. 13	PLC - Late Start Day
Nov. 25-29	Thanksgiving Break

Dec. 4	PLC - Late Start Day
Dec. 17-20	Final Examinations
Dec. 20	Semester Ends/Last Day for Students
Dec. 23-Jan. 3	Winter Break
Jan. 6	In-Service - NO STUDENTS
Jan. 7	First Day Second Semester
Jan. 20	Marlin L. King Day - NO SCHOOL
Jan. 29	PLC - Late Start Day
Feb. 14	End of Six Weeks
Feb. 17	Presidents' Day Holiday - NO SCHOOL
Feb. 26	PLC - Late Start Day
March 6	Parent/Teacher Conferences - Evening
March 7	NO SCHOOL
March 24-28	Spring Break
April 4	End of Six Weeks
April 7	Freshman Registration

April 9	PLC - Late Start Day
April 30	PLC - Late Start Day
May 3	Prom/After Prom
May 16	Last Day for Seniors
May 19	Final Examinations/
May 20-21	Awards Convocation
May 20-21	Final Examinations/
May 22	Arena Scheduling
May 22	GRADUATION
May 23	Final Examinations/
May 26	Arena Scheduling/
May 26	Last Day of Semester
	Memorial Day

6/10/13



Arapahoe High School Daily Bell Schedule 2013-2014

Period

Time

1	7:21 a.m.	-	8:20 a.m.
2	8:25 a.m.	-	9:24 a.m.
3	9:29 a.m.	-	10:30 a.m.
4	10:35 a.m.	-	12:09 p.m.

First Lunch

Second Lunch

10:30 a.m. – 11:05 a.m.	11:34 a.m. – 12:09 p.m.
Class 11:10 a.m. – 12:09 p.m.	Class 10:35 a.m. – 11:34 a.m.

5	12:14 p.m.	-	1:12 p.m.
6	1:17 p.m.	-	2:16 p.m.

PLC Days Bell Schedule • 2013-2014

Period

Time

1	9:21 a.m.	-	10:00 a.m.
2	10:05 a.m.	-	10:44 a.m.
3	10:49 a.m.	-	11:29 a.m.
4	11:34 a.m.	-	12:48 p.m.

First Lunch

Second Lunch

11:29 a.m. – 12:04 p.m.	12:13 p.m. – 12:48 p.m.
Class 12:09 p.m. – 12:48 p.m.	Class 11:34 a.m. – 12:13 p.m.

5	12:53 p.m.	-	1:32 p.m.
6	1:37 p.m.	-	2:16 p.m.

10 Wednesdays

August 28	October 2	November 13	January 29	April 9
September 11	October 23	December 4	February 26	April 30

**Arapahoe High School
Licensed Staff by Department
2013-2014**

Administration

___Pramenko, Natalie Principal
___Jesse, Bryan
___Kolasa, Kevin
___Meredith, Darrell
___Sisler, Steven

Art

___Hawthorne, Jill *
___Davidson, Jaclyn
___King, Jennifer
___Svigel, Laura

Business Education

___Swank, Caroline*
___Grantham, Erin
___Krueger, Jeannie
___Sawyer, Chad

Counselors

___Bast, Kirk*
___Gillespie, Lindsay
___Talen, Kelly
___Wadsworth, Scott
___Song, Esther (Psychologist)

Family & Consumer Sciences

___Lewis, Jennifer

Language Arts

___Krause, Jeff*
___Moritz, Maura*
___Ackerman, Kendra
___Buchwald, Audra
___Cladny, Annette
___Comp, Jessie
___Ferrill, Marlys
___Hancock, Abby
___Hansen, Rob
___Kleeman, Lary
___Kuhlmann, Ethan
___Leclaire, Kristin
___Lee, Lauren
___Miles, Steve
___Siekmeier, Tom
___Smith, Anne
___Spare, Alex
___Trotter, Greg

Performing Arts

___Parmenter, Kelly*
___Ahern, Ian
___Funk, Shawn

Mathematics

___Crookham, Michelle*
___Swomley, Dan*
___Bretz, Krista
___Cadwallader, Jeff
___Conway, Sean
___Eggleston, Brian
___Korn, Andrea
___Kruck, Kori
___Lhotta, Betsy
___Lienemann, Stuart
___Low, Kyle
___Rottschaefer, Jared
___Thurmond, Jon
___Warner, Kirsten

Physical Education

___Leyden, Jennifer*
___Abner, Katie
___Bradley, Andrea
___Jansen, Brad
___Richmond, Mike
___Serniak, Vincent

Science

___Craig, Jesse*
___Durow, Alexis
___Firchau, Emily
___Hammond, Tim
___Hatak, Brian
___Langill, Emily
___Lutz, Chuck
___Massey, Erin
___McGeorge, Sarah
___Schneiderman, Adam
___Smith, Jeff
___Syers, Cara
___Wallace, Adam
___Wood, Linda

Social Studies

___Meyer, Brad*
___Campbell, Mike
___Cornils, Stacey
___Corson, Jeff
___Crosby, Amanda
___Escue, Rob
___Hampshire, Mark
___Hawthorne, Jeremy
___Hess, Roger
___Levi, Carrie
___Little, Christine
___McWilliams, Jerry
___Morahan, Jim
___Price, Jackie
___Winn, Alison
___TBD

Learning Support Services

___Shaver, Travis*
___Bates, Gayanne
___Cliff, Anna (OT)
___D'Innocenzo, Barbara
___Fehrer, Michelle
___Hernley, Eileen
___Sibona, Christine
___TenEyck, Maureen
___Tyler, Suzanne
___Vedovelli, Denise

World Languages

___Greenless, Jessica*
___Brandberg, Jeff
___Cross, Aaron
___Kitch, Barbra
___Lombardi, Vicki
___Lovitt, Sharon
___Melin, Patty
___Riordan, Eric
___Tausan, Christine
___Yang, Holly

Library/Media

___Murphy, Tracy*

Technology Ed.

___Loptien, Mark* (Science)
___Anderson, Greg (Language Arts)
___McMullen, David

**Community Employment
Facilitator**

___Messer, Joyce

Director of Technology

___Fisch, Karl (Math)

Instructional Coach

___Gerlich, Karen (Social Studies)

*Department Chairperson

Arapahoe High School
Classified Staff
2013-2014

Secretaries/Clerks

- ___ Clark, Amanda
Secretary to the Principal/
Office Manager

- ___ Ayres, Linda
Attendance

- ___ Biggi, Nikki
Attendance/Registrar

- ___ Brachtenbach, Karla
Library Clerk

- ___ Cheney, Melanie
Bookkeeper

- ___ DeBow, Jill
Secretary to Assistant Principal
for Student Services

- ___ Flinders, Rebecca
Guidance Secretary

- ___ Ghidotti, Bailee
Secretary to the Assistant Principal

- ___ Kazakoff, Kathy
Technology Support Specialist

- ___ Lewis, Paula
Receptionist

- ___ Scoglio, Cindy
Secretary to Assistant Principal
for Student Services

- ___ Swomley, Kelly
Copy Room

- ___ Vicker, Marilyn
Learning Support Services

- ___ Weems, Janelle
Secretary to the Assistant Principal
for Athletics

Para-Pros

- ___ Brock, Charlene (Study Center)
- ___ Goldsmith, Jennifer (Business)
- ___ Ives, Dawn (Health Assistant)
- ___ Caballero, Ofelia (Interpreter, DHH)
- ___ Thompson, Paula (Interpreter/DHH)
- ___ TBD (Interpreter, DHH)
- ___ Anderson, Erin (Learning Support Services)
- ___ TBD (Learning Support Services)
- ___ Kirk, Diana (Learning Support Services)
- ___ Lewis, Allyson (Learning Support Services)
- ___ Nonko, Tammy (Learning Support Services)
- ___ Rector, Cheryl (Learning Support Services)
- ___ Smith, Deb (Learning Support Services)
- ___ Todd, Kathy (Learning Support Services)
- ___ Welsh, Rose (Learning Support Services)

Post-Grad Center

- ___ Lewallen, Jan

Campus Security

- ___ Kolk, Christina
- ___ Mauler, Rod
- ___ Rust, Cameron

School Resource Officer

- ___ Englert, James

Custodians

- ___ Llerenas, Fabian (Bldg. Facilitator)
- ___ Curic, Remzija (Outdoor Maintenance)
- ___ Kaan, Rachelle (Day Custodian)
- ___ Lopez, Cesar (Night Lead)
- ___ Fernandez, Jose (Night)
- ___ Gomez, Sergio (Night)
- ___ Huff, Ken (Night)
- ___ Long, Brad (Night)
- ___ Romero, Alejandro (Night)
- ___ Ubrieta-Villegas, Alma (Night)
- ___ Weems, Matt (Night)

Food Services

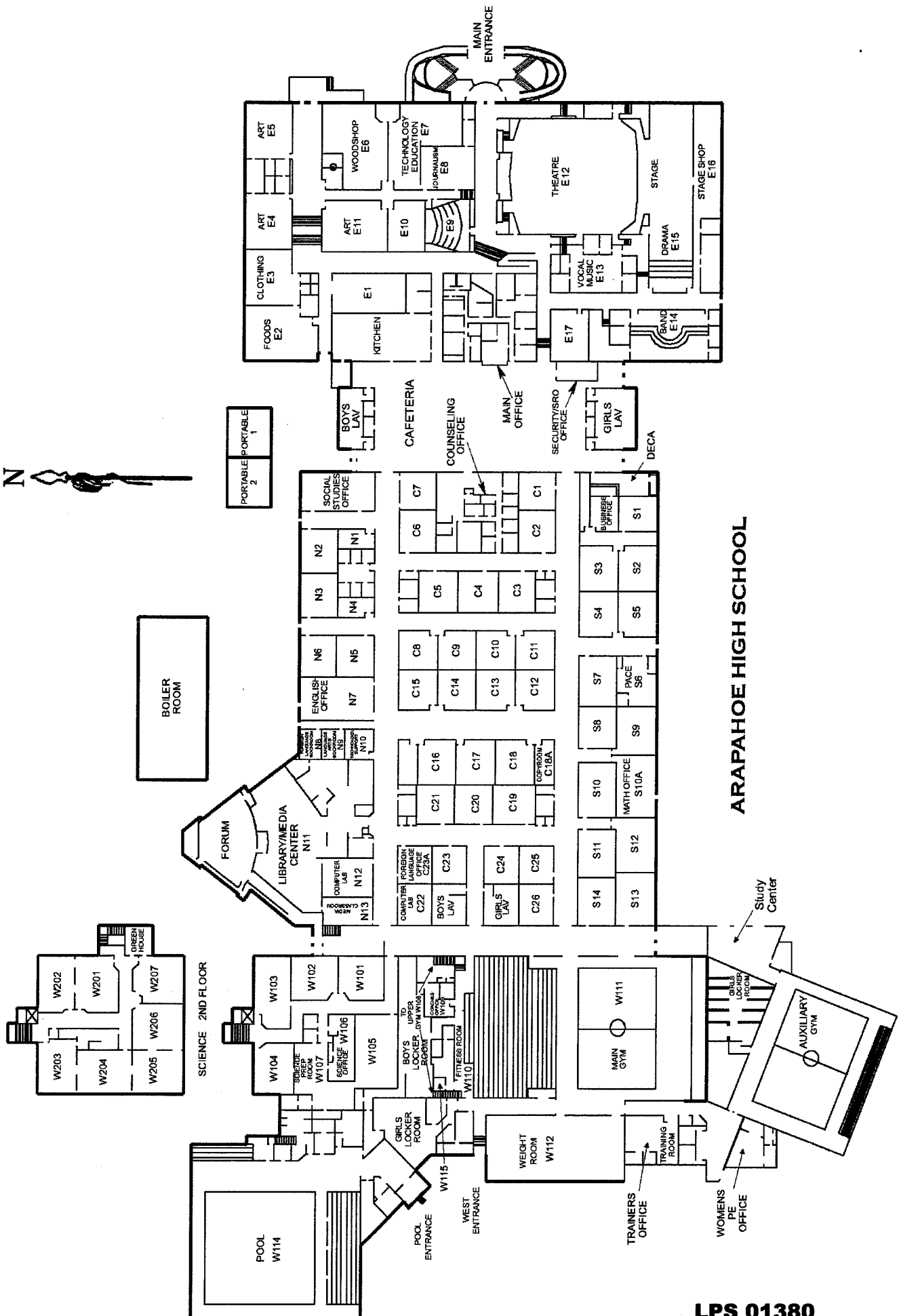
- ___ Lawrence, Shawna (Manager)
- ___ Dean, Tracy
- ___ Gallegos DeSosa, Rosa
- ___ Palmer, Lisa

8/ 9/ 2013

LPS 01378

Telephone Extensions Offices

Location	Extension
Main Office Switchboard	347-6000
Art	347-6059
Athletics	347-6021
Attendance Office	347-6030
Band Room	347-6031
Bookkeeper	347-6018
Business Education	347-6036
Custodial Office	347-6054
DECA	347-6033
Drama	347-6032
FAX (Athletics)	347-6004
FAX (Library)	347-6090
Gifted/Talented	347-6064
Guidance	347-6010
LMC (Library)	347-6038
Journalism	347-6028
Kitchen	347-6027
Language Arts	347-6050/6077
Consumer/Family Studies	347-6026
Math	347-6034
PACE	347-6062
P.E. Offices (Boys')	347-6041/6075
P.E. Office (Girls')	347-6039
Pool	347-6053
Psychologist	347-6055
Science	347-6037/6087
Science (Second Floor)	347-6060
Social Studies	347-6052/6082
Special Services	347-6058
Staff Lounge	347-6029
Student Activities	347-6019
Technology Ed.	347-6043
Training Room	347-6057
Vocal Music	347-6070
Vocational Facilitator	347-6063
World Languages	347-6042/6005
Copy Room	347-6035



ARAPAHOE HIGH SCHOOL

Teacher Mailboxes

Please check your mailbox initially each morning and at regular intervals during **each** school day for telephone messages, etc. **Students are not to be sent to the office for the purpose of picking up materials from teachers' mailboxes.** Material to be placed in mailboxes should be given to the receptionist for handling.

Photocopying Services

Procedures for requesting photocopies are based upon adequate and appropriate planning to receive completed copies. Every effort will be made to return copy work within the designated time as requested on work orders.

1. Obtain Copying Service Form from Copy Room or Main Office and complete the needed information. (Service is offered in a 24 hour time frame unless there are mechanical problems with the Copy Machine. Also indicate the date and time the request is submitted.) All completed orders may be picked up in the Copy Room.
2. Place form, with materials to be copied, in wire basket provided in the Copy Room or Main Office.
3. When submitting tests, examinations or other confidential materials, the same procedures above are to be followed. After time-dating, place the form and materials to be copied in the Copy Room in the cupboard indicated. **Do not send students to pick up confidential materials.**
4. During peak times, it may not be possible for all requests to be completed within the designated time frame.
5. Copyright laws will be considered on all requests.
6. **If copy room staff member is unavailable, please see the secretary to the Assistant Principal for Curriculum and Instruction for any emergency needs.**

Main Office Copier

The photocopier located in the Main Office is for use primarily by Main Office personnel. Staff members needing **single copies** of materials may use the Main Office copier or the copier in the Library. **Classroom sets are not to be made on the main office or library copiers.**

Faculty/Staff Vehicle Parking and Registration

Faculty/Staff parking will be in the faculty parking lot on the east side of the building and designated parking in our circle drive on the south side of the building. The Arapahoe High School parking permit sticker must be obtained in the Student Services Office and displayed on the rear view mirror.

Visitors to Arapahoe

Part of Arapahoe High School's safety/security efforts include the following expectation. All visitors to Arapahoe, **including parents**, must report to the Main Office for identification, sign in and receive a "Visitor Sticker" to be worn for recognition. Visitors are asked to not "drop in" to see a teacher in the classroom or department office without an appointment. Photo I.D. required for any visit beyond Main Office.

Daily Announcements

Daily Announcements are issued daily during 3rd period from the Main Office. Approval of all items must be adhered to as follows:

1. Submit items through email to the Receptionist and Attendance Clerk at plewis@lps.k12.co.us and layres@lps.k12.co.us
2. If a student is submitting a bulletin item, the submission **MUST have the signature of the sponsor or supervising faculty member.**
3. **Items must be submitted to the Main Office Receptionist and Attendance Clerk by 9:00 a.m.**

Arapahoe News- Press Releases

Today it is more important than ever that adequate news coverage is given to positive events within the school. The school's image within the community is enhanced with more frequently released stories. Whenever events are scheduled that would be of general interest to the community, they should be shared through the *Contact* district staff newsletter, newspapers, TV and radio, Twitter, Facebook, the AHS website or as a memo for district administrators' information. Any newsworthy information should be e-mailed to the Assistant Principal for your department who will then forward the information to the District School/Community Relations office for distribution outside of the building.

Outside media personnel must report to the School Main Office for approval by the Principal prior to their activities.

School/District Property

School employees **do not** have the authority to sell, trade, lend or dispose of school district property without proper administrative approval. School district property includes equipment, uniforms, supplies, textbooks, furniture, installed fixtures and equipment, and any other property used in the curricular and/or extracurricular programs.

USE OF SCHOOL EQUIPMENT (Board Policy GB)

The use of district equipment and materials for personal use is forbidden.

Use of Building and Facilities

The building and facilities at Arapahoe High School are protected by a security alarm system and monitored 24 hours by District Security. Teachers must be aware of the alarm schedule and plan accordingly. False alarms cost money. **Any person causing a false alarm will pay the costs.** Employees and students are encouraged to leave valuables and large sums of money at home.

Use of the Theater

The Arapahoe Theater facility is one of the finest in the area. The following guidelines are to be in effect:

1. To schedule the Theater, permission must be granted by the Performing Arts Department Chair and the Principal.
2. Do not operate stage machinery or equipment.
3. Assign supervisors to control entering and exiting of the Theater.
4. When school is in session, enter and exit only through the west entrance near the vocal music room. Students are to sit together as a class and **the teacher is to remain with the class.**
5. Do not allow students in the orchestra pit or on the stage.
6. Do not allow food or drink in the Theater.
7. Be alert to damaging of Theater seats. Do not allow feet on the seats.
8. When leaving, check all exits to make sure doors are locked.
9. Clear Theater of all trash and equipment.
10. Inform students prior to using the Theater what conduct will be expected of them.
11. The condition of the Theater will be checked prior to and after use. The teacher will be notified of any abuses of the above.
12. Please contact the Drama Teacher for technical support.

School Accountability Committee- Bylaws

To view the School Accountability Committee's bylaws, please visit the Arapahoe High School website.

EMERGENCY PROCEDURES FOR SCHOOL CLOSURES

NOTIFICATION

In case of emergency or severe weather conditions, please turn in to the following radio or television stations for information on changes in school schedules. Stations will be contacted no later than 6:30 a.m. for late starts and school closures, and as soon as possible for early dismissals. Since media stations are often not able to make detailed emergency announcements, it is important that you become familiar with the schedules below and keep this information handy for reference. **Please note: The announcer may refer to us as Littleton Public Schools or Arapahoe County District #6.**

AM RADIO

KHOW (630)

KOA (850)

KKZN (760)

FM RADIO

KYGO (98.5)

KBCO (97.3)

KRFX (103.5)

KTCL (93.3)

KJCD (104.3)

KQKS (107.5)

KBPI (106.7)

MEGA (95.7) *bilingual

TELEVISION

KWGN – Channel 2

KCNC – Channel 4

KMGH – Channel 7

KUSA – Channel 9

FOX – Channel 31

Visit: www.littletonpublicschools.net

LATE START (High Schools have NO Late Start.)

Media stations will announce “Delayed Start/Storm Schedule” for Littleton Public Schools. This means the following procedures are in effect:

HIGH SCHOOLS and middle schools: NO DELAY in school starts or bus pickup times.

Elementary Schools: One half-hour delay for school start times and bus pickup times. Elementary school start times for all students are as follows:

Early Elementary Schools – 9:10 a.m.

Late Elementary Schools – 9:40 a.m.

Afternoon Kindergarten... No delay in school start time.

All levels will be dismissed at their normal times, unless notified otherwise.

PLEASE NOTE: During inclement weather, bus pickups may be delayed by congested traffic even though a delayed start has not been declared.

EMERGENCY CLOSURE PROCEDURES (cont.)

EARLY DISMISSAL

Morning Early Dismissal: A minimum of 45 minutes must be allowed between dismissal time for each level. If the decision to close school early is made by 9:10 a.m., the following dismissal times will be in effect:

High Schools	9:30 a.m.
Middle Schools	10:15 a.m.
Early Elementary Schools	11:00 a.m.
Late Elementary Schools	11:45 a.m.

Morning Kindergarten students will be transported on the regular bus to their a.m. bus stop.

Noon Early Dismissal: If the decision to close school early is made by 10:00 a.m., schools will notify afternoon kindergarten parents that there will be no afternoon session. The following dismissal times will be in effect.

High Schools	12:00 noon
Middle Schools	12:30 p.m.
Early Elementary Schools	1:00 p.m.
Late Elementary Schools	1:30 p.m.

Afternoon Early Dismissal: If the decision to close school early is made by 11:00 a.m., schools will notify afternoon kindergarten parents that there will be no afternoon session. The following dismissal times will be in effect:

High Schools	1:10 p.m.
Middle Schools	1:40 p.m.
Early Elementary Schools	2:10 p.m.
Late Elementary Schools	2:40 p.m.

Vocational education, special needs students, preschool students and Adolescent Day Resource Center will have bus pickup times determined by the Transportation Department. Transportation staff will notify buildings.

PLEASE NOTE: WHEN ALL DISTRICT SCHOOLS ARE CLOSED, ALL SCHOOL-SPONSORED ACTIVITIES ARE CANCELLED.

**ARAPAHOE TELEPHONE TREE
FOR FULL DAY SCHOOL CLOSURES
2013-2014**

Staff will be phoned as follows:

NATALIE PRAMENKO

Assistant Principals
Fabian Llerenas
Department Chairs:
Visual Arts, Science, Library
Amanda Clark
PTO President

KEVIN KOLASA

Department Chairs:
Business, Tech Ed, Special Services
Bailee Ghidotti,
Kathy Kazakoff, Melanie Cheney
Kelly Swomley

DARRELL MEREDITH

Department Chairs:
Language Arts, Math
Jill DeBow
Food Service – Shawna Lawrence
Campus Security
SRO – James Englert
Cesar Lopez (Lead Custodian)

STEVE SISLER

Department Chairs:
World Languages, Social Studies, Physical Education
Janelle Weems
Out of Building Coaches

BRYAN JESSE

Department Chairs:
Counselors, Performing Arts
Cindy Scoglio
Linda Ayres, Nicole Biggi

DEPARTMENT CHAIRS

All Department Teachers
Department para-pros, if applicable.

LEAD CUSTODIAN

All custodians (explain options)

EMERGENCY SCHOOL AND/OR DISTRICT BUILDING CLOSING PROCEDURES

1. Single school or building closure procedures at a time other than during the school or business day. (Example: The water lines at a school freeze and rupture during the weekend.)
 - a. Secondary school certificated staff reporting for duty procedures.
 1. Students will be notified by the media and reverse 911.
 2. Certificated staff members will report to the school to be given assignments by their principal. If the school is uninhabitable, it is the staff member's responsibility to call the office of the Executive Director of Secondary Education to find out where to report.
 - b. Classified Staff reporting for duty procedures at elementary and secondary schools in district buildings:
 1. The building administrators are to notify maintenance custodians and lead custodians to report to the building as soon as possible. The lead custodians are to notify other custodians.
 2. The building administrators are to notify secretaries that they must report to their school at the regular time or other assignment.
2. Total District school and building closure other than during school or business day. (Example: A severe blizzard occurs during the night, causing conditions such that all schools and buildings will be closed the next day.)
 - a. Superintendent's action:
 1. The Superintendent will make the decision regarding the closing of schools and district support buildings.
 - b. Director of Transportation's action:
 1. In potentially inclement weather, it is the responsibility of the Director of Transportation to evaluate weather and road conditions. The Transportation Safety Coordinator will perform this function. If the Director of Transportation feels it is unsafe to operate school buses, it is his duty to contact the Superintendent of Schools and discuss the situation at or before 5:00 a.m.
 - c. Public Information Officer procedures:
 1. The Public Information Officer or the Assistant to the Superintendent will notify:
 - a. Radio and television stations. Notification will be as soon as possible after a decision has been reached by the Superintendent, preferably before 5:30 a.m.
 - b. School/Community Relations staff
 - d. Employee Reporting for Duty Procedures:
 1. Employees will not report for duty except the following employees:
 - a. Superintendent's Cabinet
 - b. Principals and/or Assistant Principals. The principals are to make a building check prior to 10:00 a.m. If a principal is unable to report, he/she should call the ESC (303-347-3300).
 - c. Maintenance custodians or the principal's designee will make a building security check and provide appropriate service.
 - d. All custodians are to report to their buildings as soon as they are able to provide appropriate service.
 - e. Director of Operations and Maintenance and selected staff.
 - f. Director of Transportation and selected staff.

EMERGENCY SCHOOL/DISTRICT CLOSING PROCEDURES (cont.)

e. Compensation for non-supervisory classified staff:

1. All personnel required to report for work when it is announced that schools are closed will receive time and one-half wages in addition to regular salary, with the exception of administrative and supervisory staff.
2. Bus drivers and food service employees will have this day counted toward the minimum guaranteed days.

School Lock-Down Information

Occasionally, due to a critical incident or an emergency that occurs on or near a school site, it becomes necessary for the school to be placed into a locked down mode for the protection of students and staff.

The decision to lock-down a school rests with the school administrator at the site affected and/or the Superintendent's Staff. The primary issue to be considered is whether the students and staff may be in danger if the lock-down is not put into effect. A lock-down consists of moving all students off campus grounds/exterior portions of the site into the school, securing all entrances and denying access to any unauthorized person. Frequently school personnel will hear rumors, radio or television broadcasts, or a parent will alert us to a problem that may require lock-down consideration. We may also receive an alert by LPS Security, the police or fire department to request locking down the school. Please refer to the flip-chart located in each classroom and office for specific situations in which lock-downs may be appropriate.

Fire Drill Instructions

When the alarm sounds, it is assumed that a fire is in the building. It is imperative that students and staff immediately evacuate the building.

1. An exit map has been placed in every classroom. Please check every room in which you teach to see that this map is placed in a position where everyone can see it. If for some reason there is not an exit map in a room, you may obtain another copy from the Assistant Principal in charge of Safety/Security.
2. Early each semester **REVIEW WITH EACH CLASS** the proper exit routes and fire drill procedures.
3. The teacher should be the last one to leave the room. **Please take your grade and attendance books, if applicable, and see that all doors are closed and lights are turned off.**
4. Teachers should check for any missing students and notify an administrator immediately if students are missing.
5. High schools will be drilled at least three times yearly. The Fire Department will frequently block exits. In case of a blocked exit, use the next closest exit.
6. Impress upon your students the seriousness of these drills. Students should walk rapidly in single file and refrain from talking.
7. Students and teachers should move from the building and beyond the fire lanes so fire vehicles have access to lanes. Students and staff should move beyond the red lines painted on walks, drives, pavement, curbs, etc., to designated areas.

8. A bell will signal your return to the building. Students should return to the building in the same manner in which they left.

Tornado Instructions

1. Upon notification from administration, staff and students are to evacuate all rooms adjacent to exterior walls.
2. Interior hallways and classrooms are to be used as relocation areas in the event of a tornado or a tornado warning. See "Tornado Directions" as posted in individual rooms.
3. Teachers in rooms adjacent to building exterior doors are to open all exterior doors after evacuating rooms.
4. Keep away from windows and exposed areas.
5. Building Area Relocations:
 - See "Tornado Directions" posted in individual rooms for your "safe room".
 - Cafeteria students are to relocate to the Theatre.
 - All persons outside building are to proceed immediately to the nearest interior shelter.
6. Students and staff are to seek the lowest levels by sitting on the floor, backs against the walls, and heads on knees and covered by arms.

Bomb Threat Instructions

In the event of a bomb threat, the following procedures will be followed. **Please refer to the Emergency "Flip Chart" located in each classroom.**

1. Do not touch or approach a bomb or suspicious device.
2. Notify administrator immediately.
3. Avoid running and other movement, which may detonate some devices.
4. Identify the area clearly, so it can be barricaded.
5. Get students out of the immediate areas and wait for directions from the office.
6. Follow principal's instructions for appropriate emergency procedure.
7. Account for all students and remain in designated area until contacted.

Power Outage Instructions

Teachers and students are to remain in classrooms until administrative instructions for relocation of classes are delivered to the classrooms. **CLASSES ARE NOT TO BE DISMISSED.**

Classes will not change during a power outage. Students will remain with the class in session at the time of the outage. If the outage occurs during a passing period, teachers should direct students in the halls to the cafeteria.

Unscheduled students are to go directly to the cafeteria (includes library students).

Unscheduled teachers are to meet at the southwest corner of the cafeteria to assist administrators in communicating emergency instructions.

Scheduled teachers should be prepared to move students to another location when the instructions are given. Grade books and attendance cards should be secured by teachers at all times. Attendance may need to be taken after a class move.

Black-Out (Serious problem due to numerous windowless classrooms.)

1. Remain in the classroom and have the students seated quietly.
2. Limit movement of students and staff.
3. Wait patiently for direction.

Eye Protection Devices

Teachers working in areas where eye damage may occur must require students to wear eye protection devices at any time they are engaged in activities that are dangerous to the eyes.

Student Illness during Class

Students who become ill during a class period **need to be escorted** to the Clinic in the Guidance Center or call the Main Office for assistance in an emergency.

Reporting Theft or Vandalism

Thefts of personal and school property or acts of vandalism should be reported to the Assistant Principal for Student Services. School personnel are not expected to secure or protect student jewelry or items of value. Students are encouraged to leave such items at home. It is recommended school personnel never accept responsibility for "holding, securing or protecting" personal items of value belonging to students.

Emergency Response Guidelines

Accident/Injury – Major

1. Notify Main Office.
2. Begin emergency care as qualified.
3. If structure collapses, do NOT enter area, but note places where students and staff may be trapped.
4. Direct uninjured students out of the area.
5. Watch for and try to control panic.
6. Do NOT leave the class.
7. Contact Parents and Complete Injury Report.

Animals

1. Animals are not permitted without prior permission from an administrator.
2. Any animal brought into the building by a student or staff member must be boxed, caged, leashed or controlled in some way.
2. If you observe an animal in the building roaming the halls and rooms, advise the Main Office. Shut doors and attempt to keep it away from students.
3. Do not permit students to approach it.
4. In the event of animal bites, notify the Main Office, give emergency care and attempt to keep track of the animal.

Area Blocked

A condition where the area around the school is blocked by an emergency that does not involve the school, such as fire, disaster, riot or other situation.

1. Keep students in classrooms.
2. If outside on school grounds, return to classrooms at once.
3. Advise Main Office of any problems that develop in class.

Decontamination

1. Injuries involving the spreading of chemicals and gas on students or in the classroom will generally call for decontamination.
2. Advise the Main Office at once.
3. If the chemicals are not water reactive, use large quantities of water for decontamination. Otherwise, secure instructions from the principal.

Earthquake

1. **KEEP CALM.** Don't run or panic. If you take the proper precautions, the chances are you won't be hurt.
2. **REMAIN WHERE YOU ARE.** Most injuries occur as people are entering or leaving a building.
3. If inside, sit or stand against an inside wall or inside doorway or take cover under a desk, table, or bench. Stay away from windows and outside doors.
4. If outside, stay away from overhead electric wires, poles or anything else that might shake loose and fall.
5. Remember there will be aftershocks. After the first main shock, go outside.

Electric Short – Fire

1. Do not remove injured person or fight fire until electricity is turned off.
2. Advise Main Office
3. Evacuate

Explosion

1. Notify the Main Office at once.
2. Clear area. DO NOT attempt to do rescue work or fire fighting.

Fire

Responsibility is to the students. **DO NOT** attempt to fight the fire. Fire extinguishers are in a school building **ONLY** for the purpose of clearing an exit for students if **ALL OTHER EXITS** are blocked.

1. Sound Alarm
2. Evacuate. Take grade book as attendance record. Go out with students.
Make sure all doors and windows are closed.
3. Move at least 100 feet from building (to the red line at perimeter of the building) and out of all drives and access ways.
4. Take roll.
5. Free staff members to check rest rooms.
6. **Do not assume it is only a drill** and block open outside doors so that you and your class have an easy access back into the building. This type of action may result in a citation from the Fire Department.

Food Poisoning

Cases where a large number of students are made ill by food or other means.

1. Remain with students, if able.
2. If ill, combine groups to maintain control.

Gas Leak – Smell of Gas

1. Advise Main Office
2. Evacuate Area

High Wind

1. If outside with class, re-enter the building at once.
2. If very strong gusts, open doors and windows to minimize breakage.
3. Have students duck under desks out of line with windows.

Kidnapping

1. Report incident to Main Office at once.
2. Do not attempt to interfere if kidnapper has or is using a weapon.
3. Make careful note of all items possible; description of the subject, direction of travel, comments, etc.

Lightning Storms/Thunderstorms

1. Stay in classrooms – away from electrical appliances and fixtures.
2. If outside, re-enter building at once.

Loiterers

1. Notify Main Office at once.
2. As standard planning, all students should be instructed on concepts of staying away from strangers.

CHILD ABUSE OR NEGLECT REPORTING PROCEDURES

(According to School Board Policy)

All school personnel are expected to report any and all suspicions of child abuse to an AHS administrator immediately. School personnel are in the position to be able to identify children who are experiencing abuse or neglect. The Child Protection Act of 1975 (Title 19) requires that suspected cases be reported to the proper authorities.

Any person who reports in good faith is immune from any civil or criminal liability in the event that the report is determined to be unfounded. Willful failure to report is a criminal violation and punishable as a Class 2 petty offense and the individual is subject to being sued for damages and injuries suffered by the child.

An abused child (child is any person under the age of 18) in Colorado is any child who:

CHILD ABUSE OR NEGLECT REPORTING PROCEDURES (cont.)

1. Suffers a non-accidental physical injury (including a failure to thrive) which threatens the health or welfare of such child.

Specifically—"any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or circumstances indicate that such condition or death may not be the product of an accidental occurrence."

2. Is sexually assaulted, sexually molested, sexually exploited, or made the subject of prostitution.

Although not specifically defined, sexual assault or sexual molestation might include consensual sexual intercourse, non-consensual sexual intercourse, oral or anal intercourse, fondling or exhibitionism.

3. Is neglected, and such neglect threatens the child's health or welfare.

Specifically—"any case in which the child's parents, legal guardians, or custodians (school employees are custodians during the school day) fail to take the same actions to provide adequate food, clothing, shelter, or supervision that a prudent parent would take."

Title 18—The Criminal Code, specifically CRS 18-6-401 also speaks to child abuse. The text of this law is contained in this Section of the Student Services Handbook. It should be noted that failure to report suspected cases of abuse or neglect might lead to the filing of more serious charges under the Criminal Code in that failure to report may endanger the life or health of the child.

The following procedures are applicable to **all employees** of Littleton Public Schools:

Procedures in the Building

1. Any school employee suspecting abuse or neglect should contact the principal or immediate supervisor immediately. (Throughout these procedures "principal" shall mean the principal or assistant principal.

2. In the absence of the principal and/or assistant principal(s), contact the student's counselor, or the school resource officer.
3. The principal's responsibility is to:
 - a. Determine how the employee became aware of the alleged abuse or neglect.
 - b. Determine through checking the principal's personal records if there is any previous history of suspicion of abuse or neglect.
 - c. Determine if any siblings attending that school may also be affected.
 - d. Meet with the student(s) to observe the condition.
4. The principal shall, based on the data available, determine whether or not to report a suspected case to the Department of Social Services. This does not negate the responsibility of the employee to report if he/she feels it is appropriate to make a report.
5. **Nothing in these procedures should preclude an individual from making a direct report to the Department of Social Services or law enforcement agency, if deemed appropriate by the individual.** If an individual school employee makes a report, he/she must immediately inform the principal.
6. If a suspected case of abuse or neglect is brought to the attention of the principal by a staff member, the principal shall complete the Report of Suspected Child Abuse/Neglect form. The purpose of this form is to acknowledge receipt of a report and to inform the staff member of the action taken by the principal.
7. It must be emphasized that school employees are not expected to prove the existence of abuse or neglect--this is the responsibility of the Arapahoe County Department of Social Services. It is always best to err on the part of the child. There should never be a delay in reporting abuse; in some instances, it may be appropriate to document neglect cases for a few days, i.e., inappropriate dress on cold days, lack of lunch money, etc.

When the decision is made to report the incident, the individual reporting shall:

1. Immediately call the Arapahoe County Department of Social Services (303-795-4825). If not open, call the appropriate law enforcement agency-- Arapahoe County Sheriff's Department (303-795-4711). Make a personal notation of the date, time and name of person contacted.
2. The individual reporting is under no obligation to contact the parents. This is the responsibility of the Department of Social Services or the law enforcement agency.
3. The steps and procedures for these agencies to use are included in the Child Protection Act of 1975.
4. The initial telephone report to the appropriate agency by the principal should include to the extent possible:
 - a. The name, address, age and sex of the child.
 - b. The name and address of the parent or guardian.
 - c. The nature and extent of the child's injuries or neglect, including any evidence of previously known or suspected abuse or neglect to the child or the child's siblings.
 - d. The names and addresses of the persons responsible for the suspected abuse or neglect (parent, guardian, third party).
 - e. The family composition.
 - f. The source of the report and the name, address and the occupation of the person making the report.
 - g. Any action taken by the reporting source.
 - h. Any other information that the person making the report believes may be helpful in furthering the purposes of the Child Protection Act.
 - i. State whether or not you want to remain anonymous as the reporting individual.

- j. It is most important that the individual making the report inform the Department of Social Services or law enforcement agency of the seriousness of the situation. In other words, if it is felt that the student is in danger returning home after school, let them know.

In addition, the individual reporting shall:

1. Make personal notation of the facts in the case and retain in your personal possession until such time that the student no longer attends that school.
2. Upon request by the Department of Social Services, complete the "Notice to The Department of Social Services of Alleged Child Abuse or Neglect Reported".
Mail the form to: Child Abuse/Neglect, Arapahoe County Department of Social Services, 5334 South Prince Street, Littleton, Colorado 80166.

If it is felt that abuse or neglect is not present, the following apply:

1. Make a personal notation of the facts as known in the case and retain in your personal possession until such time that the student no longer attends that school.
2. Check on the child's condition periodically.
3. Personal notations should be made. This is important in that personal notes do not become a part of a student's education records, and are not accessible to parents or eligible students.

ACADEMICS

Guidance Center

Arapahoe has professionally trained guidance counselors available for consultation with parents, students and teachers on any problem relating to social or educational development of the student body. Staff members are encouraged to discuss with counselors any concerns regarding the progress of students. Through the professionalism and commitment demonstrated by our guidance counselors, Arapahoe has an established set of prioritized guidance services which best meet the needs of our students.

Guidance Services

1. Career educational counseling
2. College/Post secondary education counseling
3. Educational counseling
4. Maintenance of student cumulative records
5. Orientation of students
6. Personal counseling
7. Registration, enrollment and scheduling
8. Research and educational updates
9. Testing/communicating related data to various audiences
10. Vocational counseling
11. Assisting parents to parent
12. Reinforcing study skills/work ethic
13. College application processing
14. Seeking pro-active efforts for at risk students
15. Supporting instructional staff
16. Consistent communication with school administration

Counselor Assignments

All students are assigned by grade level:

Kirk Bast
Scott Wadsworth
Lindsay Gillespie
Kelly Talen

Jan Lewallen
Dr. Esther Song

Freshmen
Sophomores
Juniors
Seniors

Post Graduate Center Coordinator
School Psychologist

Counseling Responsibilities

Alternative Programs such as ESL, Community Internship, ACTS, Night School
Post Secondary Options/Education
Linkages, Homebound/Hospital Visitations
Summer School
Gifted/Talented Identification, Scheduling
Options High School
Helping identify appropriate levels of academic intervention for student success
Graduation requirements, including outcomes and academic advising
Post-graduate planning, including college, career and other
College - signatures, letters, recommendations, etc.
Parent/student conferences
Increase student/counselor contact; i.e., groups
Resource, availability for teachers
Professional and personal development - conferences, seminars, classes, etc.
Crisis issues
Special programs for each grade level
Registration of courses
SAT and ACT Coordination
New Student Orientation & follow-up
College contact (in-state & out-of-state)
Awards Assembly & Graduation Ceremony/Commencement
Test administration and organization: AP, PLAN, PSAT, MAP, State ACT
Military - Enlistment, ROTC, Academies
Parent meetings/programs
Newsletter to faculty and parents
Scholarship coordination: Financial aid - awards and special opportunities
Foreign Exchange Students
Follow-up graduate study
STEP program
Contact parents of students earning two failure grades or more.

Schedule Changes

Schedule changes will only be made for academic misplacement and should be made within the first week of any given class. After 10 days, students will receive a withdrawal/fail unless there are extenuating circumstances. Withdrawal/fail grades will be calculated in the GPA and remain on the transcript.

If, by dropping a course, a student will be below the minimum hours for his/her grade level, both the parents and the principal must give approval.

Exceptions to any of the above policies will require administrative approval.

Course Syllabus

At the beginning of each semester, Arapahoe High School teachers are expected to prepare and distribute to their students a Course Syllabus outlining course academic and behavioral expectations as well as significant assignments, dates and teacher office availability. The course guide should also include policies and guidelines for grading.

Graduation with Honors and High Honors

Students who graduate with Honors and High Honors are selected from all seniors eligible for graduation at the end of the eighth semester. To be considered, a student must have the following qualifications:

1. An overall grade point average of 3.50-3.79 in grades 9 through 12 for Honors.
2. An overall grade point average of 3.80 or higher in grades 9 through 12 for High Honors.
3. Be enrolled in school prior to the end of the first semester of the senior year and receive first semester grades from Arapahoe.

Final Exam Schedule

Teachers are required to meet their students during the final exam period and are expected to engage them in any appropriate culminating instructional activity. Seniors are expected to take final exams/activities during their final regularly scheduled class period. Any exception to this policy must be approved by the administration.

The purpose of the final exam schedule is twofold. First, the schedule gives teachers an opportunity to administer a comprehensive examination in order to measure what students have learned during the semester. Second, the schedule gives students an opportunity to review each course thoroughly without the demand of regular class work.

We have allocated one and one-half hours for testing students in two, three, four, and five-day-a-week classes. These are instructional days and attendance must be taken. **Teachers are to keep students in their assigned classrooms for the entire examination period.** Students in the hallways are often noisy and disruptive to other students engaged in final exams; therefore, students are not to be dismissed to retrieve materials from their lockers or for any other reason.

Although time is set aside for administering and grading final exams, some courses do not lend themselves to a one and one-half hour comprehensive test; therefore, teachers are not required to administer examinations. They are required to provide instruction during the exam period. Thank you for your cooperation.

In those courses where final exams are administered, the exam may count no more than twenty percent of the total semester grade.

Video Guidelines

1. Teachers will be able to support the educational value of every video used in class. The selection must relate directly to curricular outcomes.
2. Each teacher will preview any video prior to its use in the classroom.
3. Decisions about video selection will take into consideration our community values.

4. Videos with an R or TV-MA rating should be approved by the Principal. Teachers will obtain and keep on file signed parent permission slips giving permission for each video shown that has an R or TV-MA rating.
5. When in the teacher's judgment a selection deals with sensitive subject matter, the teacher will provide written rationale to the parents who may then excuse his/her student from viewing the selection. In such cases, the teacher will provide an alternate educational assignment for the student.
6. Teachers will provide directions and criteria for content of student-produced videos for classroom assignments.
7. Refer to the Board of Education's Opt out policy on page.

Library Media Center

The Library Media Center is located at the west end of the north hallway and provides many resources and services to both staff and students.

The AHS library is staffed with one fulltime licensed school librarian, Tracy Murphy, and one fulltime library clerk, Karla Brachtenbach. Both are knowledgeable of, and experienced with working in a high school library environment. Karla has more than 20 years of experience in LPS, over half of which has been in the AHS library. Tracy has been an educator for over 25 years, including nine years as a social studies teacher. Additionally, he has held positions as a technology integration specialist, middle school librarian, and high school librarian. Please allow the library staff to use their experience and expertise to team with you as you prepare instruction and plan your class lessons.

Below is a partial listing of services offered by the AHS Library:

- ☐ Collaboration in the planning of research assignments.
- ☐ Library instruction and orientation for classes.
- ☐ Assistance with instructional planning.
- ☐ Research assistance for both teachers and students.
- ☐ Presentation of book talks.
- ☐ Reading material suggestions/recommendations.
- ☐ Compilation of bibliographies on specific subject/topics and for specific assignments.
- ☐ Instruction in the use of AV and computer equipment, as well as computer software and online resources.
- ☐ Tech support and troubleshooting – not as good as Karl Fisch (but who is?).
- ☐ Gathering of special collections for use in your classroom.
- ☐ Act as liaison with public libraries and other LPS school libraries when additional materials are needed.
- ☐ Placement of materials on reserve for your classes (e.g., articles, practice tests).
- ☐ Notification of materials which may be of interest to you, including, but not limited to, new book titles. Lists of new books are posted on library's website.
- ☐ Reminder notices send to staff periodically regarding items currently checked out items.
- ☐ Lamination of curricular material – always completed every Wednesday during 3rd period but can be done on demand as needed. Departments are charged only for exceptionally large jobs.
- ☐ Full-color posters printed – see Tracy or Karla for specifics (of course, all posters created must be “copyright legal” by meeting Copyright Fair Use Guidelines). There is a charge for this service.
- ☐ Assistance with the preparation of visuals for your classroom

Supplies provided through the library:

- ☐ Batteries for TV and DVD player remote controls.
- ☐ Lamps for overhead projectors.
*Contact your department chair and Karl Fisch regarding replacement lamps for *ceiling-mounted* computer projectors and SmartBoard projectors.

Online Resources:

- ☐ Online catalog – listing holdings of all LPS school libraries.
- ☐ Subscription databases and eBooks – extensive collection supporting most every curricular area. May be accessed at school through the AHS Start Page and from home via the AHS Library webpage.

Equipment and materials available for staff and student use include:

- ☐ Audio/visual and computer equipment including, but not limited to
 - ☐ Blu-ray disc player
 - ☐ Boom boxes
 - ☐ Color printer – \$.50 per sheet
 - ☐ Desktop computers
 - ☐ Digital camcorders
 - ☐ Digital still camera
 - ☐ Flip cameras
 - ☐ Headphones (both with and without microphones) – boxes of 15 may be reserved and checked out for classroom use/students may checkout individual headphones overnight.
 - ☐ Multimedia projector cart
 - ☐ Netbooks – these are available for individual student use in the library
 - ☐ Portable PA system
 - ☐ Scanners
 - ☐ Slide projectors
 - ☐ Tripod for cameras
 - ☐ TV carts with VCR/DVD players
 - ☐ Webcams
- ☐ Audio books – mainly required reading titles
- ☐ Binding machine – combs are free for small projects (combs can be ordered through your department from the warehouse for large projects)
- ☐ Coin-op copier for personal use – \$.10 per page
- ☐ Copier for staff use – for small jobs/generally single copies
- ☐ Current and back issues of
 - ☐ *Calumet* Yearbooks
 - ☐ Magazines – *Booklist*, *Christian Science Monitor*, *Consumer Reports*, *People*, *Popular Mechanics*, *Popular Science*, *School Library Journal*, *Ski*, *Snowboarder*, *Time*
 - ☐ Newspapers – *Denver Post* (Monday through Friday)
 - ☐ *Muse* (Arapahoe High School's Literary Annual)
- ☐ Ellison die cut machine – for making letters, numbers, and shapes for bulletin boards
- ☐ Eclips electronic shape cutting machine – “A 21st century die cut machine.” Requires some training to use.
- ☐ Fax – 303-347-6090. This is published as the “main” fax number for the building.
- ☐ Print book collection – approximately 10,000 volumes
- ☐ Professional resources – a growing selection of books about teaching and learning
- ☐ Videos and DVDs – limited selection to support the curriculum

Circulation Procedures for Teachers

1. Length of Loan

Teachers are not limited to a specific loan period on books. Teachers are encouraged to return materials as soon as they are finished with them so that they are available for others to use.

Materials purchased with LMC budgeted moneys are not to be considered textbook materials and should not be checked out for permanent or long term use in the classroom. Technology and A/V equipment should be used for short, temporary periods of time. Long term or permanent material or equipment needs should come from departmental funds.

All materials must be accounted for at the end of each school year through the inventory process. Materials which are not needed over the summer should be returned to the library. The library staff encourages teachers to check out materials over the summer for their personal use and pleasure. Please see one of the library staff members for summer checkouts.

2. Checking out materials

When checking out materials, the teacher should bring the materials to the circulation desk. All materials must be checked out either by a student assistant, parent volunteer, or library staff member. If you send a student to check out materials for you, please inform the library with either a note, email, or phone call that the student may check out items in your name.

Reserve Materials

Materials can be placed on reserve at a teacher's request when it is determined that those materials will be in heavy demand for a short period of time. These items can be placed on a **closed reserve** which prevents the materials from being checked out, i.e., used only in the library, or on **reserve** which allow overnight checkout. Overnight materials must be returned the next school day. Teachers are requested to give at least a week's notice of materials from the library collection that they want placed on reserve. Materials from the department can also be placed on reserve through the library. All reserve materials will be kept at the circulation desk. Copyright Fair Use Guidelines must be met for materials placed on reserve in the library.

Faculty Guidelines for Library Usage

1. The library staff embraces the school philosophy that the library should be used by individuals on their unscheduled time for individual research, preparation, reading, and study.
2. Exceptions to this philosophy (other than freshman orientation at the beginning of the school year) are introductions of new units where library books and/or reference materials are essential to the understanding of the course study. Actual researching of projects, presentations or writings should be done on the student's unscheduled time.
3. When library space is needed, the teacher should meet with the librarian prior to scheduling space in the library. This will insure that there are materials and equipment available to support the anticipated assignment and gives the librarian an opportunity to collaborate with the teacher in planning the activity.
4. No more than one class should be scheduled in the library during each period. Additional classes limit the use of the facility and its resources for students on unscheduled time.
5. Teachers are expected to remain with their classes and are responsible for discipline of their classes during the period. Teachers should expect their classes to conduct themselves in a quiet and orderly manner so that other students using the library are not disturbed. The library should be left in an orderly manner, e.g., trash picked up, books put away, chairs put away, etc.
6. The library staff believes that students learn best when they are expected to locate materials and information on their own. This reinforces the development of 21st century information literacy skills, particularly search strategies. Whenever possible, students should be held accountable for the locating of materials to support assignments. Special collections of materials may be requested for use in the classroom. Teachers are responsible for all materials taken to the classroom.
7. A/V equipment needs should be requested at least one day in advance. Most equipment can be reserved online.
8. The cost of materials used for production of class projects is the responsibility of the department for which they are made. For example, the cost of material lamination may be charged to the department if the work requested is an unusually large amount.

General Library Rules

The library is an area provided for students and staff to research, study, work, and read. Discussion is allowed so long as it does not interfere with the work of others.

- A quiet area is reserved for individual study or work. Talking is discouraged in this area and students who need to work together will be asked to move to another area.

- No food or drink is allowed in the library, computer labs, or Forum. Teachers are asked to enforce this rule with their classes.
- Restricted cell phone use is permitted. Cell phones are viewed as an educational tool that students should utilize to improve their academic achievement. For example, activities such as playing games and watching videos for entertainment are discouraged, while accessing teacher webpages, researching, or checking grades through Infinite Campus are encouraged. Texting is allowed, but not phone calls since phone conversations are a distraction to others.
- A work area for teachers has been provided adjacent to the library staff work area – please feel free to use it.

Copyright Guidelines

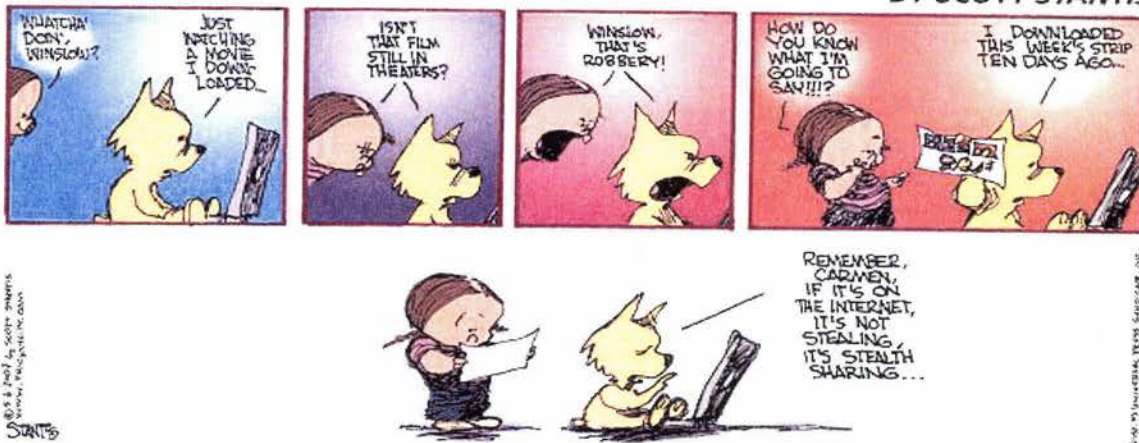
By definition, once a work is created it is the property of whoever made it. As soon as something is made, the creator owns the copyright to it regardless of whether or not it is registered with the Copyright Office. Keeping this in mind, it is safe to assume that everything is copyrighted (there are a few exceptions, but not many). Only the creator has the right to reproduce, copy, prepare derivatives, distribute, perform, or display their works.

Educational Fair Use Guidelines were developed to limit the copyright owner's monopoly by reserving for others the right to make reasonable uses of copyrighted materials without the specific consent of the author. Section 107 of the Copyright Act of 1976 identifies the four factors that must be considered to determine whether it is permissible to copy something. These factors are

1. **Purpose of the use** – educational use versus commercial may qualify for fair use especially if the copies are made spontaneously, used temporarily and not stored for later use. Often teachers do not consider any factor beyond this believing that the end justifies the means – it does not. As much as our hearts may be in the right place, the other three factors must be considered, too.
2. **Nature of the work** – factual based material with relatively little creative substance tends to meet fair use.
3. **Proportion or amount of the material used** – copying excerpts that are short relative to the whole of the work or segments that do not reflect the “essence” of the work are usually considered fair use.
4. **Effect on marketability** – if there is no reduction in sales due to copying and distribution, then fair use is likely to apply. This is typically the most important factor when testing for educational fair use; however, **all four standards must be met.**

PRICKLY CITY

BY SCOTT STANTIS



Prickly City (c) 2007 Scott Stantis. Reprinted by permission of Universal Press Syndicate. All rights reserved.

As educators we should act as role models to our students. Ethically, using someone else's ideas without permission or compensation is no different than stealing money from the same person's wallet. "Getting caught" doesn't determine whether committing an act is right or wrong. We should hold ourselves and our students accountable for doing what is right. For students, giving credit for using someone else's ideas and work is an expectation they should be held to. Accomplishing this is relatively easy by simply completing a "Works Cited" page. For educators, getting past the attitude that it's okay since we're doing it for the kids and taking the time to determine if a particular use of copyrighted material meets all four factors of the Educational Fair Use Guidelines is not too much to ask of ourselves and is an expectation of our School Board.

You may find the following resources useful in answering specific questions regarding copyright:
Littleton Public Schools Policies and Regulations

- EGAD Copyright Compliance
- EGAD-R-1 Copyright Compliance (Computer Software)
- EGAD-R-2 Copyright Compliance (Books and Periodicals)
- EGAD-R-3 Copyright Compliance (Music Materials)
- EGAD-R-4 Copyright Compliance (Television Programs)

"Code of Best Practices in Fair Use for Media Literacy Education"

<http://mediaeducationlab.com/sites/mediaeducationlab.com/files/CodeofBestPracticesinFairUse.pdf>

The "Copyright Website" touts itself as "the ultimate copyright portal providing real world, practical (and some irrelevant) copyright information." <http://www.benedict.com/Default.aspx>

*includes the Fair Use Visualizer <http://www.benedict.com/Info/FairUse/Visualizer/Visualizer.aspx>

Educator's Guide to Copyright and Fair Use – Education World (A Five-Part Series)

http://www.education-world.com/a_curr/curr280.shtml

Kathy Schrock's Guide to Everything R.I.P. – Respect for Intellectual Property

<http://www.schrockguide.net/intellectual-property-html>

Stanford University Libraries Copyright and Fair Use Center – <http://fairuse.stanford.edu/>

Suggested YouTube videos include

- Copyright for Educators – Fair Use http://www.youtube.com/watch?v=f-ifoHp6Y_A
- Copyright for Educators – Introduction Episode 1
<http://www.youtube.com/watch?v=554FnAnK1lk>

*Both are produced by KOCE Public Television of Orange County, CA with Hall Davidson

Progress and Grade Reports

Arapahoe students receive semester grades at the end of both semesters that are then posted to their transcripts. Students and parents have real-time access to their current, in-progress grades via the LPS Portal. The Portal allows students and parents to see everything that is in your gradebook in Infinite Campus – as soon as you update anything in Infinite Campus (a new assignment, change a score, etc.), that information appears on the Portal. Because of this access, we no longer print 6-week and 12-week progress reports. **You are expected to keep your gradebooks up-to-date every week so that this information is current when viewed on the Portal.** Athletic eligibility is pulled on Wednesday afternoon so Tuesday is a good day to do updates.

1. Training sessions regarding using the gradebook in Infinite Campus will be offered by Karl Fisch during new teacher orientation.
2. **Do not rely on the Portal as your only communication with parents. Please contact parents immediately by phone if a student is performing poorly in your class.**

3. An **academic grade** must be given, as per district policy. A citizenship grade and a work habits grade are optional. Use them if you so desire. **DO NOT USE CR.**

4. **Academic Marks -**

Grade	Explanation
A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failing
P	Passing/Satisfactory
I	Incomplete

5. **Comments**

Follow instructions given by Karl Fisch each semester for entering grades. Please select only two comments per student.

6. **Student Assistants**

Only P or F grades are to be given to student assistants (including Study Center Peer Coaches).

7. **Incompletes**

- You must have approval of the administration prior to issuing a mark of incomplete.
- Seniors who are graduating at the end of the first semester **CANNOT** receive "incomplete" grades. Please note that eligibility may be affected for athletes receiving incomplete grades.

8. **Plus/Minus (+/-)**

The plus/minus option is available for each grading period, however even though it shows on the transcript, it does not affect the GPA.

9. Advanced Placement (AP) courses have been given the weighted grade on a 5.0 scale. The Honors courses will be given a 4.0 grade status

10. **Teachers are expected to telephone parents of students receiving an "F" grade. Counselors are to telephone parents of students receiving two (2) or more failure grades.**

- Calling Home about "F's":** At Department Chair Council it was decided that notification of a failing grade would be done either by phone (not voice mail, but direct phone conversation), email, letter or with the parent at Parent/Teacher Conference. Teachers should save a copy of the email or letter for future reference. We need to encourage the parents to come to Parent/Teacher Conferences by sending out the yellow reminder note cards before conferences. The timeline for notifying parents about "F's" would be:
 - First Semester – Teachers notify parents by Parent/Teacher Conferences in October, either by personal contact, phone, email or letter.**
 - Second Semester – Teacher notify parents by Parent/Teacher Conferences in March, either by personal contact, phone, email or letter.**
 - It is critical that teachers communicate with families of students who are failing in the final 6 weeks of the semester.**

It was suggested that teachers speak with students before that time and give them the chance to bring their grades up before notifying the parent. This gives the student responsibility in their classes. When it's time for Summer School registration to begin it is important to let the parents know if the student is failing

and if they will need to take the class again in summer school. It is important if our students are struggling to communicate this to parents.

11. Final Examinations

Final examinations are conducted prior to the termination of each semester. An examination schedule will be placed in each teacher's mailbox prior to the final exam week. All classes will meet for the designated scheduled examination period. All teachers must administer an examination or a **meaningful** classroom activity to every student including seniors. In order to maintain an appropriate exam atmosphere, **students may not be dismissed until the conclusion of the examination period.** Prior approval must be obtained from the administration to revise the scheduled exam period or to dismiss a class because of extenuating circumstances.

As approved by the Curriculum Council, March 23, 1998. "The worth of the semester examinations grade should be determined by the individual teacher but should not count more than 20% of the total semester grade."

Recoverability for Freshmen

N/C (no credit) will be applied to all courses taken in LPS and failed by freshmen. This procedure places a value on what students know and can do and not on past mistakes. The intent is to provide motivation for "starting new" after a poor freshman year, and to provide an incentive to work towards graduation.

Changing Grades and Incomplete Grades

Changing a Grade

1. An incorrect or incomplete grade may be changed by:
 - a. Correcting the grade on Infinite Campus if the teacher grading window is still open, OR
 - b. Submitting a "Request to Change Official School Records" form available in the Office of Curriculum and Instruction.

First Semester (Incomplete)

3. An "incomplete" (I) that is given at the end of the first semester should be removed by following either letter **a.** or **b.** as explained in #1 above.

Second Semester (Incomplete)

4. An "incomplete" at the end of the second semester should only be given after conferring with the counselor and the building administration.

NOTE: Please consult building policies for specific time limits for the removal of an "incomplete."

Changing Official School Records

A request for a change on a student's official school records must be initiated by a certificated building level staff member. The request must be made on a district-provided form and state the basis, rationale, and reason for the change. If, in the judgment of the administrator, the change is reasonable and appropriate, the principal is authorized to make the change. If the permanent record is on file at the District Records Center, the principal will request that the record be returned to the building where the above steps will be taken.

Food and/or Drink in Classrooms

Teachers must receive approval for having food or drink in the classrooms during the school day. Otherwise, **students are not to bring food and/or drink to the classroom.**

Guidelines for Student Assistants

These guidelines are to be followed when using Student Assistants. Since Student Assistants receive one to three semester hours of credit, it is expected that they will be assigned work equal to a one, two, or three hour class.

Accurate attendance records must be maintained for Student Assistants. Please stress the importance of attendance and make sure the student understands that unexcused absences and tardies could result in the loss of the assistantship and credit.

Student Assistants must be supervised and have specific expectations for each hour of work. A list of prepared duties, as well as clear and precise daily instructions for the assistant, should be provided by the supervising staff member.

The following activities are considered acceptable for Student Assistants:

1. Lab preparation, lab work, lab cleanup
2. Bulletin board preparation and maintenance
3. Objective test correction (STUDENT NAMES MAY NOT APPEAR ON THE TESTS.)
4. Student work that is objective AND HAS NO STUDENT NAMES may be graded.
5. Research
6. Organization and preparation (stapling, word processing, etc.) of class materials
7. Errands in the building
8. Other work, as long as it does not conflict with the activities listed below

Student Assistants may not perform the following activities:

1. Taking of attendance
2. Grading of subjective tests or student work
3. Averaging grades
4. Picking up information from faculty mail boxes
5. Running of photocopy machines
6. Running off-campus errands
7. Visiting with friends
8. Leaving before the end of the period

Attendance Taking

Teachers will take attendance at the beginning of each period. Attendance is recorded in Infinite Campus, but teachers should also keep a written attendance record. Attendance influences decisions made by the Student Services Office regarding student drops and withdrawals. Our records are sometimes summoned as evidence in legal proceedings. **STUDENTS ARE NOT TO RECORD ATTENDANCE.**

Parent Notification Regarding Attendance

It is imperative for each staff member to make parents aware at the first indication of student attendance problems. Teachers are expected to call home upon the second unexcused absence for any student. Prompt

remedial measures will ensure better community relationships, positive student achievements and effective use of attendance information.

Absence Referrals

If student's attendance does not improve after parents have been contacted by the teacher an absence referral should be submitted to the student's counselor. The date parents were contacted, their response and any other information that may be helpful should be included on the referral. Follow-up referrals may be necessary depending upon the circumstances. If there is any question about the disposition of the referral or need for additional teacher action the Assistant Principal for that student should be contacted.

Make-Up for Absences or Suspensions

Students are personally responsible for making up class work missed during their absence and should consult their teachers immediately upon their return to school. In the case of suspension, work may be requested while the student is out of school. Suspended students are expected to complete school assignments while absent. Suspended students cannot be denied school work during absences.

Surveys/Questionnaires

No surveys of students are to be distributed or conducted with our students unless prior approval is given by the school administration. Students, parents, staff and/or any organization **may not** expect our students to be surveyed without prior school administration approval. It is necessary for everyone to remain sensitive to parental concerns regarding surveyed information which may be considered personal, private and/or unrelated to our curriculum.

Responsibilities of Educating Students on IEPs/504s

Students with disabilities are those "who are unable to receive reasonable benefit from ordinary education in the public schools because of specific handicapping conditions: "physical; vision; hearing; significant limited intellectual capacity; significant identifiable emotional or behavioral disorder; perceptual or communicative disorder; speech; and multiple handicapping conditions.

Any person, association or agency having an interest in the education of the student may initiate an individual referral for assessment. A referral form may be obtained from any of the Special Services personnel. The form should then be given to the student's counselor.

Services and programs at the secondary level must tie instruction to outcomes consistent with the goal of developing an adult who has acceptable skills for work and independent living. At completion of the program, each handicapped student should demonstrate skills consistent with his/her upper limit of potential including:

1. Attainment of basic academic skills in reading, language arts and arithmetic.
 2. Adequate adaptive behaviors (skills) for coping with daily demands of living.
- Acquisition of vocational skills adequate for employment or attainment of skills necessary for post-secondary training or educational programs.

It is expected that staff members attend "staffing" meetings whenever called to learn best practices with particular 504 or special services students.

Student Traffic in the Building

Students may move within the building during school hours. However, they should have a definite destination without congregating or loitering in the corridors. Student socializing should be done in the cafeteria. Teachers should instruct and direct the students not to use the hallways for socializing during class time. Students may leave the building, go to the library or cafeteria during unscheduled time.

Policies Listed in the Student Planner

For information regarding the following policies, please refer to the Student Planner:

- Student Dress
- Physical Education Dress
- Bullying
- Academic Dishonesty Policy
- Cafeteria
- Hazing/Initiations
- Skateboard/Bicycles/Rollerblades
- Loitering
- Personal Electronic Devices
- Parking
- I.D. Cards
- Canine Drug Search
- Student Lockers
- Student Illness or Injury at School
- Student Conduct
- Crime Stoppers
- Due Process
- Suspension and Expulsion
- Important Information – Off Campus Behavior
- Sexual Harassment
- Transfer of Student Records
- Change of Address
- Immunization Certificate

ATHLETICS AND ACTIVITIES

Extracurricular Activities

According to the Arapahoe community, one of the things that makes Arapahoe High School an exceptional high school is the large numbers of teachers who become involved in student extracurricular activities. Teachers are encouraged to coach, sponsor a club, chaperone student activities and/or attend/support student events.

Responsibilities and assignments, other than teaching, shall be reasonable without unduly interfering with the teacher's primary teaching obligation and shall be equitably distributed. Non-teaching assignments other than those necessary for general school supervision shall remain voluntary.

Sports and Coaches

Fall Season

Cross Country	Chuck Lutz - Boys and Jeff Krause - Girls
Football	Mike Campbell
Boys' Golf	Harry Bukner
Girls' Softball	Jeannie Krueger
Boys' Soccer	Mark Hampshire
Boys' Tennis	Andrzej Sosnowski
Volleyball	Cara Syers
Cheers	Malorie Conroy
Tom Toms	Kay Seastone

Winter Season

Boys' Basketball	Dan Snyder
Girls' Basketball	Jerry Knafelc
Girls' Swimming	Mike Richmond
Wrestling	Steve Sisler
Cheers	Malorie Conroy
Tom Toms	Kay Seastone

Spring Season

Baseball	Luke Muller
Girls' Golf	Patrick Wilson
Girls' Soccer	Kirk Bast
Boys' Swimming	Mike Richmond
Girls' Tennis	Andrzej Sosnowski
Boys' Track	Stuart Lienemann
Girls' Track	Stuart Lienemann
Boys' Lacrosse	Guy Cerasoli
Girls' Lacrosse	Mimi Schatz

School Sponsored Clubs and Sponsors

Art Club

Jill Hawthorne, Jennifer King,
Laura Svigel, Jaclyn Davidson

DECA
Drama Club/ ITS (International Thespian Society)

Erin Grantham, Jeannie Krueger
Ian Ahern

FBLA
FCCLA
Forensics

Caroline Swank
Jennifer Lewis
Tracy Murphy, Ginger Glodowske

Instrumental Music

- Marching Band
- Color Guard

Shawn Funk
Kenny Bailey
Greg Anderson

Journalism

- Arapahoe Herald
- Calumet
- Video Production

Key Club
Link Crew

Jerry McWilliams, Michelle Fehrer
Maura Moritz, Greg Trotter, Anne Smith, Kendra Ackerman

MUSE *Literary Arts Publication*

Steve Miles

National Honor Society
Student Council
Vocal Music/Orchestra

Jeff Smith, Kristen Leclair
Lauren Lee, Jeff Brandberg
Kelly Parmenter

Class Sponsors

Class of 2014
Class of 2015
Class of 2016
Class of 2017

Michelle Crookham, Kori Kruck
Patty Melin, Katie Abner
Betsy Lhotta, Audra Buchwald
Andrea Korn, Krista Bretz

Reporting of Athletic Eligibility

A student athlete must be enrolled in 2.5 Carnegie units and be passing 2.0 units. A 2 hour course = .25 units and a 3, 4 and 5 hour course = .5 units. Academic eligibility is monitored on a weekly basis. **All teachers need to make sure all work has been posted in their Infinite Campus grade book by 3:00 p.m. on Wednesday of every week for eligibility to be accurate.** No late make up work will change eligibility for that week. All students with either a D or F in a class are listed on the coaches eligibility report placed in their mailbox Thursday afternoon. Any student with 2 F's will be highlighted and therefore ineligible for competition beginning of Monday and running through Saturday of the following week. A student has the opportunity to regain eligibility the following week by improving his/her academic standing. The student athlete may participate in practice at the coach's discretion, but will not wear a uniform during the period of ineligibility.

REPORTING ACADEMIC ELIGIBILITY IS A STATE REQUIREMENT. IF ARAPAHOE PLAYS AN INELIGIBLE ATHLETE, ARAPAHOE MUST FOREIT THAT CONTEST.

TITLE IX

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. These acts provide that schools adopt public grievance procedures providing for prompt and equitable resolution of any complaints alleging any action which would be prohibited by Title IX and Section 504. People who feel, on the basis of sex or handicap, that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination in any activity or program of Arapahoe High School may appeal such discrimination. The complete procedures and forms are available in the Main Office.



Littleton Public Schools Unified Dance Policy

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for all Littleton Public Schools' dances. Dances are school-related events, and all LPS and school rules apply.

DRESS: Students will not be admitted into the dance if dressed inappropriately for a school function.

Ladies: Semi-Formal/Formal Dress

- Strapless/spaghetti straps are allowed
- Dress/skirt length must be within school dress code
- No jeans
- No excessively low cut or revealing dresses or tops
- Public health code requires you to wear shoes at all times (bring something comfortable for dancing)

Gentlemen: Semi-Formal/Formal Attire

- Collared dress shirt (tie recommended)
- Dress pants or slacks; no jeans
- No bandanas, chains, or canes
- Public health code requires you to wear shoes at all times (bring something comfortable for dancing)

Casual/Informal Attire: Follow and maintain all LPS and Arapahoe High School dress code rules throughout the dance.

DANCING GUIDELINES: Students who do not maintain an appropriate style of dance will be asked to stop.

- No inappropriate, graphic or suggestive dancing will be allowed
- No simulated sex acts (excessive grinding, etc.)
- No dancing which could cause harm to oneself or others (moshing, slam dancing or crowd surfing)
- Hands on waists or shoulders only

Violation of these guidelines may result in removal from the dance by an Arapahoe administrator.

MOST HIGH SCHOOLS HAVE ONLY TWO DANCES

Homecoming and Prom

WE ARE FORTUNATE TO HAVE MORE.

High School dances are a privilege.

Let's make ours the best!

3/4/2011

Arapahoe High School

Facility Usage Form

(All requests must be made a minimum of three weeks in advance.)

Today's Date: _____ Day and Date Needed: _____

Group/Activity Requesting Facility: _____

Type of Event: _____

Contact/Responsible Person: _____

Phone Number _____ Home: _____ Work: _____

Please fill out a separate form for each date facility requested.

Start Time: _____ a.m. p.m. End Time: _____ a.m. p.m.

Set Up Time: _____ a.m. p.m. End Time: _____ a.m. p.m.

Clean Up Time: _____ a.m. p.m. End Time: _____ a.m. p.m.

Number of Participants: _____

Room Preference	Single Classroom	Main Gym
	Double Classroom	Wrestling Room
	Admin Conference Room	Theater
	Cafeteria	Forum
	Tier Classroom	Auxiliary Gym
	Other	

Audio Visual Equipment	Free Standing Microphone	Overhead Projector
	Podium and Microphone	VCR and Monitor
	Screen	Computer
	LCD Projector	
	Other	

(All Audio Visual equipment must be obtained from the media center.)

Furniture	Tables Round:	Number Needed
	Tables Rectangular:	Number Needed
	Chairs:	Number Needed

Custodial Support Yes No Hours Needed: _____ Charge: \$ _____
(custodians to determine hours needed and charge)

Police Coverage Yes No Hours Needed: _____ Charge: \$ _____
Total Charges: \$ _____

If banquet or other activity requiring room set up, please attach room diagram.

Diagram Attached: Yes No

Special Instructions: _____

Request Approved: _____ Request Denied: _____ Date: _____

Field Trips

The building philosophy is that field trip experiences are as much a part of the student's education as attending class. There are times; however, when in the professional judgment of the teacher, a student would be best served by not being excused from class. This teacher decision to not excuse a student for a field trip may result from the fact that the student is doing poorly in class, or that makeup work is not feasible for a class such as a lab, group work session, or a scheduled test. It is not expected that teachers would always excuse all their students to attend every program.

NO FIELD TRIPS ARE TO BE HELD THE FINAL TWO WEEKS OF EACH SEMESTER UNLESS SPECIAL PERMISSION IS GRANTED BY THE PRINCIPAL.

In planning a field trip keep in mind that you are asking for students to be released from other classes and are suggesting that your program is more important than their regularly assigned classes.

Field trips should be discussed with your department chairperson and approved by the Assistant Principal Liaison. All student fees for field trips are to be **collected prior** to making transportation arrangements.

FIELD TRIP TEACHER DUTIES (Please execute in the following order):

1. Clear date on master calendar in Athletic Office.
2. Complete **Field Trip Requisition** form (available on-line as a Template).
3. **Administrative approval is required. Turn in your request to the Assistant Principal who is Liaison to the Department.** When approved, complete **Field Trip List of Students** form (available on-line as a Template). **E-mail completed form to Athletic Office, Attendance Office and Front Desk.**
4. Turn in your green Leave Form to Cindy Scoglio.

NOTE: Items 1, 2, 3, and 4 must be completed at least two weeks prior to the date of the field trip.

5. Have each student complete the appropriate **Parent Permission for School Activity** form. These should be collected prior to taking the field trip.
6. Make provision for students not going on the trip.
7. Take roll of students attending field trip prior to leaving campus.
8. General Information:
 - a. Bus Transportation Earliest departure time - 9:15 a.m.
 Latest return time - 1:30 p.m.
 Student load per bus - 45
 - b. Bus fees (per student) may be obtained from the secretary in the Athletic Office at the time the trip is arranged.
 - c. If private vehicles are to be used, forms are available in the Athletic Office.
 - d. Do not send students to the Athletic Office to pick up forms. This is a teacher responsibility.
9. Field Trip Guidelines may be picked up in the Athletic Office.

**Field Trip Requisition
Arapahoe High School**

Date of Request:

Type of Trip: Educational Environmental Extended Activity

What are your primary objectives for taking this trip? (Attach lesson plans and/or assignments – also alternate plans for students unable to attend field trip.)

Destination Address:

Total Miles:

Date of Trip:

Number of Buses:

Type of Class:

Number of Students:

Teacher Requesting Trip:

Number of Sponsors:

Cost per Student including Substitute and Bus:

Names of Sponsors, other than requesting teacher. Minimum of one per bus.

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Departure time: a.m. p.m. **Return Time:** a.m. p.m.

If transportation is by private vehicle check the following:

Teacher Driver: **Student Driver:**

Parent Driver: **Other:**

Any additional Information about private vehicle:

Please save and print this form, then have your Administrative Liaison sign and date it, then submit to the Athletics Office.

Department Chairperson Approval: _____ **Date:** _____

Administrative Signature: _____

Approved **Disapproved** **Date:** _____

If approved, submit a list of students in alphabetical order by grade level to the Athletic Office and Attendance Office a minimum of two weeks prior to the field trip (forms available under AHS Templates in Microsoft Word).



STUDENT DRIVER FORM

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE

Please print and complete all boxes

DRIVER INFORMATION

Driver's Name	Activity	Name of Sponsor
Driver's Address	Phone	Vehicle Description
Date(s) of Driving	No. of Passengers	Year of Vehicle
Owner of Vehicle, if different than driver		

CERTIFICATION

Approval is requested to use a privately owned automobile.

- A. I certify that whenever I drive a privately owned vehicle, the vehicle will always be:
1. Covered by liability insurance for the minimum amount of \$25,000/\$50,000/\$15,000 automobile liability insurance.
 2. Equipped with one seat belt for every passenger.
 3. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation.
- B. I further certify that while using a privately owned vehicle, all motor vehicle laws will be obeyed, including all passengers' use of seat belts.

License Number	Date of Birth	Expiration Year
----------------	---------------	-----------------

Attached is a copy of my driver's license.

- C. I have ____ number of points charged against my driver's license for moving traffic violations.

I have never been convicted of either Driving Under the Influence (DUI) or Driving While Ability Impaired (DWAI).

I certify the above information is accurate and true

Signature of Driver

Date

PROOF OF INSURANCE

Insurance Company	Policy No.	Expiration Date
-------------------	------------	-----------------

Attached is a copy of my current insurance policy declaration page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.

AUTHORIZATION

I certify that the above information is accurate and true. Furthermore, I permit my student to drive the vehicle described in the attached copy of the insurance declaration page.

I do ___ do not ___ approve that other students ride in the vehicle described in the attached copy of the insurance declaration page.

Signature of Parent or Guardian

Date

RELEASE

We, the undersigned parent/guardian and student, hereby acknowledge, agree and understand that the District does not insure, endorse, approve or sponsor any form of non-District transportation, whether by parents, students or otherwise, to and/or from District off campus activities or events. We further acknowledge it is our responsibility to provide or arrange for transportation to District events when District transportation is not available. As such we **consent to our student's use of an alternative means of transportation.** We hereby waive, release, discharge and agree to hold harmless and indemnify the District, its agents, employees, insurers, and Board of Education, from any claim, cause of action, damage, injury, or demand of any nature, including bodily injury, property damage or death, arising from or **sustained during or as a result of my student's utilization of any non-District transportation.** We understand that if we do not sign this release, the student will not be permitted to utilize a private vehicle to attend the event described above.

Signature of Student Driver

Date

Signature of Parent or Guardian

Date

8-25-05



**PARENT/GUARDIAN PERMISSION FORM
FOR USE OF PRIVATE VEHICLES FOR ACTIVITY TRIPS**

Littleton Public Schools (the District) provides District transportation for students to and from many activities, events, matches, and games. However, the District is unable to provide District transportation in all circumstances and to all events. When District transportation is not available, it is the student's parent's/guardian's responsibility to provide or arrange for their student's transportation to and from the event.

When District transportation is not available and other alternative forms of transportation are utilized, the District cannot and does not assume any responsibility for the safety, training of drivers, condition of vehicles, adequacy for the use or purpose intended or any other matters related to any non-District transportation.

When private or commercial vehicles are used to transport students to approved school activities, parent/guardian shall be informed when such transportation is to be used and written permission from the parent/guardian shall be obtained before a student will be permitted to travel in a private automobile or commercial vehicle. Certification of automobile liability must be received from the owner of any private vehicle used for the transportation of students for a school activity. Insurance carried by the owner of the private or commercial vehicle is primary coverage. Littleton Public Schools does not insure school-related trips in private or commercial vehicles.

RELEASE

We, the undersigned parent/guardian and student, hereby acknowledge, agree and understand that the District does not insure, endorse, approve or sponsor any form of non-District transportation, whether by parents, students or otherwise, to and from District off campus activities or events. We further acknowledge it is our responsibility to provide or arrange for transportation to District events when District transportation is not available. As such we **consent to our student's use of an alternative means** of transportation, including private vehicles driven by parents or other students. We hereby waive, release, discharge and agree to hold harmless and indemnify the District, its agents, employees, insurers, and Board of Education, from any claim, cause of action, damage, injury, or demand of any nature, including bodily injury, property damage or death, arising from or sustained during or as a result of **my student's participation in any non-District transportation**, whether furnished by another student, parent or otherwise. We understand that if we do not sign this release, the student will not be permitted to attend the activity or ride in a private or commercial vehicle to the event described above.

The completed form must be returned by way of the student to the activity sponsor. The sponsor must receive this form at least one day prior to the event.

Activity: _____

Dates Inclusive of Transportation: _____

Yes, my student, _____

has my permission to ride in a private or commercial vehicle for the purpose of attending the events as indicated above.

No, I do not wish to grant permission for my student, _____ to ride in a private or commercial vehicle for the purpose of attending the events as indicated above.

Signature of Parent or Guardian

Date

Signature of Student

Date



ADULT DRIVER FORM

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE

Please print and complete all boxes

DRIVER INFORMATION

Driver's Name	Activity	Name of Sponsor
Driver's Address	Phone	Vehicle Description
Date(s) of Driving	No. of Passengers	Year of Vehicle
Owner of Vehicle, if different than driver		

CERTIFICATION

Approval is requested to use a privately owned automobile.

- B. I certify that whenever I drive a privately owned vehicle, the vehicle will always be:
4. Covered by liability insurance for the minimum amount of \$300,000 single limit or \$100,000/\$300,000/\$50,000 automobile liability insurance.
 5. Equipped with one seat belt for every passenger.
 6. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation.
- C. I further certify that while using a privately owned vehicle, all motor vehicle laws will be obeyed, including all passengers' use of seat belts.
- D. I further certify that I am at least 21 years old, and I possess a valid driver's license as follows:

License Number	Date of Birth	Expiration Year
----------------	---------------	-----------------

Attached is a copy of my driver's license.

- D. I have ____ number of points charged against my driver's license for moving traffic violations. I have never been convicted of either Driving Under the Influence (DUI) or Driving While Ability Impaired (DWAI).

I certify the above information is accurate and true

Signature of Driver

Date

PROOF OF INSURANCE

Insurance Company	Policy No.	Expiration Date
-------------------	------------	-----------------

Attached is a copy of my current insurance policy declaration page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.

RELEASE

I, the undersigned adult driver, hereby acknowledge, agree and understand that the District does not insure, endorse, approve or sponsor any form of non-District transportation, whether by parents, students or otherwise, to and/or from District off campus activities or events. I hereby waive, release, discharge and agree to hold harmless and indemnify the District, its agents, employees, insurers, and Board of Education, from any claim, cause of action, damage, injury, or demand of any nature, including bodily injury, property damage or death, arising from or sustained during or as a result of my utilization of any non-District transportation. I understand that if I do not sign this release, then I will not be permitted to transport students in my private vehicle to the event described above.

Signature of Driver

Date

6-19-00

FINANCES

Financial Procedures

All purchases must be approved PRIOR to making the purchase. **If you choose to make an unauthorized purchase you may be held liable for the expense.**

Staff members **do not have the authority** to make any purchase in the name of the District in any manner other than the regular purchase procedures. The following is a quotation from the Board of Education Policy Handbook: "No employee shall incur or cause to be incurred any debt or financial obligation against the school district except through a properly authorized, signed, and processed purchase order."

Financial forms are located in the Bookkeeper's office and in a cupboard in the main office.

Purchases

Warehouse ordering

All teachers or club sponsors in need of additional large amounts of teaching supplies that we do not carry in our own storeroom may order them through the warehouse.

- Your department chairperson must approve these purchases if used in your classroom.
- A warehouse order form may be obtained from the Receptionist.
- All account numbers must be written on the order form.
- Refer to your Instructional Calendar for the deadlines for warehouse orders.
- Clerical office requests for office supplies or paper must have approval from the Administrator.

Staples

Office supplies not available through the warehouse may be purchased through our Staples account. An order form is available in the AHS Staff Folder. Your Department Chair must approve these purchases. Account number must be written on the order form. Submit completed form to your Administrator for approval.

Purchase Orders

Purchase requisition forms are required for all other purchases. They may be filled out by any employee, but they must be approved by the Department Chair, Coach or Sponsor.

- Purchase requisition forms should be submitted BEFORE you place your order. You can arrange the order and have it placed on hold until the purchase is approved – check "yes" on order confirmation and list a contact person.
- Include the following information: your name, department to be charged, account number, vendor with address, at least one form of contact for vendor, description of items, include purpose for food/hotels/reimbursements, and estimated cost (see example).
- Submit completed form to your administrator for final approval.
- Attach documentation to aid in placing the order – renewal form, registration paperwork, printout of items from website, etc.

- Yellow and pink copies of PO will be returned to department chair. After you receive the order – give packing slip to department chair who will attach it to the yellow page and note “OK to pay” return it to the Bookkeeper to process payment.

Equipment Purchase

- An Equipment purchase for items over \$1,000 requires three quotes prior to ordering. If choosing a more expensive quote, include a memo explaining why.
- The District can obtain quotes for you. Fill out a Purchase Requisition Form and write “Bid” for the vendor.

Credit Cards

- The preferred method of making purchases is through Purchase Orders. At times, however, the Bookkeeper may choose to use the credit card.
- The credit card MAY NOT be used on services or to pay Independent Contractors.
- A staff member may use the school credit card only AFTER obtaining permission from the Principal. An approval form may be obtained from the Bookkeeper.
- Any staff member travelling with students out of state must take the school credit card for emergencies. An approval form may be obtained from the Bookkeeper.

Independent Contractors

- Any individual hired to come on campus and provide a service is an Independent Contractor.
- Independent Contractor paperwork is available from the Bookkeeper or LPS Intranet. **Paperwork must be completed BEFORE the service is rendered.**
- To pay an individual contractor, fill out a purchase requisition with the contractor listed as the vendor. Attach an invoice that includes the contractors name and address.
- **A teacher may not be reimbursed for paying an IC.** They must be paid through the District.
- Note: a District employee may not be paid as a contractor but must be paid through payroll.

Reimbursements

- **Original, itemized receipts are required for reimbursement.** A credit card receipt that does not show what was purchased is not acceptable.
- **In state Sales tax cannot be reimbursed.** Tax exempt forms are available from the Bookkeeper.
- If only a portion of the receipt is to be reimbursed, do not highlight individual items. The ink may lift off the receipt and become unreadable. If it is unreadable it cannot be reimbursed. Circle or check items with pen.
- If the receipt does not show proof of payment, submit a copy of a cancelled check or credit card statement with your receipt.
- **An employee cannot be reimbursed for paying an individual for service, i.e., choreography, performance, etc.**

Petty Cash

- Receipts for a given day total **less than \$50.**
- Fill out a Petty Cash slip and have it approved by your Department Chair, Coach or Sponsor.
- Attach **original receipts** and give it to your Administrator for approval.

- Petty Cash is distributed on Friday.
- Only staff may receive petty cash. A sponsor may choose to accept and distribute petty cash to a student or parent.
- See “Reimbursements” for additional information.

Check Requests

- Complete a purchase requisition with the person being reimbursed as the vendor. Have your Department Chair, Coach or Sponsor approve it.
- Attach original receipts and give it to your Administrator for approval.
- Allow 7-10 days for processing a check payment. Checks are distributed on Friday.
- The Bookkeeper may cut a check for under \$300. These checks are primarily for emergencies and are at the discretion of the Bookkeeper.
- See “Reimbursements” for additional information.

Mileage Reimbursement

- Mileage Reimbursement forms are available from the Bookkeeper. Completed forms must be approved by the Administrator over the reimbursing department’s budget.
- Travel must originate from a District property.
- Mileage may only be reimbursed for travel in personal vehicles to/from work related assignments that are not part of contracted duties.

Gift Cards

Gift Cards to be reimbursed must follow these guidelines:

- iTunes gift cards are not eligible for reimbursement.
- **Only a staff member may be reimbursed for a gift card.** Students and parents are not eligible for reimbursements.
- For reimbursement – fill out a PO with staff member as the vendor. List gift cards purchased, purpose for gift, recipients and connection with the school (i.e. student, parent, staff, coach). Submit as defined under “purchase Orders”.
- A check will be issued from the district for reimbursement. Gift card reimbursements cannot be reimbursed through petty cash or the school checking account. Allow 5-7 days for payment.
- Note – gift cards given to staff members will be reported as income to the IRS.

Collection of Money

- Do not leave money in desks, filing cabinets, etc. You may ask the Bookkeeper to secure money in the vault for a short period of time until you can reconcile your deposit.
- Money should be deposited with the Bookkeeper within one week.
- If the amount collected is less than \$10 per student, a deposit collection record may be used for all student collections. It is available from the Bookkeeper.
- **If the amount collected is over \$10 per student, a numbered duplicate receipt must be issued to the student.** Return the receipt book with your deposit to the Bookkeeper. Receipt books are available from the Bookkeeper.
- Please face all bills the same direction and group by denomination. Check for accuracy of checks: payable to AHS, correct amount and signature.

- A receipt for your deposit will be returned to the Department Chair, Coach, or Sponsor. Allow 1-2 weeks for it to appear on your account.

Field Trips

- Field Trip collections must be turned in to the Bookkeeper before your Field Trip. Please follow the guidelines above.

Cash Boxes

- Cash boxes are used for student activity events. Follow collection guidelines above.
- Fill out "Cash Box Request" form one week in advance. It must be signed by a Department Chair, Coach or Sponsor.
- A deposit reconciliation sheet will be included in the cash box and should be completed before returning the cash box.
- **Cash boxes are to be returned immediately following your event, or first thing the next business day.** They may be returned to the bookkeeper or a secretary in the main office. If students will collect and return cash boxes: please provide a list of students helping to the Bookkeeper.
- Cash boxes pick up instructions:
 - First lunch: Pick up from Bookkeeper, return to the Attendance Office.
 - Second lunch: Pick up from Attendance Office, return to Bookkeeper.
 - End of day: Pick up by 3:30 or arrange with the Bookkeeper or an Administrator's Secretary to get it for you at another time.

Athletic Gate Receipts

Staff assisting with gate receipt collections will:

- Use pre-numbered tickets.
- Ensure a single person is responsible for each numeric series of tickets.
- Complete a reconciliation form to turn in with your deposits and any remaining tickets.
- Return cash boxes immediately following the event or first thing the next business day.

Payroll

Items submitted for payroll must be given to the bookkeeper by the **first day of the month.**

Athletic Workers/Event Stipends

- It is the responsibility of the Coach or Sponsor to track the time and attendance of each worker.
- At the end of the season or event the Coach or Sponsor provides a list of employees to be paid; include complete name, hours spent, stipend amount, department to charge and purpose for stipend.
- Employees will be paid through payroll on your monthly check in accordance with the State of Colorado payroll guidelines.

Officials

- Time sheets are provided in cash boxes for athletic events, or are given directly to the Coach.
- It is the responsibility of the Head Coach or event manager to be sure all officials sign the time sheet.
- Turn time sheets into the Bookkeeping office the day following the event.

Student Fees, Fines and Charges

Schools may charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student; and charge for lost and damaged books, materials, supplies and equipment.

- Class fees are posted in the *Pathfinder*. They will be invoiced each semester.
- Athletic fees will be invoiced after the first game of the individual sport's season is played.
- No student will be denied access into any program because of inability to pay fees. Financial Hardship Waiver forms are available from the Bookkeeper.
- Students who qualify for a Financial Hardship Waiver are exempt from paying fees; however, they are not exempt from charges for lost/damaged books or materials.

Fine Procedures

- Teachers must make every effort to collect all books and fees.
- Fine slips are available from the Bookkeeper.
- Fill out all parts of the fine slip. Include the book number if applicable. Round fines to the nearest dollar. Book fines should be pro-rated based on book condition.

Excellent Condition	100% of list price
Good Condition	80% of list price
Fair Condition	60% of list price
Poor Condition	40% of list price

Fines for misuse of books are at the discretion of each department.

- Give the white copy to the student. Return the yellow and pink copies to the Bookkeeper.
- **Submit fine slips at the end of each book collection day.**
- Once a fine slip is submitted only a Teacher or Administrator can clear the fine. If a student returns an item to the teacher, fill out a fine clearance slip or send the Bookkeeper an email.
- All students must see the Bookkeeper to pay a fine. Teachers **MUST NOT accept money from students to pay fines.**

Miscellaneous

Personal Checks

Personal checks may not be cashed by the Bookkeeper or any school personnel. Breaking large bills may be done at the Bookkeeper's discretion.

Long Distant Telephone Calls

Long distant telephone calls should be made only as a last resort. Administrative approval is required prior to making a long distance call. Personal long distance calls are not permitted from the school.

Travel for School Business

It is recommended travel for school business be paid for with the school credit card. Please follow these procedures.

- Call the vendor and make a reservation. Most vendors will hold a reservation pending a credit card authorization. Give tax exempt number (Tax may be paid to out of the state vendors.)
- Fill out a PO. Mark "yes" on conformation and list contact person. In the description include dates, length of stay/rental and purpose of travel. Include reservation number if applicable. See "Purchase Orders" for additional information.
- Bookkeeper will call vendor and make payment arrangements. The yellow and pink PO copies will be returned with any paperwork needed.
- At checkout – request a copy of receipt. Double check receipt shows not tax.
- **ASAP after travel – return yellow PO copy with receipt stapled to it.**
- Transportation – mileage reimbursements may be submitted if using personal vehicle for travel. Gas may not be reimbursed for personal vehicles. Gas may be reimbursed for rental vehicles paid for by the school. See "Reimbursements" for additional information.
- Meals – meals may be reimbursed. **Receipts must itemize all food items being reimbursed**, show a zero balance, method of payment, and include name and address of vendor. If method of payment is not included, you may submit another proof (i.e., cancelled check, credit card statement.) See "Reimbursements for additional information."

Gifts to Schools

Any individual or group planning on giving a gift or donation to a school must first consult with the Principal regarding the gift or donation to be made.

- Gifts and donations that may serve to enhance and supplement the work of the schools may be received by the District. Those planning to make contributions should consider equipment, materials, or services that are not likely to be acquired from public fund expenditures.
- The objective of a gift or donation must have purposes consistent with those of the District.
- The acceptance of a gift or donation should not add to staff workload.
- The acceptance of a gift or donation should not begin a program that the Board of Education may be unable to maintain. It must be understood that the Board has no obligation to continue a program initiated by a gift or donation.
- Acceptance of a gift or donation will not be construed to be a testimonial or endorsement by the District of a product or a business enterprise.
- Gifts or donations under \$150 may be approved by the Superintendent or designee.
- Items contributed to the District become the property of the District and are subject to the same controls and regulations that govern the use of all District owned property.
- Equipment and materials that are donated to a school must be suitable, maintainable, and must not constitute a potential health or safety hazard for students.
- If a facility is retired, or used for alternative purposes, former gifts are subject to transfer to existing schools.

ARAPAHOE HIGH SCHOOL PURCHASE REQUISITION

* Requisition must be completed in its entirety to avoid delays in processing *

DATE 8/1/12 ACCOUNT NO. dept key.object (usually your supply #)

REQUESTED BY John Doe ORDER / CHECK NO. (leave blank)

DEPARTMENT Social Studies Department Chair Signature
(Signature of Dept. Chair / Coach / Sponsor)

VENDOR Vendor or Person to Reimburse PHONE 303-123-4567

ADDRESS 1234 Education Way FAX _____
Centennial, CO 80122 INTERNET ADDRESS _____

Completed Order Form

OR REGISTRATION(S) ATTACHED ☐ YES ☐ NO

CONFIRMATION ORDER ☐ YES ☐ NO VENDOR CONTACT NAME _____ EXT. _____

QUANTIT Y	ITEM NO.	PAGE NO.	Description	UNIT PRICE	TOTAL PRICE
2	A1245		BOX OF PENCILS	5 99	11 98
3	45987		1" 3 RING BINDERS, WHITE	2 99	8 97
1			BOX DONUTS FOR PARENT PRESENTATION NIGHT		6 00
3			HOTEL FOR STAFF CONFERENCE 3 ROOMS FOR 1 NIGHT 3/14/12 – 3/15/12	89 59	268 77
			OFFICE SUPPLIES FOR SS OFFICE		27 59
			GAS FOR RENTAL CAR TO CONF.		58 67
			TOTAL		

ADMINISTRATOR APPROVAL: Administrator's Signature

❖ Once your requisition has been approved and processed, the yellow and pink copies will be returned to you. Retain the pink copy for your records. Return the yellow copy with your signature, date, and "OK to Pay" to the bookkeeper upon receipt of ordered items. Please attach packing slips and/or invoices.

IFAS receipt date / initials _____ Optcard statement date _____

LS 6/11

TEACHER POLICIES

Instructional Staff

- The primary responsibility of teachers shall be the instruction of the students in their charge.
- Teachers shall be directly responsible to the principal in the building in which they work.
- Teachers shall evaluate student progress through established district and individual school procedures and shall report such achievement to the students and their parents.
- Teachers shall have responsibility for discipline among all of the students and more particularly students under their direct supervision.
- Teachers shall be alert to special needs of students and shall work in close cooperation with the principal to make available to these students the district Special Education or 504 services.
- Teachers shall work closely with the parents and the principal in providing for the general welfare of the individual student.
- Teachers shall familiarize themselves with and abide by the regulations and general policies of the Board of Education and administrative rules and regulations of the school and the district.
- Teachers shall report promptly to the principal any serious accident/injury or illness affecting any student in their charge. They shall recognize the importance of safety education, and shall instruct students whenever appropriate. Teachers must also complete and submit a Student Accident Report which is available outside the AHS Clinic.
- Teachers shall not grant permission for students to leave the school premises for any reason during the regular school day without written or expressed parental request and approval of the principal.
- Teachers shall keep all records as may be required in accordance with Colorado statutes, policies of the Board of Education and as required in the building to which they are assigned.
- In addition to those duties specified in the written employment contract and those designated by the superintendent's designee, all teachers employed by the district shall be expected to perform such other additional duties and services as are necessary or advisable for the education and welfare of the students and the implementation of the educational programs and activities of the district.

Guest Speakers

The administration must give prior approval to requests for individuals or organizations to visit classes at A.H.S. There are two basic reasons for this building policy. Many times parents call to question a particular guest speaker and if the administration has no knowledge of visitors to your class it is impossible to answer those questions. Secondly, the administration has the responsibility of knowing who is in the building and reviewing anything that might be considered of a controversial nature. Both sides of controversial issues must be given consideration.

Teaching of Controversial Issues

A controversial issue is defined as any problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium of communication or organized group, or any subject on which strong emotional bias is expressed by members of the classroom group. (See Board Policy INB)

It shall be the policy of L.P.S. to provide for study of controversial issues in order that the student may have an opportunity to learn of such issues in a class atmosphere void of partisanship and bias. The rights of students to study significant issues in an objective atmosphere shall be protected.

Responsibility of Teacher: The teacher is the most important member of the school staff in handling of controversial issues. Teachers have the obligation to deal with such issues in a professional manner. The issues should grow naturally out of regular classroom learning situations and should be on the maturity level of the

students. As many viewpoints and as much data as possible should be brought out in the discussion. Freedom of the students to learn, not social action or indoctrination, should be the goal of all involved. The teachers must have a thorough understanding of the role of controversial issues in the classroom and must know and appreciate the nature and extent of the knowledge and biases covering any such issues.

In making a decision to study a controversial question, the teacher should first discuss the matter with the building principal and consider factors such as adequately and fairly presenting both sides of the issue, the maturity level of the students, the students' interest of this issue, teacher's ability to handle successfully from a personal standpoint, potential of the issue clashing with community customs and attitudes, and social significance and timeliness of the issue for course and grade level.

(See Board Policy INB for further clarification.)

OPT-IN/OPT OUT POLICIES AND PROCEDURES (Board Policy INB)

Opt-In/Opt-Out procedures have been developed by the district. Parents can expect the use of consistent standards in all district schools for opting-in and opting-out of programs, events, or activities.

Students will not intentionally be made to feel different, nor will parents, choosing to exercise their right to opt-in or opt-out, be criticized for their decision. LPS places a high value on maintaining strong partnerships with parents in monitoring the use of potentially controversial instructional materials in classrooms. In accordance with Board of Education Policy parents can expect to be informed of plans to use instructional materials that may reasonably be considered controversial.

Primary instructional materials require approval by the Board of Education before classroom use. Students may be asked to read a fiction or non-fiction book from the district's approved literature list. The district has an approval process teachers must follow to add titles to the K-12 Multiple Copy Literature List.

Opt-out (parent request required for nonparticipation) applies to the Board of Education-adopted curriculum and related activities that occur regularly or as a matter of course. Opting-out always requires a showing of a bona fide reason, to avoid compulsory, attendance issues. Replacement classes or activities may or may not be provided at the school's sole discretion.

Parents shall be notified by the school, with sufficient time and adequate detail, about upcoming potentially objectionable teaching activities, presentations, or assignments to allow time to opt out if desired. Subject to District and state graduation requirements, and the compulsory school attendance laws, parents may exercise the right on behalf of their child to opt out of:

Physical education upon written request from the child's physician stating the reason for the inability to participate

- Parties or holiday activities
- Board-adopted curriculum
- Student use of the Internet for research related to the curriculum

Curriculum adopted by the Board is the official curriculum of the district and comes under the opt-out category. Schools will make their best efforts to identify and notify parents of the teaching materials or methods of instruction in upcoming curriculum that may reasonably be foreseen to offend the moral, ethical, religious, or political conscience of the individuals, allowing adequate time for parents to review materials and opt-out if desired.

Students use of the Internet for purposes of research and retrieval of current information related to curricular content areas is a generally accepted practice and is considered an essential instructional tool, thus it comes under the opt-out category. Schools will inform parents of the opportunity to opt-out of Internet use through commonly used channels of communication.

Where there is doubt as to whether a program, event, or activity is opt-in or opt-out, opt-in procedures shall be used.

Opt-in (parent permission required for participation) pertains to school offerings that are not part of the Board-adopted or approved curriculum, are not required by law to meet compulsory attendance or credit standards, and are not generally accepted regular matters of course within the school year. For all opt-in offerings scheduled to take place during regular school hours, replacement classes or other alternatives will be provided for students who do not opt-in. District employees will provide timely notice to parents about opt-in programs, events, or activities so parents can make an informed decision about whether their children will participate. Children will not be allowed to participate in the following programs, events or activities without parent permission:

Activities having a potential for increasing liability to the district, e.g., field trips, ropes course, jump rope for life, athletics, dispensing medication.

Programs, activities, or materials that can be reasonably interpreted as containing religious messages, instruction in values, or controversial moral or ethical principles, or that may result in an invasion of the student's or family's privacy, e.g.:

- Name in the school directory
- Playground mediation training
- DARE
- Programs on death, dying, divorce
- Educational movies with a PG or more restrictive rating for elementary schools; PG-13 or more restrictive rating for middle schools; and R or more restrictive rating for high schools
- Unrated visual materials, and/or other media that may be reasonably foreseen to cause offense to some individuals, and are not part of the Board-approved curriculum

Programs where opting-in is a requirement of the law, e.g., special education or any federal program covered by PPRA, *supra*.

One-to-one or group counseling situations when counselors, social workers, or psychologists are involved with elementary or middle school students, except as required for compliance with state and federal laws concerning the education of students with disabilities, compliance with child abuse and neglect reporting obligations, in emergency situations wherein there is a bona fide concern that the student's safety or health is in jeopardy, and when discussing academics or discipline problems.

Current policies that specifically refer to opting-in and opting-out of programs, and activities include: IHAIA; IHAM; IHAM-R; IJOA-R; IMA; IMBB; JLDAC; JRA/JRC.

Opt-in/opt-out procedures were originally discussed by the Board of Education in 1995, and last updated in 2000.

Length of the School Day

Although the daily work schedule for teachers will vary according to the times of opening and closing, teachers shall normally be on duty in the building to which they are assigned for such period each day that classes are in session. The teaching day at Arapahoe High School will be from 7:21 a.m. until 2:16 p.m. Staff is expected to arrive to the building no later than 7:00 a.m.

Hours on In-Service Days

Teachers are expected to observe regular school hours on in-service days. It is expected that children of teachers not accompany their parents to school on regular work days or on in-service days.

Unscheduled Time

One of our most valued elements of "Variable Scheduling" is unscheduled time during the work day. Teachers use this time to prepare for class instruction, telephone parents, meet with students, meet with colleagues, etc. Students are to be informed of assigned teachers unscheduled time availability.

Professional Learning Communities for Arapahoe Faculty

On ten Wednesdays (5—first semester, 5—second semester), all LPS schools will operate on a two-hour late start schedule. PLC meetings will be held from 7:00 a.m. – 9:00 a.m. and all staff members are expected to participate in their PLC's the entire 2 hours. Arapahoe High School classes will start at 9:21 a.m. on PLC late start Wednesdays, and the day will end at the regular time of 2:16 p.m. Bus schedules will be adjusted by two hours to accommodate the late start change.

The fundamental purpose of Arapahoe High School is learning. Collaborative teams of teachers within schools and across the district work interdependently to achieve common goals focused on increasing student achievement. Through the Professional Learning Communities initiative we will enhance the work our staff is already engaged in doing to further support the rigor and relevance of an Arapahoe education.

Leaving the Building during the School Day

If a staff member finds it necessary, for emergency reasons, to leave the building during the school day, the following procedures shall be observed:

1. Sign out on the check-out sheet located in the Attendance office, indicating the reason for leaving the building, and the time of check-out.
2. If a teacher leaves the building and does not plan to return to the building to sign back in, that teacher should contact one of the administrators in the building to gain that administrator's signature on the check-out sheet where normally the time of return is indicated.
3. If a teacher leaves the building at 10:35 a.m. or after and is not returning to the building before 2:16 p.m., this will result in one-half (1/2) day of leave charged to that teacher as Personal Leave, Professional Leave or Sick Leave. If you are a first lunch teacher, please try to coordinate your leaving the building with a morning sub. **When you call in an absence that is from 30 minutes through 3 hours and 32 minutes, you will be charged for one half-day leave. Any absence of 3 hours and 33 minutes or more will be charged as a whole day. Morning subs should read – 7:00-10:32 for ½ day sub. If you want a ½ day afternoon sub, you will need to start at 10:45-2:16.**
4. All of the above procedures shall be utilized whether or not the teacher has regularly scheduled classes during the period of absence from the building.

Teacher Absences

Illnesses, Leaves, Meetings, Etc.

Teachers who are going to be absent will follow the absences procedures as outlined by the Board of Education policies. The school should be notified by calling your department chair and Cindy Scoglio at 303-347-6095. Make sure there are health action plans, lesson plans, seating charts, class lists and instructions in the Orange Folder provided for you to keep on your desk! **Please, please make sure there are class lists provided so the sub may take accurate attendance.** Also be sure there is a class schedule on file in your substitute folder in the Attendance Office. If you are given a Substitute Teacher Evaluation Form, please fill it out and return it to Cindy Scoglio in the Attendance Office. Staff members should be very familiar with the personnel policies now in effect in the school district.

Teachers and Classified Employees may report their absences to LARS in two ways:

1. Call LARS at 303-347-5277 then enter your ACCESS ID Number and then enter your Pin Number to call in an absence. New Hires – The first time you use LARS, you must use your ACCESS ID number to sign in and as your Pin number. The system will then ask you to choose a 6-digit number for your Pin. Enter the reason for the absence preferably the night before but **NO LATER** than 5:30 a.m. Prearranged absences may be called in as soon as they are arranged. Absences can be entered up to 180 days prior to the absence. Information is saved for about 15 months after a job date has past. Entering your absence early will help with arranging a sub. Inform LARS what time the substitute needs to report to the building for work and your subject matter (a full teaching day begins at 7:00 a.m. and ends at 2:16 p.m.).
2. To enter online at the Smartfind Express – go to <https://lars.lps.k12.co.us> (bookmark on home and school computers for future use).
 - a. Enter your ACCESS ID# and PIN # (same one you have always used).
 - b. Absence reasons are also on a drop-down menu. The absence reason codes and extended reasons codes are the same as on LARS. If your absence reason is sick leave, your extended code will be 1 (employee illness), 2 (family member illness), 3 (medical appointment), or 4 (death in the family). Please refer to your LARS card.
 - c. The system default assumes that a teacher needs a substitute. If you do not check the “no” box when asked, if you will need a sub. If you do need a sub and don’t enter any substitute information, LARS will call a sub for you. If you specify a sub, LARS will call that sub and then go on to other subs if the job is not accepted. **If your substitute has confirmed that they will be there, check “yes” to the question, “Has the substitute accepted this job?”**
 - d. To enter a substitute use their special ID number--the 7-digits of the home telephone number (no area code), or click “name look up.” A full name, partial name, or even a single letter can be entered, then click “Search.” **Note: A substitute who does pre-arranged jobs only and does not receive LARS calls will not be on this list and must be entered by their special ID number.**
 - e. As with jobs called in by phone, if you have a confirmed substitute for your absence, please do not enter the job without your substitute information. The job will be considered open and LARS will find a substitute (during call out times this can happen within minutes) and the LARS substitute will have the job number, not the pre-arranged substitute.
 - f. If special instructions are voiced in over the phone, those instructions will be played to the substitutes when they are offered the job. If special instructions are typed in on Smartfind Express,

substitutes will be advised that text instructions are available in Smartfind Express, but they must go to Smartfind Express to see them, they cannot be played over the telephone.

- g. To review absences, select the date range you would like to see, and click search.
- h. To ensure the security and privacy of your information, please do not leave your computer unattended while you are logged into Smartfind Express. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from Smartfind Express. Smartfind Express will time you out after 20 minutes of inactivity.

Important Notes:

- **On PLC Days – please adjust your sub arrival time accordingly and let them know in your instructions.**
- **When you call in an absence that is from 30 minutes through 3 hours and 32 minutes, you will be charged for one half-day leave. Any absence of 3 hours and 33 minutes or more will be charged as a whole day. Morning subs should read – 7:00-10:32 for ½ day sub. If you want a ½ day afternoon sub, you will need to start at 10:45-2:16.**
- **All staff are responsible for notifying the district personnel office for any absences from the building by calling LARS.**

CLASS COVERAGE OR NO SUBSTITUTE IS AVAILABLE

In recent years we have experienced some days when substitute teachers are not available or assigned. In these incidents it is everyone's responsibility to do his/her share as a faculty member to help cover for our absent colleagues. Everyone will be expected to participate fairly. Please follow this procedure in the event a teacher needs class coverage or no substitute is available. Class Coverage forms are available from Cindy Scoglio in the Attendance Office.

1. The initial call for coverage may come from the secretary in charge of LARS if a sub has not been assigned through LARS. The department chair will be called to see if coverage can be handled within the department. A Class Coverage form will be filled out with the names of the teachers covering and will be approved by the principal. A stipend of \$20 will be given for class coverage.
2. If a class is covered **voluntarily** by another staff member, no assessment against the late arriving teacher is necessary, but a Class Coverage form still needs to be turned in for approval from the principal.
3. If a class is covered by another staff member and payment is required, it is the responsibility of the teacher who needs coverage to cover the cost by calling into LARS with either sick leave, personal leave or professional leave with **no sub required**. A Class Coverage form needs to be submitted and approved by the principal.

SICK LEAVE

Nine (9) days of sick leave per year shall be provided for each full-time teacher in August.

Teachers, upon initial employment, will receive ten (10) days of sick leave during their first year, or pro-rated at the rate of one and one-tenths (1.1) days per month or major portion thereof. Unused sick leave shall be accumulated as stated above.

Sick leave is established primarily for the illness of the teacher and the teacher's immediate family. However, the teacher (where death of immediate family member is involved), may elect to charge such leave to sick leave or personal leave. Immediate family used here shall be interpreted to include husband, wife, son, daughter, father,

mother, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, and grandparents' of the teacher, or any person living in the immediate household of the teacher as a member of the family.

PERSONAL LEAVE

(As per the LPS Collective Bargaining Agreement dated 8/1/09 – 7/31/12.) Three (3) days of personal leave shall be made available for each teacher annually. Unused personal leave will be added to the teacher's sick leave balance.

Personal leave requests for the period of time, which would fall immediately before or after holidays or at the beginning or ending of the school term will be at the discretion of the building principal. The principal also has the right to refuse personal leave during large-scale assessment days, such as CSAP or State ACT testing.

DEDUCTIBLE PERSONAL LEAVE

Four (4) days of deductible personal leave per year, non-accumulative, may be granted at the discretion of the Principal. The cost of these extra days will be deducted from the absentee's pay at a rate equal to the base substitute rate plus FIVE DOLLARS (\$5.00) for each day used. Deductible personal leave may be approved where it is determined that the proposed use of the leave is based on circumstances over which the teacher has no control.

SHORT TERM UNPAID LEAVE

Teachers may request unpaid leave for personal reasons by submitting the request to the Principal a minimum of five (5) days in advance of the leave, except in emergency situations. The Principal shall carefully review each application and approve only those which appear in his/her judgment to present legitimate reasons for such leave.

WITNESS OR JURY DUTY LEAVES

Teachers shall be excused for jury duty or witness duty (provided the teacher is not a party) with no jeopardy to their employment or compensation. Compensation, except mileage and meal allowance, received by the teacher for testifying or jury duty shall be paid to the district.

CLASSIFIED EMPLOYEE ABSENCES

(Clerical and Custodial Staff)

(Illnesses, Leaves, Etc.)

Classified employees who are going to be absent will follow district and building reporting procedures:

1. Notify immediate supervisor(s)
2. Notify Office of the Principal by phone and/or voice mail as described in Teacher Absences above.
3. Call LARS or go on-line to report absence as outlined under "Teacher Absences" and obtain LARS JOB NUMBER.

Classified Employee Personal Leave

Two (2) days of Personal Leave each year, without loss of pay, may be allowed each full-time classified employee, upon approval by the Principal. Personal Leave shall not be accumulative. Unused personal leave will be added to the employee's sick leave balance.

CLASSROOM PROCEDURES

At the beginning of each semester teachers shall be responsible for informing students in their classes of the procedures, policies and regulations related to their classrooms. These include, but are not limited to grades, expectations of conduct, attendance responsibilities, tardies, homework assignments, course requirements and use of unscheduled time and other information which is related to satisfactory course completion and conduct.

LESSON OUTLINES

The teacher shall assume the responsibility of preparing positive, appropriate, and thorough lesson plans, as well as instructions for substitute teachers, and make them available to administrators upon request.

EARLY DISMISSAL FROM CLASSES

STUDENTS WILL NOT BE DISMISSED EARLY FROM CLASSES.

STUDENT GRADE RECORDS

Teachers are required to maintain records for first and second semester of student grades in all classes in Infinite Campus.

EXTRA CREDIT

Beginning January 3, 2011 if extra credit is given, it must be for **academic reasons only**. The activity/assignment should not cause a financial burden to students (such as the purchase of Kleenex, food, toys, taking an exam that the students must pay for such as the PSAT or PLAN, etc.).

**DEPARTMENT CHAIRPERSONS
2013-2014**

Mission Statement:

Arapahoe High School Department Chairs will serve as a positive voice for our colleagues by working collaboratively to develop solutions related to academic and professional issues that ultimately help our students achieve their highest potential.

Adopted September 2005 by Department Chair Council

Chairman: Natalie Pramenko, Assistant Principal

DEPARTMENT	CHAIRPERSON
ART	Jill Hawthorne
BUSINESS EDUCATION	Caroline Swank
GUIDANCE	Kirk Bast
LANGUAGE ARTS	Maura Moritz Jeff Kräuse
LIBRARY MEDIA CENTER	Tracy Murphy
MATHEMATICS	Dan Swomley Michelle Crookham
PERFORMING ARTS	Kelly Parmenter
PHYSICAL EDUCATION	Jennifer Leyden
SCIENCE	Jesse Craig
SOCIAL STUDIES	Brad Meyer
SPECIAL SERVICES	Travis Shaver
TECHNOLOGY EDUCATION	Mark Loptien
WORLD LANGUAGES	Jessica Greenless

Instructional Coach: Karen Gerlich
Mentor Coach: Jackie Price

**DEPARTMENT CHAIRPERSON
POSITION DESCRIPTION FOR ARAPAHOE HIGH SCHOOL**

The administration selects the department chairpersons based on input from departmental members.

Qualifications

Education/License:

1. Current Colorado teacher's certification
2. College/University preparation in subject area preferable

Experience:

1. At least one year's teaching experience in the district; tenure status desirable.

Other:

1. Knowledge of department curriculum
2. Involvement in professional growth activities
3. Training in Professional Learning Communities preferred, or commitment to pursue when provided.
4. Interpersonal and communication skills
5. Demonstrated instructional leadership

Line/Staff Relationship:

Major relationship - Staff

Immediate Supervisor - Building Principal

Positions Directly Supervised - Department Paraprofessionals or Aides

Key Result Areas and Attendant Responsibilities:

1. Communication
 - 1.1 Schedule and preside at building department meeting
 - 1.2 Communicate information concerning district functions to department members and building administrators.
 - 1.3 Represent department at building level meetings
 - 1.4 Represent his/her department at the district level in matters relating to subject area
 - 1.5 Recommend building representative on district committees when requested.
 - 1.6 Identify concerns and issues that need to be addressed at the building or district level and communicate to principal.
2. Planning
 - 2.1 Provide leadership in establishment of goals and objectives for the department.
 - 2.2 Recommend in-service activities for department members
 - 2.3 Plan and implement orientation of teachers/staff members new to the department.
 - 2.4 Recommend a department teaching schedule as applicable
 - 2.5 Develop, recommend and implement annual department budget (general fund budget)
3. Program Supervision/Evaluation
 - 3.1 Monitor the implementation of the district curriculum and recommend program improvement.
 - 3.2 Conduct a classroom observation of each first year teacher in the department twice a year; such observation to be followed by a conference between the chairperson and teacher for the purpose of improving classroom instruction.

Department Chairperson Position Description - AHS (cont.)

4. Record Keeping

- 4.1 Administer and coordinate distribution of department equipment, textbooks, instructional materials
- 4.2 Maintain department inventories
- 4.3 Develop and maintain up-to-date department curricular files (course offerings, course outlines, and course descriptions)

5. Other

- 5.1 Assist, when requested by a building administrator, with the interviewing and recommending of applicants for department positions.
- 5.2 Coordinate assignment of student teachers to department staff members with administration
- 5.3 Cooperate with building administrator and counselors in the collection of student performance and placement data
- 5.4 Supervise and evaluate paraprofessionals and aides as assigned
- 5.5 Assist in coordination, orientation and evaluation of supply teachers for their department as applicable.
- 5.6 Reinforce the value of teamwork and our variable schedule.
- 5.7 Organization and maintenance of departmental bookroom.

