

Naatsis'Aan Community School, Inc.

Teacher's Handbook

2023-2024

Approved: December 21, 2023

As a teacher, you are expected to learn the NCS Personnel Policies and Procedures. The best way to do so is to read the student handbook and the teacher handbook.

The teacher's handbooks provide procedures for handling routine matters, clarify expectations of teachers, and provide a unified approach to our service to students, the community, and the organization. Staff members are accountable and responsible for all information in the handbook.

HOURS AND TIMES

Hours: 8 hrs./day Monday – Friday.
Time: 7:30 AM – 4:00 PM
Be at your designated area at 7:30 AM.

ABSENCES (TEACHERS)

Teachers should notify the Principal. Do not call substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, leave slips are to be filled out and turned into the office on the day you return. If you need to leave early or come in late, notify the principal as soon as possible. Extra effort should be made to ensure you arrive on time each day. Be at your designated area at 7:30 AM.

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the principal. Current school law dictates that in certain situations, parents must be notified if a long-term substitute will be in a classroom (and their qualifications).

Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instruction day.

IDENTIFICATION BADGES

As a vital part of our security system, an identification badge with your name, photo, and department will be issued to you on your first day of employment. The identification badge should be worn by all employees on campus. Upon termination, employees will be required to return ID badges to Human Resources as part of the Exit Interview.

KEYS

Keys to NCSI buildings and classrooms will be issued to NCS employees with the approval of the appropriate Department Head. Facilities Management shall document each key issued to staff. No key shall be transferred from one person to another without being returned to the facilities for appropriate reissue. The employee to whom keys will be issued must pick them up and sign for them at the Facilities Building. All key requests are to be submitted through the Facilities

Duplication - All keys referred to in this policy are the property of NCS and are not to be duplicated by anyone other than the Facility Manager. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Key Retrieval - Upon termination of employment, all keys must be returned immediately to Facilities. Failure to return keys upon termination/separation may result in holding the employee responsible for the cost to re-key a room, office, or building (s) if they do not return their key(s) before leaving NCS. Failure to return issued key(s) will result in a minimum of a \$100 fee per key.

Lost or stolen – Lost or stolen keys must be reported to NCS Facilities within 24 hours of the discovery of the loss or theft. Any key(s) that affect more than you, or additional spaces, must be reported to the Facility Management and will require an incident report through Campus Security.

Examples/Estimates of costs incurred for lost keys:

\$100 charge for one change key and core

\$350 charge for one change key and four cores

DAILY OPENING EXERCISES

Students in designated area: 7:30 AM – 8:00 AM

Students and staff will assemble in the gym for the opening exercise at 8:00 AM

Classroom instruction: 8:00 AM –3:00 PM

NASIS attendance completed at 8:15 AM

LESSON PLANS

Lesson plans are to be turned in on Friday of each week. Plans may be typed on the computer, but have a copy printed out as a backup. Unit plans should include objectives that describe expected student behavior, procedures for the lesson, resources, assessment information, etc. Daily plans should include the main ideas/activities for the lesson, core standards, and objectives.

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment in their classrooms. Textbooks should be marked with the school's name and date of purchase/adoption. Equipment and materials should be permanently marked with the school's name. Inventories should be completed at the beginning of the year, and the end of the year

LOST AND FOUND

To help the school, return lost items to students, coats, backpacks, and other items should be labeled with the student's name, cell phones, electronic equipment, purses, and jewelry will be kept in the safe at the front office. All lost or misplaced items by students will be placed in the front office in the Lost and Found box. The school assumes no responsibility for lost items.

MONEY

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in the room during the day or night but must be turned in to the office after each event.

PARENT CONTACT (Part I)

Teachers are to contact parents weekly and maintain their documents. The three (3) methods of contact are:

1. A copy of the student's signed grade check-report card,
2. A list of parents/called who did not turn in a signed grade check/report card.
3. A quarterly progress report

This documentation is needed to avoid dealing with a parent who tells us in April that they did not know their student was failing, and that no one from the school had contacted them about their student's failing grade(s).

PARENT CONTACT (Part II)

Please encourage parents to maintain communication with the school through the following avenues:

1. Webpage: www.ncswarriors.org, Class Dojo,
2. Subscribe to "NASIS Parent Portal" to access student grades, attendance, and behavior reports from any computer.
3. Classroom newsletter
4. E-mail or phone calls; make sure there is documentation (parent contact form with time and date)

PAY VOUCHERS

All NCS employees should receive their checks bi-weekly each month. It is advisable to do direct deposit, due to going green and check signers not being on site. The following information must be on file in the Human Resource office before school starts.

- A. Transcripts from colleges you attended (both undergraduate and graduate**)
- B. Arizona or Utah teacher certification.
- C. Additional summer college hours
- D. Verification from other schools as to full years taught
- E. Verification of planned masters' program plan.
- F. Update Teacher Certification, Tribal, State, and Federal Background Check.

**Transcripts must be received by August 30 for the contract to be amended to move horizontally on the salary schedule.

PHONE TREE AND EMAIL

A calling tree of all school employees will be distributed at the beginning of the year. The calling tree will be activated in case of snow days, a crisis, or other important information. Please ensure that this document does not fall into the hands of students.

STUDENT RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the student handbook, or on the school's website.

RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. We should be striving to make them more culturally competent individuals. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. by students or in the presence of students.

RULES, REGULATION, AND POLICY COMPLIANCE

Teachers are expected to do their best work possible and comply with all policies. Teachers who are out of compliance will be notified either verbally or in writing as to the improvements necessary to comply. The "Board Policy Manual" is a great resource to refer to, and it can be found in the library, the front office, or the school's website, all staff members will receive a thumb drive with policies or a binder with the school policies.

SEXUAL HARASSMENT

Teacher-student sexual relationships and student-student sexual harassment are prohibited under Title IX. The Office of Civil Rights is becoming more involved in these cases, and the courts are constantly defining this area. To prevent legal liability, please be aware of the legal ramifications of these issues.

TEACHERS AS PROFESSIONALS: COLLEAGUES AND SUPERVISORS

Professional teachers' behavior regarding colleagues refers to how teachers interact with each other. A professional teacher is collaborative and individualistic; and shares materials when appropriate but does not become a burden to his or her colleagues. A professional teacher does not create personal alliances or feuds with his or her colleagues. Regarding supervisors and employers, the professional teacher is respectful and approachable. However, he or she maintains his or her sense of individual integrity. Clear communication with colleagues and supervisors is a mark of professionalism in a teacher.

CODE OF ETHICS FOR EDUCATORS

1. PRINCIPLE I: Ethical Conduct Toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect for the law, human life, others, and self. The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward

the realization of his or her potential but also as a citizen of the greater community of the republic.

1. The professional educator deals considerately and justly with each student and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator does not intentionally expose the student to disparagement.
3. The professional educator does not reveal confidential information concerning students unless required by law.
4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

2. PRINCIPLE II: Ethical Conduct Toward Practices and Performance

The professional educator assumes responsibility and is accountable for his or her performance and continually strives to demonstrate competence. The professional educator endeavors to maintain the dignity of the professional by respecting and obeying the law and by demonstrating personal integrity.

1. The professional educator applies for, accepts, or assigns a position or a responsibility based on professional qualifications, and adheres to the terms of a contract or appointment.
2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
3. The professional educator continues professional growth.
4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
5. The professional educator does not intentionally misrepresent the official policies of the school or educational organizations and clearly distinguishes those views from his or her personal opinions.
6. The professional educator honestly accounts for all funds committed to his or her charge.
7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

3. PRINCIPLE III: Ethical Conduct Toward Professional Colleagues

The Professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The professional educator does not reveal confidential information concerning colleagues unless required by law.
2. The professional educator does not willfully make false statements about a colleague or the school system.
3. The professional educator does not interfere with a colleague's freedom of choice and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

4. PRINCIPLE IV: Ethical Conduct Toward Parents and Community

The professional educator pledges to protect public sovereignty over public education and private control of private education the professional educator recognizes that quality education is the common goal of the public, boards of education, and educators and that a cooperative effort is essential among these groups to attain that goal.

1. The professional educator makes concerted efforts to the community to parents all information that should be revealed in the interest of the student.
2. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and his or her classroom.
3. The professional educator manifests a positive and active role in school/community relations.

UNDESIGNATED LEAVE

80 hours of undesigned leave will be granted each year. When exceeding days for leave, you will be docked one (1) day of pay for each day missed after the limit is exhausted.

CELL PHONES AND SOCIAL NETWORKING SITES

Teachers are strongly discouraged from having a personal page on “Facebook” or other social networking site. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their “friends”. In some cases, teachers have been dismissed due to inappropriate content on their web pages. Teachers are also advised not to use class time to engage in communications with others of a personal nature. **CELL PHONES ARE DISCOURAGED DURING SCHOOL HOURS FOR STAFF OR STUDENTS UNLESS IT IS USED IN AN INSTRUCTIONAL MANNER. VIOLATION OF THIS POLICY WILL LEAD TO DISCIPLINARY ACTIONS!**

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority, and use the firmness it takes to do the job. The teachers should be aware of the volume, tone, and attitude of their voices.

Teachers and students are not equal. You command the respect of students by being a competent friendly, fair, consistent firm professional. Enjoy your students but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classroom, and grounds. Always remember you are liable for the students, whether they are in the classroom, the halls, or in the restrooms. **DO NOT LEAVE YOUR STUDENTS UNATTENDED.**

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on the purchase request. The quantity, description, catalog number, unit price, and total must be listed on the P.O. before it will be signed. All purchased orders must be assigned a number and approved by the principal. **DO NOT MAKE PURCHASE WITHOUT A SIGNED PURCHASE ORDER.** If you

make unapproved purchases, you will be held financially responsible. When order items are delivered, please check, and make sure all items are received. "O.K." the invoice, and turn it into Mrs. Frances Stevens, Business Technician. If you are purchasing items from Wal-Mart or Sam's Club, be sure to sign out the school's charge card (and tax-exempt card) from the office and return the card with the receipt.

TARDIES

The procedure for counting tardiness is as follows:

1. Teachers are to close their classroom doors at 8:00 AM.
2. Administrators, counselors, and other volunteers direct all students in the hallway to the office, where they are written a "tardy slip".
3. Teachers are asked not to accept any student into their classroom without a tardy slip.
4. Teachers are no longer responsible for keeping track of tardiness. (Ms. L. Tomasyo)
5. Accumulation of three (3) tardies will count as a demerit for the school-wide field trip.

TEACHERS' PROFESSIONAL MEETINGS

Requests to attend professional meetings are to be discussed with the principal well in advance, then the principal will submit a request to the School Leadership Team. School Leadership Team will review the proposed request, and if recommended then it will be put on the School Board Agenda. All Professional Development activities must complement the school's Comprehensive School Improvement Plan. Teachers attending Professional Development activities should plan to share what they learned with their peers. All teachers are required to attend staff meetings. The sign-in sheet will be signed by employees in attendance and purpose with an agenda attached.

USE OF THE FACILITIES

No one is to use the building/equipment after regular hours without prior approval from the principal and governing board. People wishing to use the facilities must submit a written request (form available in the office) and provide proof of liability insurance for those anticipating.

CLASSROOM VISITATION AND SUPERVISION

The principals will visit each classroom formally and informally as part of the performance-based teacher evaluation (PBTE) process. The process of this is to improve instruction and student learning. There will be both announced and unannounced visits. The office would like to be notified of special projects or performances so that we could attend/observe.

COMPUTER USE

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher's computer. Disciplinary action will be taken against the person who is logged in to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period.

CONFERENCES (PARENTS)

Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents want to know how their child is doing at school. Frequent parent contact strengthens the relationship between the school and home. Positive phone calls often make a situation much smoother if a problem arises in the future. Send out notices by mail twice or three times. Parents do not like surprises...contact them before grade cards come out if there is a problem. Make it your goal to contact 100% of the parents at least twice during the year. Reminder: Document all communication with parents with time, date, and purpose.

COPY MACHINES

The copy Machine is located in the office. Teachers are responsible for making their copies in advance.

DATES TO REMEMBER

Countless events happen during a school year. This section is an attempt to let you know about as many of them as possible. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice: See Attachment A & B (Pending)

ATTACHMENT A: School Year Calendar with Professional Development, Quarters Ending, and NWEA Test dates.

ATTACHMENT B: Teacher schedule (entire year) – **Will be attached when available.**

ATTACHMENT C: Assessment/Leadership Calendar– **Will be attached when available.**

DISCIPLINE

Teachers should handle minor discipline problems in their classrooms. If a problem, persists (or is severe) do not hesitate to involve the principal. Before the problem becomes serious, talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline. Teachers should not send students directly to School Suspension (ISS). The principal will conference with the student(s) and parent(s) and determine whether School Suspension (ISS) is warranted (and the duration of the stay). It is also important the teacher sends the student to the office with a referral and classwork. Utah State written notification must be sent home with a student who is disciplined, and a discipline referral qualifies as official documentation. Referrals to the office written on post-it notes, napkins, and notebook paper do not qualify. One infraction warrants one demerit, and any major infraction is at the discretion of the principal and the leadership team.

DRESS

The board believes that an appropriately dressed employee is a more suitable role model. Personal appearance also has a direct bearing on teaching and support staff authority, confidence, and the self-esteem of students, administrators, and other staff. Therefore, the dress, grooming, and personal hygiene of each employee must be appropriate at all times.

1. Present a professional, identifiable appearance for students, parents, and the community.
2. Promote a positive work environment.
3. Respect and Confidence.

4. Ensure the safety of students in your classroom.

FILMS/MOVIES

All films or movies are to be previewed by the teacher. The showing of movies/films is to be tied to instruction as noted in the Lesson Plans. Therefore, it should be Rated G. Video rated other than G requires parental permission. Parents should be notified that you will be showing the movies and the names of the movies. This notification should be done early enough for the parents to opt out of letting their children view the film. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The principal should be notified whenever you are showing a film. Under any circumstances are our students to be viewing rated R films/movies.

FIRE, TORNADO, AND EMERGENCY PROCEDURES

Teachers will be trained by Facility Management on situations. Teachers are responsible for seeing students know what to do during emergencies should be posted in each room. Teachers should practice with students during the first week of school.

Lockdown: The district-wide phrase for a lockdown will begin with the words “be advised”. When notified to lock down, all teachers should:

1. Go immediately to the door of the classroom.
2. Lock the classroom door(s).
3. Check to make sure it is locked.
4. Look up and down the hallway for students, making sure to pull any/all non-threatening students you see into your room.
5. Once you have completed #4, pull the door shut.
6. Place the students in an area of the room that cannot be seen from the doorway
7. Once you have determined that all the students in your room (in your care) are in no way harmed (broken limbs, gunshot wounds, etc.) you may place the green card under the door.
8. Make sure there is NO talking or noise in your room (TVs and radios off).
9. Do not open your door for any reason.

Fire:

1. Two exits should be known to all: 1) One main route, and 2) One alternate route.
2. A leader should be selected. The leader must know where to go and how to get there quickly. They must know what to do in the event of a blocked exit.
3. The teacher should be the last out of the door making sure the classroom window is closed and the lights are turned off.
4. Know where every child is when you get to your safety point. Take a head count; make sure your attendance book is with you and the red/green card. Notify the office personnel immediately if a student is missing.
5. Any student outside the room at the time of a drill must immediately leave through the nearest and safest exit door.
6. If you know the whereabouts of all your students, hold up a green card.
7. If you are missing a student, hold up a red card.
8. Be sure that both routes are posted.

Tornado:

1. When the tornado bell rings, move all students to the hall area. Avoid gymnasiums and buildings with poorly supported roofs, Direct students to line up in sitting position and their backs against the walls, head ducked between knees and covered with hands.
2. When a tornado watch is received, the principal should be notified immediately.
3. When a tornado, warning is received this warning will be transmitted as quickly as possible to the entire building.
 - An announcement will be made
 - Provision should be marked for notification of persons in restrooms and rooms.
 - Post-tornado drill instructions
4. Stay as far away from the windows.

FUNDRAISING

Please inform the administrators of your fundraising project with the office. This is to prevent simultaneous fundraisers (which diminishes their effectiveness). A schedule will be forthcoming with major fundraising events.

GIFTED PROGRAM (SOAR – Success Oriented Achievement Realized)

A list of these students will be distributed to the staff. Students will not be held responsible for any assignments missed in class on days they attend GIFT class.

GRADE BOOK

Your grading system should be explained to students and justified when necessary to students and parents. It is important to remember from this point forward, parents via the Internet can access student grades. Please make sure that your grades are upgraded as much as possible. Do not wait until the week before report cards come out to grade several assignments and enter them in the grade book. A hard copy of your grade book should be up to date at all times because it is a legal document.

Getting Started: The Native American School Information System (NASIS) Gradebook program is the way teachers enter, average, and keep track of grades. Here is a summary of how it works.

After you enter your NASIS username and password, click on “Section” in the Navigation Bar, then “Instruction” under the Index menu, then “Assignment”. It will bring up another screen, where you will click on “Validate”.

Section > Instruction > Assignment > Validate

How to enter an assignment

You will enter a new assignment by going to the “Assignment” pull-down menu and choosing “Create new assignment”. The computer will ask you what date you want to give the assignment. The computer will list your assignment will list your assignments in chronological order based on the dates you give them.

Assignment > Create New Assignment > Date > Assignment

K – 2 Grade Scales

Kindergarten – 2nd-grade scale follows:

E=Excellent (90-100), S=Satisfactory (80-89),
I=Improving (70-79), N=Needs Improvement (60-59)
U=Unsatisfactory (59-below).

The grade scale is called “Primary” in the list of grade scales in NASIS.

3-8 Grade Scales

3rd – 8th-grade scales are as follows:

A+ (97-100), A (94-96) A- (90-93),
B+ (87-89), B (84-86), B- (80-83),
C+ (77-79), C (74-76), C- (70-73),
D+ (67-69), D (64-66), D- (60-63),
F (0-59).

The grade scale is called “Elem/Mid” in the list of grade scales in NASIS.

Semester Grade

One mistake frequently made concerns Semester Grades. Most people assume the Semester Grade is the average of the Term 1 Grade and the Term 2 Grade. However, the computer does not average the Semester Grade that way unless you tell it to the formula. Make sure you modify the formula to put 50% weight in Quarter 1 and 50% weight in Quarter 2.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign the student. Studies have concluded a good rule of thumb is ten minutes per grade level. Using this, we can calculate that 7th Graders can reasonably handle 45 minutes of homework per night (and 8th Graders 50 minutes per night). Avoid assigning “busy work”. Homework should enhance the lessons in the classroom and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. Take make-up work to the office when parents request. It is embarrassing for the office staff when parent drives to school and request homework and find their students’ teachers did not take the time to drop off homework. Students will have two days for each day of absence to complete the work unless there are extenuating circumstances. It is the administration’s belief homework should not be assigned for completion during school holidays and/or long weekends, as this is family time.

VISITORS

All visitors should sign in at the office and obtain a visitor’s pass. This includes non-NCS students, parents, sales representatives, friends, guest speakers, etc. Non-NCS students and guest speakers who wish to visit the school should be pre-approved by the office.

VOLUNTEERS

Volunteers are a wonderful resource for our school. Please carefully screen and check volunteers. Submit your volunteer's name, address, etc. for further checks by the Principal. Volunteers who will work with students outside of your classroom need to submit a proper criminal background clearance (i.e., Federal, State, and Navajo Nation) Teachers should submit a list of adults who will chaperone trips or activities to the office.

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be mailed to Human Resources at your earliest convenience so that they can appear (or be corrected) in next year's handbook.