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Section 1 - School and District Organization Charts General Information

El Monte Union High School District Board of Trustees
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Carlos G. Salcedo  
President

Maria Morgan  
Vice-President

Maria-Elena Talamantes  
Clerk

Ricardo Padilla  
Member

Esthela Torres de Siegrist  
Member

## District Administration

Edward Zuniga  
Superintendent

Larry Cecil  
Superintendent of Educational Services

Felipe Ibarra  
Assistant Superintendent of Human Resources

Wael H. Elatar  
Chief Business Official

Business Official

## District Offices

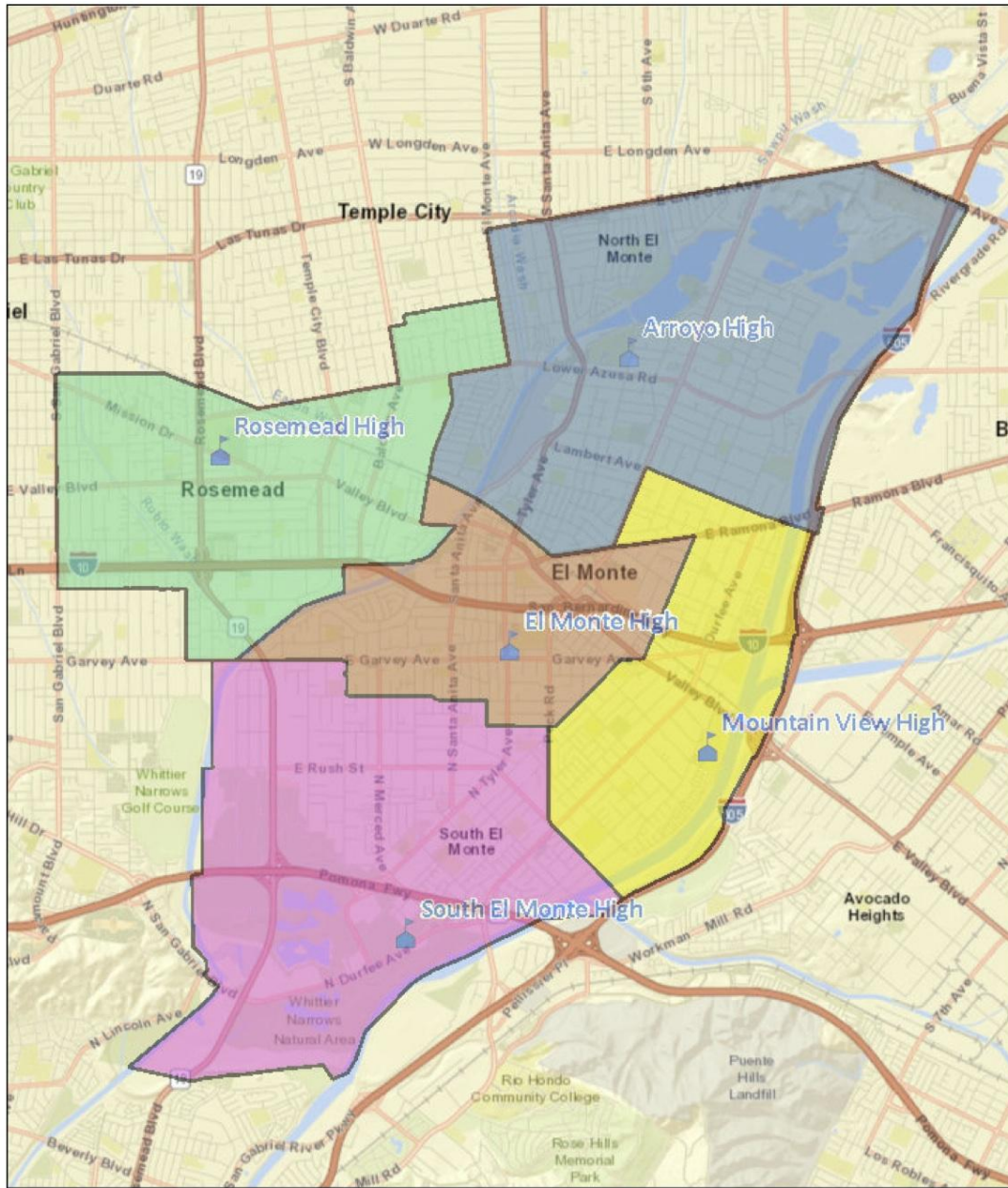
**El Monte Union High School District  
Telephone Extensions - 2016-2017**

SUPERINTENDENT			EDUCATIONAL SERVICES DEPARTMENT		
<b>Superintendent</b>	<b>Edward Zuniga</b>	9805	<b>Asst. Supt. Educ. Services, Interim</b>	<b>Edith Echeverria</b>	9895
Executive Secretary	Melisa Carrillo	9804	Admin. Secretary - Asst. Supt.	Alma Raygoza	9894
	Fax (626) 350-1095		Grant Writer	Martha Schirn	9892
				Fax (626) 443-7371	
BUSINESS DEPARTMENT			Information Services Department		
<b>Chief Business Official</b>	<b>Wael Elatar</b>	9835	<b>Director Information Services</b>	<b>Erick Steelman</b>	9905
Admin. Secretary - CBO	Amparo Becerra	9834	IS Support Specialist	Felicitas Lopez	9900
	Fax (626) 448-0726		Network Administrator	Andy Bjornsen	9906
			Senior Applications Analyst	Oudom Ung	9902
Fiscal Services Department			Data Technician	Laura Hernandez	9901
<b>Director of Fiscal Services</b>	<b>David Norton</b>	9845	Systems Engineer	Adrian Alvarez	9904
<b>Accounting Supervisor</b>	Merlina Loh	9848			
Account Technician II	Elvia Alvarez	9840	<b>Professionnal Development Center</b>		
Account Clerk II	Cathy Navarrette	9841	Office Clerk II	Carmen Castillo	9903
Account Technician II	Kiana Smith	9842			
<b>Accounts Payable</b>					
Account Clerk II	Leda Diaz	9846	<b>Instructional Support &amp; ROP Department</b>		
Account Clerk II	Janett Navarrete	9847	<b>Director Instructional Support</b>	<b>Edith Echeverria</b>	9915
<b>Payroll</b>			English Learner Coordinator	Rossana Alvidrez	9916
Payroll Technician II	Laney Luu	9821	Account Technician I	Erica Hernandez	9911
Payroll Technician I	Juanita Navarro	9822	Account Technician I	Victoria Sic	9910
<b>Position Control</b>			Office Clerk II	Carmen Calderon	9912
Position Control Technician	Ana Meza	9824	Community Liaison	Sara Tovar	9913
				Fax (626) 443-7751	
Purchasing @ Warehouse			<b>Research and Curriculum and CTE Department</b>		
<b>Director of Purchasing</b>	<b>Claudia Sanchez</b>	9855	<b>Director of Research &amp; Curr./CTE</b>	<b>Angela Fajardo</b>	9925
Buyer	Alma Sanchez	9851	Office Clerk III	Sabrina Gomez	9920
Purchasing Clerk	Esmeralda Vargas	9850	Office Clerk I	Diana Flores	9921
	Fax (626) 522-4810		Office Clerk III (CTE)	Linda Morales	9922
			Assessment Data Analysis (TOSA)	Linda Vallejo	9891
<b>ASCIP Representative</b>	Karen Durley	9852	Math TOSA	Tim Duong	9893
Nutrition Services @ SEMHS			<b>Special Education Department</b>		
<b>Director of Nutrition Services</b>	<b>Suzy Sayre</b>	9875	<b>Director of Special Education</b>	<b>Rita Donato</b>	9935
Account Technician II	Tara Sandifer	9871	Office Clerk III	Virginia Covarrubias	9930
Office Clerk II	Diana Aguirre	9870	Office Clerk II	Linh Ly	9931
Nutrition Coordinator	Natalie Miano	9872	Special Ed Compliance Officer	Larry Willis	9936
	Fax (626) 455-0418		Job Developer/Coach/Monitor	Pauline Ruelas	9933
			Paraeducator	Virginia Gonzalez	9932
Facilities, Maintenance, Operations, & Transportation			Special Ed Programs Administrator	Shamon Alex	8975
<b>Director of FMOT</b>	<b>Norma Macias</b>	9865	Office Clerk III	Elizabeth Bolanos	8970
Office Clerk IV	Esther Lopez	9864	District Psychologist	Stacy Kirin	9937
Maint. & Operations Coordinator	Jorge Estrada	9866		Fax (626) 443-0116	
Construction Account Technician III	Sandy Navarro	9844			
	Fax (626) 522-4811				
<b>Energy Manager</b>	Shawn Cun	9867			
Printshop @ Warehouse			HUMAN RESOURCES DEPARTMENT		
Printshop Coordinator	Tuong Ly	9858	<b>Asst. Supt. Human Resources</b>	<b>Felipe Ibarra</b>	9815
Office Clerk I	John Hernandez	9859	Admin. Secretary - Asst. Supt.	Christine Mota	9814
Printer I	Armando Arias		Credential Analyst	Lori Marquez	9817
			Personnel Technician	Raquel Oros	9812
			Personnel Clerk	Lupe Carranza	9813
			Benefits Payroll Clerk	Lulu Sanchez	9825
			Clerical Intern	Jessica Lopez	9818
				Fax (626) 448-2457	
Transportation / Bus Garage					
Transportation Coordinator	Willie Vargas	9860	<b>Reception Desk</b>		
Office Clerk II	Elsa Carmona	9861	Receptionist & Work Permits	Carmen Flores	9810
BreakRoom		9863	Custodian II	Efrain Carbajal	9885
Training / Conference Room		9868			
Warehouse			<b>El Monte Union High School District</b>		
Warehouse Coordinator	Robert Jimenez	9856	<b>3537 Johnson Avenue, El Monte, CA 91731</b>		
Warehouse Clerk/Delivery Driver	Jesse Lauria	9857	<b>626-444-9005</b>		

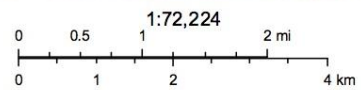
Revised: 11/29/16



# El Monte UHSD



March 28, 2017



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User



## Arroyo High School Administration

Angelita Gonzales-Hernandez  
Principal

Jose Luis Gallegos  
Assistant Principal of Instruction

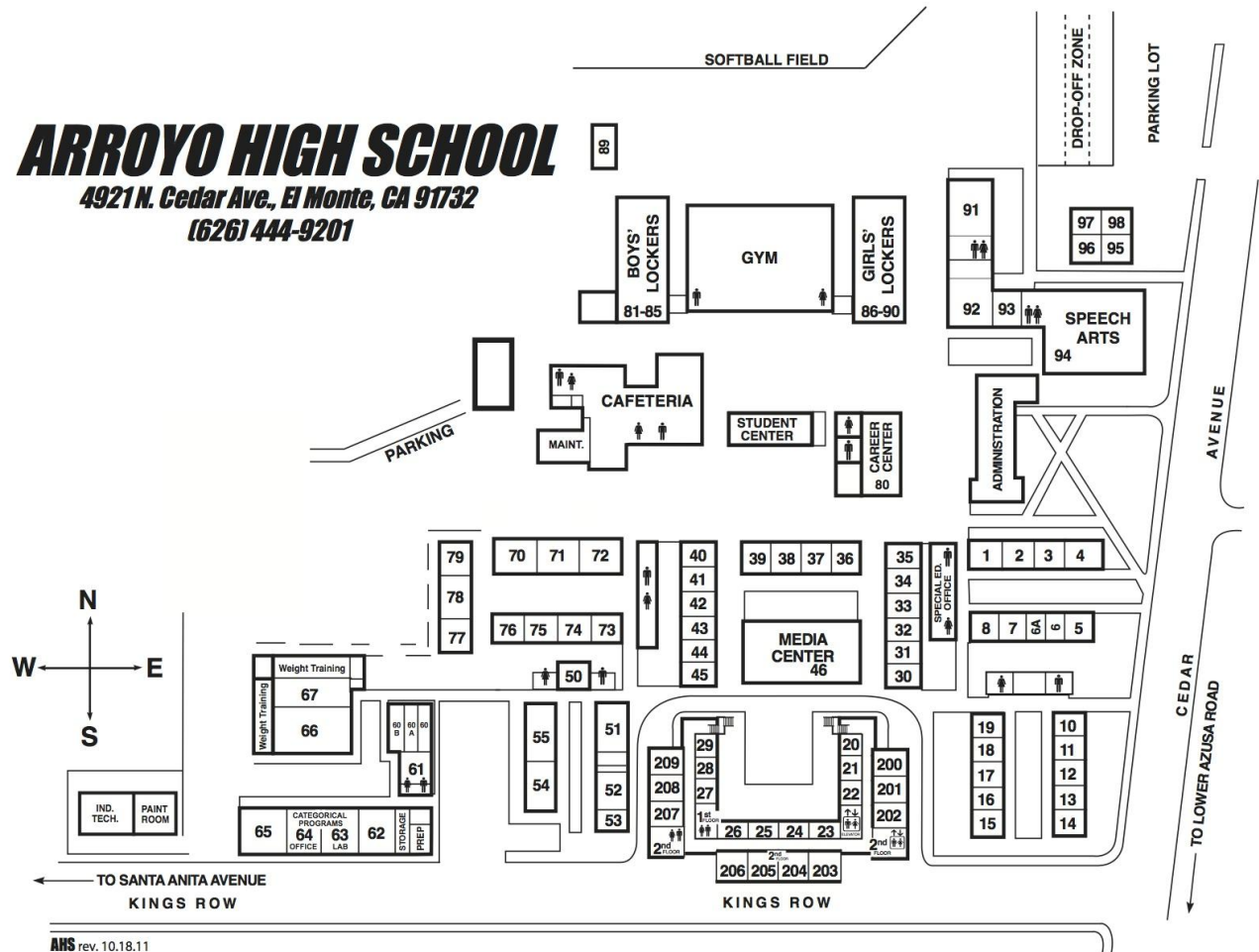
Dr. Joaquin Valdez  
Assistant Principal of Student Services

Oscar Gomez  
Assistant Principal of Activities

Arroyo High School		
PRINCIPAL:	Angelita Gonzales-Hernandez	3805
	Lydia Carbajal	3804
INSTRUCTION:	Jose Luis Gallegos	3825
	Erica Silvas	3820
GUIDANCE:	Dr. Joaquin Valdez	3835
	Ruth Arellano	3830
	Jenny Cao	3831
	Jacqueline Quezada (A - Chen)	3850
	Dr. Steve Ortiz (Cheo - Gud)	3851
	Tawny Ky (Gue - Loo)	3852
	Laura Vazquez (Lop - Oro)	3853
	Diana Nichols (Orp - San)	3854
	Patty Filimaua (Sao - Z)	3855
	Tim Castaneda (Psychologist)	3837
	Chilakamarri Ravi (Speech Therapist)	3836
	Faviola Salazar (CSSC)	3832
	Fabiola Cuevas (Liaison)	3864

<b>ATTENDANCE:</b>	Steve Stein	3845
	Jovita Gonzalez (M - Z)	3840
	Lydia Moya (A - L)	3841
	Brenda Marquez (SRO)	3818
<b>NURSE:</b>	Tiffany Applewhite	3905
	Isabel Saucedo	3904
<b>EL TOSA</b>	Alfredo Salazar	3868
<b>INSTRUCTIONAL COACH:</b>	Krystal Diaz	3828
<b>Categorical Programs:</b>	Gracie Medina	3860
	Learning Center	3063
	Maribel Cedillo (Lang. Asst.)	3861
<b>ACTIVITIES:</b>	Dr. Laura Quintana	3815
	Norma Soto	3811
<b>STUDENT STORE:</b>	Raquel Hernandez	3816
<b>LIBRARY:</b>	Crystal Mercado	3875
	Kathy Arellano	3870
<b>MAINTENANCE:</b>	Iban Zarate	3885
<b>CAFETERIA:</b>	Lupe Verduzco	3890
<b>CAREER CENTER:</b>	George Reyes	3865
	Maggie Torres	3863
	Pauline Ruelas	3862
	Felipa Perez ROP	3866
<b>TECH SUPPORT:</b>	Kevin Del Castillo	3876
<b>School Psychologist:</b>	Timothy Castaneda	3837

**4921 N. Cedar Ave., El Monte, CA 91732**  
**(626) 444-9201**



AHS rev. 10.18.11

## Mission & Vision

# KNIGHTS

## VISION

Arroyo High School inspires a passion for lifelong learning in all students. Our students grow as individuals and become responsible and productive citizens.



## MISSION

Arroyo High School provides its students a high-quality, comprehensive, and meaningful education in a safe, positive, healthy environment. Students are equipped to be college and career ready, to collaborate in diverse groups, and to be productive members of the global community.

SLO's

**S**choolwide

**L**earning

**O**utcomes



### ★ **ACADEMIC ACHIEVERS**

Effective reading, writing, speaking, listening and computation skills.

Technological competency.

### ★ **CRITICAL THINKERS**

Problem-solving skills using logic and reason.

The ability to make decisions using analytical and interpretive skills.

### ★ **QUALITY PRODUCERS**

Strategic planning using all available technology.

The ability to set goals as evidenced by use of good planning, organization, time management skills, and completion of tasks.

## Curriculum Development Process Chart

### NEW COURSES OF STUDY AND COURSE TITLE CHANGES

The board policy delineates the procedure for recommending and adopting new courses of study and changing titles of existing courses. The procedure has several steps and it is hoped that the process can be completed in two months. Implementation is intended for as early as the following semester. In order to start the process for new course approvals, the Assistant Principal for Instruction should notify Director Research & Curriculum.

Level	Personnel Involved	What
Level 1	Any staff member	Staff member to notify API, to notify Director Research & Curriculum 444-9005 ext. 3825
Level 2	Staff Member/ Department Chair	Upon API approval of concept, staff member is to develop course outline and obtain the approval of the outline form from their site department chair.  Site department chair is to notify API to place proposal on the Local curriculum committee agenda.
Level 3	Local Curriculum Committee	Proposal considered Pass/No pass If pass, recommended to other curriculum committees.
		If the course passes the local curriculum committee where the course originated, the API is to send a copy of the course outline to district office with the notification of the approval. District will distribute the course outline to all other APIs with a memo to place the proposal on their local curriculum committee agenda.
Level 4	Local Curriculum Committees	Proposal considered Pass/ No pass If pass, recommendation to Superintendent's Council
		The API at each site notifies the district of the vote for the

		proposed course. If all sites approve the course, District will arrange a district curriculum committee meeting.
Level 5	District Curriculum Committee	Proposal considered Pass/No pass If pass, recommendation to Superintendents council
Level 6	Superintendent's Council	To evaluate proposal To return to any level, as necessary, or approve
Level 7	EMUHSD Board	To receive, review and vote on proposal
<p>If proposal passes, the following are changed:</p> <ul style="list-style-type: none"> <li>· New course number assigned in master course directory</li> <li>· Data processing alerted of changes</li> <li>· Subject selection sheets for all schools involved are changed</li> <li>· Registration manual master is changed</li> </ul>		

## Policy Development

As part of the restructuring process, Arroyo High School has instituted a system by which each person has the opportunity to be involved in the decision making process. A series of committees has been established to facilitate positive activity toward fulfilling the aspects of the Arroyo High School Mission Statement. Below is a listing of the committees, their memberships and their roles in the Arroyo Shared Decision Making Process.

### FACULTY AS A WHOLE

The certificated staff as a whole plays an extremely important role in the decision making process at Arroyo High School. Because the administration follows a "walk- around and open door" style of administration, each faculty member has many opportunities to make his/ her opinions and feelings known. Each certificated member may become involved in most campus committees.

The certificated staff as a whole meets on the second late start of the month. The administration and the various committees use the faculty at these meetings as a sounding board to gauge their feelings through direct votes, consensus statements and through the tenor of the discussions. These meetings are also used to focus discussion on important topics and to emphasize important information.

### DEPARTMENT CHAIR COMMITTEE

This committee meets monthly and as needed. The members include the department chairs, a counselor, the Principal, API, APSS and APA. Each has one vote on issues brought to the table. The

principal is the chair of this committee. This committee acts as the unifying force of the school's shared decision-making process as two or more of its members are actively involved in other committees on campus.

This committee focuses its efforts on improving the curriculum and student support services practices. It decides on approval of new courses and title changes, and acts as a sounding board of ideas from all committees. It prescribes and approves the use of curriculum issues. Further it is the school's liaison to the District Curriculum Committee.

This is the policy-making committee of the school. All decisions relating to the school as a whole are made here.

#### FOL COMMITTEE

This committee meets on the second Tuesday of each month and is chaired by the APL Membership includes representatives from each department, each office, a parent and a student representative(s). The group they represent selects members. Discussions on the progress on the FOL Action Plan and data are on going. Decisions are made by this committee with each department or area having one vote.

#### LATE START - STAFF DEVELOPMENT

Direction is given by the Department Head to plan and implement staff development for Arroyo High School.

#### DRUG ALCOHOL TOBACCO EDUCATION (DATE) AND TOBACCO USE PREVENTION EDUCATION (TUPE)

These two committees meet on an as needed basis. They consist of the APSS" the sponsor(s) of the Friday Night Live club and interested staff members.

The goals of these committees are to educate students, staff and community about the destructive effects of the use of drugs, alcohol and tobacco, to support efforts to raise individual and group self esteem, and to encourage positive, goal-focused activities.

These committees determine how DATE and TUPE funds will be spent in support of the funding guidelines and are responsible to make all appropriate reports. Their decisions are made by consensus.

#### RENAISSANCE - JOURNEY TO ACADEMIC EXCELLENCE

Renaissance isn't a program. It's a process that encourages academic excellence, improvement, and citizenship. Renaissance rewards the academic achievements of students. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in school.

Recognizing the efforts and achievements of our teachers and students and rewarding their academic performance through incentives from the school and community achieve this. Our program is focused on four target areas:

- 1) Increasing student attendance
- 2) Improving overall academic performance
- 3) Increasing graduation rate
- 4) Creating a positive, safe school environment



Students benefit from the program because it raises the profile of academics and makes it cool to do well in school, while teachers often cite Renaissance as the source of renewed enthusiasm about their profession.

## Section 2 - Emergency Procedures

### Emergency Hotline

In case of an emergency in or around your classroom, the following procedures have been set. If you have an event near you that requires immediate/emergency\* assistance please follow these steps:

1. Dial 3728 using your classroom phone. This will cause the following extensions to be interrupted immediately.

3805 - Ms. Gonzales-Hdnz  
3804 - Lydia Carbajal  
3825 - Mr. Gallegos  
3820 - Erica Silvas  
3835 - Dr. Valdez  
3830 - Ruth Arellano  
3815 - Dr. Quintana  
3811 - Norma Soto  
3818 - Officer Marquez

2. Whoever answers the phone state the following: "I have an emergency in (location) send help right away." If possible, let the person who answered the call know what the nature of the emergency is.
3. The person who answers will get on the radio and state: "All radio holders, I have an emergency situation in (location) please respond immediately." All available radio holders will confirm that they are moving immediately to the area.
4. If the situation warrants a lockdown. The following steps will be triggered:

#### Step 1

An announcement over the PA system will be made that "We are on lockdown, all students go to the nearest room now. Teachers and staff lock your doors and activate you Catapult immediately". This will be the signal for all teachers and staff to immediately close all doors. Do not allow students out of class for any reason. Please take attendance and update who is in your class using the Catapult system.

#### Step 2

- Communication through Catapult
- If Catapult does not function, the phone tree will be activated.

The phone tree will be put into place so that identified building teachers will be alerted to the actual emergency. It will be their responsibility to alert all others in their department/building via phone or personal contact, whichever is most feasible. Bells will be turned off until all teachers are alerted and a course of action is determined.

#### Step 3

The bells will remain off and students will be kept in class until appropriate action can be taken. Teachers will then be directed over the PA system as to the next course of action.

#### Step 4

When appropriate, students will be told of the particular incident, staff members will be debriefed the same afternoon at 2:50 PM in the Small Theater if the incident has concluded.

*\* An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action.*

## Arroyo High School Phone Tree

Types of incidents:

Shooting or drive by, gang confrontation, bombing or bomb threat or death

Phone Tree responsibility:

Section 1	Section 2
Leader - Ms. Filimaua ALT: AP/Principal	Leader - Ms. Filimaua ALT: AP/Principal
Point of Contact - Jennifer Swanson - rm 5 Alt: Hortencia Toscano - rm 6	Point of Contact -Katie Tran – rm 10 Alt: Matthew Villescascas – rm 19
Section 3	Section 4
Leader - Ms. Ky ALT: AP/Principal	Leader - Mrs. Ky ALT: AP/Principal
Point of Contact -Francisca Monarrez rm 36 Alt: Ray Hernandez – rm 30	Point of Contact -James Waterhouse rm 40 Alt: Patty Enriquez – rm 45
Section 5	Section 6
Leader - Mrs. Vazquez ALT: AP/Principal	Leader - Mrs. Vazquez ALT: AP/Principal
Point of Contact -Hilda Aguirre– rm 20 Alt: – rm 27	Point of Contact - Jamie Witt – rm 205 Alt: Cheryl Camacho 206
Section 7	Section 8
Leader - Ms. Quezada ALT: AP/Principal	Leader - Ms. Quezada ALT: AP/Principal
Point of Contact -James Jacob – rm 53 Alt: Robert Sutton – rm 55	Point of Contact -Mark Koprcina – rm 66 Alt: Yolanda Baylon – rm 60A

Section 9	Section 10
Leader - Mrs. Nichols ALT: AP/Principal	Leader - Ms. Nichols ALT: AP/Principal
Point of Contact - Harry Hwong – rm 71 Alt: Brad Pollock – rm 73	Point of Contact -Jennifer Stanley – rm 92 Alt: Joe Massaro – rm 91

Section 11	Section 12
Leader - Dr. Ortiz ALT: AP/Principal	Leader - Dr. Ortiz ALT: AP/Principal
Point of Contact - Alt: PE	Point of Contact -APSA Alt: Student Store

Section 1				Section 2		
		Room	Phone		Room	Phone
	Jennifer Swanson	5	3005		19	3019
	Bolanos, Alex	8	3008		11	3011
	Arevalo, Paul	1	3001		12	3012
	Roura, Quiche	2	3002		13	3013
	Flores, Daniel	3	3003		14	3014
	Reyes, Erik	4	3004		15	3015
	Toscano, Hortencia	6	3006		16	3016
	Computer Lab	7	3007		17	3017
		Special Ed.	3837		18	3018

Section 3				Section 4		
		Room	Phone		Room	Phone
	Monarrez, Francisca	36	3036		40	3040
	Hernandez, Ray	30	3030		45	3045

Castaneda, Alex	31	3031	Magana, Tatiana	41	3041
Unger, Brian	32	3032	Sandoval, Arthur	42	3042
Jung, Sandra	33	3033	Beltran, Julie	43	3043
Mayclin, Christopher	34	3034	Ngo, Yen	44	3044
Villa, Lizbeth	35	3035	Mercado, Crystal	Media Center	3870
Diaz, Lenoard	37	3037			
Vaniman, Susan	38	3038			
Sung, Hui-Jen (Jackie)	39	3039			

Section 5			Section 6		
	Room	Phone		Room	Phone
Aguirre, Hilda	20	3020	Jamie Witt	205	3205
Enriquez, Rocio	27	3027	Cheryl Camacho	206	3206
Carr, Samantha	21	3021	Purcell, Laura	200	3200
Ramirez, Jorge	22	3022	Cardona, Thomas	201	3201
Bedolla, Edgar	23	3023	Jara, George	202	3202
O'Shea, Maureen	24	3024	Loewen, Bret	203	3203
Ruiz, Antonio	25	3025	Herrera, Rebecca	204	3204
Laun-Flores, Melinda	26	3026	Eastridge, Jeff	207	3207
Colvin, Terry	28	3028	Mercado, Crystal	208	3208
Lim, Stacy	29	3029	Kunka, Nicholas	209	3209

Section 7			Section 8		
	Room	Phone		Room	Phone

	Jacob, James	53	3053		Koprcina, Mark	66	3066
	Sutton, Robert	55	3055		Baylon, Yolanda	60A	3920
	Knight, Josh	50	3050		Huerta, Christina	60B	3921
	Oregel, Nereida	51	3051		Gomez, Angelic	60	3060
	Wobrock, Genevieve	52	3052		Voisard, Jerry	61	3061
	Olvera, Jose	54	3054		Gutierrez, Laura	62	3062
					Learning Center	63	3063
					Goodwell, Richard	65	3065

Section 9			Section 10		
	Room	Phone		Room	Phone
Hwong, Harry	71	3071	Stanley, Jennifer	92	3092
Pollock, Brad	73	3073	Massaro, Joe	91	3091
Daniels, Jennifer	70	3070	Drama Office	93	3093
Erdos, Elizabeth	72	3072	Ingram, Daniel	94	3094
Gomez, Edward	74	3074	Issarapanichkit, Frank	95	3095
Tran, Can	75	3075	Trinh, Nghi	96	3096
Corbett, Marilyn	76	3076	Hake, Bryon	97	3097
Oliver, Araceli	77	3077	Wong, Tony	98	3098
Mercado, Alessandra	78	3078			
Tan, Zifan	79	3079			

Section 11			Section 12		
	Room	Phone		Room	

						Phone
		89	3089	APSA		3815
	PE			Student Store		3816
	Wilson, James	81	3081	Maintenance		3885
	Twist, Randy	82	3082	Student Cafeteria		3890
		83	3083	Faculty Cafeteria		3890
	Singiser, James	85	3085	SRO		3818
		86	3086			
	Munson, Kathryn	87	3087			
	Lopez, Silvia	88	3088			

### Emergency Disaster Assignment Plan

Duty Assignments	Personnel	Area	Responsibilities	Equipment/Supplies
I. Emergency Center	Principal API Principal's Secretary Instruction Clerk Switchboard Oper Librarian Guidance Clerk III Student Store Clerk Teachers on Con	Stage 2 Snack Bar at Football Field	Located near the Stage 2 Area  Accounts for the presence of all students  Implements and coordinates the emergency operations  Controls internal and external communication  Prepares reports for Superintendent	Emergency teacher list and map showing location of each teacher station at Stage 2.  District two-way radios, bullhorn, and battery operated radio. Telephone at the center.
II. Supervision	APSS APA Career Center	Stage 1 & 2	Supervises general area  Acts as liaison between Emergency Center, First Aid and class groups	Bullhorns, two-way radios, audio tape players, audio music tapes, microphone
III. First Aid       PET	Nurse Nurse Clerk Library Clerk Learning Center Aides    Psychologist Special Ed. Teacher	Stage 2 North Side of Football Field	Administers first aid and records information on extent of injuries and first aid administered.  Determines need for medical assistance.  Ensures that the following are the Stage 2:  First aid supplies Emergency cards	Emergency cards, stretchers, blankets, wheelchairs, first aid supplies.  Locator Cards Two-way radio



IV. Sweep and Rescue and Fire Teams	Maintenance Person Counselor/CWA Three Adult Team  Office Area, English	Stage 1 Gym Boys & Girls Locker Area, Cafeteria, Activities  Music, Speech Arts, Administration, Social Studies, Business  Industrial Arts, Math, Foreign Lang, Science, Art, Home Ed, Career Center	Confirms existence and location of problems, notifies main office, rescues students using appropriate equipment and secures area.  Proceeds in orderly and pre-established sweep pattern, checking each classroom, storage room, and library auditorium, etc. visually, vocally and physically.  Reports the location and all injured students and staff to First Aid Team.	CO fire extinguisher, water-type fire extinguishers, gloves, blankets, etc. Master keys, flashlights, coil of rope. Two-way radios
V. Buildings, Grounds & Security	Maintenance/Custodial Crew	Stage 1 & 2 Front of School at flag pole, East end of Kings Row. Gate by Woodshop on Kings Row.	Checks utilities and takes appropriate action to minimize damage to school site.  Locks all external gates, doors, where possible.  Stations team members at main gate to refer parents  Routes fire and ambulance, and police to area of need.  Surveys and reports to principal the extent of damage to school site.  Prepares Stage 2 area for students.  Determines resources that are available for immediate school use: water, food, power, radios, telephones, and sanitary conditions.	Master keys, posted signs, two-way radios
VI. Students and Staff Accounting Team	All classroom Teachers, Teachers Aides not otherwise assigned	Stage 1 & 2 Area	Responsibilities of individual teacher:  Ascertains the extent of injuries and capabilities for class evacuation.  Determines the need of assistance for neighboring teachers (Buddy System).  Evacuates classroom using predetermined routes to specific station at Emergency assembly area.  Takes roll and reports class status to principal.  Supervises and reassures students throughout the duration	Class Rosters First Aid Kit Flashlight

			<p>of the emergency.</p> <p>Takes care of minor first aid needs.</p>	
VII. Parental Communication	CWA Attendance Clerks Guidance Clerk II	Stage 2 Visitors Ticket Booth Area	<p>Begins the process of reuniting students with their parents, guardians, or responsible adult acceptable to student.</p> <p>Dispatches student messengers to secure students and escort them to reunion area.</p> <p>Confirms that students recognize the requesting individuals and feel secure in their custody.</p> <p>Requires that requesting individuals sign for the students. Ensures that all records are kept on students leaving campus.</p>	Locators, Record-keeping material, two-way radios
VIII. Leadership Students and Parent Volunteer Support Team	Student Gov. Parent Volunteers	Stage 1 & 2	<p>Highly responsible and mature students can assist or act as messengers with:</p> <p>Attendance procedures at Stage 2</p> <p>Reuniting students with parents at parents communication area.</p> <p>Assisting first aid team at emergency medical station</p> <p>Assisting principal at Stage 2</p> <p>Any responsibility where principal feels their services are appropriate.</p>	

## Emergency Procedures (Fire Drill)

*\*Please note: In an actual Fire Emergency, Catapult will be activated.\**

### *FIRE DRILLS*

As a teacher you must set a positive tone, be clear on your instructions to your class and make sure students follow through quickly and quietly.

### TEACHERS ROLE IN FIRE DRILL:

#### BEFORE THE FIRE DRILL

Locate your classroom (black print) on your posted map. Trace your evacuation route (red arrows) to your evacuation area (red grid).

- a. the necessity of their quiet prompt cooperation with the drill.
- b. the route to be taken and the location of their evacuation area.
- c. they are to remain away (15-20 feet) from buildings and overhangs.
- d. they must stay within 10 feet of you in the evacuation area so you can take roll.
- e. that you will take roll in the evacuation area and in class at the end of the drill. Absences and tardies at end of the drill will be counted as at the beginning of the class.

### DURING/AFTER THE FIRE DRILL

1. The fire bell rings (continuous fog horn sounds)
2. Pick up roll book and calmly remind students:
  - a. To move quickly and quietly
  - b. Stay close
  - c. Evacuate in single file
3. Have a responsible student verify that your disaster buddy can evacuate (see Disaster Buddy in Disaster Drill section).
4. Escort class to evacuation area (make sure door is closed after class leaves).
5. Take roll upon arrival in evacuation area.
6. Send a responsible student to report condition of class to area supervisor. (All present, any missing or injured, etc.) When all classes have reported conditions and everything appears to be safe - An ALL CLEAR BELL ANNOUNCEMENT WILL BE MADE.
7. Return to your classroom quickly and quietly when ALL CLEAR BELL rings (one long ring).
8. Take roll in class. Late returnees or non-returners after a drill are to be considered tardy or truant and reported as such to the Attendance Office.

#### Emergency Procedures (Earthquake)

As a reminder, all evacuations will be the same. You will exit as you would a fire drill and continue to the Stadium. You have been assigned a specific location on the field. Refer to the map location. Please become familiar with it prior to the drill.

#### DIRECTIONS FOR EARTHQUAKE EXERCISE

1. AN ANNOUNCEMENT -- Will initiate the earthquake drill for the entire school
2. STAFF AND STUDENTS “DROP”, “COVER” AND “HOLD.”
  - a. P.E. classes move to an OPEN area. (See Evacuation Map)
3. Maintain order in your class; drop and hold drill will be in effect approximately 60 seconds.
4. THE ANNOUNCEMENT will be made to evacuate buildings. The buddy system will be in effect. A classroom will evacuate ONLY when their buddy or buddies can evacuate with them.
5. The entire school will evacuate to the designated area as quickly as possible. Leave your classroom door OPEN or prop it open.
6. Take your roll book, keys and red backpack to the field with you. At the evacuation site, teachers will take roll and students NOT present are counted as field casualties. Line students up by room seating lines and have them sit on the ground if the ground is dry. Please keep students at least 50 feet away from perimeter fences. It is important that you supervise, monitor and keep your students in their assigned line.
7. Send the completed Classroom Casualty Form to the First Aid Emergency Station located North of the track by the field house. If there are injuries in the classroom, have a student runner report to first aid immediately, Ms. Fillamau will filter forms.
8. Students and staff will return to their scheduled classrooms when the “ALL CLEAR” announcement is made. You will be dismissed by sections. Please return to class in an orderly manner.

9. Teachers take roll and resume regular class schedule.

Your designated space on the football field is indicated on the attached BERGSTORM FIELD MAP. *We do not know what period a disaster will occur so all classes should be prepared. If a disaster should occur before first period, between classes, at lunch, or before or after school, students should report to their second period class on the field.*

#### PROCEDURES TO FOLLOW:

1. Bring the "First Aid Kit" out of your room with you to the field.
2. Follow proper evacuation routes carefully.
  - a. Do not walk under overhangs any longer than necessary.
  - c. Some building exits may be blocked, so choose alternate routes.

Remember, students are to report calmly and quickly to their area on the field upon evacuation of the buildings during the disaster drill. Please have students sit/stand on the field. It is ok for them to talk while waiting for the "ALL CLEAR" bell, or announcement.

When the "ALL CLEAR" bell rings, have your class return to the classroom in a quiet and organized manner. Follow same path they evacuated the building.

NOTE: Do not bring out any unnecessary items.

The drill will be run totally on bells and teachers' direction. This means that the classroom teacher is responsible to direct, control, take roll, and keep their class under control during the drill and while on the field. You will need to spend some time reviewing with your class and emphasizing the importance of the drill. Remember to evacuate quickly when the sound to evacuate is made. Report to evacuation area for roll, stay with your class until the signal to return to the buildings is given and all students are back in the classrooms. You may have more control over your class on the field if you have the class line up by room rows and sit on the ground if the ground is dry. The drill is not over until all students are back in classrooms, so let's keep students organized and as quiet as possible until completion of drill.

#### DROP-COVER-HOLD EARTHQUAKE DRILL PROCEDURES:

- A. Pupil response to earthquake "Drop-Hold" procedures inside classroom.
  1. Upon command, drop down to knees with back to windows.
  2. Get under/below equipment (desk, table, chair, computer, etc.)
  3. Grasp equipment (legs, etc.) with both hands and hold tight.
  4. Keep body under or below equipment.
  5. Wait for further instructions.
- B. Pupil response to earthquake "Drop-Cover-Hold" procedures if outside of school Buildings.
  1. Get clear of all buildings, power lines, light poles, etc.
  2. Drop down to ground and hold on to some object if possible.
  3. Stay in the clear and wait for further instructions.

#### TEACHER EVACUATION BUDDY SYSTEM

Each teacher will have a “buddy” in an adjoining classrooms(s). When evacuating your classroom, please have an assigned student check on your “buddy” status. Be prepared to share responsibilities of caring for each other’s students if there are seriously injured persons. In this situation, one teacher will evacuate both classes, taking both roll books. The teacher will report the injury to the administrator in his/her designated area.

Become familiar with who your buddy is for each period of the day. Refer to the teacher/buddy assignment chart below for your team “buddy”. You may wish to mark your buddy’s room(s) on your evacuation map.

#### WHAT TO DO IF DRILL/QUAKE OCCURS OTHER THAN DURING CLASS TIME

1. Report to your 2<sup>nd</sup> Period Location in the stadium if the drill/quake occurs:
  - Before school
  - Between classes
  - During lunch
  - After school
2. If on the way to school in a car: Attempt to pull over to the side of the road where there are no wires, trees, etc. Stay in the car, as this is the safest place to be. If you must leave the car or another mode of transportation or are walking to school, go to a clear area, drop and cover. When the quake is over, report to school where your parents expect you to be and go to your second period field color area or follow administrators directions.

### Disaster “Buddy System”

Each teacher will have a “buddy” in an adjoining classrooms(s). When evacuating your classroom, please have an assigned student check on your “buddy” status. Be prepared to share responsibilities of caring for each other’s students if there are seriously injured persons. In this situation, one teacher will evacuate both classes, taking both roll books. The teacher will report the injury to the administrator in his/her designated area.

Become familiar with who your buddy is for each period of the day. Refer to the teacher/buddy assignment chart below for your team “buddy”. You may wish to mark your buddy’s room(s) on your evacuation map.

#### Buddy Rooms

(Attendance, Health

Guidance Office &

Front Office

1 – 2

3 – 4

5 – 6 – 6A

8A

7 – 8 – Psychologist Office

10 – 11

12 – 13

14 – 15

16 – 17

18 – 19

20 – 21

22 – 23

24 – 25

26 – 27

#### Buddy Rooms

30 – 31

32 – 33

34 – 35

36 – 37

38 – 39

40 – 41

42 – 43

44 – 45 – Library

50 – 51

52 – 53

54 – 55

60 – 60A – 60B

61 – 62

63 – 64 – 65

66 – 67 – Weight Room

70 – 71

72 – 73

#### Buddy Room

74 – 75

76 – 77

78 – 79

Girls’ PE – Boys’ PE – 98

91 – 92 – 93 – 94

95 – 96

97 – 98

(Student Store – Activities –  
Career Center)

200 – 201

202 – 203

204 – 205

206 – 207

208 – 209

Cafeteria – Maintenance



Your primary concern is the students in your classrooms. It is essential that you check in with your buddy classroom as you evacuate.

Remember: As an employee of the public school system, you are to remain with your class until released by the administrator in charge.

## Student Demonstration

Our general procedures for meeting emergency situations will vary with the situation. Generally, our posture for student demonstration or walk out is listed below:

- Teachers shall remain in class.
- Teachers on conference period will report to the main office for assignment.
- Department heads will assume general control in their particular area.
- Counselors and all non-teaching personnel will be used to ameliorate the situation.
- Outsiders will be asked to leave the campus.
- Students will be asked to immediately return to class.
- Bell schedules may be modified during the emergency.
- Police will be notified to stand by.
- The district office will be informed as soon as practical.

The above procedures are based on the following state laws:

- Students are required to attend class. (EC 12101, EC 48900).
- Students are expected to be prompt. (EC 12401).
- Students are required to follow school rules and regulations. (EC 48908; CCR Title-5 300).
- students leaving school at noon and at other times must have permission of the parents and the Welfare and Attendance Coordinator. (CCE Title-5 303).
- Non-students who have no official business on campus are trespassers. (EC44812; PCC 6266-627.7).

Although procedures may vary with the situation, parent conferences and suspension are appropriate for violators of these education codes and school rules.

**Students leaving school will be marked truant.**

**Generally, parent conferences will be required of all disobedient and/or truant students prior to re-admittance.**

## **BOMB THREAT RESPONSE**

1. In the event that an anonymous bomb threat is received through our switchboard, the following plan should be placed in effect immediately unless it is the professional judgment of the administrator in charge that mass evacuation procedures should be employed. It should be remembered that practically all anonymous threats to schools remain "threats", but **we must err on the side of caution in every case**. Watch for repeated calls within a short space of time or follow-up calls on succeeding days. Persons falsely reporting bomb threats are subject to PC 148.1.
2. Maintenance is to be notified immediately. ALL maintenance personnel regardless of what they are doing are to be instructed to inspect the following checkpoints using the inspection procedures described in 4b and 4c below:
  - a. Restrooms
  - b. Telephones
  - c. Any area readily accessible to strangers
  - d. Classroom areas
  - e. Trash receptacles
  - f. Gymnasium areas
3. The principal or secretary will contact the district superintendent.
4. Administrators and counselors will deliver to each teacher a message that there has been a bomb threat.
  - a. This is to be confidential; students are **not** to be informed. It will only cause confusion.

- b. The teacher is asked to quickly check the room, unlocked cabinets, wastebaskets, on top of cabinets, etc.
- c. If anything unusual is found:
  - 1. No one is to touch or disturb it.
  - 2. The teacher is to evacuate the room quietly.
  - 3. Call extension 3801 (switchboard) immediately.
- 5. Counselors and non-teaching staff members may be requested to assist in the inspection of restrooms.
- 6. If any serious doubt remains before or after the above procedures have been taken, the entire student body can be removed from the buildings by holding a regular "fire drill" during checking process. If emergency conditions persist, the students may be escorted to Stage 2 of the disaster drill.

## **Emergency Plan for Disruptive Activity**

### **TYPES OF INCIDENTS:**

**Gang Confrontation**

**Bombing or Bomb Death Threat**

**Shooting or Drive By Shooting**

**Notification to all staff of an emergency:** This would be an undue outside influence to the safety of all students and staff members. Though we have not experienced such activity in the past, precautions are being made.

### **Step 1**

An announcement over the PA system will be made that “ **We are conducting a lock-down drill, please follow lockdown procedures**”. This will be the signal for all teachers and staff to immediately close all doors. If you are on the telephone, please end your conversation and be prepared for a phone call. **Do not allow students out of class for any reason.** Any student out of class will be taken to the Library/central location and kept there.

### **Step 2**

A phone tree will be put into place so that department chairs and/or identified building teachers will be alerted to the actual emergency. It will be their responsibility to alert all others in their department/building via phone or personal contact, whichever is most feasible. Bells will be turned off until all teachers are-alerted and a course of action is determined.

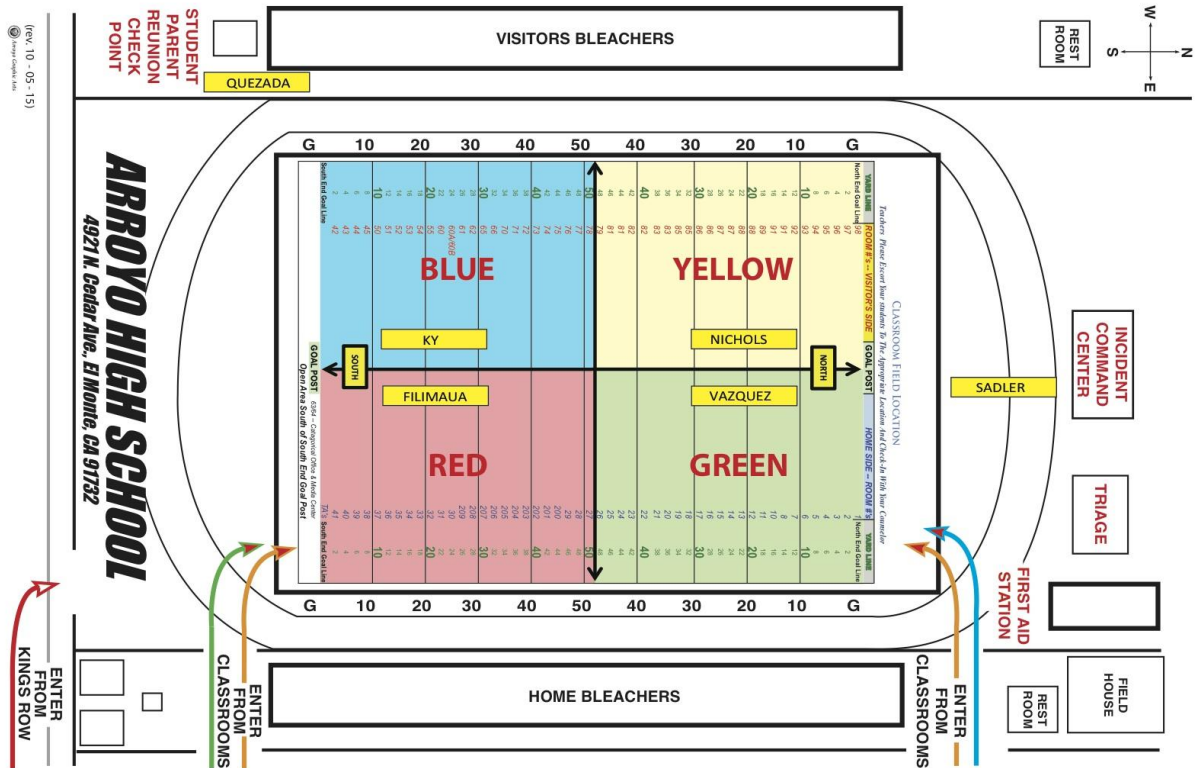
### **Step 3**

The bells will remain off and students will be kept in class until appropriate action can be taken. Teachers will then be directed over the PA system as to the next course of action.

#### Step 4

When appropriate, students will be told of the particular incident, staff members will be debriefed the same afternoon at 2:45 PM in the Small Theater if the incident has concluded.

## Fire Disaster Plan



## Section 3 - Personnel Job Descriptions

### Duties of the Principal

1. Organize, provide general direction, and coordinate all phases of the educational program of the school in accordance with district policies.
2. Develop and coordinate the curriculum of the school and supervise classroom

- instructional methods and procedures.
3. Supervise teachers' professional growth in the individual schools.
  4. Supervise the selection and use of instructional materials and equipment.
  5. Supervise classroom testing and other appraisal of pupil accomplishment in the individual school.
  6. Supervise the operation of school buildings and grounds; supervise and coordinate the use of the school plant.
  7. Develop and direct the school program of community relations.
  8. Administer the school budget.
  9. Assist in the selection of personnel for the school.
  10. Appraise the work of all personnel in the school and make recommendations for the continued employment, reassignment, or separation from service of the personnel of the school.
  11. Prepare an annual report or periodic reports as may be required on the work of the school.
  12. Supervise the work of attached personnel and perform other functions as may be assigned by the superintendent from time to time including assistance at some evening school or district events.

### **Duties of the Assistant Principal of Instruction**

1. Direct school curriculum development including preparation of the registration manual and the construction of the school master schedule.
2. Supervise the school program of the selection and use of instructional materials, methods, and textbooks.
3. Assist the principal in the appraisal of the work of teachers.
4. Direct the school vocational educational programs and coordinate them with the needs of local business and industry.
5. Supervise the school's college preparatory program and coordinate it with the requirements and recommendations of colleges attended by pupils.
6. Direct the safety and disaster program including fire and civil defense drills.
7. Direct and coordinate requests to take students from classes for student activities and instructional field trips or assemblies.
8. Coordinate the practice teaching program.
9. Coordinate school master calendar.
10. Coordinate the use of the school plant.
11. Serve as acting principal during the absence of the principal.
12. Coordinate the school substitute teaching service.
13. Edit the school faculty handbook.
14. Coordinate Parent Teachers Students Association (PTSA) with the school and assist the principal with other public relations activities such as back to school and open house events, plus school news releases.
15. Administer school bell schedules.
16. Administer school oral and written bulletins.
17. Coordinate school instructional contests, awards, and honors.
18. Direct and coordinate the school assembly programs.
19. Administer program of approving all campus visitors, except guests at student activities.
20. Coordinate student transportation at the school level.
21. Direct and supervise the work of attached personnel and perform other functions as may be assigned by the principal from time to time, including assistance at some evening school events.

### **Duties of the Assistant Principal of Student Services**

1. Direct and coordinate the program of counseling and guidance.
2. Develop and maintain pupil personnel records.
3. Direct and coordinate the school program of student control based upon the following plan:
  - a. All unsociable acts shall be treated by the teacher or administrator present at the incident.
  - b. A written report of the occurrence (referral) shall be made to the appropriate counselor as soon as possible.
  - c. Counseling of students regarding unsociable acts may be done cooperatively with teachers and administrators as necessary.
4. Direct and coordinate the work of the coordinator of child welfare and attendance.
5. Coordinate the school program of psychological services.
6. Direct and coordinate the health program.
7. Direct and coordinate the program of articulation with "feeder" schools, and the school orientation program for new pupils.
8. Direct and coordinate the school employment services for pupils including the school program of work experience.
9. Organize and supervise the school program for the education of the physically handicapped and mentally retarded.
10. Serve as acting principal during the absence of the principal and the assistant principal for instruction.
11. Administer the program for home students.
12. Direct and coordinate the enrollment and programming of students.
13. Direct the program of encouraging appropriate student manners and dress for the school.
14. Direct and coordinate the student welfare program of the school including both grants and loans.
15. Direct and coordinate the school's program for student scholarships.
16. Direct the vocational, college (i.e. PLAN, PSAT), Golden State and Advanced Placement testing programs in the school.
17. Put the master schedule together on the basis of information from the assistant principal for instruction and registration totals from tabulation. Make changes in the Master schedule based on changes in enrollment.
18. Supervise attached personnel and perform such other functions and duties as may be delegated from time to time by the school principal including assistance at some evening school events.

### **Duties of the Assistant Principal of Student Activities**

1. Direct and coordinate the activities of each of the four classes on campus and the student body government.
2. Direct and manage student body funds.
3. Direct and coordinate all school social affairs.
4. Direct and coordinate the school athletic program.
5. Direct and coordinate the program of school publications.
6. Direct and coordinate the program of dramatic production and music activities and events.
7. Direct and coordinate the program of school clubs and other extra-class activities not specifically included above.

8. Direct and coordinate the school student store activities including textbook accounting and accounting for any district funds received by the student store.
9. Approve all fundraising and extra curricular activity requests.
10. Direct program of student supervision and other "outside of the classroom" supervision of students - referring students to counselors as necessary.
11. Coordinate use of school parking facilities.
12. Coordinate the food service program for student activities.
13. Coordinate school student activity awards and honors.
14. Administer program of approving guests at student activities.
15. Serve as acting principal during the absence of the principal, assistant principal for instruction, and the assistant principal for student services.
16. Supervise and coordinate staff and student safety/security on campus.
17. Supervise attached personnel and perform other functions as may be assigned by the principal from time to time including assistance at some evening school events.

### **Duties of Counselor**

(See Article SEMUA/District Agreement)

#### **BASIC STUDENT INFORMATION**

1. To assemble pertinent information about each student.
2. To provide information for the cumulative folder regarding counseling interviews and student adjustment.

#### **REGISTRATION**

1. To have an individual conference with all presently enrolled students:
2. To have an individual conference with all eighth grade students registered at the elementary schools.
3. To assist with registration orientation meetings for eighth grade parents.
4. To interpret testing information prior to registration for subject placement.

#### **PROGRAM CHANGES**

1. To recommend and make changes in student programs after consultation with teachers and parents.

#### **CREDIT CHECKS**

1. To evaluate credits for graduation.
2. To reclassify students based on credits and classes passed.

#### **COLLEGE COUNSELING**

1. To acquaint students with college entrance requirements and to provide guidance and assistance in the preparation of applications for admission to the colleges of their choice.
2. To assist students with recommendations for college and employment.

#### **TESTING**

1. To administer the tests mandated by the California Department of Education and the Board of Trustees of the El Monte Union High School District.
2. To assist students and parents with the interpretation of standardized test results.

#### **DISCIPLINE AND REFERRALS**

1. To cooperate with the teacher and the Coordinator of Child Welfare and Attendance in the correction of truancies and tardies.
2. To counsel (along with the Coordinator of Child Welfare and Attendance) on the advisability and legality of pupils who are checking out of school.



3. To handle referrals from teachers. - a referral slip must be sent to the counselor either before referral or with student when referred. May also utilize campus supervisors for appropriate escort as needed.
4. To make available to students and their parents information pertaining to pertinent community agencies in situations where the need for such services is indicated.
5. To effect disciplinary action.

#### PERSONAL COUNSELING

1. To cooperate with the teachers who seek assistance in the follow-up on progress reports.
2. To assist teachers in determining reasons for students not working up to capacity.
3. To give teachers information about students as requested.
4. To assist the Coordinator of Child Welfare and Attendance in preparing probation reports for Juvenile Court Cases.
5. To assist students in their personal and social adjustment.
6. To confer with parents regarding student's personal adjustment problems.
7. To confer with students, teachers, and parents.

#### VOCATIONAL COUNSELING

1. To give assistance in planning future training and selection of life work.
2. To coordinate their activities with those of the Coordinator of Career Guidance in counseling students in the area of vocational interests and aptitudes.
3. To coordinate guidance and counseling activities with those of the Work Experience program.

#### CONFER with APSS

1. To confer with Assistant Principal for Student Services when additional assistance is needed.

#### SUPERVISION

1. To assist with campus supervision as requested by local administration.

#### MISC.

1. To refer students to the nurse when it appears that a health problem is involved.
2. To recommend extracurricular activities for those students who are interested.
3. To cooperate with the Assistant Principal for Instruction in the area of curriculum.
4. Diplomas after graduation.

#### OTHER DUTIES

1. To perform other special duties as assigned by the Principal.

#### DUTIES OF COORDINATOR OF CHILD WELFARE AND ATTENDANCE

The functions of the coordinator of child welfare and attendance are many. Those considered most important are listed below:

1. To oversee the educational welfare of each and every student and to maintain this expectation at as high a level as possible.
2. To work closely with the student's counselor on mutual problems of school adjustment.
3. To work closely with the health department on mutual problems of health and attendance. Health and attendance are closely related and the welfare of the student is enhanced by attention to his/her physical condition.

4. To engender and maintain a cooperative relationship between the parents and the school. The attendance office is the best medium for good public relations. This is done by personal conferences with the parents in the school office; and in some instances, in the home. Many cases can be handled satisfactorily by phone.
5. To keep a congenial relationship between the teaching staff and the attendance office. This can be done by showing an interest in the individual teacher- student problems. The teachers are encouraged to bring problems pertaining to the student's welfare to the attention of the office. We can often unfold a wealth of background, which is helpful to the teacher in approaching the problem.
6. To help with interpretation and enforcement of child labor laws within the school district.
7. To keep an accurate pupil accounting record. This is in the school's interest financially. Accurate reports to the county office and state department of education are important.
8. To assist the administration in matters which arise daily and are necessary to the well-being and welfare of the school. Such matters are not always directly related to the attendance office, but need immediate attention.
9. To maintain a good public relations atmosphere in the attendance office itself - courtesy and friendliness are vitally important.
10. To counsel students regarding absences, truancies, tardiness, and any other matter which pertains to their welfare in school.
11. To make home calls when the nature of the student's absence cannot be ascertained in any other manner.
12. To make home calls to determine legitimate legal residence of students when needed.
13. To send notices to teachers regarding check outs and students who may be temporarily out of school because of an emergency or illness.
14. To prepare and issue all daily re-admittance cards.
15. To prepare all attendance cards and records and keep them posted daily. 16. To prepare weekly, monthly, and annual attendance reports.
16. To initiate all check outs following a "Termination Interview".
17. Completes other tasks as assigned by the Assistant Principal for Student Services.

#### DUTIES OF THE SCHOOL NURSE

1. Perform vision and hearing tests for students in accordance with state mandates. Refer and follow-up those students recommended for medical evaluation and care. Notify teachers of students with vision or hearing difficulty, suggesting possible modifications that may be needed in the classroom.
2. Assess the immunization status of new students and refer for needed immunizations.
3. Carry out policies to prevent and control communicable disease. Organize school wide preventative medicine campaigns when need arises. Provide T.B. skin tests for students and school personnel when the schedule permits.
4. Provide emergency care for ill or injured students or school personnel during school hours.
5. Assess and evaluate the health and development status of students referred by teachers, school personnel or self-referrals. Interpret health assessment to parents/ guardians, teachers and other professionals directly concerned with students. Provide health counseling to the student and/ or family and make available information concerning agencies available in the community. Refer students to appropriate agency when needed.
6. Supervise the initiation and maintenance of health records of enrolled students. Notify appropriate school personnel of student health problems that could affect the educational process.
7. Assess and evaluate the health and development status of pupils to identify specific physical disorders and other factors relating to the learning process and serve as a member of the I.E.P. Team in order to modify the student's educational plan to

- meet the student's needs.
8. Consult with, conduct in-service training for, and serve as a resource person to teachers concerning the health education program of the school.
  9. Counsel with parents/ guardians, pupils and school staff regarding health-related attendance problems when necessary.
  10. Assist parents/ guardians, school personnel and students to understand and adjust to physical, mental and social limitations.
  11. Supervise the work and act as a resource person to the health clerk.
  12. Fulfill other tasks as assigned by the principal or assistant principal of student services.

#### DUTIES OF THE CAREER GUIDANCE COORDINATOR

1. Coordinate all activities in the Career Guidance Center.
  - a. Individual and group counseling.
  - b. Field Trips (related to career program).
  - c. Classes visiting the center.
  - d. Speakers' programs.
  - e. LACOROP Programs.
2. Curriculum Development.
  - a. Develop/coordinate career decision-making process for students.
  - b. Develop career education infusion program for classes--serve as resource person for faculty.
  - c. Develop overall plan--goals and objectives for a continuous career developmental program--with other staff members.
  - d. Assist with development of in service activities.
3. Supervise the acquisition of Career Center materials.
4. Coordinate Center activities with the Guidance Department. Work with the Guidance Department with students as they research and make decisions for their lives at the next level of entry when leaving high school--work, vocational training, community college, college/university.
5. Coordinate the testing programs needed for college and vocational post secondary education opportunities.
6. Evaluate the Career Guidance Program.
7. Supervise attached personnel and perform other functions as may be assigned by the Principal and Director of Work Experience, Career and Vocational Education.

#### DUTIES OF TEACHERS

1. Maintain and implement, as a professional, the following areas requisite to good teaching.
  - a. Instructional skills
  - b. Personal characteristics
  - c. Professional attitudes and growth
  - d. Teacher-community relationships
  - e. School district and local school policy
  - f. Classroom, textbook, and inventory management.
2. Keep accurate records on attendance and grades, and turn in reports as required, on time.
3. Be sure all bulletins or announcements reach your students promptly and are fully explained if necessary.
4. Become familiar with the Faculty Handbook, DEA/District Agreement, student handbook, Registration Manual, and general pupil personnel services procedures and files.

5. Attend regular monthly faculty meetings unless excused by the principal. Also, attend department meetings as called, unless excused by the department head.
6. Attend Back to School Meeting (Fall), Public Schools Week Open House Meeting (Spring), and opening P.T.S.A. Meeting of the school year. (Refer -Article Hours Agreement )
7. Share in the responsibility for helping pupils maintain appropriate conduct and manners outside the classroom as well as in class.
8. In case of accident, fire, earthquake, or other disaster follow the school's outlined procedures.
9. Meet classes promptly (according to district policies) and supervise students personally unless advance arrangements have been made for a substitute teacher. (Refer to Article 8 District Agreement).
10. Accept other special duties as assigned according to district agreement.
11. Implement and maintain the educational philosophy of the school district and local school in all professional services.

#### DUTIES OF DEPARTMENT HEADS

1. Make a department budget each year and approve requisitions for supplies and equipment listed in the budget.
2. Assist in making the schedule of classes and teacher assignments within the department.
3. Assist with interview of applicants for vacant teaching positions in the department.
4. Assist in making special reports.
5. Attend all department chair meetings.
6. Assist new teachers in making adjustments.
7. Assist in determination of course objectives within the department.
8. Call and preside at department meetings.
9. Assist in selection of subject matter for courses in the department.
10. Work with the assistant principal for instruction coordinating the job of curriculum development within the school.
11. Select a representative to serve on the school curriculum committee.
12. Direct and coordinate technology and textbook services for the department.
13. Accept other special duties as assigned by the Principal

#### DUTIES OF CO-CURRICULAR SPONSOR

1. To see that activities of the sponsored group fit into the student and faculty policies of Arroyo High School and are properly supervised.
2. To submit an eligibility roster for the sponsored group, including athletics, to the assistant principal for instruction and to keep the roster up to date.
3. To protect yourself, the school and your pupils by complying with the following when dealing with student activities:

- a. To arrange and coordinate any special transportation needed for students in the sponsored group (for example, after school meetings or for special events.)
  - b. To administer the "Trip or Party Permit" for all off campus activities of your group, including parent permission slips.
  - c. To insure all activities have been cleared with the Assistant Principal for Student Activities and have been placed on the school calendar with the Assistant Principal of Instruction.
- 4. To plan and schedule activities so pupils will not have to be excused from regularly scheduled classes, if possible.
- 5. To use the form, requisitioning services or goods for activities properly. (See "requisitions")
- 6. To protect yourself, the school and your pupils by complying with the following when dealing with student activity funds:
  - a. Have all fundraisers and activities properly approved prior to the event.
  - b. File all needed financial forms prior to and following each fund raising event.
  - c. See that the payments of all past paid bills of the present school year have been approved by a formal written resolution adopted by the organization.
  - d. Secure from the organization a blanket approval (by a formal written resolution) for authority to request by requisition purchase for payment of any necessary expenditures. This approval by the organization should be in the minutes of the organization. The formal written resolution should be renewed when officers are newly installed.
  - e. Your signatures and the signature of an officer of the organization are required on each requisition before it will be recognized by the assistant principal of student activities and no merchandise can be ordered until a purchase order has been issued.
  - f. All cash must be turned into the office of the assistant principal student activities before any bills are paid. All bills must be paid by check issued through the Activity Office procedures.
  - g. Each club should keep a record of all receipts and expenditures. The secretary should check his/her books with the records in the office of the assistant principal for student activities at the end of each month.
  - h. Adhere to all time lines for approval forms, financial/ budgetary forms, announcements and requisitions.

## HEAD COACH JOB RESPONSIBILITIES

- 1. REPORTS TO: Athletic Director.
- 2. SUPERVISES: Assistant coaches, trainer and student assistants.
- 3. BASIC FUNCTION: To provide leadership, supervision and organization of a specific athletic activity, and to carry out the objectives of the total athletic program.
- 4. PRIMARY RESPONSIBILITIES:
  - a. Year-round Responsibilities:
    - i. Formulate objectives for the coming sport season.
    - ii. Keep abreast of new ideas and techniques by attending clinics and workshops, reading in his/her field and encouraging the assistant coaches to do the same.
    - iii. Be knowledgeable of rules and regulations concerning his/her sport.
    - iv. Keep abreast of rule changes in his/her sport.

- v. Implement proper procedures for out-of-season practices according to C.I.F. and League guidelines.
  - vi. Be active in professional organizations such as the state coaches association.
  - vii. Inventory, select, care and maintain equipment.
  - viii. Assists the athletic director as needed.
- b. Season Responsibilities
- i. Before Season
  - ii. Assist athletic director with proper registration of all athletes.
  - iii. Assist athletic director in the payment of necessary fees.
  - iv. Review the district policy on accident reporting and insurance procedures.
  - v. Assist athletic director in compiling eligibility lists and other reports.
  - vi. Post an emergency phone and doctor's list.
  - vii. Arrange for a systematic issuance of school equipment.
  - viii. Make sure all athletes have had physicals and have current health insurance and been cleared by the Assistant Principal of Student Activities prior to any practice.
  - ix. Explain all regulations of the district presented in the Players' Athletic Code Handbook.
  - x. Clarify to athletes the letter award policy prior to playing your first contest.
  - xi. Select and instruct team managers on proper care of equipment, facilities, and other duties as assigned.
  - xii. Check arrangements for all bus trips with athletic director in a timely manner.
- c. During Season
- i. Assume responsibility for constant care of equipment and facilities being used.
  - ii. Assume supervisory control over all phases of teams in the program.
  - iii. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
  - iv. Apply discipline in a firm and positive manner as outlined according to athletic policy.
  - v. See that facility regulations are understood and enforced.
  - vi. Emphasize safety precautions and use accepted training and injury procedures.
  - vii. Conduct oneself and teams in an ethical manner during practice and in contests.
  - viii. Report outcome of contest to the media.
  - ix. Instruct players on rules and rule changes, and new ideas and techniques.
  - x. Provide to the athletic director, for file purposes, a copy of all general correspondence and bulletins to student athletes and parents.
  - xi. Adhere to the rules and regulations of the school district regarding school bus regulations.
  - xii. File a discipline report with the athletic director when applicable.
  - xiii. Directly supervise or designate a supervisor, of all dressing rooms - who will lock up all facilities at the close of each practice or contest.

- xiv. Accompany and direct the varsity team in all interscholastic activities at home and assistant coaches at such activities.
  - xv. Designate one or more assistant coaches to be responsible for the junior varsity, and freshman teams where applicable.
- d. End of Season
- i. Arrange for the systematic return of all school equipment and hold the athlete responsible for equipment not returned.
  - ii. Arrange for cleaning, storing and conducting an inventory of all equipment.
  - iii. Recommend student athletes who have fulfilled requirements for athletic letters, certificates or special awards.
  - iv. Recommend additions and/ or improvement for the care and maintenance of facilities.
  - v. Recommend to the athletic director and principal, personnel for assistant coaching positions.
  - vi. Submit recommendations for schedule for next year

## Section 8 - Appendix:

Nutrition Break

Campus Supervision Schedule

	Mike Gorbali	MJ Peterson	Lee Overa	Butch Moulton	Chris Rodriguez	Heather Moulton	Nemo	Ronnie Fischer	Abel Angulo
Time	6:45-10:45 am	6:30-10:30 am	9:00-1:00pm	10:2:00pm	7:30-4:00pm	11:30-3:30pm	11:00-3:00 pm	11:15-3:15pm	11:45-3:45 am
6:30am	Back Gate	Back Gate- 6:30	Off	Off	Off	Off	Off	Off	Off
6:45am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
7:00am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
7:15am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
7:30am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
7:45am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
8:00am	Cedar Gate	Back Gate	Off	Off	Off	Off	Off	Off	Off
8:15am	Sweep Campus	Back Gate	Off	Off	Off	Off	Off	Off	Off
8:30am	Sweep Campus	Back Gate	Off	Off	Off	Off	Off	Off	Off
8:45am	Sweep Campus	Back Gate	Off	Off	Off	Off	Off	Off	Off
9:00am	Back Gate-9:00	Sweep Campus	Library	Off	Off	Off	Off	Off	Off
9:15am	Back Gate	Sweep Campus	Library	Off	Off	Off	Off	Off	Off
9:30am	Back Gate	Sweep Campus	Library	Off	Off	Off	Off	Off	Off
9:45am	Back Gate	Sweep Campus	Sweep Campus	Off	Off	Off	Off	Off	Off
10:00am	Back Gate	Break	Sweep Campus	S40 RR	Roam	Off	Off	Off	Off
10:15am	Back Gate	Break-10:20am	Back Gate-10:15	S40 RR	Roam	Off	Off	Off	Off
10:30am	Break	Off	Back Gate	S40 RR	Roam	Off	Off	Off	Off
10:45am	Break-10:35am	Off	Back Gate	Science RR	Roam	Off	Off	Off	Off
11:00am	Off	Off	Back Gate- 11:00	Science RR	Roam	Off	Off	Off	Off
11:15am	Off	Off	Back Gate-	Science RR	Roam	Off	Off	Off	Off
11:30am	Off	Off	Break	Break 11:30 am	Roam	Off	Off	Off	Off
11:45am	Off	Off	Break-12:05	N Cafeteria	Roam	Off	Off	Off	Off
12:00pm	Off	Off	S Cafeteria (Line)	N Cafeteria	Roam	Off	Off	Off	Off
12:15pm	Off	Off	Sweep Campus	Rally Square	Roam	Off	Off	Off	Off
12:30pm	Off	Off	Sweep Campus	S40 RR	Roam	Off	Off	Off	Off
12:45pm	Off	Off	Sweep Campus	S40 RR	Roam	Off	Off	Off	Off
1:00pm	Off	Off	Off	Science RR	Roam	Off	Off	Off	Off
1:15pm	Off	Off	Off	Science RR	Roam	Off	Off	Off	Off
1:30pm	Off	Off	Off	Science RR	Roam	Off	Off	Off	Off
1:45pm	Off	Off	Off	Front Gate	Roam	Off	Off	Off	Off
2:00pm	Off	Off	Off	Front Gate	Roam	Off	Off	Off	Off
2:15pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
2:30pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
2:45pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
3:00pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
3:15pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
3:30pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
3:45pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
4:00pm	Off	Off	Off	Roam	Roam	Off	Off	Off	Off
5 days	6:45am-10:15am	6:30am-10:00am	9:30am-1:00pm	10:30am-2:00pm	7:30am-3:00pm	11:30am-3:00pm	11:45am-3:15pm	11:45am-3:15pm	11:45-3:15pm
	Early Day Friday	Early Day Friday	Late start Wed.	Late start Thursday	Early Day Thursday		Late start Tuesday	Early Day Tues	



