

DOTHAN HIGH SCHOOL

Employee Handbook
2026 - 2027



3209 Reeves Street
Dothan, Alabama 36303
Phone: (334)794-1410
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DCS SUPERINTENDENT

Dr. Garrick Askew

BOARD OF EDUCATION

Dr. Julie Turner, Board Chairperson
Brenda Guilford, District 1
Dr. Franklin Jones, District 2
Taisha Walton, District 3
Scott Childers, District 4
Ashley Davis, District 5
Aurie Jenkins, District 6

ADMINISTRATION

Brian Riviere, **Principal**, briviere@dothan.k12.al.us
Dr. Jorge Bauzo, **Guidance Assistant Principal**, jobauzo@dothan.k12.al.us
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Kristy Johnson, **Assistant Principal**, krjohnson@dothan.k12.al.us
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ATHLETICS

Todd Mitchell, **Athletic Director**, tomitchell@dothan.k12.al.us
Christina Broadaway, **Athletic Secretary**, tibroadaway@dothan.k12.al.us

FRONT OFFICE

Michelle Bradley, **Clerk**, mibradley@dothan.k12.al.us
Staci Moore, **Secretary**, stmoore@dothan.k12.al.us
Mary Alice Tyson, **Attendance**, matyson@dothan.k12.al.us
Clorinda Williams, **Bookkeeper**, cneal@dothan.k12.al.us

GUIDANCE

Alicia Baker, **Guidance Counselor**, albaker@dothan.k12.al.us
Shawndrisa Malone, **Guidance Counselor**, shawndrisa.malone@dothan.k12.al.us
Brooke McCarthy, **Guidance Counselor**, brmccarthy@dothan.k12.al.us
Sylvia Quattlebaum, **Guidance Counselor**, syquattlebaum@dothan.k12.al.us
Connie Knight, **Guidance Clerk**, kasteadman@dothan.k12.al.us
Katreena Waters, **Registrar**, ktwaters@dothan.k12.al.us

SUPPORT STAFF

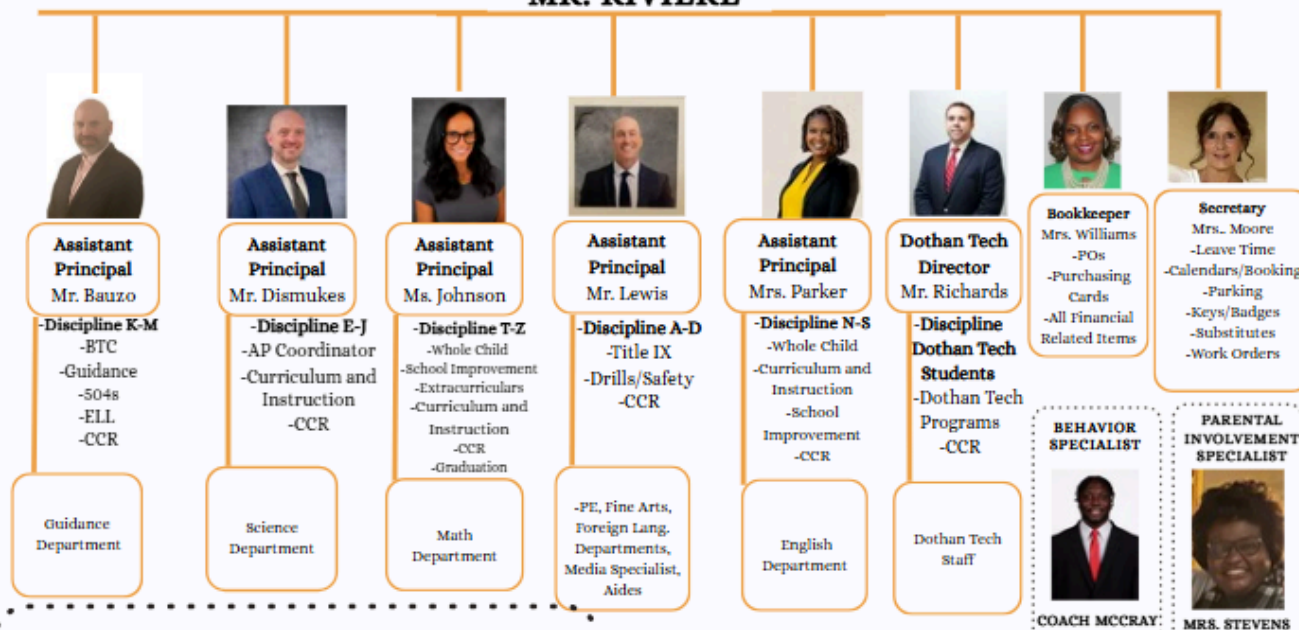
Ashlea Love, **Graduation Coach**, ashlea.love@dothan.k12.al.us
Rachel Povlacs, **Instructional Coach**, rachel.povlacs@dothan.k12.al.us
Shenise Stevens, **Parental Involvement Specialist**, shenise.stevens@dothan.k12.al.us
Jay Gosselin, **Special Education Instructional Coach**, jagosselin@dothan.k12.al.us
Josh McCray, **Behavior Specialist**, josh.mccray@dothan.k12.al.us

DHS ORGANIZATIONAL CHART

PRINCIPAL



MR. RIVIERE



DHS COUNSELORS



MRS. MALONE
A-G



MRS. QUATTLEBAUM
H-N
LEAD COUNSELOR



MRS. BAKER
O-Z



MRS. MCCARTHY

DOTHAN TECH COUNSELOR



MRS. TYSON

INSTRUCTIONAL COACH



MRS. POVLAČS

GRADUATION COACH



MS. LOVE

SPECIAL EDUCATION INSTRUCTIONAL COACH



MR. GOSSELEIN



MRS. TYSON



MRS. BRADLEY



MRS. MORRISON
DT FRONT OFFICE

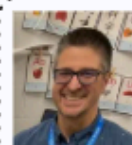
FRONT OFFICE



MRS. WATERS
REGISTRAR



MRS. KNIGHT
GUIDANCE CLERK



CAREER COACHES
MR. HALL



MRS. BELL

DCS MISSION STATEMENT

The mission of Dothan City School System is to prepare the whole child to build a better tomorrow.

VISION STATEMENT

The vision of Dothan City Schools is to have: Every learner equipped with the skills, confidence, and readiness to learn, and thrive today and for their future.

VALUES

- *Excellence*

Dothan City Schools values excellence because we believe in providing consistent, equitable, and high-quality instruction that empowers learners to reach their full potential - emotionally, socially, and academically - while preparing them to contribute meaningfully to their communities.

- *Integrity*

Dothan City Schools values integrity because we believe in being honest, upholding strong moral principles, and doing the right thing - even when no one is watching - as a reflection of high character.

- *Respect*

Dothan City Schools values respect because we believe in building strong, empathetic relationships to create a positive learning environment in support of personal and academic growth as well as a safer, more inclusive community.

- *Trust*

Dothan City Schools values trust because we believe in promoting transparency, accountability, and confidence in the actions and decisions of our students, staff, and leaders.

- *Unity*

Dothan City Schools values unity because we believe in the power of people from all backgrounds coming together with a shared purpose to achieve more than they could do alone.

DHS MISSION STATEMENT

Dothan High School will promote academic opportunities and excellence while fostering school spirit, pride, and a positive self-image among students that will result in the graduation of productive citizens.

SCHOOL COLORS

Maroon, Gold, and Black

MASCOT

Wolves

EMPLOYEE RESPONSIBILITIES:

Employees have a duty to perform their jobs responsibly and conscientiously. In addition to any specific job requirements outlined in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:

- Employees are required to be punctual, attend work regularly, and sign in daily.
- Employees must perform the duties and responsibilities assigned to them by the DCS School Board, the superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day, including off-campus functions, events, and activities.
- Employees are expected to fulfill their duty assignments each day. If you cannot fulfill your duty obligation, you must secure a replacement. Notify the principal of your replacement.
- Employees are expected to treat all students, co-employees, visitors, and guests of the school board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and be appropriate role models for students in their behavior and demeanor.
- Employees are required to obey all laws, ordinances, school board policies, and supervisory directives. They are expected to follow the Alabama Educator Code of Ethics and other pertinent authorities while carrying out duties for the school board.
- Employees whose duties include instructing or supervising students must provide effective supervision, discipline, organization, and instruction.
- Employees shall not use a cell phone or similar electronic communication device while driving a school system-owned vehicle unless necessary due to an emergency.
- Employees must complete and submit required reports accurately and in a timely fashion.
- Employees must respect, protect, and exercise due care in the handling, using, and operating of school board property and equipment.
- Employees shall always maintain appropriate, “professional” distance from students. They shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students.
- Duties, responsibilities, and assignments may extend beyond or outside the instructional day and include off-campus functions, events, and activities (see DCS Personnel Policies Manual). These activities include, and are not limited to, athletic events, grade level/department/committee meetings, PTO, community involvement, and faculty meetings.
- Dothan High School is a tobacco/vape-free school.
- **All employees must always** wear a Dothan City Schools-issued identification badge and the Centegix safety badge when on duty.

EMPLOYEE ABSENCE:

- Certified staff hours are 7:45-3:30 (except for duty times). Instructional support employees (teacher assistants) will clock in at 7:30 a.m. and out at 3:30 p.m.
- Employees should notify **Mr. Riviere at 850-250-2959 and Staci Moore at 334-648-3811 via text** for any absence.
- Employees are expected to use Frontline to secure a substitute whenever they are out along with, providing a coverage plan and assignments.
- Sick leave for certificated employees shall not be granted in increments of less than one-half (1/2) day.

- Sick leave for support employees shall not be granted in increments of less than two (2) hours.
- All regular, full-time employees are eligible for five (5) personal leave days annually. Employees who take more than two (2) full days of personal leave during a school year will be charged the current daily pay rate for the employee's substitute (regardless of whether a substitute is employed) for each additional leave day.
- **Leaving campus during the school day is reserved for emergency situations only.** If an emergency requires you to leave campus, the principal must be notified to obtain supervision for your students. Teachers/staff members should not leave campus during their planning time or any other part of the school day unless it is school related. You are expected to have administrative approval and sign out in the main office before leaving campus. Planning time is not provided for running errands.

EMPLOYEE DRESS CODE:

- Employees should dress professionally.
- Employees should always be distinguishable from students in their attire.
- All employees shall exercise good judgment in their appearance and dress appropriately to invoke a positive impression.
- Professional attire can be a useful tool in classroom management because it can project an image of respect and authority and help establish a sense of formality.

CLASSROOM RESPONSIBILITIES:

ATTENDANCE:

- **Post student attendance immediately in PowerSchool each block.**
- If your computer is down, send a handwritten list of absent students and the teacher's name to the attendance office.
- Email the attendance clerk to make any corrections to your attendance.
- All students leaving school or returning to school during the day must check in and out through the attendance office.
- All excuses for tardiness and absences should be brought to the front office.
- Excessive absenteeism or absences of a questionable nature are to be brought to the attention of the administration and the parental involvement specialist.

ASSEMBLIES:

- Assemblies are a regular part of the curriculum and are designed to be educational, motivational, and sometimes entertaining. They also provide a few opportunities for students to learn formal audience behavior.
- All teachers are required to attend assembly programs and sit with your classes.
- All students must be monitored closely during assemblies. It is the responsibility of all employees in attendance to monitor student behavior. Teachers without a class should assist in monitoring students' arrival and dismissal for the assembly.
- An all-call announcement will be issued at the scheduled time to indicate when to start bringing students to the assembly. Assemblies will be held in the Convocation Center or the main gym.

AUDIOVISUAL MATERIAL:

Digital video links, DVD's, YouTube, etc. should be limited to those selections that are part of the approved curriculum or support direct instruction. All Movies must have written approval before being placed in the lesson plans, must support a clear ALCOS, and must have an accompanying lesson activity (movie notes, discussion questions, accompanying research).

BUILDING MAINTENANCE:

- All employees must supervise students to prevent damage to the school, furniture, and equipment.
- All employees are responsible for the appearance of their classrooms or assigned areas.
- Posters, projects, etc. displayed must use Blue Painter's Tape.
- Work Order requests are to be emailed to Staci Moore, stmoore@dothan.k12.al.us.
- Close and lock doors, turn off lights, and adjust blinds at the end of the day.

BUILDING SCHEDULE:

The building will open at 7:00 AM. Students can enter the building at 7:50 a.m. All buildings will close at 4:00 p.m. each day. (If a club is meeting or a team is practicing, the appropriate sponsor will remain with the students until the meeting is dismissed and all students leave the buildings.)

CAFETERIA:

- Breakfast is served daily beginning at 7:50 am, and lunch is served from 11:35 am to 1:30 pm in the cafeteria. See Bell Schedule for specific lunch times.
- Questions concerning free and reduced lunches may be directed to the Child Nutrition Personnel.
- Teachers should accompany their class to the cafeteria. The teacher is responsible for actively supervising his/her students while going to the cafeteria.
- Each student, faculty, and staff member has been assigned a number to access his or her account.

Commercially prepared food or drinks (fast food) are prohibited in the cafeteria. Any food brought in containers (cans) or wrappings cannot advertise a business.

The Application is available at <https://www.myschoolapps.com/>.

The link to pay is available at

<https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction=home>.

CALLOUT:

Dothan City Schools provides an automated emergency messaging system that notifies students, parents, and employees via telephone and/or text of possible school closings, early dismissals, and other emergency schedule changes. Employees are encouraged to keep all telephone information current with the school office to receive emergency information from the school.

DISCIPLINE:

Please refer to the link below for the DCS Code of Conduct.

<https://www.dothan.k12.al.us/departments/studentservices/code-of-conduct>

EDUCATIONAL FIELD TRIPS:

- An educational field trip (EFT) must be justified as an integral part of the students' learning unit.
- Plan and obtain approval of EFT.
- An EFT form must be completed in TalentEd 15 days in advance.
- Attach a PO and type the PO number on the EFT form.
- Written parental permission for each student participating in the EFT is required.
- Students participating in an EFT should meet attendance and academic standards.
- The group taking the EFT must pay for transportation, and the sponsor must make all arrangements.
- All passengers must be enrolled in school, be an employee of the school system, or be designated chaperones by the EFT sponsor.

EMERGENCY PROCEDURES:

See the Emergency Management Handbook for all drill procedures—review drill procedures with students.

FUNDRAISING:

- The principal must approve in advance all fundraising activities by any teams, clubs, or other school-sponsored organizations.
- Students involved with fundraising for clubs should sell tickets before school, in the cafeteria during lunch, or after school.
- Only school-sponsored fundraising activities will be allowed on the Dothan High School campus.

GRADE BOOK/GRADE CHANGE/GRADE VERIFICATION:

- Teachers are expected to print a hard copy of their grade book.
- Teachers are expected to update grades weekly in PowerSchool.
- If a student is transferred from your class to another, teachers will print off a hard copy of the grade book to maintain a record of the student's grades.
- Transfer grades will be placed in the grade book within five days of a student's enrollment in the teacher's class. (If grades are not available, please get in touch with the registrar immediately.)
- DHS teachers will sign grade verifications with Ms. Waters, and DTC teachers will sign with Mrs. Tyson before distributing progress reports and report cards.
- A grade change form must be submitted if grade changes are made after a quarter has expired.
- Before changing a grade, you must contact Mrs. Povlacs to unlock your grade book. Remember to record the student's original grade/s on the Grade Change Form before updating the new grade in PowerSchool.
- Each time grades are added/changed, teachers will recalculate/repost to ensure accurate and up-to-date records.
- Stress to students the importance of turning in all outstanding assignments **before** the PowerSchool cut-off date at the end of each 9-weeks.

INDIVIDUAL DIFFERENCES:

- You will have a wide range of abilities and aptitudes in each class.
- If a student has an Individual Educational Plan (IEP)/ 504/ EL Plan, the plan must be followed exactly.
- General Education teachers are required to collaborate with the Special Education teacher. Please consult the student's case manager often for strategies and methods to help achieve the goals of the IEP/ 504/ EL Plan. The special education department chair will list case managers.
- Permanent Cumulative Records are available for use by the counseling staff. These may be obtained by meeting with counselors. Please remember that these records are confidential, and no information is to be released unless written permission is obtained from the parents/guardians.

INSTRUCTIONAL PLANNING:

The Course Syllabus gives students and parents a general overview of the content to be taught during the year. The syllabus is also used to guide teachers in developing weekly lessons. A copy of your course syllabus will be submitted through the DHS Faculty Google Classroom.

The following guidelines should be used in developing the Course Syllabus:

- Instructors name and course name
- A brief description of the course
- The name of the textbook(s) being used and any additional fees.
- Units being covered.
- Description of the grading procedure
- Class expectations, rules, and procedures
- Contact information – DHS email address.
- Tutoring schedule.
- Provide all students with a paper copy of the syllabus at the beginning of the course.

INSTRUCTIONAL RESOURCES:

The Alabama Course of Study and the DCS Curriculum Guide outline instructional standards and objectives and must be used in planning. The course of study and the curriculum guide, and not just the textbook, should be used as resources.

- Teachers' editions/manuals are provided with each textbook. Teachers should maintain these materials in a secure place. Textbook materials may be obtained through the media specialist.
- Supplemental materials are provided with the adoption of new textbooks and distributed by the media center. All materials should be kept secure as a unit.
- After the first year of adoption, annual requests for supplemental materials (such as student workbooks) should be made through the department chairperson.
- Technology and library media materials are in the library.
- Research-based strategies must be incorporated into the learning process. Research suggests that learning must be linked to real-life experiences for the learner to retain and later apply what is being learned.

ISS:

- Students will only be assigned to ISS by an administrator.
- The teacher will be responsible for uploading work in Google Classroom for their student assigned to ISS.

LESSON PLANS:

Weekly lesson plans developed by all certified instructional staff are due in the weekly assigned Faculty Google Classroom Assignments for the upcoming instructional week.

There are two formats to choose from when creating lesson plans, and they are in the shared Google Drive Folder. Lesson plans should contain sufficient information for a substitute if you are absent. Plans should be placed on your desk with the ***substitute folder*** before leaving each day. If you want a substitute to use an alternate plan, that should be kept current and appropriately aligned with your lesson objectives and standards.

- Use the Alabama Courses of Study, curriculum guides, scope and sequence charts, frameworks, and appropriate instructional materials as intended.
- To plan instruction and evaluate student performance, utilize all available data, including achievement tests, progress reports, daily assignments, formative and summative assessments, and other available information.
- Determine students' grades and follow established district and school procedures for recording and reporting them.
- If progress reports, assessment data, or general performance indicate that a student is having difficulty, teachers shall schedule a conference with parents/ guardians.

MEDIA CENTER:

The Media Specialist provides a variety of reading, audiovisual, and research materials and updates the school website.

- Teachers must accompany and remain with their classes while in the Media Center.
- See the Media Specialist to schedule visits or for individual student research.
- Chromebooks and other technology will be checked out through the Media Specialist.

OUTSIDE AGENCIES/VISITORS

Guests are welcome in our school. The office should be notified in advance for these guests to be received properly. Parents will be allowed to visit their student's classroom upon principal approval. Teachers will be given notice via email. All guests must sign-in in the office and receive a visitor's pass before reporting to the classroom. If a parent wants to volunteer, please notify the administration.

- Outside agencies that have obtained prior approval may provide services (e.g., physical therapy, occupational therapy, applied behavior analysis, vision therapy, orientation and mobility therapy, and mental health services) to Dothan City Schools on school property during the school day.
- All other outside agencies providing counseling services to students will not be allowed to provide services to students on school property during the school day unless the counseling results from a referral through the Department of Human Resources (DHR) or is required by a court order.

- All visitors must check in at the front office and present a state-issued identification card before being issued a visitor pass.
- Only visitors with legitimate business will be issued a visitor pass.
- Students are not permitted to have school-age visitors during the school day.
- Do not hesitate to question unidentified persons who are on campus and are not wearing an official DHS visitor's badge. Direct them to the principal's office for assistance.

PARTIES:

Students and parents cannot bring food or items for birthday parties or other celebrations. Classroom parties facilitated by teachers must be approved by the principal two weeks in advance. Parties must have educational value.

PURCHASE ORDERS:

- All purchases must have a requisition approved before purchasing. Do not purchase any item before getting the requisition approved, or you shall be responsible for payment.
- Requisitions must be submitted online to the bookkeeper.
- Ensure that the requisitions are filled out to include the vendor's name and address, quantity ordered, and description of each item, including catalog number, color, and price. If the vendor is not in the online requisition system, request a W-9 from the vendor and send the W-9 to the bookkeeper so the vendor can be added to the DCS vendor system.
- The invoice for payment must not be dated after the requisition date.

RESPONSE TO INSTRUCTION (RTI):

- Response to Instruction (RTI) refers to a tiered instructional framework that promotes and provides high-quality, standards-based instruction and intervention matched to student's academic, social-emotional, and behavioral needs.
- Research supports that an average of 85% of students should be able to master core instruction in the typical classroom setting without any additional support. In some instances, students may need differentiated instruction in a smaller group, with the instructor presenting the material in a slightly different way to achieve mastery. This occurs at a much smaller percentage, indicating a Tier II level. However, a smaller number of students will require intensive intervention, Tier III, oftentimes through the special education process.
- Through the implementation of RTI, schools identify and monitor students at risk, use problem-solving and data-based decision-making to provide research-based interventions, and adjust the intensity of interventions based on students' responses.
- Response to Instruction done well at the classroom level will provide data from which educators can make instructional decisions for individuals and groups of students.
- The RTI process requires the involvement of ALL classroom teachers. The purpose of RTI is to enhance the success of students and to remediate any "gaps" that may have occurred in student achievement. Interventions should take the form of a variety of academic and/or behavioral interventions.
- The effectiveness of RTI is maximized through a collaborative problem-solving approach by grade-level Problem Solving Teams (PST). ALL DHS teachers are part of a PST. PST will meet every other week with referring teachers to determine the best intervention strategies to meet students' needs.

The steps in the problem-solving process are:

- Defining the problem the student(s) has.
- Analyzing why the problem is occurring.
- Developing and implementing an intervention plan to solve the problem.
- Evaluating the effectiveness of the intervention and continuing with the plan or referring the student for further evaluation through the special education process.

SUBSTITUTE PLANS:

School board policy requires that personnel maintain an updated substitute folder. The substitute folder should include the following and is to be left on your desk.

- Up-to-date class rolls
- Current seating charts
- Daily class and time schedules
- Student attendance procedures
- Cafeteria times and procedures
- Discipline procedures
- Students who leave for special classes (speech, resource, etc.)
- Names of two reliable students
- Names of other teachers near your room
- Emergency procedures
- Daily routine and duty assignments
- Note students with medical concerns and health plans (confidential)

SUPERVISION:

- All faculty and staff should be at their classroom door and visible in the hallway at 7:45 a.m. to greet students and monitor hall movement.
- Teachers near restrooms should monitor areas and make random visits during class changes.
- Teachers must stand at their doors to greet students and aid in hall supervision during each class change.
- Classroom doors are to remain shut and always locked.
- Freeze time is the first ten (10) minutes of class or the last ten (10) minutes. NO passes will be issued to students during this time.
- Only one student should be permitted out of the classroom at any given time. Students must have a pass before leaving class.
- Students should not be sent to the gym, media center, or parking lot during class blocks.
- Allow only students listed on your class roster into the classroom.
- Coaches and club sponsors must supervise their team or organization members before, during, and after a scheduled event. The coach and sponsor are considered responsible until ALL students have been picked up and/or left campus.
- Teachers who tutor or instruct students after school hours must supervise the students until a parent arrives.

Students must always be supervised. **ALL** employees are legally responsible for the safety and security of all students for the entire day. All must report to assigned duty areas as scheduled and actively provide supervision. We are not to leave students unattended at any time. The teacher assumes legal responsibility for the welfare and safety of students assigned to him/her during the regular school day and at any school-sponsored activity outside the regular school day of which he or she sponsors.

TUTORING/MAKEUP WORK:

All teachers must provide students an opportunity to attend reteaching sessions, make up missing assignments, and retake tests.

- All teachers will post your before and after-school tutoring schedule outside your door and include it in your syllabus.
- All teachers will set aside time in class for tutoring, making up missing assignments, and retaking tests.
- Teachers are expected to provide multiple opportunities for students to complete assignments.
- Teachers will communicate with students and parent(s)/guardian(s) regarding incomplete work, missing assignments, or unsatisfactory course/class work.

BLOCK PARTY:

Block Party meetings are held to discuss PST/RTI, ACT/WorkKeys, and a variety of important instructional material. ALL teachers are expected to attend.

TECHNOLOGY RESOURCES:

Please refer to Dothan City Schools Board Policy for internet, social media, and technology use.

<https://www.dothan.k12.al.us/policies>

TEXTBOOKS:

- Books will be assigned to each classroom by the media specialist.
- Teachers are responsible for keeping accurate inventories of the books issued.
- Textbook information/records on each student must be filled out before a book is issued. Books must be returned before a child is withdrawn from school. Ask the media specialist for the textbook forms to be sent home when a textbook is lost or damaged.
- It is the teacher's responsibility to ensure that students have properly accounted for all books.
- All teacher's manuals and accompanying resource materials furnished by the publisher should be accounted for and stored in/on the teacher's desk at the end of the year.

DOTHAN HIGH SCHOOL ALMA MATER

Alma Mater, Dothan High School,
Shining light to guide our youth.
Lead us forward, striving onward.
To our goals of peace and truth.

Our guide, our watch, our standard,
In sorrow and in glee,
Love, honor, praise, and glory
Dothan High, we give to thee.

On our hearts are sealed, the colors.
Cardinal, Black, and shining gold.
Symbolizing trust and honor,
Strength and spirit standing bold.

We mighty wolves will stand together.
Loyalty's our battle cry.
With our futures brightly shining,
We shall strive to keep on high.

As time moves on, the world will claim us.
For failure or success,
Still, we ever shall remember.
Alma Mater DHS.