

**ST. STEPHENS INDIAN SCHOOL  
FACULTY HANDBOOK**



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**[www.st-stephens.net](http://www.st-stephens.net)**

***School Hours: 7:45 a.m. - 4:15 p.m.***

**ALL FACULTY AND STAFF ARE EXPECTED TO BE PRESENT AND WORKING EACH  
DAY BY 7:45 A.M. AND SHOULD NOT LEAVE BEFORE 4:15 P.M.**

## **MISSION STATEMENT**

*TO WALK WITH DIGNITY, KNOWLEDGE, AND WISDOM*

## **VISION STATEMENT**

All students will be provided a safe, success-oriented, culturally-responsive educational environment which will develop responsible, respectful, productive, and well-adjusted individuals in an ever-changing world.

## **PHILOSOPHY**

We, at St. Stephens Indian School, believe in the simple philosophy of life that has sustained the Indian people through the centuries: to walk with dignity, knowledge, and wisdom; to live in harmony with Earth and everything on it; to acknowledge, with thanks, the Great Spirit.

We believe that St. Stephens Indian School exists first and foremost for teaching and learning. Our students will be taught the skills needed to live and be leaders in modern society, within a curriculum framework, which includes the art, language, and beliefs of American Indian culture and heritage.

We believe that all students can learn when provided with a positive, success-oriented, and safe environment. STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS, AND COMMUNITY MEMBERS ARE EQUALLY IMPORTANT IN THE LEARNING PROCESS.

## Attendance

Teachers and support staff are to be in the school building and on duty during all school hours. Staff attendance at school and at school-sponsored activities builds positive relationships with coworkers, students, and families. Staff attendance is required at local inservice, teacher planning meetings, and scheduled staff meetings, as well. Punctuality exhibits professionalism and is required. The Annual School Board Meeting, 8<sup>th</sup> Grade Moving Up Ceremony, and High School Graduation are important and staff should attend. In addition, to vote for School Board Members, attendance at one regular board meeting is required.

In case of an **EMERGENCY** that requires staff members to leave the building, they must first inform the administration and office personnel of his/her whereabouts and time of return. Faculty and staff are not to schedule routine errands during working hours, **even during scheduled planning times**. Staff presence is essential to the operations of the school. With the four-day school week, it is strongly encouraged that all staff members schedule medical, dental, and other personal appointments on Fridays.

St. Stephens is a closed campus school. Planning periods before and after lunch (or at any time of day) should not be used as extended lunch hours. During planning periods, teachers are expected to be **planning for instructional delivery to students**. A portion of teachers' planning periods should be dedicated to students in the Student Support Center (SSC). In addition, from time to time during planning periods, an administrator may require a teacher to cover another class if a substitute is not available. Every effort will be made to locate qualified substitutes to keep this from happening, however, if needed, teachers will be required to help in this area.

Personal cell phone use should be limited to times when staff members are not supervising students. However, it is acceptable to use one's cell phone to contact an administrator or security person in times of emergency. Using one's cell phone to contact other staff is also allowable as long as it does not disrupt the instructional delivery to students in either class.

## Staff/Faculty Meetings

All staff members will be notified of the time and location for staff/faculty meetings. Attendance at these meetings is mandatory and punctuality is required. Additional staff/departmental meetings may be scheduled at times and locations to be determined. If a staff member is unable to attend, it is their responsibility to notify the administration prior to the meeting. Coaches who are also staff members are required to attend staff meetings. It is the responsibility of the coach to make arrangements for their practices.

## **Personal Leave, Vacation, and Holidays**

For details about personal leave, vacations, and holidays, please see the business office.

No staff leave will be granted except for medical or bereavement, for two weeks following the beginning of the school year and two weeks prior to the closing of the school year.

## **Dress**

All staff members will wear appropriate professional clothing and footwear at all times. Our dress and appearance sets examples for our students, contributes to the school atmosphere, and exhibits professionalism.

## **Profanity**

No profanity is to be used in the presence of students, parent, or other staff. Profanity must also not be directed to students, parents, or other staff.

## **Duty**

All teachers/aides will be placed on a rotating roster for duty assignments. These rosters will be provided by the administration. Coaches will be assigned a duty schedule that accommodates their after school duties; this may result in a coach having more duty rotations in their off seasons.

## **Emergency Drills**

Emergency Drills will be held at least monthly, during which teachers shall supervise all student movement and behavior. Staff members shall treat each drill as if it were real; we never know when a real emergency may happen. The current Crisis Management Plan shall be posted in each classroom near the door, staff should be familiar with the plan, thoroughly discuss the plans with the students, and ensure proper conduct of the plans. Once a building has been exited, no one should re-enter until the 'all clear' has been received. After a lockdown, the safety director will unlock all doors; staff members should not unlock/open any doors.

## **Classrooms and Work Areas**

Desks and chairs should be appropriately arranged to allow full teacher supervision of students, at all times. The setup of the classroom is the responsibility of each individual teacher.

## Daily Classroom Procedures

Take roll electronically every day at the beginning of each class period. It is very important to have accurate attendance records.

## Supervision of Students

Student supervision is the responsibility of every staff member - all day - everyday. Staff members should place themselves accordingly in the classroom and hallways, be aware of what is happening, and allow for maximum supervision and control. In addition, it is the professional obligation of staff members to know and practice good behavior management strategies. Serious disruptions that cannot be handled in the classroom will be referred to and handled by the administration. Staff members should never be on their phones while supervising students.

Teachers and aides will attend **ALL** assemblies and accompany, supervise, and sit with students. Further, students must be supervised not only during school hours, but also at all times during school-related activities/events.

## Facility Use

Administrators may open doors for staff desiring to work late or on weekends. However, it is the responsibility of the staff member to ensure that all outside doors are locked when they leave.

Coaches/sponsors must ensure that all doors are locked and that all athletes/participants have left campus prior to leaving the school following a meeting, practice, event, or contest.

## Staff Parking

All staff will park their personal vehicles in the designated parking lot.

## Lesson Plans

Lesson plans for the coming week must be turned in Monday morning at 8:00 a.m. Lesson plans should include: materials needed, written objectives, assignments, homework, cultural relevance, standards, and testing material.

Lesson plan format(s) will be at the discretion of the school principal but should be universal for the building.

## Sub Plans

Sub plans should include: materials needed, written objectives, assignments, homework, cultural relevance, standards, seating charts, and testing material. Staff should keep sub plans in a readily accessible location that can be found quickly by your substitute. Accuracy and legibility are important, as your substitute depends upon this planning.

Emergency sub plans should be in the office/classroom in the case that a teacher is unexpectedly absent. Building principals will give an example of what emergency sub plans should look like.

## Substitute Teachers

If a substitute is needed, due to illness or emergency, staff must call his/her supervisor as soon as the need is known. This is very important as finding substitutes can be difficult. In addition, substitute teachers affect student learning and early communication is appreciated.

## Staff Evaluation

An **Initial Teacher** is defined as:

- One who is working in their first three years of teaching or,
- One who is in their first year in the district regardless of experience level.

An **Experienced Teacher** is defined as:

- One who has three or more years of experience including at least one year at St. Stephens.

Initial Teachers shall be evaluated at least two times per year. The first evaluation shall be conducted no later than the end of the first semester, the second no later than February 28<sup>th</sup>. Experienced Teachers shall be evaluated at least one time per year, no later than February 28<sup>th</sup>.

## Staff Travel

Staff members are encouraged to attend inservice and professional development trainings in their areas of expertise. The number of reimbursable trips is limited, however, so staff are asked to submit travel requests as early as possible. All staff travel must be approved by the superintendent, and in some cases, by the school board.

## Staff Travel Arrangements

Travel request forms must be turned in to the business office. The business office will make the travel arrangements. All costs (per diem/mileage) are applied on the basis of Federal Government GSA rates. These rates may be subject to change. We encourage the use of school vehicles for all school-related travel. If a staff member chooses to take a school vehicle, he/she will not receive mileage in their travel check. Instead, he/she will use a school gas card.

Motel arrangements are made and paid for by the business office. Any incidental charges must be paid for by the staff member. If the staff member is unable to attend the trip, it is the responsibility of the staff member to cancel the room and pay any necessary cancellation fees.

## Coach/Sponsor Policy for Hourly Staff Members

All hourly staff members who are receiving additional pay for coaching/extra-curricular activities must use personal leave whenever they miss their regular work hours for an activity/sponsor work. Hourly employees must clock-out before they begin their extra-curricular activity. These extra-curricular activities include: all coaching positions, concession sponsors, NHS sponsors, athletic event workers, and student council sponsors.

**\*\*\* Extracurricular sponsors are not permitted to miss regular school duties unless it is for a school-sponsored, scheduled event. \*\*\***

## Activity Bus/Suburban

- Light's On suburbans will leave at 5:00.
- It is the responsibility of the driver to ensure that the suburbans are left clean.
- The activity bus runs at 5:30. Coaches/sponsors must have students ready to board the bus/suburban at 5:30.
- When all students have boarded the bus, coaches/sponsors must notify the driver.
- Coaches/sponsors must inspect the bus after all road trips. All trash should be picked up and the bus should be left clean.

## Out of Town Events/Field Trips

All students should have a complete "blanket" permission form at the beginning of the school year for field trips, with a reminder note being sent to the parents just prior to the event. Sponsors are responsible for cleanliness of the bus interior and supervision of students. Sponsors must enforce bus safety and school rules through close supervision. Behavior infractions will be handled by the chaperone/sponsor. If the group make-up is both male and female, then chaperones of both sexes must accompany the students on overnight trips. See "Student Eligibility" in the Student & Parent Handbook.

## Transportation of Students

The transportation of students to and from sporting events, field trips, etc., is an important part of the supervision of students:

- The faculty sponsor/coach must accompany the group on each field trip, and to and from each game.
- Only a licensed adult school employee may drive vehicles transporting students (employee's must get the proper documentation to the transportation director).
- The sponsor(s) must take roll prior to departure and prior to return, and account for all students. The attendance and sponsor's contact information should be left with the front office.
- Students are permitted to ride home with parents/guardians only if they sign out the student with the coach. Prior arrangements must be made with the administration if anyone other than the student's parent/guardian wants to sign them out.
- For extracurricular events, supervision does not end with the athletes being dropped off in the school parking lot. Supervision continues until ALL athletes have been taken home or picked up. No one should ever be left alone. Students must be dropped off at their home addresses. If a student needs to be dropped off at an alternate address, it must be cleared with the administration.

\*\*\* Staff members/coaches should **NEVER** transport students in their personal vehicle. \*\*\*

## Student Travel Arrangements

Out-of-state travel must be approved one month in advance. The sponsor must provide information to the School Board along with proof that the money is in their activity account. The sponsor must have the Business Manager sign off that the money is in their activity account. **No one is authorized to approach the Tribes for money without administrative approval in advance of the Board's permission for the trip.**

## Public Relations

Staff members shall clear all news releases through the St. Stephens Indian School Superintendent. School policies, teachers, students, or events should not be compromised by remarks made to the public.

## Parent Communication

Parent/Teacher conferences will be scheduled twice a year. It is up to each school's principal to schedule the parent/teacher conference. Teacher attendance at Parent/Teacher Conferences is mandatory. Additional frequent contacts with parents of each student are strongly recommended. Parent notifications concerning positive aspects of student performance are encouraged.



Establishing positive community and parent relations is everyone's responsibility. The importance of regular communication to parents (when students struggle **AND** when they do well) cannot be overemphasized. Include written examples, with details of specific situations.

## **School Telephones**

Building telephones are for official school business. Teachers will be notified of incoming calls through a mailbox message (Check your box frequently). Only in case of emergency will a teacher be called from a class to a place or accept phone calls. All Long-Distance calls must originate from the secretary's phone and be properly logged. Non-business long distance calls are at the expense of the caller. Cell phones are brought at the risk of the staff member, and should never be used while supervising students.

## **Accounts**

All monies collected or earned by any school organization must be turned in to the business office for bank deposit. Any money not turned in, lost, or stolen must be replaced by the organization or sponsor. Money raised by classes, clubs, or other school groups is to be used for the benefit of the class, club, or group. Regular deposits to the business office are highly recommended. Building principals should be kept up-to-date on all fundraising.

## **Fundraising**

All fundraising must be cleared through the principal and superintendent. All money generated and spent for fundraising must also be accurately accounted for. It is recommended that fundraising projects be planned and scheduled well in advance of target dates to allow sufficient publicity and to avoid conflicts. The Tribes should not be approached for funding unless it has been approved by all administrators.

## **Grants**

All persons applying for grants must present them to the administrative team and obtain school board approval before the application is submitted. This will protect the district from any hidden costs and let the business manager know what may be coming in. Grant managers must keep the business manager updated on the grants once approved.

## **Forms**

Important procedures and forms can be found in the Google Drive. If you have questions, please see the administration.

## **Purchasing and Ordering**

See “Procedures” folder in Google Drive. For other questions/concerns, see the administration.

## **Keys**

Keys are dispensed from the Plant Manager. At the end of the school year, keys must be returned prior to your check-out sheet being signed.

## **Technology Equipment**

Laptops, iPads, and other electronic devices must be checked out through the Technology Director. Any damages to the device when returned will be the responsibility of the employee. Repair costs will be taken from the school budget. However, it is possible that the employees will be held liable for repairs due to personal negligence.

## **Computer/Internet Acceptable Use Policy**

Staff are expected to follow Federal Department of Interior (DOI) regulations regarding computer/internet use. For the complete district policy, go to the school website, hover over the “Employees” feather, and click on ‘Computer/Internet Policy.’

## **Bullying, Harassment, Sexual Harassment Policy**

Staff are expected to follow Global Compliance Network (GCN) regulations regarding bullying/harassment/sexual harassment. For the complete district policy, go to the school website, hover over the “Employees” feather, and click on ‘Sexual Harassment Policy.’

## **Drug Free Workplace Policy**

Staff are expected to follow the General Compliance Network (GCN) regulations regarding drug/alcohol/tobacco use. For the complete district policy, go to the school website, hover over the “Employees” feather and click on ‘Drug Policy.’

## **School Policy Manuals**

School policy manuals are available at both buildings.

## **Catch-All Clause - All Inclusive Policy**

Any situation that arises that is covered or not covered in the Faculty Handbook and the policy of the Ad Hoc Board of Trustees gives sole permission to the Administration to make a decision to the best interests of the students.