

IMPORTANT REMINDERS

Faculty/Office Staff School Hours: 7:45 A.M – 4:00 P.M.

ALL FACULTY AND STAFF ARE EXPECTED TO BE PRESENT & WORKING EACH DAY BY 8:00 A.M.

TEACHERS AIDES ARE EXPECTED TO BE PRESENT AND WORKING EACH DAY BY 8:00 A.M. UNLESS THEY HAVE MORNING DUTY.

MISSION STATEMENT

TO WALK WITH DIGNITY, KNOWLEDGE AND WISDOM

PHILOSOPHY

We at St. Stephens Indian school believe in the simply philosophy of life that has sustained the Indian people through the centuries.

TO WALK WITH DIGINITY, KNOWLEDGE, AND WISDOM TO LIVE IN HARMONY WITH EARTH AND EVERYTHING ON IT TO ACKNOWLEDGE WITH THANKS TO THE GREAT SPIRIT

Daily Classroom Procedures/School Announcements

Take roll electronically, and keep a hard copy. It is very important to have accurate attendance records.

Staff attendance at school and at school sponsored activities is a positive role model for students. Staff attendance is required at local in-service and scheduled meetings. The Annual meeting and High School graduation is important and if possible you should try to attend. Punctuality can be positively modeled for our students, by always beginning class on time. Punctuality is always appreciated for staff meeting, conferences, etc.

Establishing a positive community and parent relations is everyone's job. 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.

Teachers and Aides will attend **ALL** assemblies and accompany, supervise and sit with students.

A front door "loaner" will be available from Ed with your supervisor's permission for those teachers desiring or needing extra work time. Please see that all outside doors are locked when you leave. Coaches will ensure that all gym doors are locked and athletes have left campus, before leaving the gym after practice or contest.

Medication is **NOT** to be administered by any school employee other than the School Nurse or Administrative designee.

SUPERVISION OF STUDENTS

Student discipline is the responsibility of every staff member – all day – everyday. Place yourself accordingly in the classroom and hallways and be aware of what's happening, to allow for maximum supervision and control.

Teachers have the first line of responsibility for conduct and behavior in their classrooms. Serious disruptions that cannot be handled in the classroom will be referred to and handled by Administration. Bear in mind however, that students respond more favorable to positive aspects of supervision.

The location and physical placement of students (seating) is a responsibility delegated to the teacher. Students shall not be left unsupervised at any time, unless in absolute dire emergency.

As Teachers and Administrators, we are responsible and legally liable for the proper supervision of our students **AT ALL TIMES** during regular school hours, and during school sponsored activities. Place yourself at or near your doorway between classes for hallway supervision. During lunch Supervise as you walk with students to the eating area, supervise their orderly movement into the building and through the line. No food fights, etc., and trays must

be put away properly and eating areas left reasonably clean. Supervision during computer use is essential.

The transportation of students to and from sporting events, field trips, etc., is important of proper 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.
- The sponsor(s) must take roll prior to departure and prior to return, and account for any missing students.
- Students are permitted to ride home with parents only if they (parents or guardians) sign out the student with the coach. Students should fill out a form and hand it in prior to the trip.

FIRE DRILLS

Emergency Fire Drills will be held monthly, during which teachers supervise over student movement and behavior that is critical. Treat each fire drill as a real fire; you'll never know when it might happen. Each teacher shall post an evacuation plan in the classroom near the door, thoroughly discuss evacuation plans, and ensure proper movement and conduct of the plan. Do not re-enter the building until the "**all clear**" has been received.

NOTE: Staff should be thoroughly familiar with the Crisis Management Plan, and have it with their Lesson Plan Book at all times.

FACULTY MEETINGS

You will be notified of the time and place for scheduled faculty meetings. Attendance is mandatory. Your punctuality is appreciated. Additional staff or departmental meetings may be scheduled at times and places to be determined.

ATTENDANCE

Teachers and support staff are to be in the school building and on duty during school hours. In case of an emergency that requires you're leaving the building, sign out and inform the administration and office personnel of your whereabouts and time of return, Faculty and staff are not to schedule routine errands to town during working hours, even during scheduled planning time. Your presence is needed here.

St. Stephens is a closed campus school. Planning periods before and after lunch should not be used as extended lunch hours. During planning periods, teachers are expected to be ***PLANNING FOR INSTRUCTIONAL DELIVERY TO STUDENTS.***

From time to time an administrator may require **a teacher to cover another teacher's class if a substitute is not available. This is considered part of the teacher's job.** Every effort will be made to locate a qualified substitute.

Cell phone use by staff should be limited to times when the staff person is not supervising students.

PERSONAL LEAVE, VACATION AND HOLIDAYS

All full time employees (20 hrs. or more per week) are eligible for personal leave. Twelve month employees are also eligible for vacation and holidays. Nine up to eleven month hourly employees will be paid for holidays falling in their work schedule. This policy establishes the earning, accumulation and use of paid leave days.

I. PERSONAL LEAVE

A. Earning Personal Leave

1. 12 month employees earn one day per month. This includes administrative, clerical, secretarial, custodians, maintenance personnel, and mechanic.
2. 9 month employees earn one day per month, plus one day for a total of ten days if working the entire year. This includes teacher aides, cooks, secretaries, custodians and bus drivers.

3. Employees working partial months will be given prorated credit rounded to the one-half day.

B. *Accumulating personal leave*

1. Personal leave can be accumulated up to 120 days.
2. Upon termination, payment is not made for accumulated personal leave. Personal leave is provided for employees use as specified in IC4 below up to the number of days as listed in IA above. Accumulation of days allowed for the employees benefit in case of a long term need.

C. *Use of Personal Leave*

1. Contract employees receive personal leave at the beginning of their contract year and it may be used at any time during such contract year.
2. Hourly employees receive their personal leave July 1st of each year.
3. All paid personal leave must be approved by an administrator, in advance, except in case of unforeseen illness or event.
4. Personal leave may be used for personal or family sickness or medical appointments, bereavement or personal business providing such use does not interfere with the opening or closing of school, testing schedules or otherwise disruption of the educational or business process.

II. VACATION

A. *Earning Vacation*

1. The Superintendent and principals (certified) earn 30 days of vacation per year.
2. The other Administrators (non-certified) earn 30 days of vacation per year.
3. Twelve month hourly employees earn 1 day per month.
4. Employees working partial months will earn their vacation prorated rounded to the one-half day.

B. *Accumulating Vacation*

1. Vacation for all eligible employees may be accumulated to maximum of 60 days.
2. Upon at least two weeks' notice prior to termination, earned and unused vacation will be paid to the employees.
3. Employees will be required to use their vacation in order to avoid accumulating more than 60 days.

C. Use of Vacation

1. Vacation days used must be approved in advance by an administrator.

III. HOLIDAYS

A. Eligible Employees

1. All twelve month employees and nine to eleven month hourly employees when the holiday is within their scheduled work time.

B. Paid Holidays

1. Labor Day, Thanksgiving Day and Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Years Day, Martin Luther King Day, Good Friday, Memorial Day and Independence Day . If a holiday falls on a Saturday or Sunday, another day will be designated as the paid holiday. **(Revised on June 18, 2013 adding the Friday after Thanksgiving Day)**

IV. GENERAL

Should any days of leave be paid before earned, payment will be deducted from the employees final pay. 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.

Revised: June 18, 2013

DRESS

All staff members will wear appropriate professional clothing and footwear. Our dress and appearance sets examples for our students.

STAFF EVALUATION

All non-continuing contract staff will receive two formal evaluations per year, with continuing contract staff receiving at least one annual evaluation. Other “drop in” observations and consultations will occur regularly.

TEACHER TRAVEL

Teachers are encouraged to attend in-service and training workshops in their areas of expertise, and in other types of professional development. The number of reimbursable trips is limited, so please submit your travel requests as early as possible, to your supervisor for approval. All staff travel must also be approved by the Superintendent, and in some cases requires prior Board approval.

CLASSROOMS AND WORK AREAS

Desk and chairs should be appropriately arranged to allow full teacher supervision of students.

PUBLIC RELATIONS

Clear all news releases through the Principal’s office. School policy, teachers, students or events should not compromise harmful or libelous remarks.

PROFANITY

No profanity will be used in the presence of students, or directed to students or parents.

LESSON PLANS

Lesson plans for the coming week should be completed before leaving school on Friday, and turned in to the school office. Accuracy and legibility are important, as your substitute depends upon your planning: including, materials needed, written objectives, assignments, homework, and testing. Use of a seating chart, especially for equipment may be accessed. Keep your lesson plans in a readily accessible location that can be found quickly by your substitute.

SUBSTITUTE TEACHERS

If you need a substitute, due to illness or emergency, please call your supervisor **AS SOON AS THE NEED IS KNOWN**. Staff leave requests approved in advance should indicate your need for a substitute. If you are unable to come to work, due to illness or other emergency, **PLEASE CALL YOUR SUPERVISOR AS SOON AS POSSIBLE IN THE MORNING** so that arrangements can be made. **THIS IS VERY IMPORTANT ASPECT OF COMMUNICATION, AS FINDING AVAILABILITY OF A SUBSTITUTE TEACHER AFFECTS THE STUDENTS LEARNING. YOUR EARLY COMMUNICATION IS GREATLY APPRECIATED.**

LUNCH DUTY

All teachers are on a rotating roster for lunch duty. When finished eating, students are to “police” their own area, placing disposable trays, milk cartons, and napkins in the trash containers. No food or beverage is to be removed from the cafeteria.

BANK ACCOUNT/FUND ACCOUNTS

All monies collected or earned by any school organization must be turned into 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, Booster Clubs, etc., or other school groups is to be used for the benefit of the group, school, or community, and not for the personal use of those involved. Regular, daily deposits to the business office are highly recommended to prevent the temptation or occasion for loss or theft. The expenditure of class/group funds is accomplished by approved purchase order.

FUND RAISING

All fund raising must be cleared through the Principal and Superintendent. All money generated and expanded for fundraising must 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 avoid conflicts.

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 infraction will be handled by the chaperone/sponsor. If the group make-up is both male and female, then chaperones of both sexes must be provided.

STAFF PARKING

ALL STAFF WILL PARK THEIR PERSONAL VEHICLES IN THE DESIGNATED AREA.

FACULTY-PARENT COMMUNICATION

Scheduled Parent/Teacher Conferences are set in the school calendar from 2:00 p.m. to 6:00 p.m. 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.

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 your own risk, and should be used responsibly.

SCHOOL FORMS

The Following forms may be found in the office for your use as needed:

- Request for Travel -requesting permission for school related travel.
- Teacher End of the school year check out Form.
- Student Withdrawal form- withdrawal from school.

- Equipment Transfer form-movement of equipment to elsewhere.(*see Business Manager*)
- Student Admit Slip- school/class admission after absence or tardy.
- Bus Request form – fill out to make sure a bus/vehicle is available for use on a particular day. (*turned into ED ASAP*)
- Requisition/Purchase Order form- request for supplies, books etc.
- Time Sheets-used only if not in the TMS (*time clock*) system.

FACULTY /STAFF/CONTRATOR COMPUTER/INTERNET ACCEPTABLE USE POLICY

PURPOSE

The internet provides a source of information that can benefit every professional and discipline represented at St. Stephens Indian School. It is the policy of the School that the employees job performance can be enhanced through the Internet that is provided and becomes proficient with its capabilities. This policy document delineates acceptable use of the Internet by School, employees, volunteers, and contractors while using Government/School/School-owned or leased equipment, facilities, Internet addresses, or domain names registered to the St. Stephens Indian School.

BACKGROUND

The Internet is comprised of thousands of interconnected networks which provided digital pathways to millions of informational sites. Because these networks subscribe to a common set of standards and protocols, users have worldwide access to Internet hosts and their associated applications and databases. Electronic search and retrieval tools permit users to gather information and data from a multitude of sources and to communicate with other Internet users who have related interests. Access to the Internet provides Government/School/School agencies with the opportunity to locate and use current and historical data from multiple sources worldwide in their decision-making processes. Employees and authorized volunteers and contractors of the St. Stephens Indian School are encouraged to develop the skills necessary to effectively utilize these tools in the performance of their jobs.

SCOPE OF THE POLICY

This policy applies to Internet access only. It does not cover the requirements, standards, and procedures for the development and implementation of School information sites on the Internet. The following School Internet users are covered by this policy:

- Full or part-time employees of St. Stephens Indian School.
- Volunteers who are authorized to use School resources to access the Internet.
- School contractors who are authorized to use Government/School-owned equipment or facilities.

This policy distinguishes between Internet access performed during normal working hours and that performed on personal time (i.e., on weekends, before and after work, during lunch periods or during scheduled break periods). This policy applies to Internet access when using Government/School equipment and facilities, and using Internet Protocol addresses and domain names registered to the School.

POLICY

The St. Stephens Indian School promotes Internet use that enables employees to perform School missions and encourages its employees, volunteers, and contractors to develop Internet skills and knowledge. If employees, volunteers, and contractors have Internet access it is in the best interest of the Government/School, the employee will be permitted, within the limits set forth below, to use the internet on personal time to build his/her internet search and retrieval skills. Employees who do not require access to the Internet as part of their official duties may not access the Internet using School facilities under any circumstances. It is expected that employees will only use the Internet to improve their job knowledge: to access scientific, technical, and other information on topics which have relevance to the School; and to communicate with their peers in other Government/School agencies, academia, and industry. Users should be aware that when access is accomplished using School resources including the School network, Internet addresses and domain names registered to the St Stephens Indian School, such access may be perceived by others to represent the School. Users are advised not to use the Internet for any purpose that would reflect negatively on the school or its employees. Federal computer systems are for Government/School use and not for personal use; however, when certain criteria are met, School users are permitted to engage in the following activities:

- During working hours, access job –related information, as needed, to meet the requirements of their jobs.
- During working hours, participate in news groups, chat sessions, and E-mail discussion groups (list serves, provided these sessions have a direct relationship to the user’s job with the School. If personal opinions are expressed, a disclaimer should be included stating that this is not an official position of the School.
- During personal time, retrieve non-job-related text and graphics information to develop or enhance Internet-related text and graphics information to develop access charge is usage insensitive and if a dial-up connection is made to an Internet access provider it must be within the local calling areas. It is expected that these skills will be used to improve the accomplishment of job-related work assignments. This policy of allowing employees to use Internet resources during non-work periods is similar to the policy of allowing staff to use library resources on personal time. The use of both types of resources enhances the employees’ knowledge and skill in information retrieval, benefits which immediately translate to his or her ability to perform work-related activities. By encouraging employees to explore the Internet, the School also builds its pool of Internet-literate staff that can then guide and encourage other employees.
- Employees are prohibited from initiating Internet sessions unrelated to work using School information resources from remote locations. That is, employees shall not dial into the School network or servers from any off-campus location for the purpose of participating in non-job related Internet activities.

The following uses of the Internet, either during working hours or personal time, using School equipment or facilities, are not allowed:

1. Access, retrieval, or printing of text and graphics information which exceeds the bounds of generally accepted standards of good taste and ethics.
2. Engage in any unlawful activities or any other activities which would in any way bring discredit on the St. Stephens Indian School.
3. Engage in personal commercial activities on the Internet, including offering services or merchandise from on-line vendors.

4. Engage in any activity which would compromise the security of any Government/School host computer. Host log-in ID's and passwords will not be disclosed or shared with anyone.
5. Engage in any fundraising activity, endorse any product or services, participate in any lobbying activity, or engage in any active political activity. The prohibition against engaging in political activity does not apply to Presidential appointees who have received Senate confirmation.

SUPERVISORY RESPONSIBILITY

Supervisors of school employees, volunteers, and contractors have the final authority in determining whether an employee requires Internet skills to accomplish their assigned duties, Supervisors have the responsibility for:

- Acquiring Internet access for their employees if needed it to conduct official business of the school.
- Determining whether or not Internet access is provided to their employees for a flat fee. If access is provided on a flat fee basis, employees may use the Internet for the activities outlined above. Supervisors should check with the online service provider or LAN administrator, as appropriate, to determine whether their Internet access is acquired at a flat fee.
- Advising their employees regarding the restrictions against personal use of School Internet access resources from other than School facilities.
- Assuming the responsibility for making the final determination as to the appropriateness of their employee's use of the Internet when questions arise. This shall include the acceptability of the Internet sites visited and the determination of personal time versus official work hours.

USER RESPONSIBILITIES

Use of computer equipment and Internet access to accomplish job responsibilities always has priority over seasonal use. To avoid network capacity issues and to reduce the susceptibility of School information technology resources to computer viruses, Internet users will comply with the following guidelines.

- Personal files, including those obtained via Internet will not be stored on individual PC hard drives or on local area network (LAN) file servers. This includes personal e-mail, digital images, audio files
- Official video and audio files should not be downloaded from the Internet except when they will be used to server an approved School function.
- B.I.E. security online training and certification.

USERS ARE RESPONSIBLE FOR

1. Following existing security policies and procedures in their use of Internet services and will refrain from any practices, which might jeopardize the School's computer systems and data files, including but not limited to virus attacks, when downloading files from the Internet.
2. Learning about Internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.
3. Familiarizing themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials, copyrighted materials, and procurement sensitive data.
4. Conducting them in a way that reflects positively on the School, since they are identified as School employees on the Internet even though they may be using the Internet for personal reasons, as stated above.
5. Being aware, along with their supervisors, whether Internet access is billed on a flat fee rather than a usage sensitive basis.
6. Individuals using Government/School equipment to access the Internet are subject to having activities monitored by system or security personnel. Use of this system constitutes consent to security monitoring, and employees should remember that most sessions are not private. I read and understand the above policy and will abide by all the requirements.

NAME: _____ **DATE:** _____

SEXUAL HARASSMENT POLICY

All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student or employee of St. Stephens Indian School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. This policy is equally applicable to sexual harassment between supervisors and workers, between co-workers, between students, and between students and employees. This policy shall be in force on and off school district property, i.e., at school activities and/or school sponsored events that may occur away from school, and whenever school employees have jurisdiction over students. St. Stephens Indian School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of this school. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

B. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, touching, or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or over threats concerning an individual's employment or education status;
7. Any sexually motivated unwelcome touching;
8. Sexual violence which is a physical act of aggression that includes sexual act or sexual purpose.

NOTE: Any sexual harassment as defined, when perpetrated on any student or employee by a student or employee, will be treated as sexual harassment under this policy.

REPORTING PROCEDURES RE-ALLEGATIONS OF SEXUAL HARASSMENT

A. Any person who believes he has been the victim of sexual harassment by a student or an employee of the school, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report form available from the principal of each school building or available from the school office.

1. ***In each school building.*** The building principal will be the person responsible for receiving verbal or written reports of sexual harassment at the building level and for conducting an investigation to follow-up the reports. Upon receipt of a report, the Principal must notify the Superintendent immediately. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to do so will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent.

2. **School** The Board of Directors hereby designates the Superintendent as the School Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the Chairman of the Board of Directors.
3. **Freedom from retaliation.** Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.
4. **Reporting.** Use of formal reporting forms is encouraged but not mandatory.

NOTES: St. Stephens Indian School will respect the confidentiality of the complaint and the individuals against whom the complaint is filed as much as possible consistent with the school legal obligations and the necessity to investigate any/all allegations of sexual harassment.

INVESTIGATION OF ALLEGATION OF SEXUAL HARASSMENT

It is the goal of this policy to have a process in place that is sensitive to the needs of students and/or employees as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, must be taken seriously and investigated by means of an Administrative Procedure as developed by the Superintendent. No retaliation will be taken against individuals involved in the investigation process.

REPORTING PROCEDURES REGARDING ALLEGATIONS OF SEXUAL HARASSMENT

Upon determination that a complaint is valid, the Principal or Superintendent will take such action as appropriate based on the results of the investigation.

The results of the investigation shall be reported, in writing, to the complainant by either the Principal or Superintendent. The report will document whether or not any disciplinary actions were taken as a result of the complaint. A copy of this report will be placed in either:

1. The student files of both the complainant and the accused or
2. The personnel files of both the complainant and the accused.

Inconclusive cases in which no harassment can be proven against the accused of malice established against the accuser, the incident will be recorded in either the student or personnel files of both the complainant and the accused, with the complaint fully documented so that any future occurrences may be examined in light of a possible pattern. If no future incidents are reported within a period of a year, the files will be purged.

DISCIPLINARY ACTION

A substantiated charge against an employee of the school shall subject such employee to disciplinary actions which may include but not be limited to verbal warnings, letters of reprimand, suspension with or without pay, and dismissal.

A Substantiated charge against a student shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, and suspension or expulsion, consistent with the student disciplinary code.

Reviewed; March 3, 2006 – Chairman, St. Stephens Indian School Educational Association, Inc. Wind River Reservation, St. Stephens, Wyoming

HARASSMENT/INTIMIDATION/BULLYING

Harassment/Intimidation/Bullying is a violation of the rights of students and staff and interferes with their educational opportunities; this is especially true when a person has made it known that they don't like it.

I. DEFINITION:

Harassment/Intimidation/Bullying means any intentional written, verbal, or physical act that;

- physically harms a student/staff member or damages the students/staff members property; or
- Has the effect of substantially interfering with a student's education or a staff members work environment; or
- Is severe, persistent, or pervasive enough that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

- Confirms to the definitions found in **W.S. 21-4-312**

Harassment/Intimidation/Bullying includes:

- Emotional harm
- Reasonable fear of personal harm or, property damage
- Insulting or demeaning to a student/staff member causing substantial disruption of school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats; or other written, spoken or physical actions. “Intentional acts’ refers to the individual’s choice to engage in the act.

CYBER BULLYING/USE OF ELECTRONIC MEDIA TO HARASS, INTIMIDATE OR BULLY OTHERS.

The wide spread availability and use of cell phones, computers and the internet has created additional avenues of harassment, intimidation and bullying behaviors for both youth and adults. Rumors and violent or pornographic pictures are now spread instantly via cell phones, Facebook, Be-Bo, E-mail and other electronic means. Cyber bullying, harassment, and rumors are just as damaging as face-to-face forms of their unacceptable behaviors.

Harassment, intimidation, or bullying (to include Cyber) will not be tolerated at school or school functions.

II. STRATEGIES TO STOP BEHAVIORS

Below are some strategies that can be used to determine harassment/intimidation/bullying:

1. Tell them to stop. Look directly at them and tell them to stop in a firm tone of voice.
2. Do not respond to negative or cruel behavior. The bully may stop if he/she does not get a response.

3. Do not read or respond to negative or cruel e-mails. The bully may stop if he/she does not get a response.
4. Shut the bully out. Block their e-mail address, screen names, or phone number.
5. If you receive mean e-mails save them and print them for a record in case you decide to report to the police.
6. Talk to a trusted adult.
7. If the situation gets out of hand and you are harassed, threatened, or blackmailed, ask an adult to contact the police or school resource officer.

III. REPORTING PROCEDURES

Any person who believes he/she has been the victim of harassment/intimidation/bullying by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute harassment should report the allegations immediately to an appropriate school district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each school building or available from the district office.

In each school building: The building principal will be the person responsible for receiving verbal or written reports of harassment/intimidation/bullying at the building level and for conducting an investigation to follow-up these reports. Upon receipt of a report, the principal must notify the Superintendent immediately. If the report was given verbally, the principal shall reduce it to written form with 24 hours and forward it to the Superintendent.

Failure to do so will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent.

District-Wide: The School Board hereby designates the Superintendent to receive reports or complaints of harassment/intimidation/bullying from any individual, student, employee, or victim of harassment/intimidation/bullying and also from the building principals as outlined above. If the complaint involves the Superintendent, the

complaint shall be filed directly with the Chairperson of the School District Board of Trustees.

Freedom from retaliation: Submission of a complaint or report of a student or employee's harassment/intimidation/bullying will not affect the complainant's future employment, grades, work assignments, or subject the complainant to retaliation of any kind.

Use of formal reporting forms is encouraged by not mandatory.

This District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Districts legal obligations and the necessity to investigate any/all allegations of harassment/intimidation/bullying. Both the complainant and the alleged harasser/intimidator/bully are strongly encouraged to keep the matter confidential. The District cannot and will not prevent either from gathering information to support the claim or defend against the claim but would urge both parties to exercise the utmost care and caution in gathering information in order to keep the matter as confidential as possible.

INVESTIGATIONS OF ALLEGATIONS OF HARASSMENT/INTIMIDATION/BULLYING

It is the goal of this policy to have a process in place that is sensitive to the needs of the students and/or employees as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, must be taken seriously and investigated by means of an Administrative procedure as developed by the Superintendent. No retaliation will be taken against individual(s) involved in the investigation process.

RECOMMENDATIONS AND ACTION(S) TAKEN

Upon determination that a complaint is valid, the Principal or, in the case of a District complaint, the Superintendent, will take such action as appropriate based on the results of the investigation. The results of the investigation of each complaint filed under these procedures will be reported, in writing, to the complainant by either the principal, in the case of a building level complaint or Superintendent, in the case of district level complaint. The report will document

whether or not disciplinary action was taken as a result of the complaint. A copy of this report will be placed in either:

- Student files of both the complainant and the accused or
- Personnel files of both the complainant and the accused.

In inconclusive cases in which no harassment/intimidation/bullying can be proven against the accused, or malice established against the accuser, the incident report will remain in the files referred to above in order to fully document the complaint so that any future occurrences may be examined in light of a possible pattern. Inconclusive cases where there are no subsequent reports of similar incidents within five (5) years from the date of the original report, the report, at the sole discretion of the Superintendent, may be purged from the file.

IV. CONSEQUENCES/DISCIPLINARY/CORRECTIVE ACTIONS

Any student who is proven to have engaged in harassment, intimidation or bullying of a fellow student or staff member shall be subject to disciplinary actions including verbal warnings, reprimand, counseling, and suspension or expulsion, consistent with eh Student Disciplinary Code. In addition, legal authorities will be notified, when appropriate, of harassment, intimidation or bullying incidents. Any Staff member who is proven to have engaged in harassment, intimidation or bullying of a fellow staff member or student may be suspended from work by administrative action or dismissed from work by Board action. In addition, legal authorities will be notified, when appropriate, of harassment, intimidation, or bullying incidents.

CORRECTIVE ACTIONS

Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or other administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact of the victim.

This may include, but is not limited to:

- Appropriate intervention (s),
- Restoration of a positive climate
- Student-based programs,
- Anti-bullying programs,
- Mentor based initiatives,
- Code-of-conduct initiatives, and

- Support for victims and others impacted by the violation.

V. FALSE COMPLAINTS

False or malicious complains of harassment/intimidation/bullying will call for consequences and appropriate remedial action for a person who is found to have made a false accusation, report or complaint.

POLICY INTENTION

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

HARASSMENT/INTIMIDATION/BULLYING COMPLAINT FORM

Name of Complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident(s): _____

Description of Misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position/Grade of witness: _____

Date of testimony, Interview: _____

Description of Incident witnessed: _____

Any Other Information: _____

I agree that all information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

EMPLOYEE ASSISTANCE AND DRUG FREE WORKPLACE POLICY

A. Compliance Requirements

All recipients receiving grants, including cooperative agreements, from any Federal agency must certify that they will provide a drug-free workplace, or, in the case of a grantee who is individually certified to the agency, that his or her conduct of grant activity will be drug free. Making the required certification has been a precondition of receiving a grant from a Federal agency since March 18, 1989. Every recipient is required to make this certification for each grant.

The recipient certifies that it will provide a drug-free workplace by:

1. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employees in the statement required by paragraph (1) that as a condition of employment under the grant the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of any criminal drug statute conviction for a violation occurring in a workplace no later than five calendar days after such conviction.
5. Notifying agency in writing within ten calendar days after receiving notice under subparagraph (4b) from an employee or otherwise receiving actual notice of such conviction.

6. Taking one of the following action, within 30 calendar days after receiving notice under paragraph (4b), with respect to any employee who is so convicted-
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance, or rehabilitation program approved for such purposes by Federal, State or Local Health, Law enforcement, or other appropriate agency.

B. GENERAL

For the purpose of this policy, chemical dependency problems are defined as illnesses in which the employee's consumption of alcoholic beverages and/or illegal use of drugs, definitely and repeatedly interferes with the employee's job performances and/or health. Job performance might be affected in any or all of the following ways:

- Repeated absences
- Repeated tardiness
- Physical symptoms of chemical use
- Fatigue, anxiety impatience, etc.
- Non-professional and inappropriate behavior

The St. Stephens Indian School will not tolerate the use of possession of alcohol and/or illegal use of drugs by its employees on school premises or while in attendance at a school related function. Any employee who is determined to have consumed alcoholic beverages or illegal drugs at school or a school function will be suspended. The employee will be referred to the INSITE team representative for immediate assistance. Procedures and methods for assistance will adhere to as prescribed in the Employee Assistance and Drug-Free Workplace Policy.

St. Stephens Indian School believes that one of the basic functions of a supervisor is to identify poor job performances and to take corrective action. It is recognized, however, that many supervisors do not have the professional qualification to determine whether or not an employee is suffering from chemical dependence.

Proper corrective action then is referring the employee to a community resource for professional diagnosis and treatment. We believe diagnosis and treatment should be accomplished, as with all other illnesses, by outside treatment sources.

St. Stephens Indian School believes that job performances may also be affected when a member of the employee's family is afflicted with personal-emotional problems and chemical dependence. For this reason, we extend the same offer of referral assistance.

It is the responsibility of the employee to comply with referral for diagnosis and to cooperate with properly prescribed treatment. When an employee refuses to accept assistance, diagnosis; or, treatment; or, fails to respond to treatment within an agreed upon time frame, the administrator or supervisor will handle the situation as one would any other problem of deteriorating job performance.

St. Stephens Indian School assures that referral for diagnosis or acceptance of treatment will not jeopardize the employee's job security or promotional opportunities. The employee's position and benefits will remain in effect during a treatment period. The employee's financial compensation will consist of insurance, benefits, and accrued leave. An individual's participation in a treatment program will remain confidential and not be made a part of his/her personnel records.

C. PROCESS

St. Stephen's Indian School believes it is in the interest of the employee, the employee's family and the school to confront chemical dependency. Therefore, it is the policy of the School to handle such problems within the following framework.

A referral team will be established internally by and from the INSITE Committee. The responsibilities of this team include:

1. When requested by the supervisor, the team will assist the supervisor in determining if consumption or possession of alcohol or other drugs has occurred.
2. Explain to the involved employee the services available.
3. Assist the employee in developing a plan of action to deal with the problem.

4. If a second intervention becomes necessary, participation in a joint conference involving the employee, the employees' supervisor and the service provider is required to evaluate treatment progress.

If a staff member, who is not a supervisor, suspects another staff member of possession or use of alcohol and/or illegal use of drugs while on school premises, that staff member's sole responsibility lies in reporting the appropriate supervisor.

Self-referrals are encouraged

FIRST INTERVENTION

- **Step 1** The supervisor will interview the employee in question to determine that employee's condition
- **Step 2** If the supervisor determines that consumption or possession has occurred, that employee will be suspended for (3) full days without pay.
- **Step 3** A written plan of action will be developed by the supervisor and employee. The supervisor may involve the referral team in development of this action plan.

SECOND INTERVENTION

- **Step 1** The Supervisor's will interview the employee in question to determine that employee's condition
- **Step 2** If the supervisor determines that consumption or possession has occurred, that employee will be suspended for (5) days without pay.
- **Step 3** A conference will be held involving the employee, the employee's supervisor, the referral team and the service provided to assess the employee's effort and potential for success in treatment. If progress or potential is determined to be unsatisfactory, the supervisor will handle the situation as he/she would any other problem of deteriorating job performance.

THIRD INTERVENTION

- **Step 1** Termination

D. FUND RAISING ACTIVITIES

The St. Stephens Indian School strictly prohibits the use of alcohol and drugs for fund raising purposes, (i.e., booze baskets for raffles, promotion of alcoholic beverages by using COORS numbers for runners in races, etc.).

Reviewed: March 3, 2006 – Chairman, Board of Directors, St. Stephens Indian School Education Association, Inc. Wind River Reservation, St. Stephens, WY.

DRUG-FREE WORKPLACE ACT

The Drug-Free Workplace Act requires that each employee be given a copy of our policy regarding this matter. Attached is a copy of our policy and your signature is required as evidence of receipt.

I hereby certify that I received a copy of the St. Stephens “Employee Assistance and Drug-Free Workplace Policy”. I understand compliance is mandatory as a condition of my employment.

Employee

Date

TOBACCO AND SMOKELESS TOBACCO POLICY

St. Stephens Indian School, (Pre K-12) is a tobacco free school for students, staff, and visitors.

A. USE, POSSESSION, AND FURNISHING

All students, staff, and visitors who use, possess, share and/or sell any tobacco products on school property (including school busses) during school hours, or at any school sponsored activity, etc., are subject to immediate

disciplinary action. No smoking or chewing will be allowed in personal vehicles on school property or at any school function.

B. ALL STAFF- VIOLATION

1. Staff members who violate this policy will be dealt with as in other disciplinary matters.
 - a. **First Offense** – Verbal warning by supervisor
 - b. **Second Offense** – Written reprimand to be placed in personnel file. Supervisor may require staff member to present a class on the harmful effects of tobacco to students.
 - c. **Third and Future Offenses** – To be dealt with as a disciplinary matter including any or all of the following: Probation, written contract, requirement to attend Stop Smoking Seminars.

C. All Visitors – Violations

1. All visitors who violate this policy will be dealt with in the following way:
 - a. **First Offense** – Visitors who smoke or chew any tobacco products on school property or at school functions will be asked to leave school property or the school function.

Reviewed: March 3, 2006 – Chairman, Board of Directors, St. Stephens Indian School Education Association, Inc. Wind River Reservation, St. Stephens, WY.

HEALTH AND WELLNESS

INTENT

St. Stephens Indian School shall promote student well-being and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. The school's primary goal is to help students develop positive attitudes, behaviors, and skills associated with lifelong healthful eating patterns as well as learn the short and long term benefits of physically active and healthful lifestyles. The school would also encourage student's appreciation for

cultural eating patterns and physical wellness activities promoted by traditional Native American culture.

RATIONALE

The School recognizes that healthy eating patterns, respect for body-size differences, and physical activity are essential for students to reach their academic potential, full physical and mental growth, and lifelong health and well being. St. Stephens Indian School can help all students attain full education potential and good health by providing them with skills, social support, and environmental reinforcement they need to adopt long-term healthy eating behaviors and physical activity patterns.

NUTRITION EDUCATION

1. State and school health curriculum standards and guidelines shall be met or exceeded.
2. Students in K-12 will receive nutrition education that teaches the knowledge, attitudes, skills and behaviors they need to adopt healthy eating habits that last a lifetime.
3. The staff teaching nutrition will be encouraged to pursue professional development in the area of nutrition education.
4. The school will help to ensure that students receive consistent nutrition messages throughout the school, classroom, and cafeteria.
5. The school will help build awareness among school staff about the importance of health eating habits and physical activity.
6. The school will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy eating habits and physical activity.
7. Students will receive nutritional education that will specifically relate the importance of food and food customs of the Northern Arapaho culture.

PHYSICAL EDUCATION

1. State and school physical education curriculum standards and guidelines will be met or exceeded.

2. Students will be given opportunities for physical activity during the school day through daily recess periods, electives and or mandatory PE classes.
3. The school will provide environments that encourage safe and enjoyable activity for all students through collaboration with community entities.
4. The school will encourage families and community members to support programs outside of the school that encourage physical activities.
5. Physical activity programs will be carried out in environments that reflect respect for body-size differences and varying skill levels.

NUTRITIONAL GUIDELINES FOR ALL FOODS AVAILABLE ON EACH SCHOOL CAMPUS DURING THE SCHOOL DAY

1. During each school day the nutrition services will offer breakfast and lunch that meet guidelines of the USDA's National school Lunch and Breakfast programs.
2. The school will encourage teachers to feature healthy choices for classroom snacks.
3. The promotion of healthy foods-including fruits, vegetables, whole grains, and low-fat dairy products-is encouraged.
4. The school shall provide appealing and attractive meals to children that offer a variety of healthy foods including fruits, vegetables, whole grains, and dairy products.

OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

1. Dining room supervisory staff shall maintain a safe, clean and pleasant eating environment.
2. Students shall have adequate time to eat relax, and socialize after sitting down for lunch.
3. Lunch periods will be scheduled as near to the middle of the day as possible.
4. Safe drinking water shall be available throughout the school day.
5. The school will encourage fund raising efforts that are supportive of healthy eating and physical activity.

6. The school shall utilize a school nutrition and wellness task force that will help with the monitoring and reviewing of the wellness policy each year to assess and implement any necessary changes to help make our school a healthy environment. The school nutrition and wellness task force will then report to the school board its recommendations for improvement and goals for the next year.
7. It will be recommended that the school nutrition and wellness task force include: School Board member(s), administrators, school nurse, teachers, parents, food service staff, staff member(s), community members, and representation from Indian Health Services.
8. The school shall encourage participation in cultural activities such as social dance and runs to assure a variety of activities available to students.

BUSINESS OFFICE PROCEDURES

The business Office staff offers a variety of support services for staff so that staff can provide the best possible education for the students of St. Stephens Indian School.

As we provide services to the entire staff along with all our responsibilities to the BIA, Federal Government, State Government and extensive financial reporting deadlines, we appreciate your cooperation in order to provide assistance.

We are a BIA grant school and as such we receive about \$400,000 less per year in funding. Grant funding has also been reduced due to decisions made by the federal Congress and Presidential budgets.

When anything is presented to the Business Office, it will be submitted this means that all the preliminary work is ready when you go to the Business Office. Your supervisor or principal will work with you to provide any assistance. Lines of communication should be followed with all concerns including financial issues. Building administrators should be contacted first before presenting the problem to the Business Manager unless it has to do directly with your personnel payroll.

SALARIES

The Board of Trustees according to available funds set salaries and hourly wages.

BENEFITS

Benefits for qualified certified and classified staff may include a comprehensive health, life, and disability insurance program, tax sheltered annuity programs, retirement benefits, tuition reimbursement, vacations, holidays, and various types of leave as approved by the Board of Trustees.

INSURANCE

Health, Dental, Disability, and Life Insurance are available. Employees must work a minimum of 20 hours per week to qualify. The employees had the option of taking the insurance; however no cash payment will be made to the employee in lieu of the insurance. We must maintain 75% of our employees on the insurance plan. The District provides disability and Life Insurance. The School District will pay the following contribution toward health and dental coverage for the _____ school year. The employee will pay the balance as shown. 9/10/11 month employees will have their summer premium prorated from their school year paychecks to pay for their summer premium pending Board Approval. Teachers already have their premiums deducted from their summer checks per contract.

Due to the rising of Insurance, Insurance costs will be deducted the 1st payroll of each month & the remaining ½ will be deducted the 2nd payroll of each.

RETIREMENT

As the district does not qualify for either Federal or State retirement plans, the district pays 10% of qualifying employee's salary for the purchase of a 401 K plan. Questions concerning your plan should be directed to Todd Bishop, Cheyenne, Wyoming at 1-888-379-4146. New employees will be given a form and is their responsibility to contact Mr. Bishop to set up your individual retirement options. Mr. Bishop will be available at the first of the year for questions and sign up. You also have the option to sign up for other annuities at your own cost with this plan or another plan that is approved by the School.

SOCIAL SECURITY, WORKMANS'S COMPENSATION AND UNEMPLOYMENT

The District matches Social Security (FICA) AND Medicare. The District for selected staff according to Wyoming State Law carries Workman's Compensation. Wyoming State law determines unemployment eligibility.

Workman's Compensation claims must be filed within 10 days to the State. Before that an accident report must be filled out with your supervisor within 72 hours. Failure to comply with deadlines will result in the State Workman's Compensation Department denying benefits. Forms are available in the Business Office.

DEDUCTIONS

Personal deductions such as AFLAC must be submitted to the Business Office in writing in order to start the deduction. In order to stop the deduction a written request dated and with all pertinent information must be received in the Business Office.

HOLIDAYS AND DAYS OFF

See the policy on vacation and holiday time in this section. Days off are regional and state tournaments are unpaid unless you take personal or vacation time.

OVERTIME/COMPENSATION TIME

Due to the District's limited funds, overtime is forbidden unless approved in advance by the **supervisor and should be used only in extreme conditions.** **Overtime when approved is paid at** 1.5 times the regular hourly rate. Overtime by law is only paid when a worker exceeds 40 working hours in a work week. Regular salary is paid if there are any non-working days such as personal leave, vacation, or holidays in that work week.

Compensation time is to be used at the rate 1.5 each hour and must be taken within the same pay period and the employee is not allowed to accumulate that time. If the comp time is not used within the same pay period, the time will be paid at the overtime rate. Compensation time must be approved beforehand.

CHANGING PERSONAL DATA

Employees are responsible for updating changes with the Business Office in writing. Employees who have the following changes must contact the Business Office to complete the necessary paperwork.

- a) Name change
- b) Beneficiary change
- c) Dependent changes for insurance or W-4 form
- d) Address change

The district needs both your mailing address and physical address along with phone numbers. It is important that you notify us of any changes.

DIRECT DEPOSIT

Direct deposit for payroll check is available. See Business Office for form. Please allow for set up time.

NEW EMPLOYEES

See the attached check list for information regarding paperwork for your payroll and benefits.

SUBSTITUTES

Teacher substitutes must be certified and have a background check and payroll information filled out **before** they enter the classroom.

Substitutes for all other positions must have a background check and all paperwork for payroll filled out **before** working. Administrators are responsible for seeing to it that this is met.

HIRING

No one can be hired without the approval of the administrative team and ultimately the Board. This is true for regular employees and substitutes.

PAY DAY

Payroll is issued according to the attached schedule. It is the employee's, supervisor's and administrator's responsibility to have forms signed and delivered to the business office no later than 10:00 am on the Monday before payroll. Payroll includes all time through Sunday before payroll week. The signature of the supervisor or administrator indicates that the employee time card or substitute teacher time card is correct and ready to enter into the computer.

If someone else will be picking up your check, we must have permission in writing.

CHECKS WILL NOT BE PROVIDED EARLIER THAN THE PAYROLL DATE FOR ANYONE

According to Board Policy **DKA** as regards advances:

“St. Stephens Indian School Board of Directors recognizes the need for their employees to receive their wages in a timely and organized manner. Also, the board realizes that situations arise from time to time that cause problems with an employee’s financial situation. The Board has authorized the Superintendent to make the Wyoming Federal Employees Credit Union available to all employees on a payroll deduction basis. The Board further instructs the Superintendent to explore other means of helping employees cope with financial problems.

The Board does not, however, approve of advances in salary to its employees as those cause serious bookkeeping, accounting, auditing problems.”

ORDERING PROCEDURES

Although paperwork is rarely pleasant, it is a necessary part of everyone’s job and the more quickly and accurately this can be accomplished, the easier for everyone. Our records are audited regularly and therefore must be completed correctly. Your cooperation is appreciated. **REQUISITIONS/PURCHASE ORDERS MUST BE USED FOR ALL PURCHASES-NO EXCEPTIONS.** Purchase orders require the requesting person and 2 administrative signatures (Principal/Superintendent). Signatures indicate that the purchase is approved and that there is money in the budget to cover payment. If you know that the purchase is coming out of a grant, please state grant name and have grant person sign off on the expenditure.

WALMART CREDIT CARD

A requisition/purchase order must be filled out completely prior to and signed by person requesting and 2 administrators (Principal/Superintendent) in order to check out the Wal-Mart Credit Card from the Business Manager. If you know what budget, please indicate that on the requisition/purchase order.

PAYMENT OF INVOICES

The deadline for any accounts payable invoices to be submitted is the Monday before payroll. Failure to do so will result in payment being delayed until the next payment cycle. Payments for various services such as speakers, athletic officials, and consultants should not promise on non-payment weeks and WILL NOT be processed. This will require advance planning by teachers and administrators alike. Because we pay bills and payroll every other week, the Business Office needs the off weeks to do all the other reporting and paperwork required of our jobs.

PAYMENT OF ATHLETIC OFFICIALS

The Business Office will cut checks for Athletic Officials in advance of games provided as long as all paperwork has been submitted prior to a regular bill paying time. If the person does not show up the check must be returned to the Business Office and reissued under the new officials name during the next billing cycle. If it is necessary to void a lot of checks, this practice will be stopped and payment will be paid after games in the next billing cycle. Official Associations and all officials must have a W-9 on file. Associations will only be paid if they have a federal tax I.D. number.

LOCAL PURCHASES

A signed requisition/purchase order is required for all local purchases.

PHONE/CREDIT CARD/INTERNET PURCHASES

Phone, credit card, and internet purchases are prohibited. If you feel you must purchase over the internet, you must do so with your own credit card and provide a receipt to the Business Office. The Requisition/Purchase Order process must be followed **BEFORE** the order is placed.

CHECKS REQUIRED WITH ORDER

We can send a check with the purchase order following our regular payment schedule. This process should only be done in an emergency.

RETURNING ITEMS

This is the responsibility of whoever placed the order. Please let the Business Office know so the invoice is not paid in error.

EXPENDITURE REPORTS

Expenditure reports will be made available on a monthly basis to all administrators and supervisors. These should be used to make purchasing decisions.

FINAL ORDER DATES

As the year closes, orders to out-of-state vendors will cease on March 30. This is due to the fact that many vendors do not fill the orders in a timely fashion and with only 2 months left in the school year, you should have everything you need. In addition, we need to know where we are at financially. Local purchases are permitted through May 10, it is important to plan ahead for things you may need.

SALES TAX EXEMPTION

We are exempt only from Wyoming sales Tax and not tax in other states. You must use the forms in this section when you travel in Wyoming and present them to the vendor.

STAFF TRAVEL ARRANGEMENTS

Professional Travel forms must be turned into the Business office. Business Office will make the travel arrangements. All costs are applied to all employees on the basis of Federal Government GSA rates. Mileage is paid at GSA rate/mile these rates may be subject to change by the government.

Motel arrangements are made and checks are cut directly to the motel including out-of-state taxes. If you change your mind about the trip, you must make the arrangements to cancel the previous room. If we are between check cutting dates, you will have to pay for the new room and provided a receipt to be reimbursed when you return.

The travel form must be completed in full and signed by your supervisor and submitted in enough time for the School Board to approve the travel and for the Business Office to cut the check during regular payment times.

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 there activity account. The sponsor must have the Business Manager sign off that the money is in there activity account. **No one is authorized to approach the Tribes for money without administrative team approval in advance of the Boards permission for the trip.**

FUNDRAISING AND SPENDING

Fundraising must be approved by the Superintendent. Requisition/Purchase orders will not be issued unless there is money in the bank. Tribes will not be approached for funding unless it has been approved by all Administrators'. Building administrators are responsible to see that this is met. See checklist.

USE OF SCHOOL VEHICLES

School vehicles - buses, cars, or suburban may be checked out at a cost to the budget involved. The cost is quite high, \$3.00/bus and \$2.50/suburban-car per mile. This is due to the fact that the BIA only finances to and from school bus transportation. We will attempt to transfer money from the budget to transportation on a monthly basis.

KEYS

Keys are dispensed from the Plant Manager. At the end of the school year, keys must be returned and your Check-out-Sheet will then be signed.

SCHOOL POLICY MANUAL

School policy manuals are available at both buildings.

CHECK-OUT SHEET AT THE END OF SCHOOL YEAR

In order to receive the final check of your contract, you must have a Staff check-out sheet filled out and signed by the appropriate people in the order listed on the sheet. The Business Manager is the last to sign so that the checks can be released. (See form)

REQUESTING FUNDS FROM TRIBAL GOVERNMENT

No one may directly request funds from tribal Governments unless all administrators have reviewed the information and have signed off on the request. Our funding continues to decline. The school may need to request funds to assist with the education of students and we should not take advantage of their generosity.

CAMERA CHECK-OUT

Check out of cameras will be made through the Elementary Librarian. Any damages to the camera when returned will be the responsibility of the employee.

LAPTOP COMPUTERS

Laptops must be checked out through the Technology Tech. Any damages to the laptop 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.

GRANTS

All persons applying for grants must present them to the administrative team and obtain School Board approval before application is made. 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 their grants once approved for draw down information, etc.

These forms are for illustration only.

BOLDED FORM originals may be picked up at the Business Office.

All other forms are located in your buildings

Please keep your beneficiary records up to date and be sure that your deductions are kept updated on your W-4 form.

Notify the business office immediately for changes in these areas and changes to your insurance coverage such as new dependents or to remove dependents, marriage or divorce.

If your name changes, you must present a new social security card before we can change your records on payroll. Notify the business office of all address changes.

EMPLOYEE TRAVEL CHECKLIST

Fill out a Request for Travel completely.

- Have form signed
 - Before signing administrator/supervisor must:*
- Write account number to be used
- Make sure there are sufficient funds for the trip
- Justify necessity of trip
- Check to see how many times the employee has traveled in the year
- Not all travel should be automatically approved.

If the travel is **out of state**, the request will require Board Approval.
The Board meets once per month so this will have to be done in advance.

Turn the form into the Central Office to make arrangements.
All relevant information must be attached. Registration, Hotel info etc.

Checks will be cut during regular bill cycles for mileage, meals and lodging according to GSA guidelines so make sure you allow check processing time.

Pick up Travel checks close to the travel date as possible from the Business office.

IMPORTANT INFORMATION

January 22, 2007

New regulations at motels across the country have required a change in procedures for our school with regards to travel.

1. The school gives staff a check to cover the motel charges upon check-in. Motels require a deposit or a Credit Card in order to get the room. This is a motel rule and for meals. The school has provided the check for the room and provided the periderm for meals. This is the school's only responsibility, the motel wants guarantee to cover any other charges that may be placed on the room's bill such as movies, meals or telephone charges. These extra charges are not the responsibility of the school and therefore we will not use the school credit card to cover these deposits. If a charge is sent to the school for extra charges the staff member will pay the school back. The staff member must provide the deposit in cash (up to \$150.00 depending on the motel and number of guests) or a credit card. This money is refunded if there are no extra charges. Do not request travel if you cannot pay this deposit.

2. When the school makes your room reservation, we make it for the employee only. You are expected to tell us in advance if there are others going with you. It is against the law to have more people in the room than you pay for; it is called defrauding an innkeeper. The school will ask the difference in the room rate for extra people and you will be expected to pay the school in advance of the trip for those charges.
3. All travel must be authorized in advance by administration. Travel arrangements are completed in the central office. **NO-ONE** is authorized to add to any arrangements. **NO-ONE** is allowed to contact a travel agent or motel unless further approval has been obtained before going on the trip to add expenses for extra stay. Failure to abide by this rule will result in your paying the district for extra expenses.
4. If staff member needs to cancel a room for all or part of the trip, it is the staff member's responsibility to do so. Obtain a name and cancellation number so that the school is not billed for a room that is not used. If the school is charged for rooms you do not stay in, it will be your responsibility to repay the district.
5. The school has incurred extra charges in the past due to all of these instances. That money is better used on the education of our children.

PROCEDURES FOR FUNDRAISING

1. Solicitation of any business or individual must be approved in advance, specifically by name by the School Sponsor.
2. An accurate record must be kept of all awards donated to the School, by whom; and a thank you note sent to each contributor.
3. Funds raised must be accounted for, by reconciling the tickets sold, to the money collected. That is, if 100 tickets are sold at \$1.00 each, \$100.00 must be collected. Two people must be involved in the accounting.
4. The forms used to account for the above, and the money, must be turned in to the School Business Office. The money will be put in the Parent Club Activity Fund and expended in the usual manner, by the use of a requisition/purchase order prepared by the School Sponsor.