

TO'HAIILEE COMMUNITY SCHOOL

STAFF HANDBOOK

SY 2023-2024



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VISION. MISSION

Vision: STAR - Students & Teachers Achieving Results

Mission: To'Hajiilee Community School strives to meet the educational needs of all students by integrating core content areas, preparing them with knowledge, skills and experiences to advocate, lead and become self-directed productive members in a diverse world both on/off the Navajo Nation and the United States of America.

PHILOSOPHY

To'Hajiilee Community School will promote and integrate the Navajo Language and Culture to preserve Dine' identity and foster successful academic achievement to become advocates and leaders of their community.

INTRODUCTION

This handbook is intended to serve as a guide to the policies, procedures and the daily operations of To'Hajiilee Community School written in accordance with the To'Hajiilee Community School Board of Education, Inc. policies. The provisions contained herein apply to all staff positions as applicable.

The Personnel Policies and Procedure Manual for To'Hajiilee Community School is available in the Business Administration Office and in the Chief School Administrator's Office.

ACADEMIC PROGRAMS

SCOPE OF WORK

All teachers will plan, organize and administer optimal learning experiences for ALL students. These plans will include our curriculum guidelines aligned with the New Mexico/Common Core State Standards. Teachers may-be required to provide remote learning to deliver academic instructions for students.

The areas of responsibilities include: student instruction and assistance, communication with administration, participation in professional development, participation in parent engagement activities, extracurricular activities, committees, field trips, class meetings, development of professional development plan and other duties as assigned.

A. REQUIRED EXPECTATIONS- TEACHERS

1. Develop bi-weekly lesson plans and units of study using the school's curriculum which is aligned with the New Mexico/Common Core State Standards. Teachers and Educational Assistants will collaborate in developing and submitting required bi-weekly lesson plans.
2. Develop a professional development plan, a pacing guide, syllabus, curriculum, and complete all reflection forms.
3. Maintain accurate attendance records of all classes and students served on a daily basis. Attendance records are the direct responsibility of each classroom teacher. Attendance coding will be provided for hard copy attendance book (A=absent etc.).
4. Prepare assignments using ~~any~~ adopted textbooks and supplemental teaching materials.
5. Implement teaching methods that support student level of learning.
6. Incorporate Achieve 3000, Smarty Ants, Schoology, Google Meet, Kagan, and Write Tools in lesson plans.
7. Incorporate technology in the learning environment of each classroom (i.e., IXL).
8. Incorporate Dine language and cultural activities into bi-weekly lesson plans. (i.e., Navajo Word of the Day).

9. Dual language will integrate Common State Standards along with Navajo Nation Dine Culture Content Standards.
10. Pre-planned fieldtrips and movies shall be used as a supplemental activity that reinforces the unit of study, the approved curriculum and must be pre-approved by the School Administrator. These must be cited in lesson plans and coincide with your performance objectives as well as your professional development plan.
11. Classroom management is the responsibility of each classroom teacher. Each teacher shall follow their classroom behavior management plan to include classroom behavior consequences. All teachers shall follow the process of the Discipline Flow Chart when writing up a student.
12. Each teacher shall supervise students as scheduled throughout the academic day and/or activity in order to provide for the safety, health and welfare of students. Supervision of students is required to and from class, to and from the restroom, on the playground, the cafeteria, hallways, during delayed bus routes and/or other designated areas. All students will be escorted to the bus at the end of the day. This includes secondary students, teachers/monitors shall stand out in the hallway during passing periods at all times.
13. Attend all Parent-Teacher Conferences, Open House activities, the Halloween Carnival, the Christmas Program, Senior Graduation, and any scheduled meetings with parents, teachers and or administration.
14. Attendance to family engagement/student activities is encouraged.
15. Position description contains additional expectations.
16. When requested you are expected to perform other duties as assigned.
17. Navajo Nation Public Health Emergency Order will be followed.
18. Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle/bus to their classroom and vice versa.
19. Adopt the new Cognia Performance Standards and the key characteristics for accreditation and continuous improvement.

20. BIE/Grant Navajo K-8 & 9-12 Indicators will be implemented for continuous improvement.

AI. STUDENT ASSESSMENT

1. Scheduled assessments that are outlined in your assigned grade level will be required for your core subjects.
2. Participate in mandated assessment requirements. They are as follows: WIDA, NWEA, Achieve 3000, BIE Math, BIE Reading, BIE Science and Transition Assessment.
 - Evaluate your students' progress on a weekly basis. Be prepared and on time with 9-week grading reports at all scheduled parent-teacher conferences.
3. Be prepared to participate in IEP meetings as scheduled and determined by the IEP Special Education Team. IEP's are legal documents as stated in IDEA (Individual Disability Education Act) Federal Regulations. It is required that a general education teacher attend all IEP meetings to represent the general education curriculum for the student and participate in writing the IEP goals.
4. Secondary teachers are required to administer semester examinations for all classes and provide a copy to the Administration office. Exams will be scheduled per semester.

AII. CLASSROOM MANAGEMENT RESPONSIBILITIES

1. Post classroom behavior management plans to include teachers' consequences for violations in the classroom. And follow school wide discipline flowchart and policies.
2. Maintain a safe, clean and attractive classroom environment conducive to learning, which includes the furniture, equipment and other materials in the classroom. Do not allow writing or graffiti to be written on walls, bulletin boards, floors or furniture.
3. Provide daily reminders of hygiene practices of hand washing, use hand sanitizer, cover mouth with tissue when coughing or sneezing.
4. Implement the school's policies and procedures accordingly. Follow your classroom schedule and use instructional time for instruction "bell to bell".
5. Monitor the outside entrance of assigned classroom and duty station during period changes and to actively facilitate getting students to class on time.

6. No refrigerators, microwaves, hot plates, crock pots, coffee pots or any other small electrical appliances are allowed at your workstation. This is a safety issue and shall be adhered to. Teachers' lounge is established with a refrigerator and microwave.

AIII. RECORDS MANAGEMENT RESPONSIBILITIES

1. Maintain student work folders, attendance, assessments, behavior folders and the daily progress of your students. Cumulative folder will be completed at the end of the school year for grades K-5.
2. Submit bi-weekly lesson plans to Walkthrough@tohajiilee.com for the following week by Sunday.
3. Manage PLC sign-in sheets, notes and agendas.
4. School Registrar will communicate with teachers regarding the students' educational records. Student records need to be maintained with confidentiality at all times.
5. Attendance records will need to be documented in hardcopy and input into NASIS daily for morning and afternoon sessions.
6. Prepare and submit a substitute lesson plan prior to any absence(s). The folder shall contain information for supervision and the instruction of your class during your absence. Include a daily schedule of your classroom procedures, lesson plans and any other information that will assist the person who will be substituting for you during your absence. Attendance must be kept accurate. Class should proceed as usual with the substitute in charge.
7. Planning time is essential in order to be prepared for daily lessons and is built into all teachers' schedules. Use your planning time efficiently for effective learning and optimal job performance.

B. REQUIRED EXPECTATIONS- EDUCATIONAL ASSISTANT

1. Prepare instructional outlines covering relevant units of study with classroom teacher. Specify objectives/activities and methods for both individual and group instructional programs under the supervision of your assigned teacher.
2. Collaborate with the classroom teacher on classroom behavior management plan.
3. Provide substitute services at all levels of instruction and document reason for substitution for service logs.

4. Provide on campus/cafeteria duty, field trips, and others duties as assigned including bus route supervision as needed.
5. Refer to your position description for additional assignments.

C. CLASS SPONSOR RESPONSIBILITIES

Each middle and high school class will have a sponsor(s) whose main task is to supervise, advice and guide the students in fund raising activities. The sponsor position is rotated yearly. The sponsor(s) shall:

- Attend all class meetings and work with the students to develop a positive atmosphere based on mutual trust, respect, and understanding.
- Perform the assigned duties and keep notes on each meeting. All meeting notes will be submitted each semester.
- Submit a completed Plan of Operation Form with the Business Office to establish an account for your class.
- Take attendance at each meeting and hold the students accountable for their participation.
- Read and explain announcements to the class and plan any upcoming activities.
- Supervise elections for class officers.
- Serve as a liaison between the students, teachers, families and administration.
- Adhere to the student handbook for discipline.
- All fundraising activities will be done during non-instructional time so as not to interfere with students' class time. And all funding raised should be immediately turned into the business office within 24 hours after each fund raising event.

D. TUTORING

Tutoring is a tool for assisting students.

- To avoid conflict of interest, confusion and miscommunication please follow the school's guidelines for keeping students in your classroom when class is not in session.

- In the event that you need to tutor a student during lunch, you must arrange to have the student(s) get lunch with cafeteria staff.
- In the event that you need to tutor a student after school, you must obtain parental permission and notify the front office 24 hours prior to your tutoring session.
- After school tutoring may be carried out by Educational Assistants and/or Teachers/ Arrangements for the students to ride the Activity Bus home or the High School Bus depending on the age group being tutored.

ALL SCHOOL PROGRAMS

Staff are required to attend all staff meetings as scheduled. Other meetings may be called by the Chief School Administrator. Staff are required to sign in for all meetings

A. PROGRAM OPERATIONS AND CHAIN OF COMMAND

1. The Chief School Administrator is responsible for total school operation; this includes direct and indirect supervision of all staff.
2. The Chief School Administrator or your immediate supervisor will approve or disapprove leave for employees.
3. Non-TCS staff must have authorization and approval through the established security procedures before they are allowed on campus. All staff must immediately report any non-staff person on campus not wearing a visitor's badge. Violation of this policy shall be subject to disciplinary action. (See Appendix A)
4. Chain of Command-All external communication shall go through the Chief School Administrator or your immediate supervisor.

B. TOUR OF DUTY

1. The school shall provide 180 Instructional Days for students. Please refer to the school calendar for these specific days.
2. The official tour of duty for most staff members is from 7:30am to 4:00pm.

Administration	7:30am-4:00 pm with ½ hour for lunch
Teachers/Counselors	7:30am-3:00 pm with ½ hour for lunch
Educational Assistants (staggered)	7:00am-3:30 pm with ½ hour for lunch
Business Office	8:00am-5:00 pm with 1hour for lunch

Bus Drivers	8 hours shift with ½ hour for lunch
Cooks (staggered)	5:30am - 2:00 pm ½ hour for lunch
Maintenance	7:30am-4:00 pm with ½ hour for lunch
Security	7:00 am- 4:00 pm with 1 hour for lunch
Custodians	2:00 pm- 10:30 pm with ½ hour for lunch/supper
Pre-K Teacher	7:30am- 4:00 pm with ½ hour for lunch
Pre-K Teacher Assistants	7:30am-4:00 pm with ½ hour for lunch

C. LEAVE POLICY

There are 9 types of leave for school year employees. They are as follows:

1. Personal/Emergency Leave (School Year Employees Only)
2. Sick Leave
3. Approved Leave Without Pay (LWOP)
4. Court Leave/Jury Duty (subpoenas only)
5. Military Leave (official orders only)
6. Administrative Leave (at the discretion of the Chief School Administrator ONLY)
7. Absence Without Authorized Leave (AWOL)
8. Family Leave (extended sick leave)
9. Bereavement Leave: Follow the Personnel Policy Procedure Manual

NO LEAVE will be approved the day before or the day after holidays: Labor Day, Fall Break, Veteran's Day, Thanksgiving Days, Christmas Break, Martin Luther King Day, Presidents' Day, Spring Break, the last week of school, etc. Note: The Board shall not assume any financial responsibilities for an individual's inability to understand this policy.

SCHOOL YEAR EMPLOYEE: Up to 32 hours of personal leave/emergency leave may be available for each employee. THIS IS NOT A “USE OR LOSE LEAVE”. This leave is intended for employee's personal use when it is NEEDED. Please note that this leave is not intended for vacation leave. The Chief School Administrator or supervisor reserves the right to refuse Personal or Leave Without Pay.

Any employee that is authorized to be off campus, in the course of their official duties, must sign out at the front office stating reason along with time of departure and must sign back in when return.

Pay Day Friday: Only personal leave or sick leave of an emergency nature or leave (with documentation) will be approved.

Policy on Requesting Leave:

1. During the 4th quarter, no sick leave will be approved unless it is accompanied by documentation from a health professional. No personal leave will be approved unless it is accompanied by documentation.
2. No leave requests will be approved through email or text. All leave requests must be authorized verbally by an administrator through a phone call.
3. ALL leave must be approved at least 3 days in advance except for unplanned illness and emergencies.
4. In the event that you wake up sick in the morning, call the school office at 7:30a.m. And speak to the supervisor. If the supervisor is unavailable, speak to the acting supervisor. You must complete a leave slip upon returning to duty.
5. Leave slips are in the work room or front office. ALL leave must be documented on a leave slip and submitted. Failure to submit a leave slip will result in the employee being charged with Absent Without Authorized Leave (AWOL) and/or the employees' timesheet may not be submitted which will result in an undetermined time before the employee will be paid.
6. It is the responsibility of employee to submit leave slip; supervisor will not contact employee to fill out leave form. If employee does not submit leave slip, employee will be charged Absence Without Leave (AWOL). AWOL will be documented on timesheet.
7. Leave is approved in one-hour increments.
8. On Day 2 of sick leave you must submit a doctor's statement with your leave slip.
9. If extended sick leave is being used for family leave, appropriate documentation is required.
 - Sick Leave: School Year Employees who work 70 hours in a pay period earn 3.5 sick leave hours.
 - Year Round Employees who work 80 hours in a pay period earn 4 sick leave hours

Policy and Personal/Emergency Leave:

Permanent full-time School Year Employees who have a contract that exceeds 24 continuous weeks will receive 32 hours of Personal/Emergency Leave. No liquidation or carryover of this leave is authorized.

The purpose of Personal/Emergency Leave is to allow full-time school year employees an opportunity to deal with unpredictable and uncontrollable outside demands upon his/her time during work hours. Examples which are not all-inclusive are as follows: Appearance in court as the result of action by the employee; vehicle registration; bank business; vehicle repairs; vehicle accident; vehicle inoperable (broken down); flat tire; etc.

Request for Personal/Emergency Leave shall be made in advance with the immediate supervisor when the purpose is of a non-emergency nature. When this leave is requested for emergency purposes, the employee shall immediately request leave from their immediate supervisor. If the immediate supervisor is not available then the request shall be submitted to the supervisor on duty.

In the event that an employee does not follow the leave policy, disciplinary action will be taken.

D. ALL EMPLOYEE DRESS CODE

- All staff will set a positive example for the students by dressing professionally. We are the role models for our students. All administrators, teachers, staff and education assistants are expected to project a professional image and should dress appropriately for an office/business environment including but not limited to special events such as graduations and promotions. Certain employees may be required to wear special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the individual's supervisor or HR.
- If your mode of dress solicits undue attention, then it is discouraged.
- If your appearance as a professional educator leaves a negative impression on other staff members, parents, and the community, then it is prohibited.
- Jeans are unacceptable on a regular basis but can be worn on Wednesday as Warrior Wednesday(s). Spirit shirts may also be worn on Wednesday or on days of scheduled sports events.
- Proper footwear will be worn at all times. No flip flops.
- NO visible body piercing except for earrings.

- NO visible "hickies."

E. CONFIDENTIALITY

1. All staff must use good judgment when discussing school business, student behavior, family matters, student achievement, counseling or special education referrals and any other type of conversation involving staff or students; these issues should be treated with confidentiality.
2. IEP information is strictly confidential. Teachers who read IEP folders must sign in at the front of the folder and read it in the special education office. IEP folders may not be removed from the designated secured area.
3. Gossip or slander about other employees, parents/students and the school **WILL NOT BE TOLERATED**. Disciplinary action can be implemented for violation of this policy.
4. Each employee is required to use discretion in the discussion of any official business and records.

Unauthorized disclosure of such confidential information, which may include but is not limited to, program or client matters, salary and other personnel matters, restricted financial information, to include internet, social media networks (i.e. Facebook, Instagram, Twitter, etc.) or any other technology devices, will be grounds for immediate disciplinary action up to and including termination of employment. (See Appendix C, Page 22.)

F. STAFF ROLES AND RESPONSIBILITIES

- Staff cannot approach or discipline students and/or other staff members when incidents related to fights, assaults, and bullying involve their own child or grandchild. Staff cannot make any type of verbal comments to students and/or other staff members regarding incidents involving their own child or grandchild.
- No Public Display of Affection (PDA).
- Staff are not to smoke on school grounds. (This includes e-cigarettes and chewing tobacco).
- Please follow speed limit of 5 mph when entering school campus.

- Staff need to park in appropriate spaces throughout school campus.
- Staff should not get confrontational or argue in front of students, families or staff, rather they should go to their immediate supervisor or human resource for support.

G. EXTERNAL CORRESPONDENCE

All external correspondence is to be signed or approved by the Chief School Administrator. This is to keep communication open. It is imperative for the appropriate supervisor to be aware of all types of external correspondence in order to answer questions, resolve any problems and be aware of concerns. Any correspondence that is intended for external distribution beyond our campus (Social Media, Website, Fax etc.) is to be approved by the Chief School Administrator/Administrator designee.

H. CAMPUS AND PLAYGROUND SUPERVISION

Teachers, Educational Assistants, Bus Drivers and other staff shall be assigned various types of supervision on a regular basis. (Schedules will be made for regular duties). All staff shall follow these guidelines:

- Be present at your duty station and on-time during your assigned periods. This responsibility is not time to have breakfast or lunch and/or engage in any lengthy conversations with other staff members. Keep alert and be watchful for the safety of the students. Teachers and education assistants should stand at your respective doors during passing periods greeting students and being present for bus duty at the end of the day.
- Be visible and move around the playground or area of supervision. Bench seating is prohibited due to safety of student supervision.
- Avoid standing in the same place during the period of supervision.
- Cell phone use is prohibited while supervising students.
- Ensure that the students are safe.
- Report any broken or unsafe playground equipment immediately to your supervisor. All staff will fill out a work order form.
- Ensure that the students are following playground rules -littering, rough playing and/or (in appropriate) language is not permitted.
- Administer school discipline as necessary, following the discipline flowchart.

- If an incident or accident arises on the playground, notify the Front Office and fill out the incident/accident report. Acquiring outside medical attention and informing parents/guardians will be the responsibility of the Front Office.

I. BULLETIN BOARDS

Bulletin boards serve as teaching aids. The maintenance of these bulletin boards are the responsibility of the teacher and/or educational assistants.

J. DUPLICATING SERVICE/ACADEMIC STAFF WORKROOM

We do not have a designated person to make copies for teachers. Students should not be sent to the front office for copies as there may not always be someone available. Students are not permitted to use the copy machines

K. SALES ON CAMPUS

A form is available in the work room to be filled out each time a sponsor/class wants to have a sale. Your Plan of Operation Form must be on file before any sales are approved. All sales will take place during non- instructional time. An adult must sponsor all sales AND the adult must stay at the site with students. All students must be stamped after breakfast or lunch is served in order to purchase any food items.

Proceeds from sales shall be deposited no later than the forty-eight hours. (Appendix B.)

A food handler's permit is required for any adult/student handling food that is not commercially wrapped. A food handler's certificate for the sponsor and the student sellers must be provided to the Business Office prior to all sales.

All sales (and fliers) must be pre-approved by designee administrator. The request for sales must be specific. See the business office for setting up your account for your class or your club.

L. FIELD TRIPS

All field trips must be educational and must reinforce the approved curriculum. Field trips are based on availability of funds. ALL classroom field trips must be pre-approved and put on all required forms. The required forms must be filled out completely and given to the Chief School Administrator or administrator designee for approval. The following are steps needed to complete a field trip request:

DAY FIELD TRIPS:

Day Field Trip should be planned during regular tour of duty and requested 3 weeks in advance.

1. The classroom teacher is responsible for planning and preparing the appropriate forms for any field trip activity. Field Trip forms are available in Teacher Resource Binder or in the front office:
 - Field Trip Request Form (Appendix L)
 - Field Trip Check List (Appendix M)
 - Food Request Form (Appendix G)
 - Signed Requisition Forms with quotes to vendors need to be submitted to Procurement 3 weeks in advance.
2. Planning must include meals and bus availability.
3. Students are not eligible to participate if they are suspended.
4. After planning and forms are completed, packet needs to be submitted to the Chief School Administrator for approval.
5. Teachers and chaperones will take roll call on the bus for attendance, remain on the bus with students in the bus and with their students during the field trip.
6. Parent pick up will be arranged with parents prior to the field trip and will follow all TCS protocol for check out to include; checking for ID's, releasing students to authorized parent/guardians listed in NASIS, and check out will only take place at designated sites listed on field trip forms.

OVERNIGHT FIELD TRIPS: Overnight Field Trips must be pre-approved by the Chief School Administrator and school board at least 6 weeks in advance.

1. The classroom teacher/sponsor is responsible for planning and preparing the appropriate forms for any overnight field trip activity. Field Trip forms are available in Teacher Resource Binder or in the front office.
 - Field Trip Request Form (Appendix L)
 - Field Trip Check List (Appendix M)
 - Sack Lunch Request Form (Appendix G)
 - Signed Requisition Form with quotes to vendors need to be submitted to Procurement 6 weeks in advance. as needed
2. NO parents on overnight field trips, unless approved by Administration and with proper completed background check.

3. Parent consent must be signed for each student for any overnight field trip.
4. Planning must include meals and bus availability.
5. Students are not eligible to participate if they have behavioral infractions that could lead to suspension are or have been suspended.
6. All planning and forms must be completed and submitted to the Chief School Administrator for approval 4 weeks prior to departure.
7. Overnight Field Trips REQUIRE a full and accurate Itinerary 2 weeks in advance.
8. Overnight Field Trip Chaperones will NOT be paid overtime.
9. Overnight Field Trip Chaperones will NOT be paid for "weekend" days in the event that the field trip is taking place on a weekend day.
10. Overnight Field Trips will have deadlines for fundraising so that the trip can be budgeted according to the funds that have been raised for the designated trip.

M. MAIL, TELEPHONE, AND FACSIMILES

All staff are assigned a mailbox in the workroom. Please check your mailbox on a daily basis.

Personal phone calls may be made before instruction time, during your break, lunch, or after instruction time. All faxes must be school related.

N. TRANSPORTATION

All staff are responsible for their own transportation to and from work.

In the event that I-40 closes due to inclement weather or other emergencies, please tune to Channel 4 (KOB) or Channel 7 (KOAT) news for information. Please maintain an updated phone number to receive Shout-outs. (See Appendix D)

O. SALARIES

Salaries are paid on a bi-weekly basis. Salaries are automatically deposited into your bank account. Make an appointment with the Business Office for questions or clarifications on your salary, insurance, or retirement information. Your pay will be automatically pro-rated over twenty six (26) pay periods. Employees should not identify or disclose confidential information nor share their salary with their co-worker colleagues.

P. STAFF MEALS

Both the breakfast and lunch meals are available for staff purchase at the following rates:

OCCASIONAL MEAL:	Breakfast	\$3.00 per plate
	Lunch	\$3.00 per plate

NO FREE BREAKFAST OR LUNCH! NO IOU'S OR CREDIT!

Q. EMPLOYEE CONTRACTS

All staff will receive a copy of their contract and the position description at the beginning of the school year.

R. CUSTODIAL AND FACILITIES MANAGEMENT

Administration will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff. All staff shall assist by:

- Teaching good citizenship, respect for property/school equipment and personal responsibility.
- All staff should assist by: Maintain a clean and orderly classroom.
- Properly supervise students both inside and outside the classrooms.
- Fill out work orders as you see areas that need attention. Facility/Maintenance work order forms are available in the front office.
- Post displays and written announcements only on designated bulletin boards.
- Report any damages immediately to the front office or request a work order to fix any damages.

S. END OF SCHOOL YEAR REQUIREMENTS

These are procedures that must be followed before employees leave for the school-year. The completion of these procedures are documented on the school's employee (check-out form), which the completion shall be acknowledged with the employee's signatures, the responsible supervisor and Chief School Administrator.

- The end of the year inventory forms must be signed and dated and submitted to the appropriate supervisor.

- All keys must be submitted to the Facilities Supervisor office in an envelope marked with the employee's name and job assignments.
- Requisitions must be submitted to your supervisor.
- All lesson plan books and attendance books must be turned into the Registrar.
- All bulletin boards need to be cleaned.
- A list of students who have not returned or lost their textbooks should be submitted to the school registrar.
- Review the end of the year inventory form for detailed explanation.
- All classroom furniture must be stacked to one side of the classroom so that the school custodians can clean all rooms.
- Books and any personal belongings should be stored and locked in cabinets.
- Supplies and materials need to be ordered for the following school year.

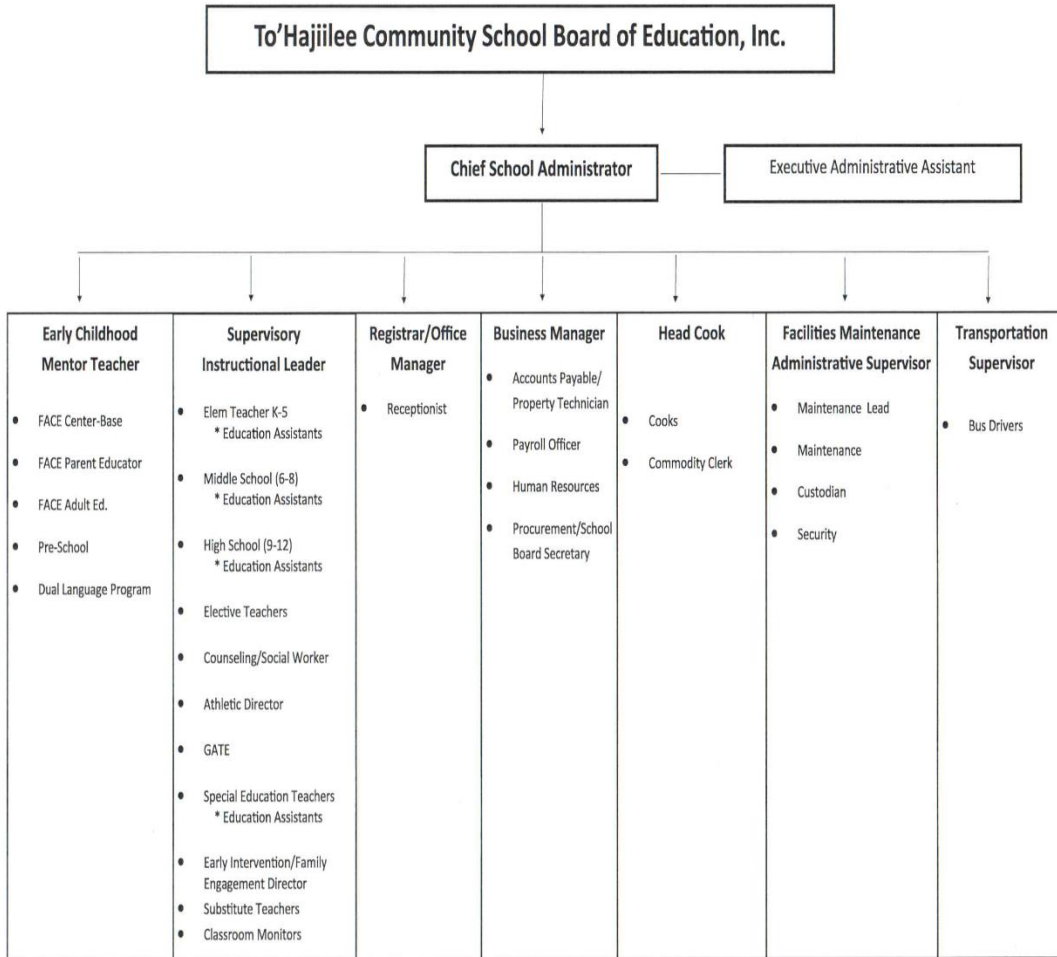
T. GOVERNMENT VEHICLES (GSA)

- The use of cell phones is prohibited unless hands free technology is being utilized. Texting while operating a school vehicle is prohibited.
- Employees **MUST** have a valid state Driver's license to be authorized to drive the applicable government vehicle.
- Employees **MUST** have a current MVD driving record on file with Human Resource. Computer-generated copy will not be accepted.
- Use school transportation for school business only. Do not transport a student in your own personal vehicle.
- Government vehicles are to be used for official school business **ONLY**.
- Approval by the appropriate supervisor is mandatory before an employee can check out a vehicle.
- Vehicle availability is on a first come, first serve basis. Checkout procedure begins with the Transportation Department.
- Government vehicles must be parked in their designated parking area.

- Government vehicles need to be returned with a full tank of fuel. Place gas receipt in envelope in the vehicle. See the Transportation Department for clarifications on the procedures for fueling and forms that need to be completed accurately.
- Vehicle inspection form needs to be filled out. It is the responsibility of each employee to be sure the vehicle is cleaned and the responsibility to report any mechanical/maintenance issues or damages to the Transportation Department to review. (Appendix C.)
- Operation of a school vehicle while under the influence of alcohol, illegal drugs, or prescription drugs that might cause impairment of the operation can result in termination.
- Face masks: Follow Navajo Nation Public Health Emergency Order.
- Clean and disinfect before and after use of government vehicle.
- Follow CDC's recommendation for air ventilation.

Organizational Chart: Appendix A

To'Hajiilee Community School Board of Education, Inc.
Organizational Chart



Approved by School Board for SY 2022-2023

Lawrence Platero

Date: 12/2/22

Lawrence Platero, School Board President

To'Hajiilee Community School Board of Education, Inc.

Processing of Cash Receipts Appendix B.

**TO'HAJIILEE COMMUNITY SCHOOL
BOARD OF EDUCATION, INC.**
(a non-profit government contractor)

John Chavez, President
Michelle Abeyta, Vice-President
Jordan Eteitty, Secretary/Treasurer

Lawrence Platero, Member
OPEN, Member

Policy Directive

Date: January 16, 2019

Re: Processing of Cash Receipts

Effective immediately, any employee, or an individual member of any organization authorized by the To'Hajiilee Community School Board of Education, Inc. who receives cash from a Student Activity, Gate Receipts, Class Sales, Student Organizations, Parental Organizations, etc. shall deposit such cash receipts within a maximum of 48 hours with the schools cash collections officer.

The Head Cook or the Commodities Clerk will deposit cash received in support of food service expenses, by close of business every Friday or Monday with the To'Hajiilee Community School cash collections officer.

This policy shall remain in effect indefinitely.



Willinda Castillo
Principal

XC: Employee Handbook- Master
XC: Business Office Operations Manual

I, _____, do hereby acknowledge receipt of this written policy directive
on _____.

Signature

P.O. Box 3468
To'Hajiilee, NM 87026

505-908-2145 (Office)
505-908-2152 (Fax)

Appendix C.

**TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.
VEHICLE INSPECTION SHEET**

Today's Date: _____

Motor Vehicle Operator: _____
PLEASE PRINT LEGIBLY

Vehicle Number: _____

PLEASE CHECK THE FOLLOWING BEFORE/AFTER YOUR RETURN.

Beginning Mileage: _____ Ending Mileage: _____

1) CLEANLINESS

	<u>BEFORE</u>		<u>AFTER</u>	
a) Is ALL the trash picked up?	YES	NO	YES	NO
b) Does it need vacuuming?	YES	NO	YES	NO
c) Are the windows clean?	YES	NO	YES	NO
d) Is the interior clean?	YES	NO	YES	NO
e) Is the exterior clean?	YES	NO	YES	NO

2) Does the vehicle need to be refueled? YES NO
(If the vehicle needs refueling, don't wait for others to refuel it. You have the vehicle, you fill it up!)

3) VEHICLE FUNCTIONS

	<u>BEFORE</u>		<u>AFTER</u>	
a) Does the radio work?	YES	NO	YES	NO
b) Does the dome light work?	YES	NO	YES	NO
c) Do the signal lights work?	YES	NO	YES	NO
d) Do the headlights work?	YES	NO	YES	NO
e) Do the brake lights work?	YES	NO	YES	NO
f) Are the tires okay?	YES	NO	YES	NO

4) **OTHER:** Please verbally inform the transportation director of any other findings. (i.e., unusual sound-concerns, problems, etc.)

NO SMOKING!! No food or drinks allowed in the vehicles. Please treat this vehicle as if it were your own. Do not speed, especially on the dirt road and SCHOOL ZONE. Make safety first priority when handling this vehicle and always make sure you and your passengers are in your seatbelts at all times.
PLEASE MAKE SURE ALL LIGHTS ARE TURNED OFF.

Motor Vehicle Operator's Signature: _____

***TO'HAJIILEE COMMUNITY SCHOOL
BOARD OF EDUCATION INC.***

(a non-profit government contractor)

POLICY REGARDING UNAUTHORIZED PERSONNEL ON CAMPUS

Staff members are hereby informed that no individual or individuals that are not employed by the To'Hajilee Community School Board of Education, Inc. (TCSB) are not to be on campus unless they are authorized and approved by the security procedures we have in place at the front office.

Staff members are further advised that your children are not authorized to be on campus at your work site or other school sites when not participating in school sponsored instruction or activities.

Be advised that anyone in violation of this policy shall be subject to disciplinary action. Your signatory receipt of this policy is required.

Print Name

Signature

Date

XC. Master Staff Handbook
Personnel Manual
Employee Personnel File

(a non-profit government contractor)

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX E

CONDUCT AND CONFIDENTIALITY CLAUSE

This To'Hajiilee Community School Board of Education, Inc. (TCSB) Employee agrees to conduct himself/herself appropriately in a manner conducive to the goals of TCSB. This member will refrain from taking any kind of actions or making any kind of statements that would reflect adversely upon TCSB or would contradict its mission. Each employee is required to use discretion in the discussion of any official business and records. Unauthorized disclosure of such confidential information, which may include but is not limited to, program or client matters, salary, and other personnel matters restricted financial information will be grounds for immediate disciplinary action up to and including termination of employment. Employee may not disseminate or otherwise disclose confidential information about TCSB programs, projects or general school board affairs without proper written approval from the Board of Directors or from the Principal.

I, _____, hereby acknowledge that I will abide by the terms of this Conduct and Confidentiality Clause.

Employee Signature

Date

XC: Master Staff Handbook
Policy & Procedure Manuel
Employee Personnel File

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX F

SCHOOL CLOSURE POLICY

PLEASE BE ADVISED WHEN SCHOOL CLOSURE IS NECESSARY DUE TO INCLEMENT WEATHER OR ANY OTHER REASONS THE FOLLOWING POLICY WILL BE IN EFFECT:

On bad weather days (or any event that may cause the school to be closed) we may need to delay the start of school. School will start at 9:30 a.m. on bad weather, late start days. This will be announced on the news or you will get a call. When the employees are unable to reach work due to weather conditions, he/she may be granted administrative leave.

The Administrator will close the school and place employees on administrative leave, if I-40 is officially closed and travel is not authorized by the New Mexico Highway Patrol. Employees will be charged with AWOL if they do not report to work and I-40 is open. Tributaries to I-40 being closed or not passable may/may not be cause to close the school.

It is the responsibility of management to notify employees if and when the school is to be closed. Management will call Channel 7 and Channel 4 TV. PLEASE WATCH THE NEWS WHEN YOU WAKE UP IN THE MORNING TO BAD WEATHER. If you hear that I-40 is closed before you see our school's name listed you can call a school administrator

Please call the Administrator if adverse travel conditions prevent you from reporting to work. Call the Academic Office at 908-2426/2446 at 7:30a.m.

Please remember that we have a professional obligation to the students we serve and our fellow educators to be at work.

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX G Food Request Form

Today's Date: _____






Event Date: _____

Teacher: _____

Event Name: _____

Class: _____

Total Meals Requested: _____ Number of K-5 Meals _____ Number of 7-12 Meals: _____

<p>SANDWICH FILLING (1 REQ'D) PICK 1 - 2</p> <p> <input type="checkbox"/> HAM <input type="checkbox"/> ROAST BEEF <input type="checkbox"/> BOLOGNA <input type="checkbox"/> TURKEY </p> <p style="text-align: center;"></p> <p style="text-align: center;">NO SANDWICH OPTION</p> <p> <input type="checkbox"/> P B & J UNCRUSTABLE (2) <input type="checkbox"/> CHEESE STICK (2) <input type="checkbox"/> SWISS CHEESE </p> <p style="text-align: center;">*CHOOSE AN ADDITIONAL BREAD/GRAIN SIDE INSTEAD OF BREAD</p>	<p>SANDWICH BREAD (1 REQ'D) PICK 1</p> <p> <input type="checkbox"/> WHOLE WHEAT SLICED <input type="checkbox"/> WHITE SLICED <input type="checkbox"/> HAMBURGER BUN <input type="checkbox"/> HOT DOG BUN </p> <p style="text-align: center;"></p>
<p>BREAD/GRAIN SIDE (1 REQ'D) PICK 1 - 2</p> <p> <input type="checkbox"/> SUN CHIPS <input type="checkbox"/> TORTILLA CHIPS <input type="checkbox"/> FRITO CORN CHIPS <input type="checkbox"/> GOLDFISH <input type="checkbox"/> GOLDFISH CHEDDAR CRACKERS <input type="checkbox"/> CHEX MIX TRADITIONAL <input type="checkbox"/> GRANOLA BAR <input type="checkbox"/> GOLDFISH GIANT GRAHAMS <input type="checkbox"/> JUNGLE CRACKERS (ANIMAL COOKIES) <input type="checkbox"/> GRAHAM SQUARES </p>	<p>VEGETABLE/FRUIT (2 REQ'D) PICK 2</p> <p> <input type="checkbox"/> CARROT STICKS <input type="checkbox"/> CELERY STICKS <input type="checkbox"/> BELL PEPPER STICKS <input type="checkbox"/> APPLE <input type="checkbox"/> ORANGE <input type="checkbox"/> GRAPES <input type="checkbox"/> BANANA </p> <p style="text-align: center;"></p>
<p>CONDIMENTS (OPTIONAL) CHECK AS DESIRED</p> <p> <input type="checkbox"/> MAYONNAISE <input type="checkbox"/> MUSTARD <input type="checkbox"/> KETCHUP <input type="checkbox"/> RANCH PACKET <input type="checkbox"/> SWEET RELISH <input type="checkbox"/> SLICED CHEESE <input type="checkbox"/> LETTUCE/TOMATO ON SANDWICH <input type="checkbox"/> PICKLES </p>	<p>DESSERT (OPTIONAL) PICK 0 OR 1</p> <p style="text-align: center;"></p> <p> <input type="checkbox"/> COOKIE <input type="checkbox"/> OATMEAL <input type="checkbox"/> SUGAR <input type="checkbox"/> PEANUT BUTTER BAR <input type="checkbox"/> FRUIT YOGURT <input type="checkbox"/> RICE KRISPY TREAT </p>
<p>MILK (2 FAT CONTENTS REQ'D) PICK 2</p> <p> <input type="checkbox"/> SKIM (NON-FAT) <input type="checkbox"/> 1% <input type="checkbox"/> PLAIN <input type="checkbox"/> CHOCOLATE <input type="checkbox"/> 2% <input type="checkbox"/> 8 OZ. WATER <input type="checkbox"/> JUICE <input type="checkbox"/> OTHER (SPECIFY) _____ </p> <p style="text-align: center;"></p>	

STAFF SIGNATURE AND DATE

CHIEF SCHOOL ADMINISTRATOR AND DATE

USDA CHILD NUTRITION PROGRAM REQUIRES THAT A FIELD TRIP BE CONSIDERED EDUCATIONAL IN ORDER FOR REIMBURSEMENT TO BE CLAIMED. PLEASE NOTE BELOW WHY THIS IS AN EDUCATIONAL FIELD TRIP. THIS FORM MUST BE TURNED INTO THE KITCHEN MANAGER AT LEAST 5 DAYS BEFORE ITEMS ARE NEEDED. THE KITCHEN NEEDS ADEQUATE TIME TO ORDER EXTRA FOOD REQUIRED FOR SACK LUNCHES AND SPECIAL OCCASIONS. THANK YOU FOR MAKING THE JOB EASIER OF THE KITCHEN STAFF. ADDITIONAL REQUESTS USE BACK SIDE OF PAPER.

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX H

Rw: 17-May-21

To'Hajiilee Community School
P.O. Box 3438
To'Hajiilee, NM 87026
Phone: (505) 908-2426
Fax: (505) 908-2152

Page 1 of 1

Requisition No. 2122-

REQUISITION

Vendor Name, Address, Phone, Fax or Website		Ship to (Name and Address):			Requested Delivery Date
		To'Hajiilee Community School Board of Ed., Inc. 170 Warrior Lane Building 634 To'Hajiilee (Laguna), NM 87026			
Line No.	Item No. and Description	QTY	UNIT	UNIT PRICE	Total
TOTAL ESTIMATED COST:					
Justification: _____ _____					

REQUESTED BY:

Requestors Signature _____ Date _____
 (Print Name & Title)

Department Supervisor's Signature _____ Date _____

APPROVING OFFICIAL CERTIFICATION:
 I certify the above items are authorized for this program.

Principal's Signature _____ Date _____

Business Officer's Signature _____ Date _____
 (Certification of Codes)

METHOD OF PAYMENT:

C.C# (Last Four Digits): _____

Purchase Order #: _____

FOR OFFICIAL USE ONLY		
Funding Source		
Program Code		
Activity		
Funding Source		
Program Code		
Activity		
Funding Source		
Program Code		
Activity		

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX I. (found at) <https://bie.edu/Programs/SSS/index.htm>



ADMINISTRATIVELY

Suspected Child Abuse/Neglect Report (SCAN)



		Report Date:	Report Time:
SCHOOL INFORMATION (Required)			
1. Reporting School:		2. School Principal/Administrator or Designee:	
3. School Phone Number: ()		4. School Principal/Administrator Phone Extension or Cell Phone Number:	
PERSONAL INFORMATION OF VICTIM (Required)			
5. Last Name:		First Name:	Middle Name:
7. SSN:	8. DOB:	9. Age:	10. Grade: SELECT GRADE
		11. Sex: SELECT GENDER	
12. Check Suspected Abuse:			
<input type="checkbox"/> Physical Abuse		<input type="checkbox"/> Emotional Abuse	
		<input type="checkbox"/> Sexual Abuse	
		<input type="checkbox"/> Neglect (Basic needs – food, clothing, shelter)	
		<input type="checkbox"/> Neglect (Medical)	
		<input type="checkbox"/> Neglect (Educational)	
13. Describe the specific incident (do not leave blank):			
14. Name of Parent(s) , Guardian, Custodian (Required):			15. Relation to Victim:
16. Contact Telephone Number of Parents, Guardian, or Custodian: () -			
17. Complete Mailing Address (Required):		18. Physical Location of Residence (Required):	
		(attach map, if applicable)	
ALLEGED OFFENDER INFORMATION (Required):			
19. Full Name of Alleged Offender (if a minor/peer, then indicate age or grade in box 20):		20. Alleged Offender's Position/Status (Required)	
21. If Employee, Position Title:			
22. If Employee, Contact Information for Alleged Offender: Cell phone number: Physical Location of			
() -			
23. Location of alleged incident:			
		<input type="checkbox"/> BIE Employee <input type="checkbox"/> BIE Contractor/Consultant <input type="checkbox"/> Volunteer * <input type="checkbox"/> Relative (specify): _____ <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Student ** (age or grade)	
24. Date of alleged incident:			
		** Refer to school/agency policies and procedures for any alleged offenders under the age of 19 or classified as a student.	
25. Time of alleged incident:			
26. Full Names and telephone numbers of potential witness(es):			
MANDATORY REPORT INFORMATION (Required):			
27. Full Name and Title of Mandatory Reporter Reporting Above Incident:		28. Signature (Required):	Date:
29. Full Name of School Principal/Administrator or Designee:		30. Signature (Required):	Date:
31. Has Mandatory Reporter Requested Protection of their Identity? <input type="checkbox"/> YES <input type="checkbox"/> NO		32. Initials of Mandatory Reporter:	

INFORMATION REGARDING THE INCIDENT
<i>(Please type or print clearly the following information.)</i>
33. Describe how you became aware of the incident:
34. Describe the specific incident (continuation of Box 13, Page 1):
<i>(NOTE: Mandated Reporters do not have to prove abuse when making a report, but must describe the behavior or physical sign that led the Mandated Reporter to believe the child was abused.)</i>
35. Did the alleged abuser physically touch the victim in any way? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, describe specifically the physical contact:
36. Was Medical Treatment Required? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, indicate action taken: <input type="checkbox"/> Victim was taken for medical care by school staff for an evaluation and/or medical treatment <input type="checkbox"/> Ambulance was contacted for immediate medical attention. <input type="checkbox"/> Other. Explain action taken:

ATTACHMENTS
<input type="checkbox"/> Continuation pages, if required <input type="checkbox"/> Statement from victim, witness, alleged offender, etc. <input type="checkbox"/> Other (must describe attachment): _____ _____

Distribution (Required):
 Original to SCAN Case File
 Copies to Law Enforcement, Child Protective Services and BIE Program Specialist

CONFIDENTIALITY AGREEMENT

To be read and signed by Mandated Reporter

In accordance with the Indian Child Protection and Family Violence Prevention Act, the identity of any person making a report of suspected child abuse or neglect shall not be disclosed, without the consent of the individual, to any person other than a court of competent jurisdiction or any employee of an Indian tribe, a State or the Federal Government who need to know the information in the performance of such employee's duties.

By signing this agreement, I understand that:

1. Confidentiality means that I cannot discuss any matter pertaining to any child abuse or neglect case, except as allowed by law. Pursuant to section 552a of Title 5, United States Code, the Family Education Rights and Privacy Act of 1974 (20 USC 1232g), or any other provision of law, agencies of any Indian tribe, of any State, or of the Federal government that investigate and treat incidents of abuse of children may provide information and records to those agencies of any Indian Tribe, and State, or any Federal Government that need to know the information in performance of their duties. For purposes of this section, Indian tribal government shall be treated the same as other Federal Government entities.
2. The legal requirements of confidentiality mean that I cannot discuss any matter pertaining to the Suspected Child Abuse and/or Neglect Report I completed on this date with any member of my family, including parents, children, spouse, aunts, uncles, cousins, any school staff or with another person unless they are allowed access to such information by law.
3. If I do not keep substantiated and/or unsubstantiated child abuse and/or neglect cases confidential, I may be subject to disciplinary action up to and including termination of my job as allowed by tribal or federal law or BIE policies and procedures.

Signature of Mandated Reporter (Required)	Position/Title	Date
---	----------------	------

Witnessed by:

Signature of School Principal/Administrator or Designee (Required)	Date
--	------

Tracking of Notifications
Completed in its entirety
 7/1/23

Effective

Note: Contact to Law Enforcement and Child Protective Services should be made immediately.
 All contact is to be made verbally and followed-up in writing by faxing pages 1-4 of the SCAN Report.
 Contact does not have to be made to all agencies identified under law enforcement or social services/child protective services, only those required for your school.

LAW ENFORCEMENT NOTIFICATION Only indicate actual law enforcement agency contacted (Required):				
DATE & TIME OF REPORT	AGENCY CONTACTED	PERSON CONTACTED, TITLE AND TELEPHONE NUMBER	DATE & TIME OF REPORT	
Verbal Contact (Required)			Written Contact (Required)	
(date) (time)	Tribal:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)
(date) (time)	BIA Law Enforcement:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)
(date) (time)	Local/State/Other:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)
IF APPLICABLE, indicate the Law Enforcement Report/Case Number: _____				

SOCIAL SERVICES/CHILD PROTECTIVE SERVICES NOTIFICATION Only indicate actual agency contacted (Required):				
DATE & TIME OF REPORT	AGENCY CONTACTED	PERSON CONTACTED, TITLE AND TELEPHONE NUMBER	DATE & TIME OF REPORT	
Verbal Contact (Required)			Written Contact (Required)	
(date) (time)	Tribal:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)
(date) (time)	Local:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)
(date) (time)	State:		<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Hand-delivered	(date) (time)

BIE NOTIFICATION (Required):				
DATE & TIME OF REPORT	PERSON CONTACTED, TITLE AND TELEPHONE NUMBER	DATE & TIME OF REPORT		
		Verbal Contact (Required)	Written Contact (Required)	
BIE SCAN Program	Fellina Johnson Phone: (505) 563-5229 Scan & Email Reports to: fellina.johnson@bie.edu michelle.begay@bie.edu	(date) (time)	(date) (time)	

SCAN TRACKING NOTES
Please do NOT attach fax transmission/confirmation sheets
Completed by: Name, Title

INFORMATION ON PERSON MAKING NOTIFICATIONS (Required):	
Full Name and Title of individual completing this page: Name, Title (e-mail address)	Date:

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX J

Tohajiilee Community School INCIDENT REPORT/DISCIPLINE REFERRAL

At Tohajiilee School, students will be respectful, responsible, safe and walk in beauty.

STUDENT _____ GR: _____ DATE: _____ Referred by: _____ TIME _____

Doone'e

Previous Teacher Interventions: _____

Student Warning	Time-out	Loss of Privilege	Parent note by teacher
Parent contact by teacher	Parent conference with teacher	Individual behavior plan	Guidance referral
Previous referral to office	other		

Major		Motivation
Defiance/Disrespect	Vandalism	Peer Attention
Abusive/Inapprop. Language	Weapons (objects)	Adult Attention
Fight/Physical Aggression	Theft	Avoid Peers
Harassment: physical, verbal	Lying/Cheating	Avoid Adults
Disruption-yelling	insubordination	Avoid Work
Tardy/Truancy	Repeat minor infractions	Obtain Items
Intimidation	Other:	Don't Know

LOCATION:

Class	Hall	Playground	Cafeteria	Bathroom	Gym	Auditorium	Bus	Other
-------	------	------------	-----------	----------	-----	------------	-----	-------

OTHERS INVOLVED:

<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Teacher	<input type="checkbox"/> Staff	<input type="checkbox"/> Sub	<input type="checkbox"/> Other:
-------------------------------	--------------------------------	----------------------------------	--------------------------------	------------------------------	---------------------------------

Specific information regarding incident:

ACTIONS/CONSEQUENCES:

Class Removal	Parent Meeting Requested
Conference/Warning	Pupil Service/Counselor Referral
Student Success Center Time:	Police Referral
Out-of-School Suspension	Parent Notified Delivery/Phone/Mail
Other:	

FOLLOW UP AGREEMENT

1. What rule did you break? Respect Responsible Safe Walk In Beauty

2. What did I want? attention from others avoid doing work challenge authority revenge
 to be in control cause problems because I felt miserable
 to be sent home to cause problems because they don't like me

3. Did you get what you wanted? yes no

4. How can you get what you want in a positive way? I will (see #1) _____

by _____

Student signature: _____ Parent signature: _____

Administrator: _____ Teacher: _____

Copy to: parent, advisor/teacher, counselor, other, _____

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX K

TOHAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.
EMPLOYEE LEAVE REQUEST

Name (Last, First)		DATE			
PROGRAM					
SELECT TYPE OF LEAVE	DATE		TIME		TOTAL HOURS
	FROM AND TO		FROM AND TO		
PERSONAL LEAVE (EMERGENCY)					
SICK*					
ANNUAL LEAVE (Year Round Only)					
LEAVE WITHOUT PAY					
ADM. LEAVE (Jury Duty)					
AWOL (Absent without Leave)					

*Sick Leave in excess of **one day** must be documented by a physician or physician assistant's statement. This documentation may be required for any amount of sick leave at the request of your supervisor.

REMARKS _____

APPROVED

DISAPPROVED

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____ 7/27/09

TO'HAIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX L

FIELDTRIP REQUEST FORM

Date: _____

Emergency Contact Number(Sponsor/Driver: _____)

I. ITINERARY

Sponsor(s) class: _____
Date of Trip: _____
Departure Time: _____

Number of Students: _____
Number of Staff: _____
Return Time: _____

Places:

1st Destination: _____
2nd Destination: _____

II. LESSON PLAN JUSTIFICATION- *Include performance objectives/curriculum number (s)*

III. List of Students and Staff-Submit a final roster to office on the DATE OF TRIP.

IV. Transportation

ASSIGNED DRIVER: _____ ASSIGNED VEHICLE: _____
Beginning Mileage: _____ Ending Mileage: _____

V. Administrative Approval

Approved

Disapproved

School Administrator Signature

Date

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

APPENDIX M

FIELDTRIP CHECK LIST

Teacher: _____ Date: _____

Charperones: _____

Grades: _____ Number of Students: _____

Desination: _____

_____ Teacher will take attendance before students aboard the school bus.

_____ Teacher will submit final roster of students to school registrar.

_____ Pick up sack lunches from school cafeteria.

_____ Remind students the TCS Warriors Best Motto:
I will be Respectful; I will be Responsible; I will Be Safe; I will Walk in Beauty

_____ Teacher/Chaperones will be responsible to designate a group.

_____ Teachers/Chaperones should remain with students to all exhibits and other facilities.

_____ Teacher/Chaperones will take attendance before leaving fieldtrip facilities.

_____ Teacher/Chaperones will take attendance when the group returns to the school facility.

***TO'HAJIILEE COMMUNITY SCHOOL
BOARD OF EDUCATION INC.***

(a non-profit government contractor)

APPENDIX N

STAFF HANDBOOK REVIEW ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the Staff Handbook manual. I further acknowledge that I have been informed of who I can ask questions about the contents of the Staff Handbook manual. The Personnel Policies and Procedure Manual is available for review in the Human Resource Office.

Employee's Name (Print)

Employee's Signature

Today's Date

APPENDIX O

**To'Hajiilee Community School
Board of Education, Inc.**

Damaged/Lost/Stolen Property Report

TCS Tag No.: _____ **Equipment Type:** _____

Cause of Damage/Lost/Stolen Property (Check if applicable)

Fire and/or Smoke		Roof Leak		Theft or vandalism	
Natural Disaster (Flood, Wind, Tornado, etc.)		Pipe Leak		Transit/during shipment	
Earth movement, settling or Cracking		Backup of sewer or drains		Utility interruption	
Explosion		Escaping fluids		Electrical failure or disturbance	
Mechanical breakdown		Spoilage		Negligence	
Hazardous materials release/contamination		Computer virus or cyber-attack/threat		Other:	

Other/Notes: _____

Police Dept. Notified? _____ **Yes** _____ **No** **Fire Dept.?** _____ **Yes** _____ **No**

Please provide statement of how the equipment was damaged, lost or stolen: (You also have an option to submit a written statement)

Print Name: _____ **Department:** _____

Received by: _____ **Date** _____
Kim Platero, Accounts Payable/Property Technician

Appendix P.

**TO'HAJIILEE COMMUNITY SCHOOL
BOARD OF EDUCATION, INC.
(non-profit government contractor)**

RECEIPT FOR PROPERTY

No.	Property Tag No.	Description (Model, Serial Number, Etc.)	Quantity	Unit of Issue	Value of Item
1	TCS -				
2	TCS -				
3	TCS -				
4	TCS -				
					Total Value:
ISSUED BY (Name and Title):			DATE ISSUED:		
<i>Kim Platero Accounts Payable / Property Technician</i>					
It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged, or destroyed through my simple or ordinary neglect or negligence or gross negligence; I will be held financially liable as determined by a review of Administrative Officials.					
PRINT RECEIVED BY (Staff Name and Title):			SIGNATURE AND DATE:		

RETURNED BY: (Staff Name and Title)	RETURN DATE:
RECEIVED BY: (Name and Title) <i>Kim Platero, Accounts Payable/Property Technician</i>	
COMMENTS / NOTES:	