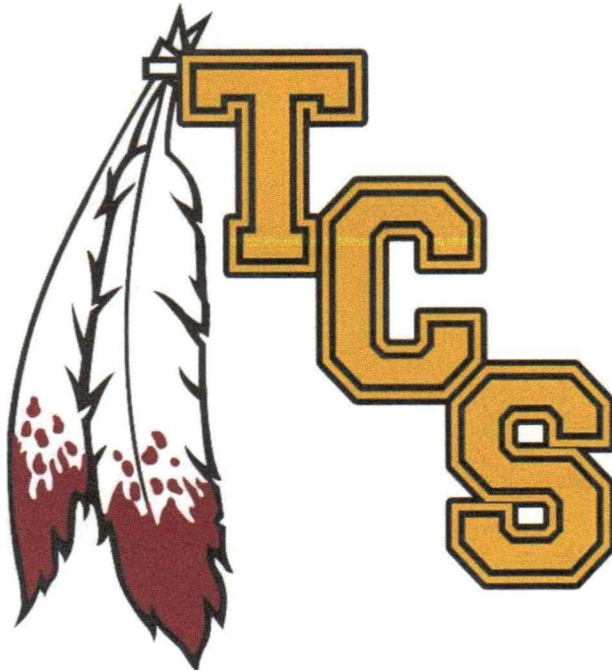


TO 'HAJIILEE COMMUNITY SCHOOL

STAFF HANDBOOK



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VISION. MISSION

Together we will achieve excellence, inspire one another, lead with purpose, and thrive in unity for a bright future.

Náásgoo hózhó'góó t'ááiyisi háłij bee t'áálá'ínísiz'í'goo doo hodil'zingo nitsaha'kees dooleel

WARRIORS* who honor Dine' teachings and lead with knowledge and courage.

*WARRIORS = **We Achieve Rising Responsible Intelligent Outstanding Respectful Students**

Nabaahii dóó asdzaa nabaahii jiliigoo Diné kehgo ohoo'aahigíí dóó eehoziniigi bee' jíl zı́ goo jiıldziilii

BELIEFS

We believe our language and culture grounds our identity and character beliefs to achieve.

Every child is unique and needs a tailored approach to learning to reach their full potential.

We believe students can and will succeed.

Niha'álchíní t'áá'áltso Diné bináńitín, bizaad dóó be'ooliıl adiihwii'niłgo yinizingo ba'íinidlágo yé ohoo'aah silaagíí yóóléél doh.

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.**

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/SUBSTITUTE TEACHERS

1. Cogna Performance Standards and the key characteristics for accreditation and continuous improvements will be adhered to: 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.
 - Elementary Teachers are required to take attendance A.M. and P.M.
 - Secondary Teachers are required to TAKE attendance EVERY PERIOD.
 - All teachers and staff need to submit their students' excuse by the end of the school day.
4. Implement teaching methods that support student level of learning. Under the general supervision of the Chief School Administrator and Supervisory instructional Leader, and Teacher Mentor the incumbent of this position serves as a classroom teacher at To'Hajiilee Community School.

ESSENTIAL FUNCTIONS:

- Instruction and Supervision of Students.
- Implement School's Curriculum and document the dates of instruction.
- Provide Supervision of Education Assistant and cite their assignments in the lesson plans.
- Proactive and Positive Communication with Administration including discussion, questions, and/or clarifications.
 - Participate in Professional Development Training
 - Participate in Parent Involvement Activities
 - Actively participate in Committees as assigned

- Develop and maintain student portfolios.
- Follow the Benchmark/Progress monitoring/Assessment Calendar.
- Support the School's Beliefs of student-centered learning and support your fellow colleagues in a positive manner.
- Comply with Staff dress code, proper speech, and demeanor when working with parents, staff, and/or students
- Prepares monthly instructional outlines and related daily lesson plans covering relevant units of study and specifying objectives, activities and evaluative methods and instruments for both group and individual instructional programs.
- Participation in professional learning communities (PLC).
- Plans techniques and/or methods that will lead students in decision-making and problem-solving skills by providing learning experiences to develop cognitive, affective, and psychomotor skills.
- Maintains open line of communication with colleagues and parents to ensure student success to include regular progress grading and monitoring updates.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports as required by the position and to incorporate technology into student curriculum and utilize NASIS (attendance and grading system).
- Continuously evaluates individual and group academic progress through the use of criterion-referenced tests, periodic standardized tests, oral tests, and/or other relevant evaluative methods and instruments. Makes progress reports to parents and students and maintains required records in accordance with applicable regulations.
- Maintains control of assigned classes and handles discipline independently except for chronic or extreme behavior problems.
- Supervises assigned students as scheduled throughout the academic day and/or activity. This supports safety, health and welfare of the students in compliance with school guidelines.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students and implements within classroom.
- Plans and may provide guidance and direction to one or more Educational Assistants.
- Participates in department staff meetings and contributes through committee assignments.
- Provides for the proper care and use of assigned supplies, materials, and equipment.
- Knowledge of To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook.

- Knowledge of on-going developments in the professional field through study, professional conferences and workshops.
 - Comprehensive knowledge of subject areas taught according to assigned teaching level and the ability to plan instruction in appropriate units for effective presentation.
 - Knowledge of educational and other materials appropriate to the subject and level assigned and adapt them to meet the individual needs of the students.
 - Skill and ability to give direction and work cooperatively with others.
Collaborate with counseling team to ensure students are on track for success.
 - Plan instruction in appropriate units for effective presentation and skill in motivating student's response.
 - Select, develop, administer, and interpret various assessment and evaluation instruments in order to interpret information obtained and to modify instruction accordingly.
 - Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
Collaborate with the Special Education Team to ensure that your students are receiving the best education possible.
 - Maintain confidentiality of student records and diagnoses, when applicable.
Exercise initiative and resourcefulness in developing activities and when working with outside resources.
 - Provide a relationship that is pro-active and positive.
 - Performs other duties as assigned
5. Teaches students by selecting, developing, adapting, accommodating, modifying, and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement. Prepare assignments using adopted textbooks and supplemental teaching materials, such as McGraw-Hill, Pearson, Kagan, and Write Tools in lesson plans. This requirement will be closely monitored.
 6. Incorporate technology in the learning environment of each classroom (i.e., IXL, Google Meets, and Schoology).
 7. Incorporate Dine language and cultural activities into bi-weekly lesson plans. (i.e., Navajo Word of the Day).
 8. Dual language will integrate Common State Standards along with Navajo Nation Dine Standards.
 9. Pre-planned field trips and video material 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.
 10. 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.

11. 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 entrance of the bus at the end of the day and follow the assigned bus duty schedule. This includes secondary students, teachers/monitors shall stand out in the hallway during passing periods at all times.
12. Be at Assigned Duty Station Individually Actively Involved (Bus, Playground, Cafeteria, Hallway, Gym, etc). NO CELLPHONE USE, monitor students at all times.

Bus Duty

1. Walk students to the bus using the sidewalks
2. Make sure students are monitored to get on the bus safely, and follow the designated areas as assigned.
3. Monitor students until buses depart.
4. Gathering or congregating as a group is prohibited.

Cafeteria Duty

1. Monitor students
2. Assist cleaning the cafeteria, such as mop spills, and wiping tables, etc.

School Facilities Monitoring

1. Pick up the trash, check and monitor the students' bathrooms (sink, toilets, urinals, bathroom stalls, and walls).
13. Attend all Parent-Teacher Conferences, Open House activities, the Halloween Carnival, the Christmas Program, Senior Graduation, and any meetings with parents, teachers and or administration.
14. Attendance to family engagement/student activities is encouraged.
15. Special Education teachers, 1-on-1, and inclusion assistants are required to complete monthly service logs and quarterly progress reports accurately and on time. Timely submission is an essential job responsibility. Failure to submit required documentation by established deadlines may result in administrative follow-up, corrective action, and/or other consequences in accordance with school policy.
16. Danielson Framework for Teaching (Staff Evaluation Overview)

The school uses the Danielson Framework for Teaching as the primary model for teacher evaluation and professional growth. This framework is designed to support effective instruction, strengthen professional practice, and promote student learning.

The framework is organized into four domains:

Domain 1: Planning and Preparation

Teachers demonstrate knowledge of content, students, and instructional strategies. This includes designing coherent instruction, selecting appropriate resources, and aligning lessons with standards and student needs.

Domain 2: Classroom Environment

Teachers create a safe, respectful, and organized learning environment. This includes establishing clear expectations, managing classroom procedures, promoting positive behavior, and fostering a culture of respect and learning.

Domain 3: Instruction

Teachers engage students in meaningful learning through effective questioning, discussion techniques, assessment in instruction, and responsive teaching practices. Instruction is differentiated to meet diverse learner needs.

Domain 4: Professional Responsibilities

Teachers demonstrate professionalism through reflection, communication with families, collaboration with colleagues, accurate recordkeeping, and ongoing professional growth.

Evaluation Process: Teacher performance is evaluated through multiple measures, which may include:

- Formal and informal classroom observations
- Pre- and post-observation conferences
- Review of lesson plans and instructional materials
- Student learning evidence and progress data
- Professional responsibilities and collaboration

Evaluations are intended to be supportive and growth-oriented, helping staff refine instructional practices and improve student outcomes.

The Danielson Framework serves to:

- Promote high-quality teaching and learning
- Provide clear expectations for effective instruction
- Support professional growth and reflection
- Ensure consistency and fairness in evaluations across staff

17. Teachers/Staff must complete a visual monitoring form for any guests/speakers on campus during school hours.

B. STUDENT ASSESSMENT

1. Scheduled assessments that are outlined in your assigned grade level will be required for your core subjects.

- Standard assessment schedules and information must be followed as provided by the school testing coordinator in relation to e-mail communications, professional development training, and or directives.
- 2. Participate in mandated assessment requirements. They are as follows: WIDA, NWEA, BIE Math, BIE Reading, BIE Science and Multi-State Alternate 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.

C. CLASSROOM MANAGEMENT RESPONSIBILITIES

1. Create and Post classroom behavior management expectations to include teachers' consequences for students 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. **YOU'RE RESPONSIBLE** for any spills in your classroom, communicate with Maintenance or Custodian for cleaning materials, such as mop buckets, & cleaning supplies.
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, your compliance and performance with this requirement will be monitored.
6. Teachers should not release students before the bell rings on a daily basis. Teachers shall follow the bell schedule.

7. Lock your classroom doors: Your doors are to remain closed and locked during your instructional period time.
8. No refrigerators, microwaves, hot plates, crock pots, coffee pots or any other small electrical appliances are allowed in your classroom. This is a safety issue and shall be adhered to. Teachers' lounge is established with a refrigerator and microwave. **This will be strictly enforced and any personal electrical appliances will be confiscated.**

D. 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 or before 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. Your performance will be monitored.
6. All teachers are required to maintain an up-to-date Emergency Substitute Folder that is readily accessible in the classroom at all times. This ensures instructional continuity in the event of an unexpected absence. The Emergency Substitute Folder must include the following:
 - Current Daily Class Schedule
 - Class Rosters for each class period
 - Student Attendance Sheet
 - Current Seating Charts for each class
 - Classroom Management Plan
 - Emergency Procedures
 - Accommodations
 - Technology Log In instructions and directions for accessing instructional materials
 - Classroom procedures, including dismissal routines, restroom procedures, and any classroom-specific expectations.
 - Substitute communication form

Teachers are responsible for reviewing and updating the contents of the Emergency Substitute Folder throughout the school year to ensure all information remains current.

All emergency substitute materials should be prepared at the beginning of the school year and updated whenever schedules, student rosters, seating arrangements, or classroom procedures change.

7. Substitute teachers must follow the teacher's lesson plan. Fill out the substitute communication form and place it in the substitute binder.
8. 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.

E. REQUIRED EXPECTATIONS- EDUCATIONAL ASSISTANTS/SUBSTITUTE TEACHERS

1. You shall collaborate and communicate objectives/activities and methods for both individual and group instruction classroom, and behavior management plans, with Classroom Teachers and other Educational Assistants.
2. As directed by the supervisor, you shall provide substitute services at all levels of instruction. SPED EA's must document subbing time and service time separately in service logs.
3. Provide monitoring and supervision on campus/cafeteria, field trips, playground, bus routes, and other duties.
4. Collaborate in developing and submitting required bi-weekly lesson plans.
5. Develop a Professional Development Plan (PDP), and follow the teacher's pacing guide, syllabus, and curriculum.
6. Maintain accurate attendance records of all classes and students served on a daily basis. Attendance records are the direct responsibility of each Substitute or EA Teacher.
 - a. Substitute or EA (Elementary) Teachers are required for taking attendance A.M. and P.M.
 - b. Substitute or EA (Secondary) Teachers are required to TAKE attendance EVERY PERIOD.
 - c. All Substitute Teachers and Staff need to submit their student's excuse by the end of the school day.
7. Assist in implementing teacher-directed instructional practices to support students' individual learning needs. Under the general supervision of the Chief School Administrator, Supervisory Instructional Leader, and Teacher Mentor, the incumbent of this position serves as a Substitute and EA teacher at To'Hajiilee Community School.

ESSENTIAL FUNCTIONS:

- Support instruction and Supervision of Students.
- Follow School's Curriculum and document the dates of instruction.
- Proactive and Positive Communication with Administration including discussion, questions, and/or clarifications.
 - Participate in Professional Development Training
 - Participate in Parent Involvement Activities
 - Actively participate in Committees as assigned
- Develop and maintain student portfolios.
- Follow the Benchmark/Progress monitoring/Assessment Calendar.
- Support the School's Beliefs of student centered learning and support your fellow colleagues in a positive manner.
- Comply with Staff dress code, proper speech, and demeanor when working with parents, staff, and/or students
- Follow monthly instructional outlines and related daily lesson plans covering relevant units of study and specifying objectives activities and evaluative methods and instruments for both group and individual instructional programs.
- Participation in professional learning communities (PLC).
- Collaborate with teachers in planning techniques and/or methods that will lead students in decision-making and problem-solving skills by providing learning experiences to develop cognitive, affective, and psychomotor skills.
- Maintains open line of communication with colleagues and parents to ensure student success to include regular progress grading and monitoring updates.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports as required by the position and to incorporate technology into student curriculum and utilize NASIS (attendance and grading system).
- Maintains control of assigned classes and handles discipline independently except for chronic or extreme behavior problems.
- Supervises assigned students as scheduled throughout the academic day and/or activity. This supports safety, health and welfare of the students in compliance with school guidelines.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students and implements within the classroom.
- Team oriented to provide guidance and direction to one or more Educational Assistance.
- Participates in department staff meetings and contributes through committee assignments.

- Provides for the proper care and use of assigned supplies, materials, and equipment.
 - Knowledge of To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook.
 - Knowledge of on-going developments in the professional field through study, professional conferences and workshops.
 - Comprehensive knowledge of subject areas taught according to assigned teaching level and the ability to plan instruction in appropriate units for effective presentation.
 - Knowledge of educational and other materials appropriate to the subject and level assigned and adapt them to meet the individual needs of the students.
 - Skill and ability to give direction and work cooperatively with others.
 - Assist in implementing instructional accommodations and modifications as directed by the classroom teacher, ensuring students have access to grade-level curriculum and individualized support.
 - Support a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
 - Maintain confidentiality of student's records and diagnoses.
 - Provide a relationship that is proactive and positive.
 - Performs other duties as assigned.
 - Collaborate with the Special Education Team to ensure that your students are receiving the best education possible.
 - Maintain confidentiality of student records and diagnoses, when applicable.
 - Exercise initiative and resourcefulness in developing activities and when working with outside resources.
 - Provide a relationship that is pro-active and positive.
8. Provide support in teaching students by selecting, developing, adapting, accommodating, modifying, and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement. Prepare assignments using adopted textbooks and supplemental teaching materials, such as McGraw-Hill, Pearson, Kagan, and Write Tools in lesson plans. This requirement will be closely monitored.
9. Incorporate technology in the learning environment of each classroom (i.e., IXL, Google Meets, and Schoology).
10. Incorporate Dine Language and cultural activities into bi-weekly lesson plans. (i.e., Navajo Word of the Day).
11. Dual language will integrate Common State Standards along with Navajo Nation Dine Standards.

12. Pre-planned fieldtrips and video material 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 objective as well as your professional development plan.
13. Substitute and EA are responsible for Classroom management, behavior management behavior consequences in accordance to Discipline Flow Chart.
14. Each Substitute and EA teacher shall supervise students as schedule 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.
15. Be at Assigned Duty Station Individually Actively Involved (Bus, Playground, Cafeteria, Hallway, Gym, etc,) NO CELLPHONE USE, monitor students at all times.

Bus Duty

1. Walk students to the bus using the sidewalks
2. Make sure students are monitored to get on the bus safely, and follow the designated areas as assigned.
3. Monitor students until buses depart.
4. Gathering or congregating as a group is prohibited.

Cafeteria Duty

1. Monitor students
2. Assist cleaning the cafeteria, such as mop spills, and wiping tables, etc.

School Facilities Monitoring

1. Pick up the trash, check and monitor the students' bathrooms (sink, toilets, urinals, bathroom stalls, and walls).
16. Attend all Parent- Teacher Conferences, Open House activities, the Halloween Carnival, the Christmas Program, Senior Graduation, and any meetings with parents, teachers, and or administration.
17. Attendances to family engagement/students activities is encouraged.
18. Navajo Nation Public Health Emergency Order will be followed.
19. Professional Development Plan is mandatory.
20. Danielson Framework for Teaching (Staff Evaluation Overview)

The school uses the Danielson Framework for Teaching as the primary model for teacher evaluation and professional growth. This framework is designed to

support effective instruction, strengthen professional practice, and promote student learning.

The framework is organized into four domains:

Domain 1: Planning and Preparation

Teachers demonstrate knowledge of content, students, and instructional strategies. This includes designing coherent instruction, selecting appropriate resources, and aligning lessons with standards and student needs.

Domain 2: Classroom Environment

Teachers create a safe, respectful, and organized learning environment. This includes establishing clear expectations, managing classroom procedures, promoting positive behavior, and fostering a culture of respect and learning.

Domain 3: Instruction

Teachers engage students in meaningful learning through effective questioning, discussion techniques, assessment in instruction, and responsive teaching practices. Instruction is differentiated to meet diverse learner needs.

Domain 4: Professional Responsibilities

Teachers demonstrate professionalism through reflection, communication with families, collaboration with colleagues, accurate recordkeeping, and ongoing professional growth.

Evaluation Process: Teacher performance is evaluated through multiple measures, which may include:

- Formal and informal classroom observations
- Pre- and post-observation conferences
- Review of lesson plans and instructional materials
- Student learning evidence and progress data
- Professional responsibilities and collaboration

Evaluations are intended to be supportive and growth-oriented, helping staff refine instructional practices and improve student outcomes.

The Danielson Framework serves to:

- Promote high-quality teaching and learning
- Provide clear expectations for effective instruction
- Support professional growth and reflection
- Ensure consistency and fairness in evaluations across staff

21. The position description contains additional expectations.

22. When directed by any supervisor, you are expected to perform other duties as Assigned.

23. Teachers/Staff must complete a visual monitoring form for any guests/speakers on

campus during school hours.

E. CLASS SPONSOR RESPONSIBILITIES

Each middle and high school class will have a sponsor(s) whose main task is to supervise, advise, and guide the students in fundraising 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 at the end of each month to the sponsor. **The binders shall be maintained and shall be submitted to Human Resources in May.**
- 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 in each meeting and activity.
- Develop goals, and explain expectations to the class, and plan any upcoming activities
- Supervise elections for class officers, explain roles and responsibility to coincide with plan of operation.
- Serve as a liaison between the students, teachers, families, and administration.
- Responsible for maintaining continuous supervision of assigned class during all school events and activities, ensuring student safety, appropriate behavior, and active support throughout the duration of each event.
- Adhere to the student handbook for discipline. (see Attendance & Behavior Coach)
- 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 by the sponsor or class treasurer.
- Food fundraising sales are not permitted until 30 minutes after lunch per school wellness policy.

- Sponsor or class treasurer will deposit funds within 24 hours. Sale forms shall be approved for any events. Requisition forms have to be submitted 2 weeks in advanced to Procurement Technician/Business Office.
 - If fundraising occurs during the week day Monday through Thursday, all funds must be submitted the next business day.
 - If the fundraising occurs on Friday or the weekend, activity funds must be submitted on the next business day to the Business Office.
- Teachers/Staff must complete a visual monitoring form for any guests/speakers on campus during school hours.
- Sponsor shall communicate and collaborate with parents and guardians on a regular basis.

G. TUTORING

Tutoring is a tool for assisting students at the discretions of the teacher. Teachers need to communicate with the parents.

- To avoid conflict of interest, confusion, and miscommunication please follow the school's guidelines for keeping students in your classroom when a formal instructional activity is not being performed.
- In the event that you need to tutor a student during lunch or after school, you must arrange to have the student(s) receive lunch or a snack from the cafeteria.
- In the event that you need to tutor a student after school, you must obtain parental permission and notify the front office and transportation (if needed) **24 hours prior to your tutoring session.**
- After school tutoring may be carried out by Educational Assistants and/or Teachers. Communicate and make arrangements with transportation for the students to ride the assigned Bus home depending on the age group being tutored. Communicate and make arrangements with Transportation.

ALL SCHOOL PERSONNEL

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, (CSA) is responsible for total school operation; this includes direct and indirect supervision of all staff. CSA will designate an administrator in their absence.

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 D.)
4. 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 or designee.

5. **Chain of Command-AU external communication shall go through the Chief School Administrator.**

Examples: External Communication that need to be approved	
Invitation of Guest Speakers	Need Administration Approval
Correspondence with Newspaper	Need Administration Approval
Any Tribal, State, or Federal Representative	Need Administration Approval

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. Professional Development days are six days
3. School Closures due to inclement weather, community water breakage, etc.; standard operating procedures and instructional days will continue, until notified through e-mail or through the school Shout- Out, phone calls, KOB and KOAT news channels for updates. (See Appendix F.)
4. The official tour of duty for most staff members is from 7:30am to 4:00pm.

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

Bus Drivers (staggered)	8 hours shift with ½ hour for breakfast and ½ lunch
Cooks (staggered)	5:30am - 2:30 pm ½ hour for breakfast and ½ 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 dinner
Pre-K Teacher	7:00am- 3:30 pm with ½ hour for lunch
Pre-K Teacher Assistants	7:00am- 3:30 pm with ½ hour for lunch
FACE	7:30am-4:00pm with ½ hour for lunch

Disclaimer: All times are subject to change.

C. LEAVE POLICY

There are 10 types of leave for school year employees. They are as follows:

1. Personal Leave- (School Year Employees)
2. Sick Leave
3. Approved Leave Without Pay (LWOP)
4. Court Leave/Jury Duty
5. Military Leave
6. Administration Leave
7. Absence Without Authorized Leave (AWOL)
8. Family and Medical Leave Act., (FMLA)
9. Bereavement Leave:
10. Annual Leave (Year Round Employees)

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

SCHOOL YEAR EMPLOYEES: Up to 32 hours of personal 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 not approve requests for Personal Leave or Leave Without Pay.

Excessive Absenteeism in the workplace is when an employee is consistently absent or late without notice, or has a pattern of unexcused absences. Two unexcused absences in a 30 day period is considered excessive, for example: a pattern of calling in sick on Monday(s) or Friday(s), this will be closely monitored.

Year Round Employees accrue annual leave every pay period.

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

Pay Day Friday: Documentation must be furnished for all personal leave, annual leave, or sick leave of an emergency nature.

D. POLICY ON REQUESTING LEAVE:

1. In the 4th quarter of the school year, no leave for all staff will be approved unless it is accompanied by documentation. (i.e. a health professional, including a traditional practitioner).
2. No leave requests will be approved through email or text. All leave requests must be authorized verbally by a supervisor 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 7:30 a.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.** On Day 2 of sick leave you must submit a doctor's statement with your leave slip.
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/digital leave slip within pay period; supervisor will not contact employee to fill out leave form. **If employee does not submit leave slip/digital leave slip, employee will be charged Absence Without Leave (AWOL).** AWOL will be documented on timesheet and will be placed on the personnel record.
7. Leave is only approved in one-hour increments. If leave is submitted in .5 increments you will be charged one-hour increments.
8. **Family Medical Leave Act:** If extended sick leave is being used for family leave longer than 30 days, appropriate medical documentation must accompany this leave.
9. Sick Leave Earned in Pay Period:
 - Employees who work 70 hours in a pay period earn 3.5 sick leave hours.
 - Employees who work 80 hours in a pay period earn 4 sick leave hours

E. 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 defined as 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: 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 may be taken.

F. 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 you will be notified by your supervisor or the Chief School Administrator.
- 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.
- Torn jeans or spandex/leggings are not acceptable.
- Chief School Administrator may make exceptions for school sponsor events.
- Proper footwear will be worn at all times. No flip flops.
- NO visible body piercing except for earrings.
- Student supervision will require safety vest (eg. Playground duty, bus duty, fire drill, etc.)

- NO visible "hickies."

G. 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, 504, and Discipline Review Board plans are 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. 504 plans shared with staff must be placed in secure locations. The IEP-at-Glance Summary provided to general education teachers at the beginning of the year must be acknowledged and handled with utmost confidentiality.
3. Gossip or slander about other employees, parents/students and the school WILL NOT BE TOLERATED. Disciplinary action will be implemented for violation of this policy.
4. Harassing and bullying other employees, parents, students, and the school WILL NOT BE TOLERATED. Disciplinary action will be implemented for violation of this policy.
5. 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, TikTok, SnapChat, etc.) or any other technology platform, will be grounds for immediate disciplinary action up to and including termination of employment. (See Appendix E)

H. ALL PERSONNEL 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 or during off campus school functions. (This includes cigarettes, e-cigarettes, vape, and chewing tobacco).

- Any suspected use of tetrahydrocannabinol (THC) with vape, e-cigarettes, or edibles, on or off campus may be subject to random testing and disciplinary action.
- **Please follow speed limit of 5 mph when on the school campus.**
- When school bus lights are flashing, the stop-sign is expose, and students are getting onto the bus or departing the bus, you are required by the Federal, State and Tribal laws to stop until the flashing lights are off. The passing of a school bus unloading or loading will result in a suspension without pay.
- Staff need to park in designated spaces throughout the school campus. Please adhere to safety officer/designated staff email for special events parking.
- To maintain and care for all TCS equipment in your classroom/department.
- Staff should not argue or be confrontational in front of students, families or staff, rather they should go to their immediate supervisor or human resource for support.
- Attend all Parent-Teacher Conferences, Open House activities, the Halloween Carnival, the Christmas Program, Senior Graduation, and any meetings with parents, teachers, and or administration.
- All Staff mandated to read the Smores Newsletter weekly.
- Notify the Front Office on your locations when you leave your assigned classroom.

I. 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.
- One-on-one Educational Assistants assigned to individual students are expected to remain attentive to the safety and well-being of all students in the cafeteria and on the playground while continuing to prioritize the supervision of their assigned student.
- Teachers and education assistants shall 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.

- Employees shall not congregate when on 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.
- Report 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 the same day. Teachers/Staff/Attendance & Behavior Coach must immediately contact parents/guardians.
- Should medical attention be needed the Front Office will assist.
- Never leave students unsupervised including special events.
- Class sponsors shall remain with their assigned class during all school events and activities to provide supervision and support.

J. BULLETIN BOARDS

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

- Essential Questions
- Enduring Understanding
- Class Behavior Management Rules
- Vocabulary Word Wall/Diné Bizaad Word Wall
- Material on Bulletin Board shall reflect current Unit or Study

K. 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.

Teachers shall use their Prep time to make copies.

L. SALES ON CAMPUS

A Sale Form is available in the Business Office 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 24 hours. (Appendix Q)

- Adhere to TCS Wellness Policy for food sales, snacks, and class parties.

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. Any sales that include grills must be approved by Facilities Manager in advance.

All food sales that require indoor cooking, outdoor grilling for frying require maintenance facility and administration's approval.

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

The Sponsor shall clean and sanitize all cooking equipment and materials after the sales event.

Food trailer sanitation check form must be submitted before and after each sale to the facility department.

M. FIELD TRIPS

All field trips must be educational and must reinforce the approved curriculum. Field trips are based on the 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 Google Docs 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.
Check with transportation for field trip date availability
Planning must include meals and bus availability.
2. **Students are not eligible to participate if they are suspended.**
3. After planning and forms are completed, packet needs to be submitted to the Chief School Administrator for approval.

4. Teachers and chaperones will take attendance, complete a physical count of students before, during and after the event, send a final attendance roster to the front office and remain on the bus with students during the field trips..
5. Teachers should provide a cell phone number to the front office. If there are any changes in the itinerary times or location notify the front office.
6. Teachers and parents should make "pick-up" arrangements 24 hours in advance of the field trip and follow all TCS protocol for check out to include; checking for ID's, releasing students to authorized parents/guardians listed in NASIS, and check out will only take place at designated sites listed on the field trip forms.
7. Two-way radio is required for all the field trips.

OVERNIGHT FIELD TRIPS: Overnight Field Trips must be pre-approved by the Chief School Administrator and school board at least 8 weeks in advance including the sport program.

1. Senior Trip overnight must be pre-approved by the Chief School Administrator and School Board by the first week of September.
2. 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)
3. Signed Requisition Form with quotes to vendors need to be submitted to Procurement six weeks in advance as needed.
 - a. Senior Trip, requisition form has to be submitted to procurement no later than January.
4. NO parents on overnight field trips, unless approved by Administration and with a completed full background check.
5. Parent consent must be signed for each student for any overnight field trip.
6. Planning must include meals and bus availability.
7. Students are not eligible to participate if they have behavioral infractions that could lead to suspension or have been suspended.
8. All planning and forms must be completed and submitted to the Chief School Administrator for approval 6weeks prior to departure.
9. Overnight Field Trips REQUIRE a full and accurate itinerary.

10. Overnight Field Trip Chaperones will NOT be paid overtime (weekend or weekdays)
11. 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.
12. Overnight Field Trips will require students (female and male) to stay at a separate hotel.
13. Student Chaperone with IEP that requires One on One supervision on overnight field trips will be compensated with a stipend.

N. MAIL, TELEPHONE, FACSIMILES, AND TWO-WAY RADIO

All staff are assigned a mailbox in the workroom. Please check your mailbox on a daily basis. Staff are expected to check their mailbox at least once each workday, as it serves as an official means of communication for important notices, time-sensitive information, forms, and other school-related correspondence.

Staff must be responsible to maintain (clean) mailbox.

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

Teachers and Staff shall use phone lines for non-emergency communication. Instructional staff shall stay on CAN Channel at all times.

O. SCHOOL CLOSURE POLICY

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 NASIS Shout-outs. You may view TCS social media for school closure. (See Appendix F)

P. 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 shall not identify or disclose confidential information nor share their salary with their colleagues.

Q. 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	\$5.00 per plate

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

R. EMPLOYEE CONTRACTS

All staff will receive a copy of their contract at the beginning of the school year. Staff are responsible for retaining their copy.

S. 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: Maintaining a clean and orderly classroom.
- Properly supervise students both inside and outside the classrooms.
- Non-emergency shall require a work order, please do not use a two way radio.
 - Facility Maintenance work order forms are available in the front office.
- Two way radio for emergency consist of:
 - Water Break
 - Heating and Cooling
 - Electrical outage
 - Sewer Stoppage
 - Domesticated, non-domesticated animals, and reptiles.
- Post displays and written announcements only on designated bulletin boards.
- Report any damages immediately to the facility department and complete a work order to fix any damages
- Notify maintenance or custodian by e-mail when water bottles are at a quarter full.

T. 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 for supplies and materials for the next school year must be completed and submitted to your supervisor in a timely manner to ensure orders are processed and delivered before the start of the school year.
- All outdated materials to include textbooks, workbooks, teacher's materials, and etc. should be discarded in the recycle bin.
- All lesson plan books, hard copy of grade 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 Front Office.
- Review the end of the year inventory form for detailed explanation.
- All classroom furniture must be stacked to the center of the classroom so that the school custodians can prepare the classroom for annual floor maintenance.
- All classrooms must be clean and sanitized.
- Books should be stored and locked in cabinets, and any equipment should be returned to the Property Technician.
- All class sponsors and staff receiving stipends are required to submit a documentation folder with supporting evidence to the HR/business office for recordkeeping and verification.
- End of the year Check-out and Employee Information form needs to be completed with the required signatures and returned to Human Resources.

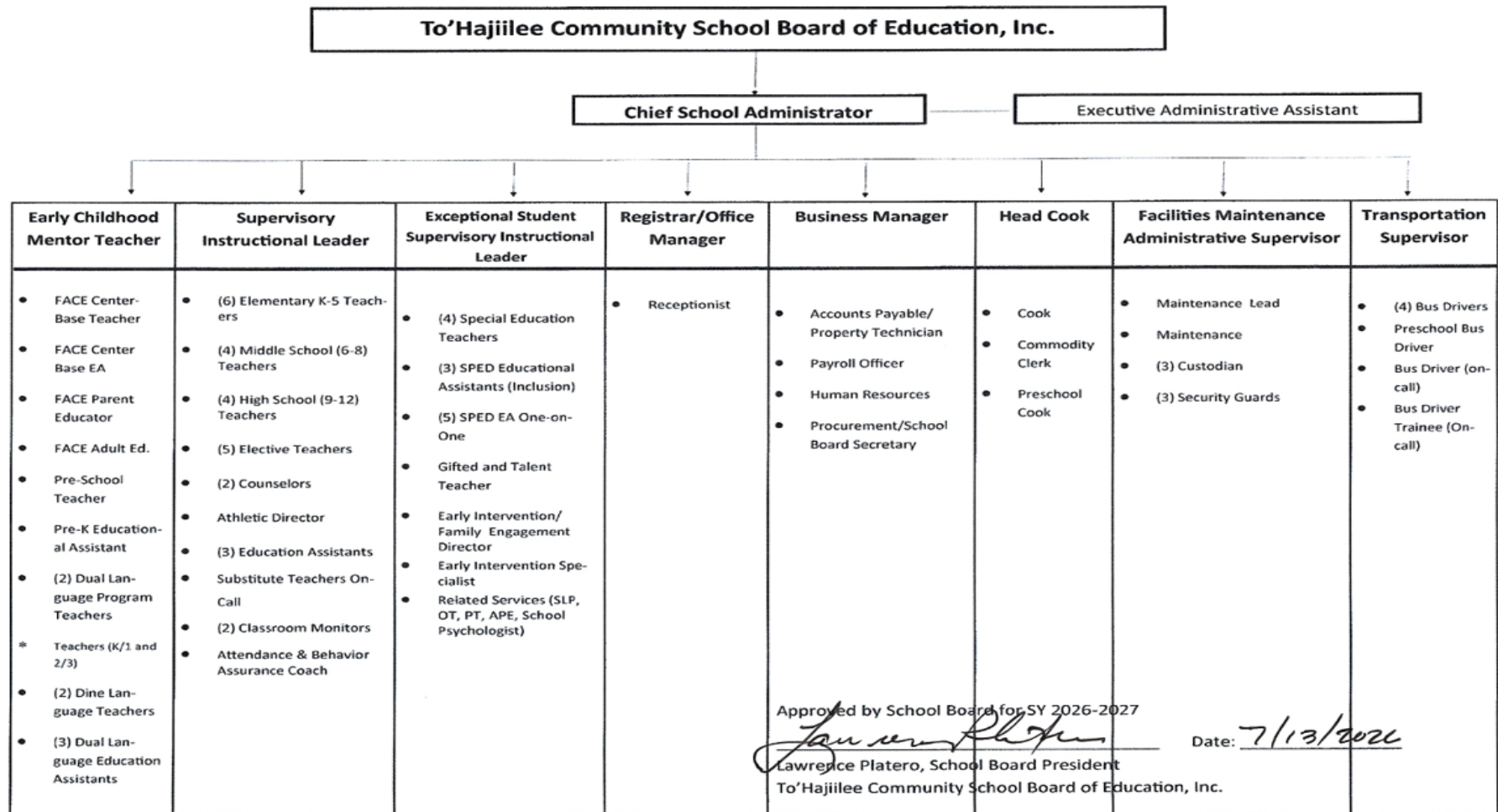
V. GOVERNMENT VEHICLES (GSA)

- The use of cell phones is prohibited unless vehicles pre-installed hands free technology is being utilized (Vehicle Bluetooth). Texting while operating a school vehicle is prohibited.
- Employees MUST have a valid state Driver's license (REAL ID) to be authorized to drive the applicable school vehicle.
- Employees MUST have a current MVD driving driver history certified record on file with Human Resources, the first week of employment or contract date. Computer-generated copy will not be accepted. Driver history certified record is required for all use of GSA vehicles.
- Use school transportation for school business only. Do not DO NOT transport a student in your own personal vehicle.

- 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.
- School vehicles must be parked in their designated parking area.
- School vehicles need to be returned with a full tank of gas (even when gas is half full). 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.

APPENDIX A- TCS ORGANIZATIONAL CHART

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



APPENDIX B- PROCESSING OF CASH RECEIPTS

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

(a non-profit government contractor)

Policy Directive

Date: _____

Re: Processing of Cash Receipts

Effective immediately any employees, 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, Students Organizations, Parental Organizations, etc. shall deposit such cash receipts within a maximum of 24 hours with the school 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
Chief School Administrator

XC: Employee Staff Handbook and Personnel Policies and Procedures Manual
XC: Business Office Operations Manual

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

Signature

Revised 06/27/24

APPENDIX C- GSA MULTI-POINT VEHICLE INSPECTION

To'Hajiilee Community School Board of Education, Inc. Vehicle Inspection Sheet

Today's Date: _____

Motor Vehicle Operator: _____

Vehicle Number: _____

Please Check the Following Before/After Your Return

Beginning Mileage: _____ End 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
- a. If the vehicle needs refueling, please don't wait for others to refuel it. You have the vehicle, be respectful and fill the vehicle 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 Supervisor and indicate below any other findings (i.e., unusual sound concerns, problems, etc.)

NO SMOKING, VAPING, TEXTING!! No Food or drinks are 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 the 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: _____

APPENDIX D- POLICY REGARDING UNAUTHORIZED PERSONNEL ON CAMPUS

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

(A non-profit government contractor)

67 Tribal Rd N7071, 170 Warrior Lane, Bldg. 634 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

POLICY REGARDING UNAUTHORIZED PERSONNEL ON CAMPUS

Staff members are hereby informed that no individual or individuals that are not employed by the To'Hajiilee 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 school.

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. Employee Personnel File

APPENDIX E- CONDUCT AND CONFIDENTIALITY CLAUSE

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

67 Tribal Rd N7071, 170 Warrior Lane, Bldg. 634 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

CONDUCT AND CONFIDENTIALITY CLAUSE

This To'Hajiilee Community School Board of Education, Inc., (TCSB) member 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 Board member 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 reporting such indiscretion to the appropriate Navajo Nation authorities. Members 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.

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

Signature

Date

APPENDIX F- SCHOOL CLOSURE POLICY

TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(a non-profit government contractor)

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. The school will start at 9:30 a.m. on bad weather and late start days. This will be announced on the news or you will get a call. When the employee is 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.

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 in case of bad weather. PLEASE WATCH THE NEWS WHEN YOU WAKE UP IN THE MORNING. 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 (505) 908-2426/2446 at 7:30 a.m. and the Business Office at (505) 908-2145.

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

Revised 06/27/24

APPENDIX G- FOOD REQUEST FORM

TO'HAIJILEE COMMUNITY SCHOOL BOARD OF EDUCATION INC.

(a non-profit government contractor)

Food Request Form

Today's Date: _____

Event Date: _____

Teacher: _____

Event Name: _____

Class: _____

Total Meals Requested: _____ Number of K-6 Meals: _____ Number of 7-12 Meals: _____

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

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 THE EVENT IS 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.

In the case of school events, such as a Players' Banquet, please list your food requests:

Rev. 17-May-21

Requisition No. 2627-

APPENDIX I- SUSPECTED CHILD ABUSE/NEGLECT (SCAN) REPORT FORM



ADMINISTRATIVELY RESTRICTED Suspected Child Abuse/Neglect Report (SCAN)



Effective 8/15/23

		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:			
☐ Physical Abuse ☐ Emotional Abuse ☐ Sexual Abuse ☐ Neglect (Basic needs – food, clothing, shelter) ☐ Neglect (Medical) ☐ 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:		☐ BIE Employee ☐ BIE Contractor/Consultant ☐ Volunteer * ☐ Relative (specify): _____ ☐ Other (specify): _____ ☐ Student ** (age or grade)	
22. If Employee, Contact Information for Alleged Offender: Cell phone number: Physical Location of Employee: () -			
23. Location of alleged incident:		24. Date of alleged incident:	
		25. Time of alleged incident:	
26. Full Names and telephone numbers of potential witness(es):			
** Refer to school/agency policies and procedures for any alleged offenders under the age of 19 or classified as a student.			
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? ☐ YES ☐ NO		32. Initials of Mandatory Reporter:	

Page 1 of 4

INFORMATION REGARDING THE INCIDENT	
(Please type or print clearly the following information.)	
33. Describe how you became aware of the incident:	
34. Describe the specific incident (continuation of Box 13, Page 1):	
(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.)	
35. Did the alleged abuser physically touch the victim in any way? ☐ NO ☐ YES If yes, describe specifically the physical contact:	
36. Was Medical Treatment Required? ☐ NO ☐ YES If yes, indicate action taken: ☐ Victim was taken for medical care by school staff for an evaluation and/or medical treatment ☐ Ambulance was contacted for immediate medical attention. ☐ Other. Explain action taken:	
ATTACHMENTS	
☐ Continuation pages, if required ☐ Statement from victim, witness, alleged offender, etc. ☐ 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

ADMINISTRATIVELY RESTRICTED

Tracking of Notifications Completed in its entirety

Effective 8/15/23

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:		☐ Fax ☐ Email ☐ Hand-delivered	(date) (time)
(date) (time)	BIA Law Enforcement:		☐ Fax ☐ Email ☐ Hand-delivered	(date) (time)
(date) (time)	Local/State/Other:		☐ Fax ☐ Email ☐ 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:		☐ Fax ☐ Email ☐ Hand-delivered	(date) (time)
(date) (time)	Local:		☐ Fax ☐ Email ☐ Hand-delivered	(date) (time)
(date) (time)	State:		☐ Fax ☐ Email ☐ 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 Ph: (505) 563-5229 Scan & Email Reports to: bie_scan_reports@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:	Date:
Name, Title (e-mail address)	

APPENDIX J- DISCIPLINARY REFERRAL FORM

Form #355	NATIONAL SCHOOL FORMS	TO REORDER CALL: 1-800-431-1201															
STUDENT'S NAME CLASS TEACHER	DISCIPLINARY REFERRAL To'Hajiilee Community School PO Box 3468/170 Warrior Ln To'Hajiilee, New Mexico 87026 (505) 908-2426	DATE OF INCIDENT PERIOD - TIME OF DAY															
NOTICE TO PARENTS 1. The purpose of this notice is to inform you of a disciplinary incident involving the student. 2. Please note the action taken by the teacher and the corrective action initiated today. 3. Please sign below and return to the school on the next school day.																	
REASON(S) FOR THIS NOTICE: <table style="width: 100%; border: none;"> <tr> <td>☐ BULLYING/HARASSMENT</td> <td>☐ CUTTING CLASS/TRUANCY</td> <td>☐ CHEATING/LYING</td> </tr> <tr> <td>☐ DESTRUCTIVE TO SCHOOL PROPERTY</td> <td>☐ DISRUPTIVE BEHAVIOR</td> <td>☐ EXCESSIVE TARDINESS</td> </tr> <tr> <td>☐ ELECTRONIC DEVICE</td> <td>☐ FIGHTING/AGGRESSION</td> <td>☐ LEFT GROUNDS WITHOUT PERMISSION</td> </tr> <tr> <td>☐ LITTERING</td> <td>☐ RUDE/DISCOMFORTING/EXCESSIVE TALKING</td> <td>☐ UNACCEPTABLE LANGUAGE</td> </tr> <tr> <td>☐ UNCOOPERATIVE/DEFIANT</td> <td></td> <td></td> </tr> </table>			☐ BULLYING/HARASSMENT	☐ CUTTING CLASS/TRUANCY	☐ CHEATING/LYING	☐ DESTRUCTIVE TO SCHOOL PROPERTY	☐ DISRUPTIVE BEHAVIOR	☐ EXCESSIVE TARDINESS	☐ ELECTRONIC DEVICE	☐ FIGHTING/AGGRESSION	☐ LEFT GROUNDS WITHOUT PERMISSION	☐ LITTERING	☐ RUDE/DISCOMFORTING/EXCESSIVE TALKING	☐ UNACCEPTABLE LANGUAGE	☐ UNCOOPERATIVE/DEFIANT		
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☐ LITTERING	☐ RUDE/DISCOMFORTING/EXCESSIVE TALKING	☐ UNACCEPTABLE LANGUAGE															
☐ UNCOOPERATIVE/DEFIANT																	
ACTION TAKEN PRIOR TO THIS NOTICE: <table style="width: 100%; border: none;"> <tr> <td>☐ REVIEWED STUDENT'S FILE</td> <td>☐ CHANGED STUDENT'S SEAT</td> <td>☐ HAD CONFERENCE WITH PARENT</td> </tr> <tr> <td>☐ HAD CONFERENCE WITH STUDENT</td> <td>☐ DETAINED STUDENT AFTER SCHOOL</td> <td>☐ SENT PREVIOUS NOTICE(S)</td> </tr> <tr> <td>☐ CONSULTED COUNSELOR</td> <td>☐ TELEPHONED PARENT</td> <td></td> </tr> </table>			☐ REVIEWED STUDENT'S FILE	☐ CHANGED STUDENT'S SEAT	☐ HAD CONFERENCE WITH PARENT	☐ HAD CONFERENCE WITH STUDENT	☐ DETAINED STUDENT AFTER SCHOOL	☐ SENT PREVIOUS NOTICE(S)	☐ CONSULTED COUNSELOR	☐ TELEPHONED PARENT							
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☐ CONSULTED COUNSELOR	☐ TELEPHONED PARENT																
PRESENT ACTION AND RECOMMENDATION(S): <table style="width: 100%; border: none;"> <tr> <td>☐ STUDENT REPRIMANDED</td> <td>☐ STUDENT WILL MAKE UP TIME</td> <td>☐ STUDENT SUSPENDED</td> </tr> <tr> <td>☐ PARENT CONFERENCE RECOMMENDED</td> <td>☐ STUDENT PLACED ON PROBATION</td> <td>☐ MATTER REFERRED TO:</td> </tr> <tr> <td colspan="3"> ☐ _____ _____ (Action Taken By) (Date) (Parent's Signature) </td> </tr> </table>			☐ STUDENT REPRIMANDED	☐ STUDENT WILL MAKE UP TIME	☐ STUDENT SUSPENDED	☐ PARENT CONFERENCE RECOMMENDED	☐ STUDENT PLACED ON PROBATION	☐ MATTER REFERRED TO:	☐ _____ _____ (Action Taken By) (Date) (Parent's Signature)								
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☐ _____ _____ (Action Taken By) (Date) (Parent's Signature)																	
PINK - PARENTS' COPY GREEN - OFFICE COPY GOLD - TEACHER'S COPY																	

Form #159 NATIONAL SCHOOL FORMS 1-800-431-1201

CONDUCT REFERRAL To'Hajiilee Community School PO Box 3468/170 Warrior Ln To'Hajiilee, New Mexico 87026 (505) 908-2426	STUDENT GRADE TEACHER	DATE DATE OF INCIDENT TIME OF INCIDENT												
NOTICE TO PARENTS The purpose of this report is to inform you of a disciplinary incident involving the student.														
REASON(S) FOR REFERRAL: <table style="width: 100%; border: none;"> <tr> <td>☐ FAILURE TO OBSERVE SCHOOL RULES</td> <td>☐ ANNOYING TO CLASSMATES</td> <td>☐ RESTLESS/INATTENTIVE</td> </tr> <tr> <td>☐ DESTRUCTIVE TO SCHOOL PROPERTY</td> <td>☐ HITTING ANOTHER STUDENT</td> <td>☐ EXCESSIVE TALKING/LOUDNESS</td> </tr> <tr> <td>☐ RUNNING IN HALL/CLASSROOM</td> <td>☐ RUDE/DISCOMFORTING/DISRESPECTFUL</td> <td>☐ LATE TO CLASS</td> </tr> <tr> <td>☐ BULLYING/HARASSMENT</td> <td>☐</td> <td></td> </tr> </table>			☐ FAILURE TO OBSERVE SCHOOL RULES	☐ ANNOYING TO CLASSMATES	☐ RESTLESS/INATTENTIVE	☐ DESTRUCTIVE TO SCHOOL PROPERTY	☐ HITTING ANOTHER STUDENT	☐ EXCESSIVE TALKING/LOUDNESS	☐ RUNNING IN HALL/CLASSROOM	☐ RUDE/DISCOMFORTING/DISRESPECTFUL	☐ LATE TO CLASS	☐ BULLYING/HARASSMENT	☐	
☐ FAILURE TO OBSERVE SCHOOL RULES	☐ ANNOYING TO CLASSMATES	☐ RESTLESS/INATTENTIVE												
☐ DESTRUCTIVE TO SCHOOL PROPERTY	☐ HITTING ANOTHER STUDENT	☐ EXCESSIVE TALKING/LOUDNESS												
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ACTION AND RECOMMENDATION(S): <table style="width: 100%; border: none;"> <tr> <td>☐ HELD CONFERENCE WITH STUDENT</td> <td>☐ CHANGED STUDENT'S SEAT</td> <td>☐ REMOVED STUDENT FROM CLASSROOM</td> </tr> <tr> <td>☐ DETAINED STUDENT</td> <td>☐ TELEPHONED PARENT</td> <td>☐ PARENT CONFERENCE REQUESTED</td> </tr> <tr> <td colspan="3"> ☐ _____ _____ ☐ If a (✓) is entered in this box, Parent please sign & return. _____ </td> </tr> </table>			☐ HELD CONFERENCE WITH STUDENT	☐ CHANGED STUDENT'S SEAT	☐ REMOVED STUDENT FROM CLASSROOM	☐ DETAINED STUDENT	☐ TELEPHONED PARENT	☐ PARENT CONFERENCE REQUESTED	☐ _____ _____ ☐ If a (✓) is entered in this box, Parent please sign & return. _____					
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☐ DETAINED STUDENT	☐ TELEPHONED PARENT	☐ PARENT CONFERENCE REQUESTED												
☐ _____ _____ ☐ If a (✓) is entered in this box, Parent please sign & return. _____														
PINK - PARENTS' COPY BLUE - OFFICE COPY GOLD - TEACHER'S COPY														

Student Behavior Referral

To'Hajiilee Community School
PO Box 3468/170 Warrior Ln
To'Hajiilee, New Mexico 87026
(505) 908-2426

STUDENT'S NAME

TODAY'S DATE

TEACHER

GRADE

ROOM

SECTION

DATE OF INCIDENT

TIME OF INCIDENT

LOCATION

The purpose of this notice is to inform you of a disciplinary incident involving the student.

REASON(S) FOR REFERRAL:

Previous Incidents Involving the Student: _____

Corrective Efforts Prior to Referral: _____

Teacher's Signature: _____

Date: _____

ADMINISTRATIVE ACTION TAKEN:

Administrative Signature: _____

Date: _____

☐ If checked (✓), Parent please sign and return:

PARENTS' COPY - PINK

OFFICE COPY - GREEN

TEACHER'S COPY - GOLD

APPENDIX K- EMPLOYEE LEAVE REQUEST

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

APPENDIX L- FIELD TRIP REQUEST FORM

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

(a non-profit government contractor)

FIELDTRIP REQUEST FORM

Date: _____

Emergency Contact Number(Sponsor/Driver):

I. ITINERARY

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

APPENDIX M- FIELD TRIP CHECKLIST

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

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.

APPENDIX N- STAFF HANDBOOK REVIEW ACKNOWLEDGEMENT

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

(a non-profit government contractor)

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- DAMAGED/LOST/STOLEN PROPERTY REPORT

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- RECEIPT FOR PROPERTY

TO'HAIILEE 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</i> <i>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:	

APPENDIX Q- APPLICATION FOR SCHOOL SALE



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

(A non-profit government contractor)

67 Tribal Rd N7071, 170 Warrior Lane, Bldg. 634 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

APPLICATION FOR SCHOOL SALE

This application must be filled out completely, including necessary signatures, and submitted to the School Administrator at **LEAST 3 DAYS IN ADVANCE**. A copy of the form, either approved or not approved, will be sent back to the sponsor. If the form is not turned in on time. **THE SALE WILL NOT BE APPROVED**. THERE MUST BE ADULT SUPERVISION AT ALL SALES. **IF IT IS A BREAKFAST OR LUNCH SALE, STUDENTS MUST EAT BREAKFAST OR LUNCH FIRST AND HAVE THEIR HAND STAMPED. ALL FOOD SALES THAT REQUIRE INDOOR COOKING, OUTDOOR GRILLING, OR FRYING REQUIRE MAINTENANCE AND ADMINISTRATION'S APPROVAL. Thank you.

NAME OF SPONSORING GROUP: _____

REQUEST DATE OF SALE: _____

LOCATION OF SALE: _____

TIME OF SALE: _____

ITEMS TO BE SOLD: _____

NAME OF STUDENTS WHO WILL HELP: _____

SIGNATURES OF SPONSOR(S): _____ DATE: _____

.....
☐ APPROVED

☐ NOT APPROVED

School Administrator's Signature/Date

*****RETURN APPROVAL FORM TO THE BUSINESS OFFICE (WE NEED ORIGINALS)*****

COMMENTS:

NOTE: ALL SALES WILL BE CONDUCTED DURING NON-INSTRUCTIONAL TIME. SPONSOR MUST OPEN AND CLOSE THE SALES THAT THE STUDENTS MAY RETURN TO CLASS ON TIME.

APPENDIX R- TCS INCIDENT/ACCIDENTAL REPORT

To'Hajiilee Community School Board of Education, Inc. Incident/Accident Report

Reporting Unit and Address: To'Hajiilee Community School PO Box 3438 To'Hajiilee, NM 87026		Date:	
Name of Person Involved (last, first, middle initial)	GRADE	Date of Birth(If known)	
	MALE [] FEMALE []		
Address (include zip code)	STUDENT [] EMPLOYEE []		
	Employee Emergency Contact Info.		
<i>DATE AND TIME OF INCIDENT</i>			
MONTH	DAY	YEAR	HOUR/MINUTES
EXPLAIN IN DETAIL WHAT HAPPENED: (include who, what, when, where, and how)			
CORRECTIVE ACTION TAKEN/PLANNED:			
Signature/Title of Reporting Official		Date:	
Signature of Reviewing Authority		Date:	

Updated SY 10/11