

**HANNAHVILLE INDIAN SCHOOL / NAH TAH WAHSH PSA**

~Employee Handbook~

**2016 - 2017**



**N14911 Hannahville Rd B-1**

Revised Dec 2016

## **Wilson, MI 49896**

### **MISSION STATEMENT**

The education mission of the Hannahville Indian School / Nah Tah Wahsh PSA and the Hannahville Indian Community is to promote life-long learning which encourages the physical, mental, emotional and spiritual development of each individual, and the community as a whole.

### **VISION STATEMENT**

Through the promotion of lifelong learning, our community will be composed of individuals who are respectful of themselves, their families and others, secure in their culture, have the ability to set life-long goals and achieve personal satisfaction and productivity, and who proudly fulfill their roles within their community, state and nation.

### **BOARD OF EDUCATION**

Board of Education meetings are scheduled for the second Thursday of each month, at 3:00 pm, EST in the Conference Room. Summer meetings are held at 10:00 A.M. All meetings are open to the public unless a request is made for a closed session.

### **ADMINISTRATIVE STAFF**

Rodney Lovell – Superintendent  
Renee Mosier – Director of Finance  
Adrienne Soucy – Principal  
Holly Adcox - Director of Student Supports  
William Boda – Director of Operations  
Brendan Williams – Special Education Coordinator  
Scott Brant – Guidance Counselor

## **PURPOSE AND USE OF MANUAL**

The Policies and Procedures in this manual are intended to provide employees with a convenient source of reference information concerning work rules. It should not be considered a contract of employment but an overview of general rules and office procedures.

Information in this manual may be reviewed and amended by School Administration. However, Policy changes will become effective immediately upon their issuance. Policy changes are subject to change without notice at the School Board's discretion. If you have questions, contact the Superintendent.

## **NATIVE AMERICAN CULTURE, THEMES AND CONTENT**

All staff are expected to develop an understanding of Native American and Hannahville Indian Community values, traditions, and history. These are the foundation of our educational system. They are to be considered in all academic areas and extra-curricular activities.

Native American themes are to be applied in games, puppet shows, plays, and other curricular and extracurricular activities whenever appropriate.

Native American Content is to be implemented as a supplement to all subject areas. Native American subjects will be added to the curriculum whenever appropriate and when the budget allows.

## **THE ANISHNABE (THE ORIGINAL MAN) LANGUAGE**

The Nishnabe language is to be taught in all class levels, K-12. The Nishnabe Culture and Language Classes are essential parts of our curriculum. In scheduling, they should be given equal priority with other classes. K-8 staff are required to attend Language classes with their students. All staff are encouraged to use Potawatomi Language in class with their students whenever possible, i.e. greetings, phrases, etc. Staff are also encouraged to learn the language through any of the online or in person classes. See [potawatomilanguage.org](http://potawatomilanguage.org).

## **CRIMINAL HISTORY BACKGROUND CHECK**

Upon an initial offer of employment for the Hannahville Indian School / Nah Tah Wahsh PSA, the employee is placed on a 90-day probationary period. In accordance with P.L.101-647, during this time, the employee will have a Criminal History Background check completed. Fingerprinting will be accomplished for Federal and State check by a representative of the Hannahville Police Department.

The new employee will also be enrolled in the Drug and Alcohol Test Program. This program is mandatory for all staff.

ALL INFORMATION IN THE BACKGROUND CHECK IS CONFIDENTIAL AND CANNOT BE RELEASED WITHOUT WRITTEN CONSENT OF THE EMPLOYEE.

## **NATIVE AMERICAN PREFERENCE**

All hiring will be done in accordance with applicable Tribal hiring policies.

## **MANDATORY REMOVAL FROM CONTACT WITH OR CONTROL OVER CHILDREN**

It is the policy of the Bureau of Indian Affairs that any employee, against whom allegations of child abuse or neglect have been raised, will be immediately placed in a position requiring no contact with or control over children or automatically placed on administrative leave for a period of three (3) workdays.

Removing an employee from contact with or control over children will be accomplished by placing the employee in a position that does not have contact with or control over children, if such position exists and work is available. The employee will be informed in writing of the temporary assignment to this position and will be notified the reason for the action is an allegation of child abuse or neglect. Every effort will be made to place the employee in a position on site or in another office within the local commuting area.

If management determines it is in the best interest of the school to place the employee on administrative leave, a letter stating such will be prepared in consultation with the servicing personnel office. The letter will inform the employee of the expected duration of the administrative leave and that action is being taken based on an allegation of child abuse or neglect.

## **FIRE / NATURAL DISASTER DRILLS**

Periodically, throughout the school year fire drills will be held. Teachers are expected to take roll-call immediately once all their students are outside the building. Evacuation plans are posted within each room of the school

<b>Fire Drills:</b>	Conducted six times during the year. The first drill is announced to the staff.
<b>Severe Weather:</b>	Conducted twice during the year. Teachers and students will be given instructions as to how they are to respond.
<b>Lock Down:</b>	Conducted twice during the year. Teachers and students will be given instructions as to how they are to respond.

## **BUDGET**

All budget matters must be presented to the Director of Finance in writing. Items purchased without prior approval may not be reimbursed.

## **PURCHASING PROCEDURE**

1. Supply the Director of Finance with a written request of item(s) you are requesting to purchase, including any pricing information, online printouts, etc. that identify the item(s) and price range.
2. If approved, fill out a Purchase Requisition Form with the Finance Director
3. If your items do not arrive in a timely manner follow-up with the Finance Director.

No items should be bought without a Purchase Requisition. Employees should not contact the Accounting Office. All questions on purchasing are to be directed to the Financial Assistant or Financial Director.

## **MEALS**

Breakfast and lunch are available to all staff. Current meal charges are \$3. Senior citizen school employees, 55 years and over, are provided meals without charge while school is in session.

## **STUDENT ATTENDANCE**

Teachers must maintain a uniform prescribed method of attendance recording in their attendance book. The classroom Teacher Attendance Book is the official record book. Teaching Assistants may record attendance; however, the teacher is ultimately responsible for the accuracy and must sign each page. Attendance procedures are as follows:

1. Attendance will be taken by the classroom teacher/teacher assistant each day (each period for High school, twice a day for elementary)
2. Attendance must be recorded in the attendance book by the Teacher/teacher assistant according to the following sample:

## Daily Routine

1. The first day of a student's attendance is denoted by an "E" (enrolled).
2. Record attendance at the beginning of each day / period. Change Absences to Tardy if student arrives late. Office staff will note the time on the student's hall pass. If the student does not have a pass, the teacher is to note this, continue the class and address it with the student before the end of the class period. A student is tardy if they are not in their designated classroom at the sound of the bell.
3. EACH page of your Attendance Book must have your signature. The Teacher's Attendance Book is the ONLY Official Document referred to by the State Auditor when questions arise about attendance. We maintain these books for future auditors, it is important that you understand the necessity of accurate record keeping.
4. DO NOT DELETE OR ERASE a student's name from your Attendance Book. Enter all students enrolled in your class on the first day in alphabetical order, last name first, then as a new student enrolls, enter their name on the appropriate date. If a student is new in your class, you need to pencil their name in the next available number at the bottom of your list.
5. If a student transfers or drops out of school, teachers will be notified in writing by the records manager and given the official date of transfer or drop. Each teacher notes that date in the attendance book and simply draws a single line through the student's name.

**Attendance Codes:**           E=Enrolled (the first day the student is in class)  
  P=Present  
  A=Absent  
  T=Tardy

On the Wednesday count days (October 5th, 2016 & February 8th, 2017), it is important that teachers mark each student with 1 of the above codes. The rest of the year, teachers may use 'A' or 'T'. However, on the official count days, all teachers must have uniform record keeping. If you have any questions, please see the Principal.

**Students are responsible for ALL assigned work regardless of attendance.**

## **SUBSTITUTE LESSON PLANS**

The following policies and procedures will be followed regarding unit plans & substitute teacher lesson plans:

- Lesson plans for substitute teachers must be available in school at all times and in a plainly marked folder(s)\*. The folder(s) need to contain/describe the following:
  - Complete, concise, and clear daily lesson plan(s) for each class/grouping
  - Clear access to location of attendance books and description of relevant procedures

- Clear access to location of specific student materials, texts, etc
- A complete and current listing of the number of students at any given time & class times
- Complete listing of special needs of any student.
- A complete description of/clear directions to student recess times, student/teacher lunch times, extra duties, computer access codes/passwords (as needed), reinforcement/reward menu (if applicable), disciplinary procedures/process/referral slips, hall passes, and a substitute teacher handbook. The substitute teacher handbook is intended as a supplement (not a replacement) for those items.

\*In the event of an emergency teacher absence: the folders(s) also needs to contain a minimum of two complete days of alternative lesson assignments/worksheets (relative to standards & benchmarks) due to the possibility of changed, un-submitted, or carried forward lesson plans. The two days of alternative assignments (described above) must be restored within two days of your return from an emergency/unforeseen teacher absence.

### **CLASSROOM MANAGEMENT**

Teachers are expected to maintain a positive classroom environment that is conducive to learning. Teachers are expected to be in their classrooms during the scheduled class times. Beginning instruction on time indicates to students the importance of the knowledge you have to share with them.

Between classes, high school teachers are required to be outside their classroom door to assist in monitoring student behavior in the hallways. K-8 teachers/aides are to escort students between classes.

Teachers are expected to follow the Behavioral Rubric and manage all green level offenses in the classroom. All other offenses will be written up and handled by Seth Miller (or designee in his absence) in consistently as described on the Behavioral Rubric.

Upon having a yellow, orange or red incident occur, staff are to contact the Seth Miller, who will immediately come to the classroom and remove the student. The teacher is expected to provide at least a brief overview of the incident and may complete the write up form at a later time; but must be turned into Seth Miller the same school day the incident occurs.

### **GRADES**

Teachers should provide verbally and in writing to their classes, their method of grading and evaluation, methods of earning extra credit, penalties involved for failure to complete assignments, and how to make up missed work. A copy should be sent to parents and to the Director of Instruction.

Grades are figured on percentages of the total points accrued. Semester grades are based on the average of the term percentages. (Refer to the Student Handbook) Students falling behind should be immediately referred to tutoring and parents notified.

## **HOMWORK**

Classroom time may be allowed at the end of each class to assist students with their homework. Teachers may require students to stay in at recess and/or after school to complete assigned work. Students with an excused absence will have one day for each day missed to turn in completed assignments. Teachers are encouraged to notify parents when a student consistently does not turn in homework, and refer the student to tutoring.

## **EXAMS**

Teachers of 9<sup>th</sup> – 12<sup>th</sup> grade students may be required to administer end of course exams. A copy of that exam will also be filed in the guidance office.

## **STUDENT LED CONFERENCES**

Hannahville Indian School / Nah Tah Wahsh PSA holds Student-Led Conferences. All teachers will maintain portfolios for student work to be used to document growth. Teachers will be available during the conferences to discuss the student's progress and answer any questions, with the student leading the conference. School will be in session during conferences, with additional time at the end of the day to accommodate parents. Teachers need to make parents aware they can also schedule individual meetings throughout the year.

## **REFERRALS TO EDUCATION PROGRAMS**

Referrals to Special Education are to be reported to the Special Education Coordinator and referrals for Title I to the Director of Student Supports. At this point, the appropriate coordinator will provide the forms and instructions necessary to complete the process. Referrals for tutoring should be made to the 21<sup>st</sup> Century Coordinator using the "Referral Form for Academic Enhancement Services".

## **HEALTH REFERRALS**

Any health concerns should be referred to the school nurse. In the event the school nurse is not in, contact a school administrator. No medication is to be distributed by classroom staff. Teachers will be given a list of students in their classroom who have been diagnosed with a particular health problem. In some instances, accommodations for their educational needs may be necessary.

All prescription medications for students must be kept in the Nurse's office, and only dispensed by individuals designated to do so. Students bringing medication to school should be sent to the office.



Substance abuse or suspicion must be reported immediately to a school administrator for further action. Suspicions may be reported verbally; however, a written report must also be submitted before the end of the day.

### **PROTECTIVE SERVICES REFERRALS**

According to the “Michigan Child Protection Law”, Protective Services or PS reports of actual or suspected child abuse or neglect are to be reported. All employees are considered mandatory reporters of children you suspect or know are victims of abuse or neglect. All suspected cases must be documented on forms, which are located in the offices, and are to be reported directly to protective services. ALL PS referrals are strictly confidential and are not to be discussed with anyone.

### **MENTOR PLAN**

Michigan adopted PA 335 in September 1994. Section 1526 of the Act required that mentors be assigned for the first 3 years of a teacher’s employment. Nah Tah Wahsh PSA has developed a guideline for mentors assigned to the probationary teachers during their first 3 years of employment with our school. Contact the Director of Student Supports for a copy of the Mentor Plan.

### **DISCLOSURE OF STUDENT RECORDS OR COMMUNICATIONS—MI COM 600.2165**

Section 2165—No Teacher, guidance officer, school executive or other professional person engaged in character building in the public schools or in any other educational institution, including any clerical worker of such schools and institutions, who maintains record of student behavior or who has records in his custody, or who receives in confidence communications from students, or other juveniles, shall be allowed in any proceeding, civil or criminal, in any court of this state, to disclose any information obtained by him from the records or such communications; nor to produce records or transcript thereof, except that testimony may be given, with the consent of the person so confiding or to whom the records relate, if the person is 18 years of age or over, or, if the person is a minor, with the consent of his or her parent or legal guardian.

### **CONFIDENTIALITY**

All school employees must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student or other staff except under judicial process.

### **What are Educational Records?**

FERPA defines “educational records” as “those records, files, documents, and other materials which contain information directly related to a student and are maintained by an education agency or institution.

### **Ferpa – Family Educational Rights and Privacy Act**

FERPA is a federal law which governs the disclosure of a student's "education records." Generally, FERPA protects the privacy of a student's education records by restricting their disclosure while ensuring access to those records by the student or the student's parent or parents.

FERPA vests school parents with certain rights with respect to the educational records of their child and it essentially transfers those rights to the child when he or she turns 18.

FERPA requires that all schools subject to its provisions effectively inform the parents of their students or the students themselves (if they are 18 years of age or older or are attending an institution of postsecondary education) of their rights under FERPA.

FERPA requires that schools which are subject to its provisions give the parents of their students the right to inspect and review the education records of their children and that they establish procedures for granting a parent, within a reasonable time of a request (no more than 45 days after a request has been made), access to the educational records of his or her child. FERPA applies to all natural parents of a child and the child's legal parent, parents, guardian or guardians unless a court order, state statute or legally binding document specifically provides otherwise.

FERPA requires that school provide parents an opportunity to be heard and a hearing process for challenging the content of a student's education records in order to ensure that the records are not "inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, for seeking the "correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein" and for inserting into such records "a written explanation of the parents respecting the content of such records."

FERPA requires that schools give a student's parents advance notice of the release of "directory information" about the student and the opportunity for the parents to "inform" the school that any or all of said information "should not be released without the parent's prior consent."

FERPA requires that schools maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student's educational records (other than school officials and teachers determined by the school to have had a legitimate educational interest in obtaining such access)

FERPA requires that public schools get the written consent of a student's parents or of the student if he or she is 18 or is attending an institution of postsecondary education, before releasing the student's educational records. FERPA provides that for a

consent or release to be valid, it must be in writing and must also specify the records to be released, the reasons for such release, to whom the records are to be released and that the parents were afforded the opportunity to opt for a copy of the records to be released.

FERPA also requires that whenever personal information or personally identifiable information is transferred to a third party, it must be done on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

## **SCHOOL OPERATIONS**

The Nah Tah Wahsh PSA / Hannahville Indian School operates on the number of calendar days and educational hours as required by the state of Michigan Department of Education. A committee from the administrators, school staff, and board of education develops the school calendar. The calendar accommodates the Delta Schoolcraft Intermediate School District and Bark River-Harris schedules as much as possible.

Adjustments to the school calendar may be made during the school year at the discretion of the administration and school board.

## **SCHOOL CLOSURES**

Regularly designated holidays through the year are listed on the school calendar. The Tribal Chairperson may also designate special holidays, which are not already scheduled as days off on the calendar and may have to be made up before the end of the school year.

All cases of school closure will be texted using the Alert system and will be broadcast on radio stations FM 102.5, 104.7, 97.1, 93.1, 107.3, 94.7, and AM 680, as well as WLUC-TV channel 6, Marquette, MI; WFRV-TV channel 5, Green Bay, WI; WBUP/WBKP-TV channel 10, Ishpeming, MI.

## **SCHOOL DAY**

Nah Tah Wahsh PSA / Hannahville Indian School is in session Monday – Friday 8:08AM – 3:15 PM EST. Instructional staff is required to be in school daily by 7:45am and punching out no earlier than 3:45 PM. Staff are required to attend the Monthly Data Conversations on Fridays (7:45-10:45 AM) and the Monthly PD/SIP meetings on Tuesdays (3:15-4:45) as noted in our 2016-17 PD calendar. No staff member will be excused to leave early because of another staff member's appointment (i.e. carpool).

## **ATTENDANCE & PUNCTUALITY**

For the school to operate efficiently, we depend on our employees to report to work as scheduled. All employees are required to scan in by 7:45 am. Late arrivals will be noted.

Teachers are required to use Aesop for notifying administrators of illnesses and for scheduling vacation time and when they need to use personal time for late arrivals and early departures. Employees who are unable to report to work, or are unavoidably detained, are required to call in to the

office 1 hour prior to their work schedule or as soon as possible. Reporting tardiness or absenteeism to one's co-worker, or by other than the procedure is not acceptable and may be cause for disciplinary action, up to and including termination.

Failure of an employee to report to work within three (3) consecutive working days after his / her expected reporting time will be considered a voluntary termination by abandonment of position.

Employees are expected to arrive to work on time. The school reserves the right to modify the salaries of employees who are excessively late. Hourly employees will not be paid for time which is not actually worked. Employees who are excessively late will be disciplined accordingly.

If you have an appointment or school business, which is scheduled during your regular work time, it should be entered in AESOP (with prior approval) and annotated whether it is personal or school business. Whenever possible, please make appointments for after school hours.

### **PROFESSIONAL STAFF SALARIES**

Salaries for Professional Staff are commensurate with experience and based on the current salary schedule.

### **SUPPORT STAFF SALARIES**

Salaries are commensurate with experience, the position, and based on the current salary schedule.

### **SUPPLEMENTARY SALARIES**

Employees who perform extracurricular duties may be granted supplementary salary to be added to their regular wages. The rate of pay will be commensurate with experience and expertise in their particular job area.

### **EMPLOYEE PAY STATUS**

School employees are classified as exempt (salaried), or non-exempt (hourly), from payment of overtime.

**Exempt (Salaried):** Executives, administrative, management and supervisory personnel, and teachers, are generally classified as exempt. Employees who are categorized as exempt are not paid overtime.

**Non-Exempt (Hourly):** Non-exempt employees will be paid overtime at the rate of one and one-half times regular hourly pay for hours worked in excess of forty (40) hours actually worked in one work week. You must have your supervisor's approval in advance of working overtime.

For non-exempt employees, two (2) paid rest periods of fifteen (15) minutes each are scheduled by the supervisor, when work permits. Because the employee is remaining in the work area, and

is considered available to work, that time is paid. However, if the employee leaves school grounds, the employee is then not available to work, and will not be paid for that time.

An employee who does not take a rest / break period, is not entitled to leave work early. Leaving work means the employee will not be paid for the 15 minutes (or up to 30 minutes) of time when he/she is not available to work.

### **PAYROLL ADVANCE / REQUESTING CHECK EARLY**

Per our community policy, payroll advances and early requests for checks must follow the outlined procedures in that policy.

### **CLASSIFICATION OF EMPLOYEES**

Employees are hired to fill full-time, part time, and / or temporary positions.

**Full-time:** Workweek schedule that requires the employee to work at least 32 hrs per week.

**Part-time:** Workweek schedule that usually requires the employee to work less than 32 hours per week.

**Temporary:** An employee hired to work specific short-term assignments.

**Permanent:** An employee who is not temporary.

**Probationary:** An employee who has not yet completed the probationary period.

**Contract:** An employee hired for a specific purpose. Contractual agreement is written, approved, and signed by the Board of Education and the individual.

### **FULL-TIME / PART-TIME STATUS**

Employees are hired to fill full-time, part-time, and / or temporary positions.

Full-time means: A workweek schedule that requires the employee to work at least 32 hours per week. Generally consists of five (5) workdays for eight (8) hours, forty (40) hours a week.

An employee, who is classified as full-time and is not currently working an average of 32 hours weekly, may be evaluated to determine whether the employee should be changed to part-time status. Benefits for the full-time employee dropped to part-time status will be discontinued with the effective date of the status change.

Full-time employees receive their regular wages when the school is cancelled for snow days, (Act of God Days), emergency cancellations and / or Tribal holidays.

Part-time employees may be scheduled to work a maximum of eight (8) hours in a given workday, for up to thirty-one (31) hours per week.

### **CELL PHONE POLICY**

All classrooms have telephones and voicemail. Cell phone usage should be limited to before and after school unless approved by a supervisor due to a personal emergency situation. This includes texting. Phones should be silenced/off during work hours.

### **PROFESSIONAL IMAGE AND BEHAVIOR**

Hannahville Indian School/Nah Tah Wahsh PSA expects all employees to present a professional, well-groomed appearance, and maintain an image that is courteous and respectful to peers, students, and the general public. The use of profanity, inappropriate jokes, and any other adverse behaviors is unacceptable in an educational setting.

### **DRESS POLICY**

All apparel is to be neat and clean. Clothing that presents or causes a disturbance or distraction is unacceptable. This includes clothing that reflects suggestive phrases. No hats are to be worn in the building. Skirts or shorts must be at least fingertip length (arms by your side, fingers extended), garment hem should fall below fingertip. No spandex, bare midriffs, tank, halter-tops, or low-cut or revealing tops.

### **NO SMOKING POLICY**

Our school board has adopted a No Smoking Policy on school grounds. This policy is strictly enforced.

### **IMMUNIZATION REQUIREMENT**

Hepatitis B is a MOISHA requirement and is offered to designated employees who administer First Aide. Employees may contact the School Nurse if you have questions.

### **PROFESSIONAL DEVELOPMENT**

Staff are required to attend the Monthly Data Conversations on Fridays (7:45-10:45 AM) and the Monthly PD/SIP meetings on Tuesdays (3:15-4:45) as noted in our 2016-17 PD calendar.

Teachers are encouraged to attend professional conferences/workshops in their area of study when feasible. The school or specific program will assume the cost if approval is given by the administration prior to the conference. A two-week advance notification is necessary in order to obtain prior approval by the Principal or Director of Student Supports so that they have adequate time to arrange for a substitute teacher. Forms may be obtained from the administrative office. Those attending conferences will be expected to share their information at the next scheduled

staff meeting. State Continuing Education Clock Hours (SCECHs) obtained from attending can be transferred into college credits.

Staff is encouraged to take at least one college level course per school year. If financially possible, the school will pay for up to two (2) credit hours.

A record of completed training programs, seminar attendance, and educational courses relating to employment, may be maintained in the employee's personnel file. It is the responsibility of the employee to supply the documentation.

### **HARASSMENT-BULLYING, SEXUAL AND OTHER FORMS OF HARASSMENT**

It is a violation of the law, and of school rules, for any employee/student to harass or intimidate another student or staff member.

Any staff member who believes that they are the victim of any form of harassment (verbal or written), or has observed such actions taken by a supervisor, co-worker, student, or other person associated with the school such as a vendor, contractor, volunteer, or school officials, should promptly take the following steps:

- If the alleged harasser is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- If the alleged harasser is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- If the harasser is a student of the school, the person contacted above should immediately inform the Director of Operations of the alleged harassment.

The staff member may make contact either by a written report, telephone, or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom she/he believes to be responsible for the harassment, and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report, and forwarded to the Supervisor or to the Superintendent.

Each report received by the supervisor or Superintendent, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the staff member who files a complaint
- Encourage the reporting of any incidents of harassment
- Protect the reputation of any party wrongfully charged with harassment

## **ASSURANCES**

The Board of Education complies with the federal law and regulations prohibiting discrimination, and with all requirements and regulations of the United States Department of Education. It is the policy of the Hannahville Indian School Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subject to discrimination in any program activity for which it is responsible for which it receives financial assistance from the United States Department of Education.

## **LINE OF AUTHORITY**

All staff members must observe the line of authority—Employee to Supervisor, Supervisor to Director / Principal, and said Director / Principal to Superintendent, and Superintendent to the Board of Education. The Board acts only as a body quorum in assembly. A board member is NEVER to be approached directly on school issues. First, direct your questions or grievances according to the line of authority, preferably in writing. A Board of Education meeting can be arranged upon petition to the Director of Operations, who will present it to the Superintendent, who will then present it to the Board of Education.

## **EMPLOYEE CONDUCT AND DISCIPLINE**

### **Policy Statement:**

At any time an employee is representing the Hannahville Indian School/Nah Tah Wahsh PSA, they are expected to perform their job in such a way that it will result in pride in themselves and will reflect in a positive manner upon the school.

### **Employee Corrective Action:**

In accordance with these policies and procedures, any employee who violates the rules, regulations, policies, or conditions of employment will be subject to corrective action. Any of the following corrective actions may be taken under the Employee Corrective Action Policy:

- Verbal reprimand
- Written reprimand
- Suspension without pay (One to Three day)
- Corrective action probation
- Termination

The following are examples of conduct for which an employee can expect corrective action. Employees who commit one or more of the following violations shall be subject to corrective action up to and including discharge. This list is not exclusive and is published for guidance only. Other misconduct may result in corrective action, including termination.



- Bullying, sexual, or other forms of harassment
- Neglect of duty or negative job performance
- Absence without leave or failure to give proper notice of absence
- Habitual tardiness or excessive absenteeism
- Misuse or carelessness in the operation of equipment
- Insubordination or other breaches of corrective action involving improper attitude toward supervisor
- Failure to work cooperatively with fellow employees
- Continued departure from acceptable attire or grooming
- Theft, or failure to report an act or plan of dishonesty
- Conviction of any felony or felony level offense
- Filing false or misleading reports
- Bribery
- Excessive or unnecessary use of force, threats of force, or physical violence against a student, fellow employee or supervisor
- Violation of work rules
- Unprofessional behavior/conduct
- Failure to obey health, safety, and fire regulations
- Excessive personal use of or illegal use of computer equipment/employer provided cell phones
- Inappropriate use of personal cell phones

**NOTE: The foregoing sections do not create any employment contract with the employee. All employment is at the will of the employer. The foregoing procedures do not establish a policy of progressive action.**

**Authority to take Corrective Action:**

- Corrective action will be the direct responsibility of the employee's immediate supervisor and should be done in a face-to-face discussion with the employee. The School Administrator or the Board of Education retains the authority to supervise corrective action at any time.
- Any employee or supervisor who has a work related complaint should discuss it with the employee's supervisor or if the supervisor is not available, follow the chain of command.

**AESOP**

All staff have access to AESOP and must use AESOP any time they will not be at work. Advance leave must have prior approval from the supervisor. AESOP also covers the need to request a substitute if necessary and allows teachers to upload lesson plans.

Staff who cannot report to work due to illness or emergency are to call the school and/or their supervisor as soon as possible as it is not possible for other than administrators to input into AESOP within hours of the absence.

**HOLIDAY PAY**

Employees who are on leave of absence without pay or who are temporary are not entitled to holiday pay during the period of the leave.

Employees will not be paid for holidays if they incur an absence without leave on the work day immediately before or the work day immediately following a holiday.

**SICK LEAVE**

Employees who have missed work because of illness or an emergency will have this entered into AESOP by an administrator. If more than three days in a row are needed for illness (self or family), a written doctor’s excuse is required to continue using the allotted illness/sick hours. The excuse needs to be turned in to Adrienne Soucy or Robyn Rhode.

**PERSONAL LEAVE**

Teachers, classroom aides, and other nine (9) month employees, receive fifteen (15) days each school year. These days can be used for sick or personal leave. If **more than two days in a row** of personal leave are requested, a written request is needed which describes the reason for the use of personal leave and the rationale of being out of the classroom for this amount of time. The request must be turned in to Adrienne Soucy at least one week prior to the personal leave start date. The written request will be shared with the Leadership Team. As a committee, the team will make the final decision on whether to approve or deny the personal leave request. The time should not be entered into AESOP until it is approved.

If **more than four days in a row** of personal leave is requested, a written request is needed which describes the reason for the use of personal leave and the rationale of being out of the classroom for an extended time period. The request must be turned in to Adrienne Soucy at least three weeks prior to the extended leave start date. The request will then be shared with the School Board who will make the final decision on whether to approve or deny the personal leave request. The time should not be entered into AESOP until it is approved.

Any days over 25, or 200 hours, will be automatically sold back to the employee at the current rate of 70% at each sick sell back. Sick sell back is offered once during the school year, per the Tribal Policy.

All other full-time employees accrue time as follows:

<b><u>Hours Paid Per Week</u></b>	<b><u>Hours Earned Per Week</u></b>
0 Hrs	0 Hrs
1-19 Hrs	1.539 Hrs

20-40 Hrs

3.077 Hrs

If not used, these hours, up to 104 hours, may be sold back at a rate of 70% of the employee’s pay rate, or the employee may carry them forward to the next year. However, when selling sick time you must keep at least 40 hours on the books. The Financial Assistant will notify you at the time of sick sell back.

**ANNUAL LEAVE**

Only twelve (12) month employees are eligible for annual leave. Hours are earned as follows:

<b><u>Hrs Pd Per Week</u></b>	<b><u>Hrs Earned Per Week</u></b>
0 Hrs	0 Hrs
1-19 Hrs	1.539 Hrs
20-40 Hrs	3.077 Hrs

Total amount of annual leave is to equal not more than 160 hours per year. Unused annual leave can be carried forward to the next year, but is limited to not more than 160 hours carry-over.

**FUNERAL LEAVE**

Three (3) days leave with pay will be granted regular fulltime and part-time employees working 20 or more hours a week, including probationary employees, in the death of the employees’ uncle, aunt, niece, nephew, cousin, brother-in-law, or sister-in-law.

Up to five (5) days leave with pay may be granted for the following family members:

- |                        |                   |
|------------------------|-------------------|
| Spouse                 | Step Parents      |
| Father                 | Grandparents      |
| Mother                 | Father-in-law     |
| Children               | Mother-in-law     |
| Sister                 | Daughter-in-law   |
| Brother                | Son-in-law        |
| Step Children          | Grandchildren     |
| Foster Children        | Significant Other |
| Step and Half Siblings |                   |

An additional leave of absence may be granted upon approval from the School Superintendent or Principal. Such leave may be granted to include, but not be limited to, being a participant in a tribal member funeral in an official capacity such as honor guard, drummers, singers, casket bearer, or fire keeper.

The School Superintendent or Principal or the employee’s immediate supervisor may grant leave with or without pay in cases involving an extended family member and the employee attends the funeral. Annual or personal time will need to be used if the time is to be used without pay.

## **JURY DUTY**

When an employee is required to serve on Jury Duty, the employee is entitled to a leave of absence with pay. A Leave Request Form must be filled out. Any/all compensation received for Jury Duty must be reimbursed to the school, excluding travel expenses. If the employee keeps remuneration for duty, time off will be charged to annual leave, or leave without pay.

## **LEAVE OF ABSENCE**

A leave of absence must be approved by the Board of Education. Request for leave of absence must be submitted in writing to the Principal and the Superintendent, who will then present it to the Board of Education for approval.

## **MATERNITY LEAVE**

Maternity leave will be granted to any employee in accordance with the Family Leave Act (FLA):

- The employee shall notify her immediate supervisor and the Principal of her pregnancy.
- Maternity leave will be considered leave without pay, unless the employee wishes to use sick or annual time, and may be requested at any time after the sixth month of pregnancy, or sooner, in the event of a physician requested leave due to difficult pregnancy. The leave shall not exceed 12 weeks after the end of the pregnancy.
- Employees wishing to exceed 12 weeks must receive approval from the tribal council.
- When an employee desires to return to work from maternity leave, a notice of 14 days is required. The employee shall provide a written physician's statement approving their return to work.
- An employee returning from maternity leave shall be entitled to the same position, in the same location, and at the same rate of pay as prior to maternity leave (contingent upon the continuation of the position).

## **PATERNITY LEAVE**

Requests for paternity leave will be granted to an employee in accordance with the Family Leave Act (FLA). Requests must be in writing, and presented to the Principal and Superintendent, who will, in turn, present it to the Board of Education.

## **ILLNESS OR OTHER EXCEPTIONAL CIRCUMSTANCES EXTENDING BEYOND ACCRUED SICK/ANNUAL LEAVE**

Verified illness during a period of accrued sick leave will not affect the accrual of annual leave. However, should an employee use all sick leave accrued and still have unused annual leave, they will be required to use their annual leave before being granted any leave of absence without pay. In case of a serious health condition or exceptional circumstances and upon appropriate request, an employee may be granted leave without pay to a total of twelve (12) weeks in any twelve-month period, which may be offset by any applicable accrued sick and/or annual leave.

In exceptional circumstances and in the sole discretion of the employer, an extension of unpaid leave for a total of twenty-four (24) or more weeks may be granted. The extension requires Tribal Council approval and the recommendation of the employee's department head and/or board. Leave may be granted for reasons other than serious health conditions as long as the Tribal Council has approved the leave.

All requests for leave without pay which are due to serious health conditions must be made giving reasonable notice to the employer. Requests for sick leave without pay to extend beyond a total sick period of twelve (12) weeks must be made a minimum of ten (10) days in advance of the day on which the unpaid leave begins which shall be the working day immediately following the last paid day of leave or sick time for which annual leave was taken.

**Serious health condition means an illness, injury, impairment, or physical or mental condition which involves in-patient care in a hospital, hospice, or residential care facility; or continuing treatment or supervision by a health care provider.**

### **SABBATICAL**

To improve the educational qualifications of a staff member, a Sabbatical may be arranged at the discretion of the Administration and the Board of Education. A Sabbatical is without pay, and to be for duration of six (6) months to a year.

### **RETIREMENT**

All Non-Charter School employees are eligible for the 401K plan twelve (12) months from their date of hire. See the Financial Director for more information.

### **INSURANCE**

A comprehensive health insurance program is provided for all full-time employees at a minimal cost to the staff member. Brochures may be obtained from the Financial Director. New employees must meet the 90 day probationary period before coverage becomes effective.

### **INSURANCE, TAX EXEMPTIONS, AND OTHER CHANGES**

Changes in individual insurance coverage, or taxes, may be made anytime during the year. Other changes may be made at specified times of the year, as designated by the Financial Director.

Any other changes or additions to families for Health insurance must be made within thirty (30) days of their occurrences. Open enrollment is in September of every year.

### **EMPLOYEE ASSISTANCE PROGRAM**

When counseling is needed by an employee, either on an individual basis, or if an administrator feels it would be in the best interest of the employee to seek counseling, the Employee Assistance Program (EAP) is available. This program is confidential. The phone numbers to call are: 1-877-744-4470 and (906)786-7838.

**I have received a copy of the Hannahville Indian School/Nah Tah Wahsh PSA employee handbook.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_