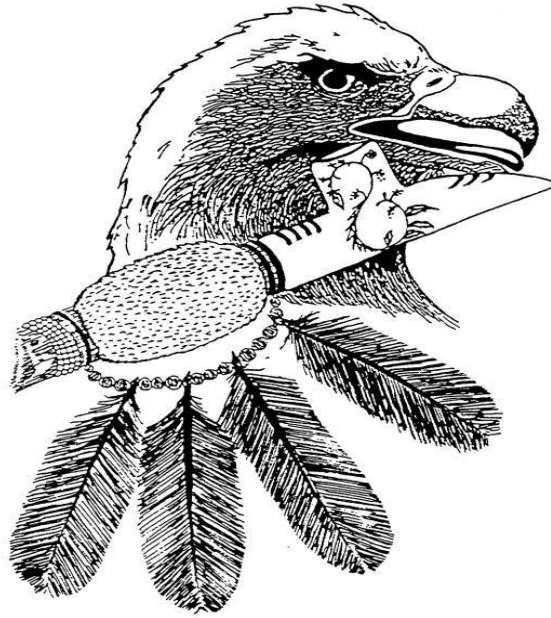


FOND DU LAC

OJIBWE SCHOOL



Personnel

Handbook

Fond du Lac Ojibwe School Personnel Handbook

FORWARD

The Fond du Lac Ojibwe School Personnel Handbook is intended to clarify education personnel roles and responsibilities in the Education Division. The handbook is not intended to address all Reservation policies and/or procedures. All Ojibwe School employees are held accountable and responsible for all information contained in the Fond du Lac Reservation Personnel Policies and Procedures.

We look forward to an exciting year filled with fun, learning experiences for all. If you have a question about the handbook or anything else, please ask your supervisor.

Education Grants & Accountability Manager
Building Principal
Superintendent

MISSION STATEMENT

The Ojibwe School is dedicated to providing a quality education, which focuses on integrating the Ojibwe culture into all students' learning experiences. Every learner will have the opportunity to be challenged, to succeed, and to be prepared for the future. Parents, personnel, community, and students will demonstrate the highest level of expectations for themselves and the school.

OJIBWE SCHOOL MOTTO

“Anokii, Nanda-gikendan, Enigok gagwe, Gashkitoon”

“Work, study, strive, succeed”

VISION STATEMENT

The Ojibwe School is committed to providing a safe and secure learning environment based on Anishinaabe values and traditions. We emphasize a challenging education with high expectations that empower all students to become respectful, responsive, and life-long learners.

GOALS AND OBJECTIVES -

- A. To provide an educational experience, and promote academic achievement in an environment conducive to learning and consistent with Ojibwe culture.
- B. To keep the culture foremost in the school and provide input by the community including that of parents, adults, elders and students.

- C. To provide the necessary curriculum and materials to enable each student to achieve and excel in areas of math, science, reading, language arts, history, art, research, computer technology, Ojibwe language, physical education, and health/wellness.
- D. To provide students with a positive environment, to assist them in developing:
 - A clear understanding of personal interests, talents and abilities.
 - A positive and respectful attitude towards others.
 - Sound career choices based upon individual need and ability.
- E. To provide a sound physical development program, which will foster positive personal development, lifelong satisfaction in teamwork and sportsmanship.
- F. To provide each student with the opportunity to develop high levels of social, educational, career, and personal skills necessary for effective and productive participation in society, while maintaining the general value structure of the Anishinaabe.

I. GENERAL

1. Education personnel will be held responsible for the guidelines and procedures in the handbook. In addition, education personnel will be held accountable for all information contained in the Fond du Lac Band of Lake Superior Chippewa Employment Handbook. You were given a copy of the manual upon being hired. Please see Human Resources webpage for updated FDL handbook.
2. All new employees must complete a probationary period. Reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook.
3. Personnel need to sign-in and out for each day of work. Staff need to complete the sign-out form when leaving the building for breaks, home-visits, etc. This form includes sign-out time, estimated time of return, and actual return time. Staff must inform their supervisor if they are leaving the building outside of their regular break time.
4. If an employee will not be reporting to work or will report late, they must call their supervisor or designated staff member by 6:00 a.m., or earlier depending on your daily schedule (i.e. kitchen staff or custodial). Your direct supervisor is one of the following: Building Principal, Assistant Principal, Facilitator Operations and Management Supervisor, Special Education Coordinator, FACE Coordinator, or Head Cook. Each supervisor will provide a phone number to employees. All supervisors will report all changes to the School Receptionist.

5. It is the employee's responsibility to complete a leave request form for all changes in their schedule when they return to duty. Reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook.
6. Personnel must dress respectably. School staff represent the Fond du Lac Ojibwe School.
7. Personnel are responsible for school keys that they have been assigned. It is recommended that these keys be kept on the person while on duty. Staff members must not loan out keys.
8. The Fond du Lac Ojibwe School is a tobacco free school. The use of tobacco in school buildings at any time and on school grounds is strictly prohibited. The school understands the use of asema/medicine for prayer purposes.
9. Personnel must park behind the school building. Overnight parking is allowed for school travel/conference attendance. Please notify your supervisor if you need overnight parking.
10. Personnel may use the school vehicles for school business with approval from the Building Principal. Use of school vehicle will be placed on the school calendar. Employees will use the vehicle sign-in and out sheet, check the vehicle, report via email anything that needs reporting, and return the vehicle clean.
11. Personnel may bring their own or purchase lunch. Purchased meals will require payment through payroll deduction. Lunch is \$5.00 per meal. This pricing is subject to change. **When there is funding available**, staff will be provided free lunch. Food cannot leave the cafeteria (with the exception of student snacks) unless special permission is given by the Building Principal. The expectation is staff will eat with students when they are provided with lunch.
12. Personnel are responsible for all personal items that are brought to the school. The school is not responsible for lost or stolen items. Over the counter and prescription drugs must be secured.
13. Personnel must avoid negative comments about the school, students or other personnel. This includes social media activity.
14. Personnel are encouraged to attend school activities.
15. The Fond du Lac Ojibwe School/School Board reserves the right to change its policies at any time at its sole discretion with or without advance notice with RBC approval.

II. PURCHASES

1. All school supplies and materials must be approved by the Supervisor/Building Principal.
2. Personnel are not authorized to purchase any supplies or materials in the name of the school.
3. Personnel will keep a running total of their budgets and share with Supervisor upon request.
4. To request supplies, personnel are to complete a Supply Request form and turn it into their Supervisor for signature and budget number. The procedures for Supply Requests, including reimbursements and purchase orders, will be posted each year in the Staff Work Room.

III. CARE OF SCHOOL FACILITIES AND EQUIPMENT

1. Employees are responsible for the inventory and care of the school equipment and/or office assigned.
2. ALL employees share in the responsibility for the care of all school property.
3. Equipment and/or supplies must not be removed from the school without administrative approval.
4. Any employee requiring maintenance work in their respective area must contact the Facilities Operations and Maintenance Supervisor at extension 7234 to generate a work order. Employees can also email OJSMaintenanceWorkOrders@fdlrez.com
5. If you need technological assistance, contact our school's Media Specialist. If Media Specialist is unable to help call the Help Desk at 3727.

IV. USE OF BUILDINGS – Reference Building Facilities/Activity Request Form

The school building and outside grounds may be used by other programs with permission of the Facilities Manager.

1. Employees must secure their classroom/office doors and turn off the lights when the classroom/office is not in use.
2. When personnel are required to enter the building on weekends, approval from school administration must be provided.

V. ACCIDENTS OR INJURIES AT WORK – Reference Incident Report Form

1. Any employee who has an accident or injury of any kind while on duty must report immediately to the Building Principal or designated supervisor.
2. The employee will be required to obtain and complete an incident report from and turn it in to their supervisor. The employee must follow HR's procedure for a Compliance Check at time of accident or injury.

VI. TIME CARDS

1. Employees will be required to fill out their time cards at the end of the pay period. Staff must follow the Electronic Timecard Procedures when submitting timecards. Timecards must be completed by employees at 4:00pm on Thursdays. The deadline for submitting timecards may change due to a Holiday. A timecard will be "rejected" and electronically returned to an employee to be resubmitted if it contains errors. All timecards need to be approved by their supervisor.

VII. SICK LEAVE and FDL Family Medical Leave Policy Refer to Fond du Lac Band of Lake Superior Chippewa Employment Handbook

1. Requests for the use of any sick leave must be submitted in advance or immediately upon return.

VIII. PERSONAL LEAVE Reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook

1. All Education personnel receive two personal days with the exception of full-time staff. Requests for personal leave must be submitted in advance unless there is an emergency. Staff may be denied requested personal leave if there is a shortage of staff during that time period; and they will be asked to request new days for their personal days.

IX. PAID HOLIDAYS Reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook

1. All designated Holidays are posted annually and reflected on the school calendar.

2. In order to be eligible for holiday pay, full time employees must work or be on approved leave both the work day before and after the holiday to be eligible to receive holiday pay.

X. SCHOOL CLOSINGS

When the school is closed due to weather, mechanical issue, etc., staff still report to school unless specifically notified that school is closed for staff. The FDL RBC will notify OJS employees if staff do not need to report to work or if they report late (i.e. two – hour delay).

XI. SAFETY

The Fond du Lac Reservation Business Committee adopted the U.S. Department of Labor Occupational Safety and Health Act (OSHA) workplace safety standards by Resolution #1200/07. Please contact administration if you have a question or concern about these safety standards. In addition:

1. Personnel are responsible for knowledge of the policies and procedures contained in the school emergency action plan. These plans are posted school wide and on the school webpage.
2. Safety orientation will be held for all employees.
3. Safety information will be distributed to all school employees.
4. Additional safety training will be provided to employees in “higher risk” categories.
5. Equipment failures must be reported immediately (extension 7234 or 7259).
6. A fire/disaster drill evacuation map is posted in each room.
7. Do not leave students unsupervised.

XII. CLASSROOM SAFETY

Information about general school safety is located in the COMPANY FOLDER.

1. Keep classrooms clean, neat and well organized.
2. Do not try and store more materials than your room was designed to safely handle.
3. Always look out for conditions that have the potential to hurt students and remedy the situation in the best interests of all students.

4. Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
5. Classroom emergency exit windows shall not be blocked by items stored under or in front of the windows.
6. Classroom fire extinguishers shall be mounted in plain view and not blocked or hidden.
7. Exit signs for emergency window exits shall be visible at all times. Illuminated exit signs, when provided, shall be illuminated at all times.
8. Classroom exit doors shall not have decorations on the door.
9. Decorations or classroom materials that are suspended from ceilings shall be treated to be flame retardant and never impede an exit.
10. Suspending or hanging decorative items from fire sprinkler pipes is not allowed.
11. Flame retardant classroom wall decorations shall not extend out from the walls or cover exit signs.
12. Suspending decorative or instructional items from classroom ceiling lights is not allowed.
13. Material stored on top of shelves or cabinets may not be closer than 3 feet to the ceiling. This material shall *also* be secured so that, during an earthquake, it will not fall. Unfastened or unrestrained materials shall be removed.
14. Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
15. Excess paper and other supplies, shall be stored in an orderly manner in approved storage closets and not in open classrooms.
16. Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of reach of children. Science chemicals and very hazardous materials must be kept in hazardous materials cabinets.
17. Do not plug more than one extension cord and one power strip into an electrical outlet. Extension cords shall be removed and stored at the end of the school day. Extension cords may not be put into permanent use. Extension cords and power strips may not be plugged in series.

XIII. SUPERVISION/EVALUATION

1. All employees are provided a copy of their job description.
2. Additional duties and responsibilities may be assigned at the discretion of the employee's direct supervisor and/or the Superintendent.
3. The performance of personnel will be evaluated annually.

XIV. PERSONNEL DISCIPLINE PROCEDURES

Each teacher entering the teaching profession assumes a number of obligations. One of these obligations is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the community it serves, standards of professional conduct and procedures for implementation.

The Standards of Professional Conduct are as follows:

- * A teacher shall provide professional education services in a nondiscriminatory manner. * A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- * In accordance with state, tribal, and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- * A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- * A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- * A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- * A teacher shall not deliberately suppress or distort subject matter.
- * A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's personal qualifications or to other teacher's qualifications.
- * A teacher shall not knowingly make false or malicious statements about students or colleagues.
- * A teacher shall accept an employment agreement for a teaching position that requires licensing only if properly or provisionally licensed for that position.

1. Employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in a manner that affects their effectiveness shall be subject to discipline.
2. Behavior, conduct, or action that may institute disciplinary action or dismissal may include, but not limited to, reasonable, job-related grounds based on a failure to satisfactorily perform job duties, disruption of the school's operation, or other legitimate business reason. For further explanation, reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook.
3. Discipline shall be reasonably appropriate to the circumstance and shall include, but is not limited to, the supervisor's right to reprimand and the Superintendent's right to suspend with or without pay or impose other appropriate disciplinary sanctions.

XV. RE-LICENSING COMMITTEE

The Re-licensing Committee has the responsibility to monitor all teaching licenses for student level, scope, and subject area. The committee will also monitor renewal conditions, limitations, and maintain individual teacher/education personnel files to manage clock hours. In addition, the Re-licensing Committee will review all requests for lane changes and subsequent pay increases with school administration.

XVI. PERSONNEL DEVELOPMENT

Each School Year Calendar will designate days for professional development. Training and development will be provided in all areas of school operations, including curriculum, teaching practices, student assessment, student behavior and discipline, policy and procedure, and any other school related function.

To request Professional Development, complete the Professional Development Request form and submit to supervisor who will approve and return signed form back to you. Follow FDL Travel Policy (found in FDL Employee Handbook) regarding travel (hotel, conference fee, etc.) in order to make your travel arrangements.

XVII. SCHOOL-WIDE CURRICULUM COMMITTEE

The School-wide Curriculum Committee has the responsibility to review all curriculum materials, including text books, reading and math programs, learning materials, assessments, and teaching practices. Evidence must be demonstrated in teaching practices reflecting an integration of cultural programming. All findings and recommendations of the curriculum committee will be provided to school administration and the School Improvement Team. Committee membership consists of elementary, middle school, and high school teachers, cultural teachers, and other personnel as appropriate.

XVIII. SCHOOL-WIDE SCHOOL IMPROVEMENT TEAM

The School-wide School Improvement Team (SIT) has the responsibility of reviewing all functions of the school's operations. The main task of the SIT is to monitor and continuously evaluate school performance in attendance, achievement, programming, and instructional needs. Team membership consists of elementary, middle school, and high school teachers, administrators, support personnel, community members, students, and school board members.

XIX. FIELD TRIP POLICY

Field trips must have an educational/cultural/behavioral value. The field trip must meet an educational, cultural, or behavior objective stemming from an activity in the classroom. See Parent/Family/Student Handbook for guidelines regarding field trips.

In order for field trips to be approved, the Field Trip Request Form must be completed and turned into the Building Principal by the lead chaperone. All paperwork must be submitted 2 weeks in advance for local activities and one month in advance for out-of-state/overnight activities.

Information will include:

- A summary of where the field trip will be taking place as well as the educational/cultural/behavioral value.
- A tentative list of students and chaperones attending the field trip and a staff/contact cell phone number. Any special information and/or health or physical needs of students must be documented (i.e. prescription medication, physical or emotional disabilities, etc.). If behavior or an IEP requires it, personnel from the special education department or discipline staff will attend.
- A complete itinerary.
- Cost of activity including Supply Requests, if needed.
- Completed travel and food requests/forms.
- All fees are the responsibility of the school.

Once the field trip has been approved by the Building Principal, parents/guardians must be notified. Students and parents must be reminded that students are expected to follow all policies and procedures from the Fond du Lac Ojibwe School handbook while participating in activity sponsored by the school.

All transportation and food requests forms must be completed at least two weeks in advance.

Field Trip Day

On the day of the field trip, a list of the students and chaperones who are attending the field trip must be turned into the office with a copy of the itinerary. Chaperones will need to sign in and out. The itinerary must include cell phone numbers to ensure communication. The lead chaperone will assign students for each chaperone to supervise. Chaperones will be responsible for their primary group, but ultimately are responsible for the safety of all students, at all times, participating in the field trip. Contact information for parents/guardians must be maintained while away from the school.

Chaperones should always be aware of where their students are located. If a student removes themselves from the group, causes problems, or is acting inappropriately, parents and the school

should be notified immediately. The lead chaperone will report and communicate directly to the school administration any and all concerns and/or incidents.

All incidents must have written documentation to administration within 24 hours the incidence. Each chaperone will be responsible for completing a report. The school reserves the right to search a student's personal possessions.

XX. SCHOOL-PARENT COMPACT Reference Volunteer Mini Application

The Fond du Lac Ojibwe School, and the parents/guardians of students participating in activities, service, and programs funded by Title 1. Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outline how the parents, all education staff, and the students will share the responsibility for improving students' academic achievements and the means by which the school and parents will build, develop, and sustain a partnership that helps children achieve the Fond du Lac Reservation's and the state of Minnesota's high standards.

The Fond du Lac Ojibwe School is committed to:

1. Providing high-quality curriculum and instructions in a supportive and effective learning environment that enables all students to meet both the Reservation's and the State's student academic achievement standards.
Our students will have:
 - *Quality teaching and leadership.
 - *Coordination among programs to ensure all instruction is appropriate for all students.
 - *Corrective feedback
 - *Recognition that they are accountable for their assignments.
 - *Monitoring of progress and communicate as such with all parents.
 - *Discipline with equality and respect.
 - *High academic standards.
 - *A safe and secure learning environment.
 - *An education that meets or exceeds all elements of No Child Left Behind Act.
 - *An education that meets or exceeds the National Bureau of Indian Affairs Goals.
 - *An education that maintains Accreditation for School Programs.
 - *An education that continuously monitors and evaluates of all school programs.
 - *Respect of their culture, their racial and their ethnic differences.

2. Providing parents with frequent reports on their children's progress. This will be accomplished through school conferences, home visits, quarterly report cards, mid-quarter reports and school newsletters.

3. Providing parents reasonable access to all personnel. This will be accomplished through the building principal who will make all reasonable attempts to act as a liaison for parents and teachers. This will involve making appointments as necessary for parents and teachers to discuss all relevant issues regarding the children's progress.
4. Providing parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Parents are invited to participate in all school related functions such as classroom visits, act as chaperones, and serve on advisory groups throughout the school year. All notices alerting parents to all involvement activities will be sent out in a monthly newsletter and posted on our school web page.
5. Prior to the start of each school year, all parents will be informed of their "Right to Know" in regard to the professional qualifications of classroom teachers and para-professionals.

Policy for Acceptable Use of Technology Resource and the Internet

The intent of this Acceptable Use Policy is to establish and administer guidelines for the use of the Fond du Lac Education Division technology resources by personnel, students, and other individuals. This policy identifies ethical uses of technology resources, and identifies personal responsibilities. This policy is inclusive of the Fond du Lac Band of Lake Superior Chippewa Employee Handbook.

Technology resources include all voice, video, and data systems such as telephones, televisions, computers, Ipads, Chromebooks, laptops, networks, and supplies. As a learning tool, a technology resource is similar to a book, video, magazine or any other information source Fond du Lac Band of Lake Superior Chippewa Handbook 4.16 4.17.

The Fond du Lac Education Division provides access to the Internet because it is a global electronic network with vast amounts of information and educational potential. The skills required for its use are vital to the productivity and citizenship of individuals in a democracy, higher education, and the work force.

The Internet, which connects educators, businesses, the government, the military and other organizations, is not under the control of the Division. Making Internet access available to the students carries with it the possibilities that some students might encounter information that some have identified as controversial and of potential harm to students.

Fond du Lac Education Division will provide participants with the understanding, and skills needed to use the Internet and all technology resources in ways appropriate to educational needs and

personal safety. The use of the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges.

Personnel Responsibilities

- Develop and help students develop the skills needed to discriminate among information sources.
- Identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.
- Monitor and supervise all to whom one grants access to technology resources regarding implementation of this policy.
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.

Student Responsibilities

- Students must be able to demonstrate basic skills in computer use, understanding of this policy, and have parental permission before being allowed to use any school computer on the Internet without direct supervision by a teacher or member of its educational personnel.

Network User Responsibilities

- Use of the Division's technology resources must be in support of education and research consistent with the educational objectives of the Fond du Lac Education Division.
- Comply with all rules and laws regarding access and copying of information as prescribed by either: Federal, state, or local law, and Internet Providers (Bureau of Indian Affairs, Native American Student Information System (NASIS), Fond du Lac Reservation).
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing school board policies (Discipline, Harassment/Violence, etc.) as they may be interpreted to apply to technology resources.
- Help maintain security of Division technology resources by following this policy and maintaining secrecy of all passwords. Report known breaches of security to technology personnel.
- Be aware that network files and electronic mail are not guaranteed to be private. Education Division technology personnel shall have access to all files.

RIGHTS AND PRIVACY LIMITS

- Free Speech
The student's right to free speech and access to the information applies to the student's use of the internet. The Ojibwe School may restrict access to materials for valid educational reasons. The Ojibwe School may also restrict the student's speech for valid educational reasons.

- **Copyright**
The student owns the copyright to works that they create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. The student and their parent or guardian must agree before the student's work is posted on the Ojibwe School's web site. All work should be posted with the student's copyright notice.
- **Privacy Limits**
The Ojibwe School's computer system, equipment, and the associated user accounts are the Fond du Lac Reservation's property. Students do not have any right of privacy as to their usage or any information or files maintained in or on the Ojibwe School's network system or equipment and should understand that there is no expectation that any communication or materials they send, access, or view, or receive will be private. All student use of the Internet will be supervised and monitored. The Ojibwe Schools monitoring of Internet usage can reveal all the activities the students engage in using the school's network system. For purposes of inspecting or investigating a student's use of the school's network system or the student's files or documents maintained on the network system, the school may override any applicable passwords, codes, etc. All student accounts are erased on an annual basis.
Routine maintenance and monitoring of the school's network system may lead to discovery that the student may have violated this policy, the student disciplinary code, or the law.
Parents have the right to request to see the contents of their child's computer files at any time.

Personal Safety Guidelines:

- Never give out personal or family information such as phone numbers or addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or technology personnel.
- Do not permit others to use your account.
- Fond du Lac Education Division makes no warranties of any kind, for the service it is providing. Use of any information obtained via the Internet is at the individual's own risk.

Unacceptable uses include, but are not limited to:

- Harming or destroying data of another user or other networks connected to the Internet.
- Distributing or using obscene, abusive, or threatening material.
- Using school resources without administrative or School Board approval for commercial, political, and profit-making activities.
- Physically abusing the equipment.
- Violating school policies and behavior standards.

- Degrading or disrupting equipment or systems performance.

Please refer to the IT Division's policies on their webpage to include:

- FDL Email Acceptable Use Policy
- FDL Social Media Policy
- FDL Employee Computer Use Policy

School Board Approved 9/12/12

RBC Approved 9/19/12

Amendments approved by the Fond du Lac Ojibwe School Board on July 8, 2014

Amendments approved by the Fond du Lac Reservation Business Committee on July 30, 2014

Amendments approved by the Fond du Lac Ojibwe School Board on August 9, 2022.

Amendments approved by the Fond du Lac Reservation Business Committee on August 17, 2022.

