

St. Francis Indian School

Policies and Procedures



2019-2020

Amended 04/13/2020

ST. FRANCIS INDIAN SCHOOL POLICIES

Table of Contents

Preamble	Page 1
PART I – Introduction	Page 1
Chapter 1 – Mission Statement	Page 1
PART II – Staff Conduct and Relationship	Page 2
Chapter 1 – Staff Conduct	Page 2
Section 1 – Conduct	Page 2
Section 2 – Dress Code	Page 2
Section 3 – Online Social Media	Page 2
Chapter 2 – Relationships	Page 3
Section 1 – Relationships with Students	Page 3
Section 2 – Relationships with the Public	Page 4
Section 3 – Relationships among Staff	Page 4
Section 4 – Professional Relationships	Page 4
Section 5 – Relationship when Conflict Occurs	Page 5
PART III – Fiscal Management	Page 5
Chapter 1 – Control Factors	Page 5
Section 1 – Document Signers	Page 5
Section 2 – Fiscal Control	Page 5
Section 3 – Monthly Reports	Page 6
Section 4 – Receipts of Funds	Page 6
Section 5 – Employee Revolving Loan Program	Page 6
Section 6 – Approval Limitations	Page 6
Section 7 – Fiscal Personnel	Page 7
Chapter 2 – Solicitation Policy	Page 7
Section 1 – Soliciting Funds	Page 7
Section 2 – SFIS Logo	Page 7
Section 3 – Proposals and Applications for Grants	Page 7
Chapter 3 – Purchase Process	Page 8
Section 1 – Purchase Approval	Page 8
Section 2 – Credit Cards	Page 8
Section 3 – Telephone Calls	Page 8
Section 4 – Use of Copier	Page 9
Section 5 – Locally Owned Indian Business Competition	Page 9
Section 6 – Tribal Employment and Contracting Rights Office	Page 9

Section 7 – Contractor Background Investigation	Page 10
Section 8 – Davis Bacon Act Compliance	Page 10
Chapter 4 – Property Plan	Page 10
Section 1 – Inventory	Page 10
Section 2 – Federal Regulations	Page 10
Chapter 5 – Overtime/Compensatory Time	Page 10
Section 1 – Overtime Compensation	Page 10
Section 2 – Holiday and Work Schedule	Page 12
Chapter 6 – Payroll Process	Page 13
Section 1 – Timecards	Page 13
Section 2 – Emergency Advance	Page 13
Section 3 – Pay Check Distribution	Page 14
Section 4 – Deductions	Page 14
Section 5 – 12 Month Pay for Staff	Page 14
Section 6 – Retreat Stipends	Page 15
Chapter 7 – Travel Procedures	Page 15
Section 1 – Authorization	Page 15
Section 2 – Mileage	Page 16
Section 3 – Per Diem and Actual Expenses	Page 17
Section 4 – Board/Committee Meetings	Page 17
Section 5 – Student Rates	Page 17
Chapter 8 – Fringe Benefits	Page 18
Section 1 – Employee Benefits Package	Page 18
Section 2 – Credit for Years of Consecutive Service	Page 18
Section 3 – Medical Emergency Travel Donation	Page 18
Section 4 – Funeral Donation	Page 19
Chapter 9 – Classes	Page 19
Chapter 10 – Non-Scale Rates	Page 19
Section 1 – Rate Schedules	Page 19
Section 2 – Addendum Contracts	Page 20
Chapter 11 – Experience and Salary Schedules	Page 21
Section 1 – Movement on the Salary Scale	Page 21
Section 2 – Negotiated Salaries	Page 21
Section 3 – Sensitive Position	Page 21
Section 4 – Performance Incentives/Stipends	Page 21

Section 5 – Publication of Salaries	Page 22
Section 6 – Movement on the Scale/Lakota Certificates	Page 22
Section 7 – Work Agreements	Page 22
Section 8 – Donation Requests	Page 23
PART IV – School Management	Page 24
Chapter 1 – Program Supervision	Page 24
Section 1 – Responsibility to the Board	Page 24
Section 2 – School Boundaries	Page 24
Section 3 – Wellness Policy	Page 24
Nutrition Education Goals	Page 24
Physical Education Goals	Page 24
Dining Environment	Page 25
Time to Eat	Page 25
Food or Physical Activity as a Reward or Punishment	Page 25
Consistent School Activities and Environment	Page 25
Chapter 2 – Use of School Property	Page 26
Section 1 – Equipment	Page 26
Section 2 – Vehicles	Page 26
Section 3 – Garage	Page 26
Section 4 – Gymnasium	Page 26
Section 5 – K-6 and 7-12 Facilities	Page 27
Chapter 3 – Staff Housing	Page 27
Section 1 – Policy	Page 27
Section 2 – Payment	Page 28
Section 3 – Maintenance/Units	Page 28
Section 4 – Security/Units	Page 29
Section 5 – Noise Ordinance	Page 29
Chapter 4 – Fire and Disaster Evacuation	Page 29
Section 1 – Policy	Page 29
Chapter 5 – Reporting Child Abuse	Page 29
Section 1 – Policy	Page 29
Section 2 – Reporting	Page 30
Section 3 – Orientation	Page 30
Chapter 6 – Library Media Program	Page 30
Section 1 – Policy	Page 30
Chapter 7 – Counseling Services	Page 30
Section 1 – Policy	Page 30

PART V – School Community Relations	Page 30
Chapter 1 – School Community Relations	Page 30
Section 1 – News Media Relations	Page 30
Unsolicited Radio and Television Coverage	Page 30
Section 2 – News Releases	Page 31
Section 3 – News Conferences and Interviews	Page 31
Section 4 – Use of Students in Public Information Programs	Page 31
School publications: Notices to Parents	Page 31
Assigned Public Relations Work by Students	Page 31
Section 5 – Visitors to the School	Page 31
Section 6 – Public Complaints About Students	Page 32
Section 7 – Public Complaints About School Personnel	Page 32
Section 8 – Relations with Police Authorities	Page 33
Section 9 – Relations with Fire Authorities	Page 33
Section 10 – School Volunteer	Page 33

ST. FRANCIS INDIAN SCHOOL POLICIES

PREAMBLE

The model of education being promoted by St. Francis Indian School (SFIS) is focused on education that promotes the advancement of nation-building. There will be several components to nation-building at SFIS; students will live, learn healthy behaviors, graduate at grade level in reading and math, know who they are as Lakota human beings and be critical thinkers.

As a nation-building educational institution, the approach used requires critical thinking rather than the prevalent Western model that depends on rote memorization of non-relevant terminology and concepts. SFIS will strive to provide teaching methodologies that result in students thinking of creative solutions that address the specific issues facing the Oyate. These solutions will ultimately result in an increase in the health, welfare, and safety of the Oyate. Our ancestors were critical thinkers allowing for generational transfer of knowledge, beliefs and culture. Our ancestors had to use this type of thinking to survive and thrive in the harsh environments they faced at times. Therefore, SFIS acknowledges the original free and independent existence of the *Oceti Sakowin*. Over the course of many thousands of years, our ancestors evolved our own languages, cultures, and spiritual and ceremonial traditions. They achieved successful longevity with their own languages, their own thoughts and ideas, their own child-rearing practices, and their own educational systems of knowledge about the natural world, and the life-giving processes of Life. This context, therefore, provides a great source of information to be drawn upon for educational purposes at St. Francis Indian School. With this in mind, in regards to education, St. Francis Indian School's main goal is to develop future leaders that will have the skills, knowledge, and cultural pride to solve the colonial encroachment issues and human rights violations that are rampant in our communities today.

PART I – INTRODUCTION

CHAPTER 1 - MISSION STATEMENT

SECTION 1 - PHILOSOPHY:

MISSION STATEMENT:

The mission of the Saint Francis Indian School is to facilitate the best academic and cultural education with the highest expectations for our students and their families with well-trained support staff in a safe and healthy environment.

PART II - STAFF CONDUCT AND RELATIONSHIPS

CHAPTER 1 - STAFF CONDUCT

SECTION 1 - CONDUCT:

St. Francis Indian School employees are expected to act professionally and in a manner that is acceptable to their profession at school or at SFIS sponsored activities. The Lakota values of Wocekiya (praying), Waohola (Respect), Wowijke (Honesty and Truth), Wawokiye (Generosity and Caring), Wahwala (Humility) and Woksape (Wisdom) are expected by all SFIS employees.

The use of cell phones or other digital communication devices that disrupt or interfere or that is disrespectful is not allowed on school grounds.

The use of tobacco products is prohibited on St. Francis Indian School campus and in school vehicles, except for religious or cultural proposes.

SECTION 2 - DRESS CODE:

Employees are expected to dress in a manner that is acceptable to their profession at school or at SFIS sponsored activities. Certain school positions may require uniforms or that special clothing be worn which identifies the employee's role.

Employees must wear school-issued photo ID badges at all times while school is in session. The ID badge must be clearly visible. ID badges are required by the school's Emergency Operations Plan.

SECTION 3- ONLINE SOCIAL MEDIA

Employees' use of social media in the classroom, their personal and professional lives will be guided by legal and ethical boundaries to protect students, the School, and all staff. Public online social media includes all social networks, online forums and any other interactive social medial available to the public on the Internet (e.g., Facebook, Twitter, YouTube, etc.).

A) Classroom Use Of Online Social Media

Teachers may utilize School approved password protected online social media in the classroom for the purpose of instructions. The use will be governed by SFIS Personnel Policies and Procedures Appendix C – School Technology Acceptable Use and Internet Safety Policy Employee Statement of Responsibilities.

B) Personal Use Of Public Online Social Media By Employees

Employees' personal use of public online social media is left to the discretion of each employee. However, appropriate action will be taken according to SFIS Personnel Policies and Procedures when there is evidence that public online social media site(s) were used that adversely affects the workplace or violates professional ethics.

1) Employees will be responsible for the disclosure of confidential or private information that violates the privacy rights of a third party.

2) Employees will be responsible for any posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, or defamatory to Students, Board member, SFIS employees or any Community Member.

3) Employees will be responsible for any posting or communicating content that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment to Students, Board members or other SFIS employees.

Employees who violate the use of online social media as set forth here will be subject to disciplinary action including suspension or termination.

CHAPTER 2 - RELATIONSHIPS;

SECTION 1 - RELATIONSHIPS WITH STUDENTS:

Staff members shall:

Respect and cooperate with students

Be a role model for students

Be aware and report any sexual or physical or emotional abuse of students to their supervisor.

Do not voluntarily discuss any sexual issues with students and shall immediately report to the appropriate supervisor

Staff will not use personal vehicles to transport students

Promote independent student action in pursuit of learning

Keep adequate discipline and order in the school to protect students

Act professionally avoiding exposing students to needless embarrassment or disparagement, private advantage, or vindictiveness or use corporal punishment;

Allow students to use and benefit from any program without bias due to race, color,

creed, sex, national origin, marital status, political affiliation, or family, social and cultural background.

Keep in confidence data obtained during professional service unless disclosure serves professional purposes or law.

SECTION 2 - RELATIONSHIPS WITH THE PUBLIC:

Staff members shall:

Represent, without bias, St. Francis Indian School by taking care to maintain separation of personal opinions from their school duties

Maintain a politically free atmosphere in the school

Gratuities or gifts should be given or accepted according to Lakota Sicangu's values and customs.

Follow Confidentiality Policy in Personnel Policies and Procedures and all Federal, Tribal, and or applicable State Privacy Laws, when applicable.

SECTION 3 – RELATIONSHIPS AMONG STAFF:

Staff members shall:

Allow colleagues free participation and fair treatment in the use of their professional rights and responsibilities.

Avoid coercive means or promise of special treatment to attempt to influence an individual's professional decisions.

Not criticize any staff or employee of SFIS in the presence of students.

Faithfulness and promptness in attendance at work.

SECTION 4 – PROFESSIONAL RELATIONSHIPS:

Staff members shall:

Support and enforce policies of the Board and regulations of the school administration in regard to students.

Be diligent in submitting required reports promptly at the times specified.

Take care and protect school property.

Have concern for and attention to their own, as well as the school's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Not engage in or have a financial interest, directly or indirectly, in any activity that

conflicts with their duties and responsibilities in the school system.

Not engage in any activity or behavior that raises a reasonable question of conflict with their duties and responsibilities.

SECTION 5- RELATIONSHIPS WHEN CONFLICT OCCURS:

It is the goal of SFIS to provide opportunities for parental and community involvement with children and school situations. The intent of this policy is to promote civil interaction in the school and to provide a safe, harassment-free workplace for our students and staff.

Anyone who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff; willfully causes property damage, uses loud and/or offensive language particularly to provoke a reaction, or who has an unauthorized entry on school property, will be directed to leave school property by the school administrator. In the absence of an appropriate administrative authority, a teacher, paraprofessional, or other school employees may request such action with immediate reporting to the supervisor.

Law enforcement shall be contacted when appropriate.

Written documentation of any reportable incident or situation shall be provided to the appropriate school administrator or supervisor immediately upon occurrence. The Superintendent/CEO shall be informed of all incidents immediately. Immediate means less than 12 hours.

PART III - FISCAL MANAGEMENT

CHAPTER. 1 - CONTROL FACTORS

SECTION 1 - DOCUMENT SIGNERS:

The Chairperson, Vice-Chairperson, Secretary or Treasurer, in that order of priority or availability, may sign the Bureau of Indian Education (BIE) fiscal documents and contracts by the Board of Directors while in session. The Superintendent/CEO, upon authorization by the Board, may sign BIE contracts/amendments. The Superintendent/CEO will provide a list of documents signed by Board Officers or Superintendent/CEO to the Board.

SECTION 2 - FISCAL CONTROL:

The Business Manager assisted by the Superintendent/CEO is responsible to the Board for approval and control of the budget, receipt of funds and expenditures according to the Accounting Manual.

Purchases not approved by the purchaser's immediate supervisor and not approved by the Superintendent/CEO shall be returned or become the liability of the person who incurred it. No one can purchase goods or services without the final approval of the Superintendent/CEO. The Superintendent/CEO is the final signer of all purchase orders. The Superintendent/CEO will only sign off on purchase orders after the Business Manager has signed off on the Purchase Order and reviewed for accuracy.

SECTION 3 – MONTHLY REPORTS:

The Business Manager is responsible for having monthly fiscal reports on all accounts available for administrators and Board, plus monthly bank reconciliation, annual audit as a management tool or for federal compliance, and annual fiscal report on all accounts available for administrators and Board. Any person or outside organizations requesting documents must be in written form and approved by the Superintendent/CEO before being released.

SECTION 4 - RECEIPT OF FUNDS:

The Junior Accountant is responsible for written receipt of funds, secures all cash and other monetary notes, transfers all receipted money to the Accountant for deposit. The Accountant codes all receipted money to the appropriate accounts and documents this on a written form. The Business Manager reviews and approves all deposits.

SECTION 5 - EMPLOYEE REVOLVING LOAN PROGRAM:

This program is established to assist SFIS employees who are in financial need of assistance (loan application available from Business Office). Trustees (approved by the Board) oversee the employee loan program. The Business Manager is responsible for the fiscal management of this program. If the School borrows from this Account, the Superintendent/CEO must meet with the ERLP Trustees; there is an established six (6) member Trustee Committee who administers the program. A 10% fee will be assessed on all loans to sustain the program and will be divided as follows: 5.0% for administrative processing and 5.0% to return to the ERLP fund.

SECTION 6 - APPROVAL LIMITATIONS:

Financial transactions for school-related items may be authorized by the Superintendent/CEO not to exceed \$10,000.00 per unit item. Any amount over \$10,000.00 must be Board approval. Exceptions will be documented emergencies with O&M and Transportation not to exceed \$50,000 per incident. Exception expenditures will be presented at the next Board meeting.

SECTION 7 - FISCAL PERSONNEL:

The Board through the Superintendent/CEO and the Business Manager assures St. Francis Indian School will be in compliance with all federal, state and tribal funding sources.

CHAPTER 2 - SOLICITATION POLICY

SECTION 1 – SOLICITING FUNDS

All school-sponsored clubs or activities that solicit funds for any type of fundraising, donations, etc., must be approved by the Principal of that school. The Principal will notify the Superintendent/CEO. Written approval to solicit will be issued to the club or activity. Any property attained will be handled on their behalf as a fiduciary responsibility of the school. A copy of the written approval must be submitted to the Business Manager by the sponsor. All money or property received for SFIS must be turned into the SFIS Business Office by the sponsor the following business day of the event. Sponsors of classes, clubs, and activities will not order items until the funds have been received in the Business Office.

SECTION 2 – SFIS LOGO

The SFIS logo and any logo that is generated by SFIS is a trademark of St. Francis Indian School; any organization that sells any products that have the likeness of the SFIS logo or mentions St. Francis Indian School must have permission of the School Board for usage; the requesting organization must give 50% of the proceeds to St. Francis Indian School.

SECTION 3 - PROPOSALS AND APPLICATIONS FOR GRANTS

School proposals or applications for grants that solicit funding from any source, Tribal, Federal, State, private or combination, for any type of school-wide project or school-wide related project must have the approval of the Superintendent/CEO and the Board before the proposal or application is submitted.

School proposals and applications for grants that solicit non-Federal funds under \$5000 for any type of project focused within a school, classroom or specific group must have approval by the Principal of that school and Superintendent/CEO before the application is submitted.

Any person employed due to a grant will be paid in accordance with the school salary scale for that position. If the position is difficult to fill or unique, the salary may be negotiated over the scale with the approval of the Superintendent/CEO.

CHAPTER 3 - PURCHASE PROCESS

SECTION 1 - PURCHASE APPROVAL:

The Superintendent/CEO is the authorized purchasing agent for SFIS. The Business Manager will ensure that program budgets are followed by providing weekly budget reports to the Superintendent/CEO and monthly budget reports to the Board. All suppliers and vendors will be required to have a Rosebud Sioux Tribe business license unless the purchase is a one-time purchase from an off-reservation supplier or vendor. All purchases must be documented with signed contracts, agreements, approved purchase orders with original invoice and packing slip attached. Emergency purchases must be approved in writing by the Superintendent/CEO.

In the event of a Tribal or National Declared Emergency, the Superintendent/CEO is authorized to purchase necessary communication equipment and supplies utilizing non-federal funds for use by Board members to facilitate the ability to conduct business remotely.

During a Tribal or National Declared Emergency for the safety of all SFIS staff, students and community, the Superintendent/CEO is authorized to purchase necessary communication equipment and supplies from any source of funds available for use by staff and students to continue providing educational services remotely.

When the Tribal or National Declared Emergency has ended, all communication equipment purchased in response to the emergency shall be considered surplus. The disposal of non-federal funds equipment purchases shall be disposed of by the Superintendent/CEO as authorized by the Board. The disposal of federally funded purchases governed by regulations shall be disposed of by the Superintendent/CEO as authorized by the Board.

SECTION 2 - CREDIT CARDS:

The Superintendent/CEO oversees the issuance of credit cards to staff. A person using a credit card issued by the Superintendent/CEO will be responsible for charges incurred until the return of the credit card along with receipts to the Accountant. Reconciliation of credit card statements to receipts will be done immediately by the Accountant; missing receipts that cannot be submitted shall be reimbursed by the person using the credit card within 10 days or before the person travels again. The Accountant will provide a monthly report of reconciled credit card statements and outstanding receipts to the Superintendent/CEO.

SECTION 3 - TELEPHONE CALLS:

The use of the school telephone system requires authorization by supervisors.

Personal calls (both incoming and outgoing) shall be kept to a minimum during working hours.

SECTION 4 - USE OF COPIER:

A Principal determines if it's more economical to buy instructional items or to use the copiers to make extra copies in accordance with copyright law.

SECTION 5 – LOCALLY OWNED INDIAN BUSINESSES COMPETITION:

Every effort should be made to first buy from certified locally-owned tribal member businesses (RST tribal business license), then certified locally-owned Indian businesses (RST tribal business license), then certified regional or national owned tribal member businesses (RST tribal business license), then certified regional or national owned Indian businesses (RST tribal business license).

If there are no tribal member or Indian owned businesses offering the products or services, a certified owned minority-owned business with an RST tribal business license should be sought, either locally, regionally or nationally.

If there are no tribal member or Indian owned businesses or minority-owned businesses, then products or services should be sought for any business that possesses an RST tribal business license.

SECTION 6 – Tribal Employment and Contracting Rights Office:

SFIS will adhere to all rules and regulations of the Rosebud Sioux Tribe – Tribal Employment and Contracting Rights Office (TECRO).

1. Use Contractors and Vendors that are TECRO certified:
 - a. Get a list of Contractors from TECRO
 - b. Get a list of Vendors from TECRO
 - c. Inform TECRO if Contractor or Vendor is unable to fulfill contractual needs of SFIS
2. On all construction contracts, regardless of dollar amount, contact TECRO for technical assistance prior to advertising for bids.
3. When required, complete a TECRO Compliance Plan and other necessary forms as required by TECRO.
4. Inform the Superintendent/CEO of all compliance checks by TECRO. All issues or concerns generated from the checks will be immediately reported to the Superintendent/CEO.

SECTION 7 – CONTRACTORS BACKGROUND INVESTIGATION

All contractors who are doing business with SFIS on site will be required to have background investigations on all staff who will be working on site. Contractors will provide a list of employees to SFIS with cleared background investigations prior to starting work. During the contractor's performance period any change in staff will be reported to SFIS with cleared background investigations. Failure to provide a cleared background investigation could result in a work stoppage and/or cancellation of the contract.

SECTION 8 – DAVIS BACON ACT COMPLIANCE

All construction contractors will be required to be in compliance with the Davis Bacon Act. The Act mandates on-site workers to be paid certain wages, benefits, and overtime on all SFIS construction, alteration, and repair projects. Being in compliance with the TECRO Office does not waive SFIS from ensuring they are in compliance with the Davis Bacon Act, there must be a documented process showing SFIS has independently proven compliance.

CHAPTER 4 - PROPERTY PLAN

SECTION 1 - INVENTORY:

Immediate supervisors and staff shall take inventory of Capital and Sensitive equipment at the beginning and the end of the school year, under the coordination of the Junior Accountant-Fixed Assets. The Junior Accountant-Fixed Assets Coordinator shall certify inventory list then present it for review to the Business Manager, Superintendent/CEO and Board prior to school starting and prior to annual employment contracts ending. All equipment must be engraved or tagged with SOH, Inc, and a list of equipment maintained.

SECTION 2 - FEDERAL REGULATIONS:

All Federal Regulations and Rules for property and equipment purchased by federal funds shall be followed when purchasing, keeping and disposing of with a useful life over one (1) year and a cost over \$10,000.00.

CHAPTER 5 - OVERTIME/ COMPENSATORY TIME

SECTION 1 - OVERTIME COMPENSATION:

Overtime is defined as work performed in excess of 40 hours per week. A normal workweek begins on Sunday and ends the following Saturday. If an employee is asked to work over the 40 hours it will be determined at this time (by the employee and his/her supervisor) whether Overtime or Compensatory time will be used.

Summary of Overtime Pay Provisions: Overtime compensation is authorized and

paid under 5 U.S.C. § 5542 for an exempt employee and under the Fair Labor Standards Act (FLSA) for a non-exempt employee. Under either authority, payment may be made to any full-time or part-time employee for the performance of overtime work. Overtime hours are all hours in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek during which work is performed by an employee. The administrative workweek begins on Sunday and ends the following Saturday.

Non-Exempt: Overtime is authorized and paid under the Fair Labor Standards Act (FLSA) for an employee who is considered hourly.

Exempt: Overtime is authorized and paid under 5 U.S.C § 5542 for an employee who is not paid hourly and is considered exempt.

An employee who is non-exempt is covered by the FLSA in accordance with 5 CFR § 551. A non-exempt employee is entitled to overtime pay for hours worked in excess of 8 hours in a day or 40 hours in a week in which management approves OR suffers or permits work to be performed. Note: "Suffered or Permitted Work" means any work performed by a non-exempt employee for the benefit of an agency outside of his/her work schedule, whether requested or not, when the employee's supervisor knows or has reason to believe that the work is being performed and has an opportunity to prevent the work from being performed. When the supervisor is aware that an employee is performing work outside of his/her work schedule and does nothing to prevent it from occurring; he/she has suffered or permitted the employee to work. As a result, the employee is entitled to overtime compensation since suffered or permitted work constitutes hours of work under the FLSA.

An employee who is exempt is not covered by the FLSA in accordance with 5 CFR § 551. Overtime Pay/Compensation Time - Prior to working overtime an employee must:

1. Request in writing to work overtime,

The request must be pre-approved in writing by the immediate Supervisor, Overtime will be paid at one and one-half (1 ½) time the regular rate for the position.

Note: The immediate Supervisor may assign work to an employee to be performed in excess of 8 hours in a day or 40 hours in a week. The immediate Supervisor must authorize the performance of overtime work in writing.

2. Compensation of Overtime Pay

Non-exempt Employees: Overtime rate is equal to 1 ½ time the stated contract hourly rate of pay. **Exempt Employees:** Overtime rate is 1 ½ time the stated contract hourly pay rate.

3. Compensatory Time (non-exempt/exempt)

Must be requested in writing by the employee prior to working,

Must be pre-approved by the supervisor in writing prior to working,

Compensatory time earned must be used within the same contract year in which it is earned as pre approved by the immediate supervisor,

Compensatory time is earned in an amount equivalent to the hours worked.

Supervisors will keep a log that records overtime and compensatory time. Logbooks will be kept with Supervisors and reviewed by the Superintendent/CEO on a monthly basis.

Supervisors are responsible for:

A. Ensuring that effective and efficient planning has been performed so that required overtime is minimal.

B. Pre-approving overtime and compensatory time for an employee when necessary.

C. Ensuring that special care is taken to see that employees approved for overtime work make their maximum contribution during regular working hours.

D. Ensuring that overtime work is for completion of a specific project or task and not an extension of daily work.

E. Monitoring employee compensatory time balances to ensure employees schedule the time as soon as possible after the time is earned.

The Business Manager submits a monthly report of overtime costs for each department to the Superintendent/CEO.

Obtain approval from the Superintendent/CEO prior to approving overtime pay in excess of 200 hours in a calendar year unless there is an extenuating emergency.

Overtime will not be available if leave has been taken during the pay period. Comp Time is available if leave has been taken during the pay period.

SECTION 2 - HOLIDAY AND WORK SCHEDULE:

Instructional Staff: Forty (40) hours a week is a basis for staff pay and assignment by supervisors unless cited otherwise in their contract for class preparation, time on/off-campus, breaks, duty before/after the school day, closed noon hour, or conditions decided by the Superintendent/CEO and Principals. This is provided the instructional and instructional administrative staff are on duty in the school day unless on leave or paid-for holidays and non-school days as set forth in the annual School Calendar. (Appendix I)

Non-Instructional Staff (Administration, Directors, Business Office, O-M Department, and Transportation Department): All Non-Instructional Staff will work eight (8) hour workdays. Either a 1/2 or 1-hour lunch break will be declared by the employee to his or her supervisor. Lunch breaks are mandatory by law and cannot be counted towards the eight (8) hour workday. Forty (40) hours a week (eight hours per workday excluding the ½ hour 1 hour lunch break) is a basis for staff pay and assignment by supervisors unless cited otherwise in their contract. This is provided the non-instructional staff is on duty in the school day unless on leave or paid-for holidays as set forth in the annual School Calendar with exception of Christmas Break. The non-instructional 52-week staff will be required to work during the Christmas Break; holiday break will begin the day before, the day of, and the day after.

CHAPTER 6 - PAYROLL PROCESS

SECTION 1 - TIMECARDS:

All employees are paid from time cards/sheets signed by the supervisor to document their work schedule, provided:

Staff sign time cards to certify work time and leave; the supervisor reviews all time cards/sheets and certifies that the hours stated are to be paid. The supervisor submits the certified time card/sheet will be processed with the stated hours. If a question about the timesheet arises from the payroll process, the supervisor will be notified by the Payroll Manager in writing (memo or email). Processing of that employee's paycheck will not be held pending clarification of the issue. After investigating the stated issue, the supervisor will submit in writing (memo or email) either a change to the employee's time or that the timesheet is correct; if there is a change to the timesheet the supervisor must initial the change(s) to the timesheet. Adjustments will be made to the employee's paycheck, either during that pay period or the following pay period. In their absences, the supervisor must sign and initial them and any change request must bear the signature of both.

The Payroll Manager prepares payroll checks. The Business Manager or Accountant (in that order) will inspect payroll reports for accuracy by initialing them before payroll is released. The Superintendent/CEO and School Board will monitor payroll through the Business Manager's timely reporting.

SECTION 2 - EMERGENCY ADVANCE:

The Superintendent/CEO may issue a pay advance for hours worked on a paycheck to contracted staff. This does not pertain to substitutes, or Temporary, Seasonal or Work Agreement employees.

SECTION 3 - PAYCHECK DISTRIBUTION:

A Supervisor or a Supervisor's office manager will give out paychecks on payday. Time-release will be at the Supervisor's discretion. In no other cases will payroll checks be distributed early. Newly hired staff and all certified staff must utilize direct deposit to their bank for payroll payment distribution. Other staff are encouraged to use direct deposit, but not required. The school assumes no liability for a late deposit. Checks not distributed by 3:30 pm on payday will be returned to the Business Office and mailed out.

Pay Cards can be issued for payroll in lieu of paper checks.

SECTION 4 - DEDUCTIONS:

Deductions required by law for SFIS will be done routinely with written notice to employees, including a deduction from anyone who is a month or more delinquent on a back debt to SFIS. Deductions required by law are Federal Income Tax, Social Security, Medicare, Workman's Comp, and State Unemployment Tax. Routine deductions for Benefits include AFLAC, 401-K, Health, Vision, and Dental, School Rental Housing and School Housing Utilities.

Employee deductions by written authorization are limited to three and shall not be more than 50% of the employee's net pay. Vendor selection will be at the discretion of the SFIS employees per Board directive. The written authorization shall be approved by the Superintendent/CEO, Human Resources Director, and Business Manager. The Payroll Manager will provide forms and collect forms, verify the approved vendor, ensure the 50% net pay limit is adhered, then submit to Business Manager for the approval process previously described. Employees will be notified by the Human Resources Director of rejected deductions.

SECTION 5 - 12 MONTH PAY FOR STAFF:

Staff may receive pay in twenty-six (26) bi-weekly installments upon written request during contract negotiation or renewal. The bi-weekly pay installments will be inserted into their contracts. Employees who elect to participate must wait until the next contract period to withdraw from the 12-month pay cycle. In the case of hardship, the employee will have the opportunity to stop the 12-month distribution and withdraw the remainder of the distribution that will be made at the next payroll week.

SECTION 6- RETREAT STIPENDS:

Board Members are allowed mileage plus reasonable expenses for retreats as set

forth by the Board according to Article VIII, Section 1 of the By-Laws. Staff will be paid allowable mileage plus reasonable expenses for retreats along with approved stipends.

CHAPTER 7 - TRAVEL PROCEDURES

SECTION 1 - AUTHORIZATION:

All travel must have an authorization issued by the Superintendent/CEO. Before a travel payment is issued, a traveler must sign a claim and be on travel status authorized by the Superintendent/CEO who will have final approval for all employee travel. The Board Chairman authorizes travel for the Superintendent/CEO. The Board authorizes travel for Board members while in session. Once the board authorizes travel for individual board member(s), only then can travel documents be signed by the Superintendent/CEO for board member(s).

All travel is authorized provided that:

Designated Business Office Personnel including Jr. Accountant/Travel Officer with authorization to use the credit card can make and confirm room reservations for travelers after travel has been approved.

Before a traveler (employee, administrator or Board Members) can receive a travel advance, all prior advances must be "zeroed" out as documented by the Jr. Accountant's initials on the travel form and excess refunded; budgeted funds must be Board authorized, and the Superintendent/CEO may approve after-the-fact reimbursements when properly documented. Overnight claims, airline costs, registrations fees, etc., must be documented with a receipt with the traveler's signature and date on the receipt.

When there is day travel not involving an overnight stay reasonable meals and expenses are allowed and will be documented by receipts with the traveler's signature and date on the receipt.

Employees who owe travel funds shall reimburse the School through payroll or by cash, check, or money order to the Junior Accountant for Travel. Board Members who owe travel are mandated by (OMB Circular) to reimburse the School through their meeting stipend or by cash, check, or money order to the Junior Accountant for Travel.

It is the responsibility of all travelers to turn in all receipts within seven (7) working days after travel is complete. However, if receipts are not turned in within seven (7) working days travel will be deducted automatically from employee's paycheck or Board meeting stipends. When travel is reconciled, any

reimbursements to the traveler or the School will be done in a timely manner. No employee travel will be authorized while reimbursement is owed to the School unless approved by the CEO/Superintendent. No member travel will be authorized while reimbursement is owed to the School unless approved by the Board.

Employees who are on probationary status will not be approved for travel unless authorized by the Superintendent/CEO.

Personnel Travel Audits: A travel audit on all staff will be done monthly by the Business Manager and shall be reported to the Superintendent/CEO. The results will be disclosed to the employee's supervisor. The audit will detail travel purposes and other pertinent details to accurately indicate the amount of staff travel.

Checks shall be issued to the traveler(s) for travel expenses. If for some reason, a check is not available, the Superintendent/ CEO may authorize the use of school credit cards for travel.

SECTION 2 - MILEAGE:

Mileage payment is allowed when staff or board members on SOH, Inc./SFIS business uses a personal owned vehicle (POV) and has documented liability insurance for passengers, at a rate according to federal rates, provided mileage is based on odometer reading from home, job and school, whichever is proper, or mileage chart (Appendix 3), and is approved by the Superintendent/CEO. Mileage claims must be documented by the purpose of travel, date of travel and mileage. If the traveler takes their POV then mileage at the approved federal rate will be authorized (mileage will be allowed if funding is available in the account that travel will be charged to). If a gas card is used, mileage will not be given.

If a traveler (employee or school board member) uses a school vehicle for authorized travel, a gas card will be issued. All travel by personal vehicle (POV) over 500 miles one way shall require the use of a school gas card or credit card, no mileage allowed and per diem (lodging and meals) will be adjusted to the fastest mode of transportation. After the Superintendent/CEO approves the traveler's travel form; the Business Office must confer with the Superintendent/CEO before any changes are made. The Superintendent/CEO must initial those changes.

A traveler who has an unused airline ticket (due to unforeseen circumstances) must use the ticket within one year of the ticket being issued by the airline for school purposes; after the one-year has expired on the airline ticket, the traveler will owe travel for any unused airline ticket. No airline tickets will be authorized while there is an unused airline ticket pending for the traveler.

SECTION 3 - PER DIEM AND ACTUAL EXPENSES:

A Board member on Board approved SFIS business may claim per diem on an

authorized form with the Superintendent's/CEO's signature. A staff member of SOH Inc. or seasonal employees or temporary employees on SFIS business may claim per diem on an authorized form documented by a receipt and with Superintendent/CEO approval as follows:

1. Actual lodging costs with a maximum rate set in the Federal Travel Regulations (FTR). No lodging costs will be authorized if the traveler is staying with friends/relatives, at a second residence or family domicile.
2. Meals and incidental expenses (M&IE), according to FTR "Appendix 1-A Prescribed Maximum Per Diem Rates for CON US" or Appendix M, on a twelve by twelve-day basis if staying overnight will be paid.
3. Actual meal costs will be paid when travel is less than twelve (12) hours of authorized travel.
4. Actual expenses for parking, registration fee, taxi, etc., will be reimbursed when traveler submits signed receipts. Taxi cost needs a receipt. When travel advance is paid, excess funds, according to receipts, must be reimbursed to SFIS as prescribed.

Cost exceeding actual FTR will be reimbursed with the documentation for all expenses claimed. This exception is allowed only for higher locality/excessive hotel costs with prior approval by Superintendent/CEO for staff, by Board Chairman for Superintendent/CEO and by Board for Board members.

SECTION 4 - BOARD/COMMITTEE MEETINGS:

A Board member at a regular or special Board meeting is allowed mileage plus reasonable expenses as set forth by the Board according to Article VIII, Section 1 of the By-Laws. Mileage is allowed in order to sign checks or documents when necessary. No check will be issued for less than one dollar (\$1.00).

SECTION 5 - STUDENT RATES:

Actual lodging costs are allowed for students on SFIS business as decided by the Superintendent/CEO and documented by receipts. Group meals will be documented by meal receipts signed and dated by the Trip Supervisor documents. The student rate for school activities will be according to the Federal Travel Regulations (FTR). The Trip Supervisor will order and pay for meals keeping meal costs with FTR stipulations. School sack lunches will be used when feasible. Exceptions will be allowed only after prior approval of Principals and Superintendent/CEO. After travel reconciliation excess funds will be returned to the Business Office.

CHAPTER 8 - FRINGE BENEFITS

SECTION 1 - EMPLOYEE BENEFIT PACKAGE:

Employee benefits consist of FICA, State Unemployment Insurance (eligible requirement), Worker's Compensation. Available are Life Insurance, Accidental Death and Dismemberment Insurance, Single Health Insurance Plan for full-time staff, Dental and Vision Plans and Paid Leave. There is a 5% salary match in the SFIS pension plan. Optional family health, dental, and vision benefits are available for additional fees. Other insurance coverage not provided by SFIS is available from insurance carriers, such as AFLAC, Globe, etc.

SECTION 2- CREDIT FOR YEARS OF CONSECUTIVE SERVICE:

5 years -	\$ 300.00
10 years -	\$ 400.00
15 years -	\$ 500.00
20 years -	\$ 600.00
25 years -	\$ 700.00
30 years -	\$ 800.00
35 years -	\$ 900.00
40 years -	\$1,000.00
45 years -	\$1,100.00
50 years -	\$1,200.00

Payment will be made the first payday in June; appropriate taxes and retirement will be deducted.

SECTION 3 - MEDICAL EMERGENCY TRAVEL DONATION:

The Superintendent/CEO, based on the availability of funds, may authorize a \$250.00 medical emergency travel donation to an eligible employee when a written request is submitted under the following conditions:

- 1) The condition is life threatening-serious condition as determined by medical personnel.
- 2) The hospital where the employee is hospitalized is more than 100 miles from St. Francis Indian School.
- 3) Medical Emergency Travel Donation will be limited to one (1) per year for an employee.

SECTION 4 - FUNERAL DONATION:

The Superintendent/CEO may authorize a \$250.00 donation for a family's funeral expenses when a writing request is submitted under the following conditions:

- 1) The employee is an immediate family member as defined in the Personnel Policies and Procedures and is acting on behalf of the bereaved family;
- 2) Funeral donations will be limited to only one (1) family member of the bereaved family who is an employee of SFIS. There will not be funeral donations giving for each employee of SFIS of the bereaved family.
- 3) Funeral Donations will be limited to one (1) donation per employee per year.

CHAPTER 9 - CLASSES:

Classes taken by instructional and non-instructional staff must be authorized by their supervisor and shall not be taken during the workday; those staff taking classes may leave the campus at 3:30 p.m.

CHAPTER 10 - NON-SCALE RATES

SECTION 1 - RATE SCHEDULES:

All substitutes must pass a background check and drug test before being temporarily employed and complete the orientation training for non-certified substitutes, including substitutes paid as following:

1. All non-certified classroom teacher substitutes can be started at the current federal minimum wage or higher and must complete the SOH Substitute Teacher Training and required internship hours. Non-teaching substitutes with completion of required orientation training can be started at the current federal minimum wage or higher.

Substitute bus drivers shall be paid at a competitive CDL rate.

Teacher substitutes with certification are paid at a daily rate established by the Board.

The Superintendent/CEO shall approve all substitutes and temporary staff prior to them starting work.

Persons classified as employees and working for a temporary time in a permanent

position will be paid as if they were on the scale, provided it is not less than the rates noted above. In instances where the position is difficult to fill or of a unique profession, the Superintendent/CEO can pay off the scale.

Consultants will be paid at a rate, agreed upon in advance, by the Superintendent/CEO. The Business Office must have the consultant's signed contract, signed W-9 and proof of completion of their assignment before receiving payment.

Paraprofessional staff who substitute for teaching positions are eligible to receive pay at an hourly substitute pay established by the Board. Prior approval from the principal has to be obtained and the substitute pay is charged to the program in which they substitute.

K-12 in-house certified teachers using free preparation periods and lunch breaks to substitute can be provided additional pay per period as set by the Board.

SECTION 2- ADDENDUM CONTRACTS:

Each position and the rate of pay for an addendum contract must be approved by the Board. An addendum contract will be paid according to the salary schedule with applicable taxes and 401K pension deducted. Addendum contracts are considered income and must be processed through payroll. Payments for addendum contracts can be paid by separate check upon request. Addendum contract checks will be processed with the next payroll check after request.

Moderator and Coaching Assignments: No employee will be assigned more than one (1) extra-curricular coaching role per period or season. For example, Fall Sport - a Coach of a fall sport cannot be a coordinator/supervisor/moderator in another area during the time he/she is coaching another activity. An Employee can assume two moderator positions with School Board approval on a yearly basis. The Athletic Director will not be allowed to apply for any coaching positions.

Coaches Qualifications: All coaches at all levels of participation must meet all SDHSAA requirements. This must be on file with the Athletic Director before the season begins. All coaches are responsible for taking mandatory tests and are responsible for any and all fees and fines associated with qualifying as coaches.

Fundraising: Any revenue raised by any sport stays in the school account for that sport.

CHAPTER 11 -EXPERIENCE AND SALARY SCHEDULES

SECTION I - MOVEMENT ON THE SALARY SCALE: The Superintendent/CEO, Supervisor and Human Resources Director will place an employee on the

appropriate salary scale based on experience and education. A written recommendation is necessary to move on the scale from contract year to contract year, based on additional verified college credits. The Superintendent/CEO, Supervisor and Human Resources Director will make a determination about any increase in salary and when the increase will go into effect. All documentation must be submitted to the Superintendent/CEO to be considered for a salary increase in that contract year unless there is a salary freeze as deemed by the School Board.

SECTION 2 - NEGOTIATED SALARIES (as approved by the Board):

Position	Number of Weeks
1. Superintendent	48-52
2. Principals	43-48
3. Business Manager	52

SECTION 3 - SENSITIVE POSITION:

High skill area which needs special consideration upon a listing of personnel and issuance of a contract. On a case-by-case basis, the salary may deviate from the school's standard scales for sensitive positions. The Superintendent/CEO will make the determination of the position is sensitive and recommend to the Board the justification and salary.

SECTION 4 - PERFORMANCE INCENTIVES/STIPENDS:

A – Retention and Performance Incentives: Contracted employees will be given at the Board's discretion.

B - Incentive: Supervisors may recommend a performance incentive(s) for an employee based upon performance guidelines and criteria to the Superintendent/CEO; incentives cannot be applied to increase an employee's salary for the following year.

Professional Teacher Incentive: The teachers that are increasing student achievement will be rewarded through the following criteria:

K - 5 grades: Regular Education Teachers will receive a \$250 Performance Incentives if 75% of their students achieve a year's growth or more on the MAPS Reading assessment from September to May.

K - 5 grades: Regular Education Teachers will receive a \$250 Performance Incentives if 75% of their students achieve a year's growth or more on the MAPS

Math assessment from September to May.

K - 5 grades: Regular Education Teachers will receive a \$250 Performance Incentives if 75% of their students achieve a year's growth or more on the MAPS Language Arts assessment from September to May.

K - 5 grades: Regular Education Teachers will receive a \$250 Performance Incentives if 75% of their students achieve a year's growth or more on the MAPS Science assessment from September to May.

K - 5 grades: Regular Education Teachers will receive a \$250 Performance Incentives if 75% of their students achieve a year's growth or more on Achieve 3000 test scores from September to May.

6 -12 Grades: Principals will develop criteria for Performance Incentive by School Year 2020-2021.

C - Prepaid stipends (for retreats, etc.) are considered income and must be processed through payroll.

SECTION 5 - PUBLICATION OF SALARIES:

The Human Resource Director shall annually provide the Board with a complete list of all personnel with their contract and supplemental salaries for the school year. Publication of salaries will be at the discretion of the Board.

SECTION 6- MOVEMENT ON THE SCALE/LAKOTA LANGUAGE CERTIFICATES:

Any employee who achieves certification as a Lakota Language Teacher shall receive the equivalent of two (2) additional years of experience on the salary scale for the classified staff or one-year additional experience on the certified staff scale. This move shall be in effect from the date of receipt of the teaching certificate in the Superintendent's/CEO's office.

SECTION 7 - WORK AGREEMENTS:

Work Agreements are authorized by the Superintendent/CEO. Work Agreements can be used for Seasonal and Temporary staff. Additionally, Work Agreements can be used to fill positions that are difficult to fill or unique positions, for emergency hires, for positions that specify identify unmet needs while the permanent staff is sought. Work Agreements can be used by the Superintendent/CEO as an incentive to Certified Staff during summer school and activity sessions.

Exceptions to wages and salaries to be paid will be determined by the Superintendent/CEO.

Work Agreements shall contain position title, responsibilities or duties, duration,

the account to be charged and supervision. BIE employment requirements will be followed with the exception of Temporary Staff. There will be no benefits or leave for employees on Work Agreements.

SECTION 8 - DONATION REQUESTS:

St. Francis Indian School is a Title V, Public Law 100-297 Part B: Grant Day School. St. Francis Indian School is funded by the Bureau of Indian Education through the Department of the Interior. Federal policies disallow "donations" of federal funds.

Therefore, any donations will have to be funded by the "General Fund". The General Fund has a very limited source of revenue and must be prudently and objectively distributed. Sometimes there are no General Funds, therefore, there will be no donations during this time period. Criteria for donations from General Funds will include:

- 1) Any donation has to be educational in nature and purpose. Parties requesting donations will
 need to indicate its intended educational purpose and provide proper documentation to the
 educational event.
- 2) Only one donation per year per small group or individual. There will be a "one-time" large
 donation per large group.
- 3) Limited dollar amounts:
 \$ 250.00 - per "individual" per year,
 \$ 200.00 - per "small group" (2-6 individuals) per year,
 \$ 400.00 - per "large group" (7 or more individuals) "one time only".

All requests for donations will require a written request with proper documentation directed to the Superintendent/CEO for consideration and decision.

PART IV - SCHOOL MANAGEMENT

CHAPTER 1 - PROGRAM SUPERVISION

SECTION 1 - RESPONSIBILITY TO THE BOARD:

With a legal awareness based on education and experience, the

Superintendent/CEO shall be responsible to inform the Board regarding any actions including when the Board may be acting in a possible violation of any applicable law.

SECTION 2 - SCHOOL BOUNDARIES:

School boundary area for students attending St. Francis Indian School is the 1889 Rosebud Reservation boundaries that consist of the counties of Todd, Mellette, Tripp, Lyman, and Gregory or those set by the Rosebud Sioux Tribal Council upon recommendation of the Education Committee and the Sicangu Oyate Ho, Inc. Board.

SECTION 3 - WELLNESS POLICY:

Goals for nutrition education, physical activity, and other school-based activities are designed to promote student and employee wellness as follows:

Nutrition Education Goals:

1. Students in grades pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school dining room as well as in the classroom with coordination between the Food Service Staff and Teachers.
3. Students receive consistent nutrition messages throughout the schools, classrooms, cafeterias, homes, communities, and media.
4. School health education curriculum standards and guidelines include both nutrition and education.
5. Nutrition is integrated into health education or core curricula (e.g., math science, language arts).
6. The School links nutrition education activities with the coordinated school health program.
7. Staff who provides nutrition education must have appropriate training.

Physical Education Goals:

1. Students are given opportunities for physical activities during the school day through education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before- and/ or after school programs including, but not limited to, intramurals, interscholastic athletics and activity clubs.

3. SFIS will coordinate with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
4. Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
5. Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.
6. Other School-Based Activities Designed to Encourage Student Wellness:

Dining Environment:

The school provides a clean, safe, enjoyable meal environment for students.

Time to Eat:

The school will ensure adequate time for students to enjoy eating healthy foods.

Food or Physical Activity as a Reward or Punishment:

The school will prohibit the use of food as a reward or punishment in school.

The school will not deny a student participation in recess or other physical activities as a form of discipline or for classroom makeup time.

Consistent School Activities and Environment:

The school will provide opportunities for on-going training and development for food service staff and teachers in the areas of nutrition and physical education.

The school will make efforts to keep school or school-owned physical activity facilities open for use by students outside school hours.

A fitness center will be implemented for staff use and be available during non-school hours. Plans, fundraising, development, purchases, and regulations will be coordinated by the Athletic Director and Superintendent/CEO.

CHAPTER 2 - USE OF SCHOOL PROPERTY

SECTION 1 -- EQUIPMENT:

SFIS property/equipment shall be assigned by the Superintendent/CEO and/or Supervisor with Superintendent/CEO sign-off. All equipment must have an Inventory ID Tag and listed on the School's Inventory prior to being released. The Superintendent/CEO will issue a directive indicating when equipment shall be

returned. Any loss or damaged equipment shall be reported immediately. The person assigned the equipment that is lost or damage is liable to reimburse SFIS when proven negligent.

SECTION 2 -- VEHICLES:

Vehicles shall be assigned to staff by Superintendent/CEO provided:

- 1) Tobacco use and food/drinks in school vehicles will not be permitted. Only insured School Staff are allowed to drive school vehicles; drivers must be licensed and be on the SFIS automobile insurance list. Drivers must use seat belts.
- 2) School Vehicles will be used for School purposes.
- 3) The use of school vehicles will be allowed for sanctioned school Sports/Activities.
- 4) Any traffic violations or accidents must be immediately reported.

SECTION 3 - GARAGE:

No personal garage use is allowed.

SECTION 4 - GYMNASIUMS:

No outside organizations will be allowed to use the gymnasiums. No outside use of the gyms is allowed without the written approval from Athletic Director, Building Principal and Superintendent/CEO's (a schedule to be presented to the Board in a timely basis, with priority going first to school functions and then to any educational facility, entity or institution provided):

- 1) Independent tournaments and social functions will be held only in the Veteran's gymnasium
by a written agreement (forms with A.D.'s office), with the high school having the first choice
of available days. Two weeks advance notice is required for those individuals sponsoring
independent tournaments and social functions.
- 2) A rental fee of \$350.00 will be mandatory for all tournaments that are not sponsored by
school organizations (fee given to the Business Office before the weekend tournament is to begin, no fee, no tournament). A refund of \$50.00 will be given when the gymnasium is inspected by SFIS and is found to be in the same condition as before; trash to be carted off school grounds. Only the Board can grant waivers to the rental fee.

3) Provide names of security guards for the event prior to the start of the event.

Users must

assume their own liability and responsibility for any damage to school equipment or the

the facility, the users will automatically lose the deposit, failure to comply will result in

automatic expulsion from the gym and future use must be with a Board approved written agreement.

4) Only rubber-bottomed shoes are allowed on the gym floors, the lobby and stage area are not

general play areas. The floor must be swept before and after each game. The gym and

equipment should be used under proper supervision. All drinks are restricted to the lobby

unless the gym floor is covered. The participants will follow the supervision of the person

placed in charge of the gym.

SECTION 5 - K-6 and 7-12 FACILITIES:

The use of facilities is reserved for SFIS staff unless an exception is made by the board. The use of the kitchen by outside organizations will not be allowed.

Emergency use will be cleared by the Superintendent/CEO, Principal, or department head in that order.

CHAPTER 3 - STAFF HOUSING

SECTION 1 - POLICY:

The SFIS Tenant Occupancy Board shall select tenants for SFIS housing or rooms in SFIS buildings and SFIS will issue a valid rental agreement signed by the Superintendent/CEO and the tenant before or on move-in day. The highest priority is certified teachers or professional Administrative staff from outside the local area, then certified teachers or professional staff (holding teaching certificates) from the local area, the third priority level will be staff members from the outside local area. The lowest priority will be staff members from the local area. Staff seniority will be a consideration in the decision process. A Tenant Occupancy Board has been established that consists of employees (Administrator, Tenants, and Facilities Operations and Maintenance Director) to oversee housing for staff. The Tenant Occupancy Board meets as needed.

SECTION 2 - PAYMENT:

The monthly rate for SFIS housing is as follows: Trailers - \$225.00 (2 bedrooms) or \$250.00 (3 bedrooms) per month; Houses and Governor Houses - \$350.00 per month; Apartments - \$200.00 (1 bedroom), \$225 (2 bedrooms) or \$250 (3 bedrooms). Furnished units will be charged an additional monthly fee of \$50.00. Rates are subject to change.

All school housing requires a security deposit of \$250.00 per each new tenant. If the first year's inspection indicates only normal wear and tear, the security deposit for continued occupancy will be \$150.00. An additional \$100.00 non-refundable deposit is required for each indoor and outdoor pet. Dogs must be chained and confirmed to the Tenants unit.

All lot fees will be set by the SFIS Tenant Occupancy Board for any trailers purchased by the School.

Utilities, such as electricity, the municipal fee for water/sewer, propane, cable, and garbage are paid by the tenant. Any disputes will be handled by the grievance process.

SECTION 3 - MAINTENANCE/UNITS:

The O-M Department must provide 24 hours notice to the Tenant before entering the Tenant's residence. The exception is a reported emergency and the Tenant is not immediately available. Summer repair must be completed by the first Friday in August. Non-emergency repair requests must be fixed within two (2) weeks of receiving the Tenant's request during the school year. Emergency requests must be fixed immediately during the school year. All door locks will be changed on the house or trailer house when a Tenant leaves the school system.

The O-M Department will maintain a list of Tenant repair or maintenance requests and will report to the Superintendent/CEO at the end of each month.

All units will be inspected and inventoried by O-M Department prior to the tenant vacating. There will be an annual inspection and inventory by O-M Department before the beginning of school.

SECTION 4 -- SECURITY/UNITS:

Security staff will make rounds of all SFIS property including the housing areas, the campus, school, and administrative buildings on a continuous basis starting from 4 pm to 8 am while school is in session. On Saturdays, Sundays and Holidays or when school is out for other purposes (funerals, memorials, wacipis, etc.) there will be 24-hour security coverage.

SECTION 5-- NOISE ORDINANCE:

Quiet Hours for SFIS housing is between 11:00 p.m., and 7:00 a.m. After two

warnings of violations of the Noise Ordinance, the Tenant can be evicted after attending a Tenant Occupancy Board meeting. Tenant is responsible to monitor their visitors in accordance with the Noise Ordinance. Tenant's guests who are visiting must not block the street.

CHAPTER 4 - FIRE AND DISASTER EVACUATION

SECTION 1 -POLICY:

SFIS shall have updated Emergency Operation Procedure evacuation plans for students, staff and the general public to be used in an emergency. The plan shall be updated annually. A copy will be on file in each principal's office containing sufficient details to carry out its purpose, and mandating live drills each school year, provided:

1. Each room that regularly houses students or staff must have a posted map showing the Evacuation routes and exits, and persons/positions assigned during drills or a time of crisis. The Superintendent/CEO or supervisor in charge shall notify local Police, Fire Departments, and Ambulance service as needed in an actual emergency, and any other emergency department.

All plans and/or protocols must be followed or disciplinary action will be taken.

CHAPTER 5 - REPORTING CHILD ABUSE

SECTION 1 - POLICY:

Staff shall report child abuse per the Rosebud Sioux Tribal law and Order code, Title 3 (Juveniles) and Title V, Chapter 8 (Crimes Against the Family) and in case of legal doubt, he/she may contact the Superintendent/CEO who may use the SFIS attorney, RST attorney general, RST prosecutor or other appropriate agency for legal aid.

SECTION 2 - REPORTING:

Teachers and school staff/officials must report child abuse immediately to the immediate supervisor and follow the Chain Of Command. Anyone doing so in good faith has immunity from civil and criminal liability and disciplinary action by a supervisor if a student is suspected of being abused physically, emotionally, sexually or nutritionally. A copy of RST law is available in the Principal's Office. Staff shall inform the Principal of the situation before reporting. Supervisors are required to notify the appropriate authorities after receiving the report of suspected child abuse from the staff member(s).

SECTION 3-ORIENTATION:

Staff orientation will be conducted each fall on sexual harassment and child abuse.

CHAPTER 6 - LIBRARY MEDIA PROGRAM

SECTION 1 - POLICY:

The SFIS library/media program will meet Library Standards and service the entire instructional program in order to increase personal growth, curiosity and development of students at their individual levels, abilities and learning styles, consistent with SFIS goals and school philosophy.

CHAPTER 7 - COUNSELING SERVICES

SECTION 1 -- POLICY:

SFIS offers counseling services (K-12) as an integral part of the total educational program for the physical, intellectual, emotional, social, and vocational growth of each student, with concern for the child's family, social and cultural traditions, career choices, intellectual abilities, job, and educational opportunities, as well as community concerns.

PART V - SCHOOL COMMUNITY RELATIONS

CHAPTER 1 - SCHOOL COMMUNITY RELATIONS

SECTION 1 - NEWS MEDIA RELATIONS - UNSOLICITED RADIO AND TELEVISION COVERAGE:

Upon the arrival of any news media onto the school campus, they must immediately obtain permission from the Superintendent/CEO before conducting any interviews, taking any pictures or doing any video recording of staff, students or general public who are on the school grounds. It is the responsibility of any staff member who observes such presence to report this development immediately to the Resource Officer, Principals or Superintendent/CEO.

SECTION 2 - NEWS RELEASES:

News Releases will be through the office of the Superintendent/CEO.

SECTION 3- NEWS CONFERENCES AND INTERVIEWS:

Members of the professional staff of the St. Francis Indian School are encouraged to accept as many invitations as is feasible to appear either as speakers, panel members, or interviewees as a vital means of interpreting the educational programs of the school. All invitees should confer with the Superintendent/CEO prior to such appearances in order to avail themselves of current policy and updated information about the school.

SECTION 4 - USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM:

School publications: Notices to Parents

Official notices to parents may be prepared by members of the administrative staff with a copy placed on file in the office of the Principals. Such notices shall be limited to school business and to parent and faculty announcements. No organization shall be permitted to use the children for the distribution of materials or notices without the approval of the Superintendent/CEO. The Principals may distribute notices on school programs, rules, and annual meetings or school closings to the student body. Copies of the teacher's letters to parents shall be first given approval by the Principal and also kept on file by the teacher.

Assigned Public Relations Work by Students

Under the appropriate supervision of school personnel, students, with the permission of their parents, may be involved in public relations activities such as public performances, participation in panel discussions, etc.

SECTION 5 - VISITORS TO THE SCHOOL:

Visitations serve as an effective means of communication among the school, its staff, and citizens.

Within the reasonable guidelines set in regulation, the right of citizens to visit schools and classrooms is recognized. Citizens of the community and other interested persons are encouraged to visit schools and classrooms. Every effort shall be made to accommodate any and all persons desiring to make such visits. Although the school recognizes the right of reasonable visitation and encourages citizens to exercise it, the preservation of the instructional process and the welfare of students shall remain the school's paramount concern and duty. Coordination and approval of all visitations shall be the responsibility of the building principals. The following guidelines will apply:

All visitors to a school and/or classroom must obtain the advance approval of the principal, and if the visit is to a classroom, a time shall be arranged after the principal has conferred with the teacher involved.

If the visitation is an observation of classroom activities, the teacher shall be afforded the opportunity of conferring with the classroom observer before and/or following the observations. The principal will notify the observer of this requirement in advance of the visit. Classroom visitation must not detract from planned classroom activity.

Upon written request, the reason(s) for denying a particular classroom visitation shall be given in writing by the principal to the person denied visitation. A copy of

the denial shall be forwarded to the Superintendent/CEO to be provided to the Board.

SECTION 6- PUBLIC COMPLAINTS ABOUT STUDENTS:

The board recognizes that situations may arise in the operation of the school system which is of concern to the parents or public. Such concerns shall be communicated to the appropriate Principals and Superintendent/CEO. The following guidelines are to be followed by persons with questions or complaints.

- 1) If an issue concerns the individual's own child, it should be addressed to the teacher. If the issue is not resolved, the teacher should refer to the appropriate Principal. If the issue is not resolved, the Principal will refer to the Superintendent/CEO.
- 2) If the issue concerns another student, it should be first be addressed to the appropriate Principal. If the issue is not resolved, the Principal should refer to the Superintendent/CEO.
- 3) The Superintendent/CEO shall bring unresolved issues to the attention of the Board for appropriate action.

The Board will not consider or hear any complaints about school employees if the public has not followed prescribed guidelines.

SECTION 7 -PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Patrons, defined as parents/grandparents, guardians, or students, have the right to initiate a complaint against an employee of St. Francis Indian School using the appropriate school form. The following is SFIS definition of a complaint: A claim upon a condition or circumstance which was allegedly caused by misinterpretation or inequitable application of existing school policy, rules, or regulations, or alleged unsatisfactory performance of job responsibilities.

In initiating a complaint, patrons have a right to expect complete freedom from retaliation by an employee which could be directed toward them or a student involved. It is further expected that all parties who participate in the complaint process, whether school employee or patron, shall observe confidentiality and shall limit access to information relative to the complaint to those persons involved. These restrictions shall not be used to deprive either employee of patrons' advice and counsel of any persons or group.

In the complaint process, employees have the right to due process and representation as appropriate, and to be in executive session of the Board if they are to be discussed.

At the conclusion of the initial process of a complaint, information regarding the

complaint process shall be supplied to the patron by the immediate supervisor involved.

A written record of all complaint proceedings shall be on file. If it is found through the complete complaint process or by mutual consent that there is insufficient evidence to sustain the complaint, all written records shall be destroyed.

All complaints that have not processed through these prescribed complaint procedures will not be considered by the Superintendent/CEO and Board.

SECTION 8-RELATIONS WITH POLICE AUTHORITIES:

The schools recognize and appreciate the concern of Tribal Law Enforcement agencies in many areas of safety, health, education, and welfare. Cooperation with these agencies is encouraged through the development of programs and courses of study that are property and part of the school curriculum in health, safety, and civic education.

SECTION 9 - RELATIONS WITH FIRE AUTHORITIES:

The St. Francis Indian School recognizes the importance of the fire protection agency in providing fire protection and fire prevention education. The staff of the school is expected to lend its support to the agency and to cooperate with their education efforts, within the framework of the curriculum and the policies of the St. Francis Indian School.

Section 10 - SCHOOL VOLUNTEER:

To ensure the safety of our students and staff; individuals who volunteer, chaperone or substitute at St. Francis Indian school must go through the school's background investigation process and be approved before beginning an assignment. Only substitute teachers will be drug tested prior to starting their assignments.