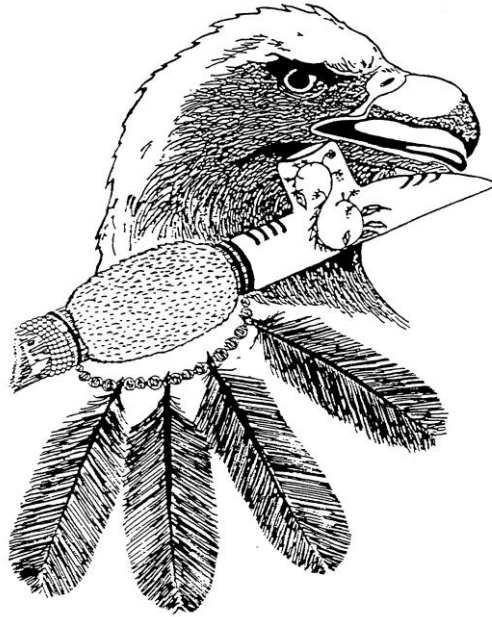


FOND DU LAC OJIBWE SCHOOL



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, don't hesitate to ask.

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:
 - 1. A clear understanding of personal interests, talents and abilities.
 - 2. A positive and respectful attitude towards others.

- 3. 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.
2. All new employees must complete a probationary period. Reference Fond du Lac Band of Lake Superior Chippewa Employment Handbook.
3. If an employee will not be reporting to work or will report late, they must call their supervisor by 6:00 a.m. Your direct supervisor is one of the following: Building Principal, Facilitator Operations and Management Supervisor, Special Education Coordinator, Behavioral Management Coordinator, FACE Coordinator or Administrative Secretary. Each supervisor will provide a phone number to employees. All supervisors will report all changes to the Administrative Secretary and School Receptionist.
4. 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.
5. Personnel must dress respectably.
6. 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.
7. 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.
8. Personnel may bring their own or purchase breakfast and lunch. Purchased meals will require payment through payroll deduction. Breakfast is .75 and Lunch is \$1.75.

**Fond du Lac Ojibwe School
Food Service Meal Costs**

		Breakfast	Lunch
Month	# Days	\$0.75	\$1.75

September	21	\$15.75	\$36.75
October	23	\$17.25	\$40.25
November	17	\$12.75	\$29.75
December	15	\$11.25	\$26.25
January	19	\$14.25	\$33.25
February	19	\$14.25	\$33.25
March	22	\$16.50	\$38.50
April	20	\$15.00	\$35.00
May	19	\$14.25	\$33.25
June	5	\$3.75	\$8.75
Total	180	\$135.00	\$315.00

9. 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
10. Avoid negative comments about the school, students or other personnel.
11. Personnel are encouraged to attend school activities.
12. 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.

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.
5. If you need technological assistance, call the Help Desk at 3727 or email them at helpdesk@fdlrez.com.

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

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.
3. New Card Policy for entering the building.

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 form.

VI. TIME CARDS

1. Employees will be required to fill out their time cards at the end of the pay period. All time cards must have their supervisors signature.

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.

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. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. FIELD TRIP POLICY

Field trips must have an educational value. The field trip must meet an educational objective stemming from an activity in the classroom.

In order for field trips to be approved, the following must be completed and turned into the Building Principal by the lead chaperone at least one week before the field trip is scheduled:

- A summary of where the field trip will be taking place as well as the educational 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 must also be included.
- All fees are the responsibility of the school.

Once the field trip has been approved by the Building Principal, parents 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 must be completed at least five days 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 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.

XVIII. 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 outlines 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.

3. 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.

4. 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.

5. 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.

6. 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, 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.

XX. SUICIDE AND SELF-INJURY POLICY AND PROCEDURE

The Fond du Lac Ojibwe School recognizes that depression and self-destruction through suicide or self-injury are problems among children and adolescents that may impact educational pursuit. The Fond du Lac Ojibwe School has developed the following intervention policy and procedure in working with the Fond du Lac Ojibwe School Crisis Management Team: (referred to as Crisis Team)

Step 1: IDENTIFY – RECOGNIZE

If Student Displays Some Warning – At Risk Signs:

- Suicidal talk or talk of cutting/hurting or inflicting other self-injury methods – previous and current attempts/thoughts
- Displays at risk behavior patterns – drug or alcohol abuse
- Indicates signs of depression – sad, anxious, or describes they feel empty/non-caring, sleeping patterns change, loss of appetite/weight change or other at-risk behavior displays
- Gives away their special possessions
- Begins to make arrangements on their unfinished business

Step 2: RESPOND – ASSESS

If Personnel are Dealing With Student Who Displays Suicidal Tendencies or Self-Injury:

- Do not leave the student alone
- Calmly assess the situation with the student to determine if any danger, immediate or otherwise, is present that would harm the student or the surrounding environment
- **If danger is present due to a weapon, calmly ask student for the weapon; if student refuses, continue talking calmly with student and try to avert student into area where another adult or a telephone is present. Immediate call to Behavior Facilitator and/or Resource Police Officer**
- Inquire whether the student will accompany personnel to a non-threatening area and meet with person(s)/member(s) of the Crisis Team: Behavior Facilitator, Resource Police Officer, School Nurse, Principal, Therapeutic Counselor, Chemical Dependency Counselor, Academic Counselor, School Psychologist)
- **If student refuses to accompany personnel**, personnel should remain with student continuing to display calmness while talking to the student being nonjudgmental in talking with student until someone comes

Step 3: ASSESS PROCEDURE TO TAKE

Extreme Risk Procedure:

- Contact the Behavior Facilitator and/or Resource Officer
- Continue to calmly engage the student in conversation reassuring the student's well-being until help arrives
- If the student has been receptive to the personnel who has been working with the student, the personnel may choose to remain in aiding the Behavior Facilitator and/or Resource Police Officer if advised by either Crisis Team person

- A Crisis Team member involved in the situation should notify the student's parent and/or guardian of the situation and action taken

Severe Risk Procedure:

- Determine while gathering and assessing the information if student's display of behavior is result of a form of parental and/or guardian abuse, neglect, or other means of harm resulting in the Crisis Team member contacting protective services, followed up by a written mandated report stating only facts that had been revealed by student
- If in gathering and assessing the information, it is revealed the student's mental health and emotional well-being is the immediate overall situation, the Crisis Team member can notify the closest mental health agency
- The Crisis Team member is to make sure the parents have been contacted as soon as it deems possible

Moderate Risk Procedure:

- Assess and determine the reason(s) for the student's display of distress/actions
- The Crisis Team member will contact the parents and/or guardian giving the facts of student's behavior, and request they come to the school immediately
- The Crisis Team member can assist the parents in contacting an agency or resource available to help

Step 4: FOLLOW-UP

- The Crisis Team member(s) dealing with the situation complete the **Suicide – Self Injury Report Form** and report than filed with designated Crisis Team member (form found with any of the Crisis Team Members)
- Crisis Team member do follow-up what arrangements have been made in assisting the student's overall physical and emotional well-being
- Crisis Team member will follow-up to assure the student has received services to assure the student's overall physical and emotional well-being
- Crisis Team member(s) will continue to monitor the student and whether there are any attempts of a "copy-cat" suicide or other self-injury incidents by other students

AVAILABLE NUMBERS:

*Fond du Lac Ojibwe Crisis Management Team Members:

- Behavior Facilitator (218) 878-7213
- Academic Counselor (218) 878-7254
- School Counselor (218) 878-7256
- School Nurse (218) 878-7244

Carlton County TXT4Life

Text Life to 839863

*U.S. Substance Abuse and Mental Health Suicide Hotline:
(National Hopeline Network)

1-800-784-2433

- *Girls and Boys Town National Hotline: 1-800-448-3000
- *Poison Control Centers –Alcohol/Drug Abuse/Overdose Hotline: 1-800-222-1222
- *Crisis Connection Crisis.org 1-866-379-633_
- *LSS Together For Youth LGBT@Youth & Allies www.lssmn.org 1-218-529-2224
- *Pax Real Solutions to Gun Violence - School Shootings (advises/encourages students to contact if students hear other students may harm self/one another: 1-866-773-2587

This form is not to be filed in the student’s educational file. It should be filed with designated Crisis Team member.

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

