



Employee

Onboarding

Manual

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1. Introduction

Welcome to Theodore Roosevelt School!

We are thrilled to have you join us at Theodore Roosevelt School, situated on the historic site of the original Fort Apache. Our campus is steeped in history and tradition, embodying the cultural richness of the White Mountain Apache Tribe and the surrounding community. As part of the Fort Apache Heritage Foundation and Museum, our school serves approximately 150 Native American students, primarily from the White Mountain Apache Tribe (WMAT). Our residential facilities provide a safe, supportive, and nurturing environment for 50 male and female students.

Our Mission

At Theodore Roosevelt School, education is about more than academics. We are deeply dedicated to preserving and celebrating the unique cultures, customs, traditions, history, and language of the White Mountain Apache Tribe and other Native American communities. By joining our team, you are becoming an integral part of a mission that empowers the next generation while honoring the past.

About the White Mountain Apache Tribe and Community

The White Mountain Apache Tribe has called this land home for generations. Their cultural heritage is vibrant and enduring, with a language, history, and way of life that have been passed down through countless generations. Tribal traditions such as storytelling, dance, music, and ceremonies remain a cornerstone of the community's identity.

The White Mountain Apache Tribe resides within the Fort Apache Indian Reservation, encompassing over 1.6 million acres of breathtaking landscapes, from pine-covered mountains to expansive high desert terrain. The reservation is a haven for diverse flora and fauna, including ponderosa pines, elk, black bears, and bald eagles. The region's climate varies, with mild summers and cool winters often accompanied by snowfall, offering a unique and picturesque environment for both learning and living.

The Historic Fort Apache

Theodore Roosevelt School is located within the historic Fort Apache, a site of national significance. Initially established as a military post in the late 19th century, Fort Apache played a vital role in the region's history. Today, it stands as a symbol of resilience and cultural preservation, hosting the Fort Apache Historic Park and Museum. The site features beautifully restored buildings, exhibits, and artifacts that narrate the story of the White Mountain Apache people and their interactions with the U.S. government.

Joining Our Community

When you become part of the Theodore Roosevelt School team, you are not only contributing to the academic growth of our students but also participating in a community deeply rooted in cultural and historical significance. Your role is pivotal in shaping a positive and impactful experience for our students as they navigate their educational journey.

We believe that education is a collaborative effort between staff, students, parents, and the community. Your contributions will help ensure our students develop the skills, confidence, and cultural pride needed to succeed in life. We welcome you to this journey with open arms and look forward to your invaluable contributions.

Welcome to Theodore Roosevelt School, where history, heritage, and education unite to create something truly extraordinary.

2. Human Resources

Application Materials

Employees must submit a complete application, including all required documents (e.g., resume, references, transcripts). Failure to provide these materials may result in delays in employment.

Fingerprints and Background Checks

Employees are required to:

- Obtain and maintain a State of Arizona IVP fingerprint clearance card.
- Undergo a Tribal Criminal Inquiry with WMAT and any other tribe or reservation where they have resided.
- Complete a State Repository Criminal Inquiry for any state in which they have lived or worked.

This ensures compliance with the **Indian Child Protection and Family Violence Prevention Act (25 U.S.C. § 3201)** and protects students' safety. Missing or incomplete background documentation may delay employment.

Contracts and Payroll Action Request (PAR)

All employees must sign their employment contracts and Payroll Action Request forms prior to starting work. Non-compliance will result in delays in compensation and could lead to immediate suspension until all forms are completed. **Board Policy Section 3.02** outlines these requirements.

Tribal Adjudication Documentation

Before employment begins, a certified Tribal Adjudicator for Theodore Roosevelt School must review all background documents and determine eligibility for employment and fitness for duty. Once certified, documentation will be placed in the employee's personnel file.

Insurance Benefits and 504 Open Enrollment

Employees receive medical, dental, vision, and term life insurance during open enrollment. The school provides a 2% retirement matching contribution. Vendors responsible for these benefits will meet with employees to complete registration. Compliance with **Board Policy Section 4.01** is required.

Drug-Free Workplace Policy

Theodore Roosevelt School complies with the **Drug-Free Workplace Act of 1988**. Employees are required to ensure a safe and productive work environment free of illicit substances. Compliance with **Board Policy Section 5.03** is required.

Confidentiality Agreements

(Applies to All Employees)

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), employees have a legal and ethical obligation to protect the privacy of student education records, personally identifiable information (PII), and related data. This includes, but is not limited to, grades, attendance records, disciplinary history, special education information, and parent/guardian contact details.

- **Expectations:**
All TRS employees must maintain strict confidentiality of any student-related data accessed during the course of employment. Disclosure of such information—whether intentional or unintentional—to unauthorized individuals is strictly prohibited.
- **Violations:**
Breaches of FERPA may result in federal penalties to the school and will result in disciplinary action up to and including termination.
- **Training:**
Annual FERPA training is mandatory for all staff, and documentation of completion will be maintained by the Human Resources Office.
- **Policy Reference:**
TRS Policy Section 15.02 — Protecting Student Records and Privacy

Employee Confidentiality

Theodore Roosevelt School expects that all employees respect the privacy of their colleagues and the institution. Staff are required to protect sensitive information including personnel records, compensation, disciplinary actions, medical documentation, and other private employment-related content.

- **Expectations:**
Access to employee information is limited to authorized personnel. Staff must not share or discuss another employee's personal or employment details without written authorization or lawful cause.
- **Consequences:**
Any unauthorized disclosure of confidential employee information may lead to corrective action including, but not limited to, reprimand, suspension, or termination.
- **Policy Reference:**
TRS Policy Section 15.03 — Employee Data Confidentiality

Health Insurance Portability and Accountability Act (HIPAA)

Though TRS is primarily governed by FERPA concerning student information, certain health records—especially those involving staff or health-related services—may fall under the scope of HIPAA.

- **Applicability:**
HIPAA applies to health records maintained by health care providers or third-party benefit administrators working with TRS. Employees handling any protected health information (PHI) must ensure that these records are handled in accordance with HIPAA privacy and security rules.
- **Examples of PHI:**
 - Employee or student immunization records
 - Disability accommodations
 - Medical leave documentation
 - Records related to COVID-19 or infectious disease response
- **Responsibilities:**
Staff with access to PHI must not disclose such information unless authorized by the individual (via signed release) or as required by law.
- **Policy Reference:**
TRS Policy Section 15.04 — Health Information Privacy and HIPAA Compliance

First Aid/CPR Certification

Employees must maintain current First Aid and CPR certifications, renewing biannually. It is the employee's responsibility to ensure these certifications remain active. Non-compliance may result in suspension or dismissal.

Technology Use Agreement

Employees must master necessary technologies to perform job duties and protect student and staff data. Improper use of technology, sharing passwords, or negligence leading to data breaches will result in disciplinary action. **FERPA** compliance and adherence to **Board Policy Section 5.05** are required.

Title IX Compliance

Mandatory annual training on **Title IX** addresses sexual harassment and workplace equity. Attendance is documented and monitored by the school administration.

Bloodborne Pathogens Training

Mandatory training ensures employees understand prevention, intervention, and suppression protocols for communicable diseases. This complies with OSHA and public health regulations.

Certification Requirements

Each position has specific certification requirements (e.g., teaching, food handling, administrative). Employees must maintain and renew certifications as needed. Failure to comply may result in non-payment and suspension.

3. Payroll

Accruing Personal Leave, Vacation, and Sick Leave

- Employees accrue personal leave, vacation, and sick leave in accordance with **Board Policy Section 4.02**. Leave balances are calculated based on the terms of employment and length of service.

- Employees must understand and adhere to the policies governing leave accrual and usage. Misuse or failure to comply with these policies may result in disciplinary action.
- All leave requests must be submitted and approved in advance, except in emergencies. Documentation may be required for extended absences.

I-9 Employment Eligibility

Employees must complete the I-9 form and provide acceptable documentation to verify eligibility for employment in compliance with federal law.

W-4 and A-4 Tax Forms

Employees must submit federal (W-4) and state (A-4) tax forms to establish withholding amounts for income tax.

Direct Deposit Setup

Theodore Roosevelt School encourages all employees to enroll in direct deposit for payroll processing. Employees must provide accurate banking information for setup.

Payroll Deductions

Mandatory and voluntary deductions include taxes, retirement contributions, and insurance premiums. Employees must review pay stubs regularly to ensure accuracy.

Personal Leave Requests

All leave requests must be documented and approved by the supervisor and principal. Requests should align with **Board Policy Section 4.051** regarding personal and emergency leave.

Timecard Process

Hourly employees must accurately document their work hours using the designated timekeeping system. Failure to comply with timecard policies may result in disciplinary action, delays in payment, or termination.

Board Policy Section 3.11 mandates supervisor approval for overtime and supplemental pay contracts.

4. Facilities and Operations

Ordering Supplies

All supplies must be ordered through departmental supervisors and approved by the business office and principal. Unapproved purchases are prohibited and may result in disciplinary action.

Obtaining Room Assignments and Keys

- Employees must inspect their assigned rooms for necessary equipment (e.g., computer, desk, chair).

- Keys must not be shared with students or unauthorized individuals. Lost keys must be reported immediately. Employees may be held financially and legally accountable for rekeying and security breaches caused by negligence.
- **Board Policy Section 3.23** emphasizes the importance of safeguarding school property.

Setting Up Email and Computer Accounts

- Employees must complete technology training to gain access to email and school systems.
- Email must be checked at least twice daily (morning and evening). Frequent checks are recommended for updates.
- Sharing passwords or allowing unauthorized access to school systems is strictly prohibited. Violations may result in disciplinary action under **FERPA** and **Board Policy Section 10.02**.

Using Copy Machines

Copy machines are limited to essential use only. Employees are encouraged to use digital platforms like Google Workspace or Microsoft 365 for document sharing. Excessive use of printing or copying without justification violates **Board Policy Section 11.05**.

5. Student and Staff Support

Lunch and Breakfast Schedule

- Many staff members are assigned to supervise breakfast and lunch periods. Additional staff are encouraged to assist as needed.
- The school complies with **USDA Free School Lunch Program** regulations. Staff must communicate changes to schedules, cancellations, or travel to cafeteria staff in advance for proper meal planning.

School Calendar

- The school calendar is approved by the governing board and includes start/end dates, holidays, and parent-teacher conferences. Employees should familiarize themselves with the calendar to avoid scheduling conflicts.
- Stakeholders are encouraged to participate in the calendar development process.

Emergency Contact Card

All employees must submit and maintain updated emergency contact information. Accurate records ensure timely communication during emergencies, closures, or critical situations.

Food Allergies and Food Incentives

- Due to the prevalence of food allergies, providing snacks, treats, or incentives to students is strictly prohibited.
- Distribution of non-nutritional foods (e.g., candies, processed snacks) violates **USDA Free Lunch Program** guidelines and **Board Policy Section 9.19**.

- Non-compliance may lead to the suspension of federal funding for the school meal program.

6. Instructional and Operational Procedures

Submitting Grades and Attendance

- Grades and attendance must be submitted electronically using **NSIS** and **Infinite Campus**.
- Employees are required to attend mandatory training sessions for these systems. Non-compliance may result in disciplinary action under **Board Policy Section 9.06**.

Fire Drill and Evacuation Procedures

- Monthly unannounced fire drills are conducted to ensure preparedness.
- Evacuation plans must be posted in every classroom and reviewed with students and staff.
- Annual updates to crisis plans are completed in collaboration with local law enforcement and first responders. **Board Policy 9.29**

Lockdown Procedures

- Lockdown drills are conducted twice per year. Procedures must be communicated to students and staff.
- Staff must adhere to guidelines outlined in **Board Policy Section 10.02** for lockdown and shelter-in-place procedures.

School Delays, Cancellations, and Early Releases

- Communication during emergencies (e.g., inclement weather, road closures) is managed via a phone tree. Staff must ensure their contact information is up to date.
- **Board Policy Section 3.17** outlines procedures for delays and closures.

Student Travel, Community-Based Instruction, and Field Trips

- All student travel requires prior approval at least one month in advance.
- Travel requisitions and purchase orders must be signed and approved by the supervisor, principal, and governing board (for overnight or out-of-state travel).
- Travel must align with **USFR** guidelines and **Board Policy Section 16.01-16.12**.

Professional Development Calendar

- Professional development is determined based on a needs assessment and school improvement goals. Attendance is mandatory unless excused by the principal.
- Some training is required for certification and must be completed at the employee's expense unless otherwise approved.

Professional Work Schedules

- Work schedules are assigned based on employment contracts. Modifications require written approval from the supervisor and principal.

- Excessive tardiness, absenteeism, or unauthorized schedule changes may result in disciplinary action, including termination. **Board Policy Section 3.08**

Contact Information for Supervisors and Administrators

- Updated directories with office and email contact information are provided annually by the receptionist.
- This information is confidential and must not be shared publicly.

7. Board Policies

Relevant Citations

Understanding and Adhering to TRS Board Policies

Policy Reference: TRS Policy and Procedures, **Section 1.04** – *Governance and Policy Acknowledgment*

At Theodore Roosevelt School (TRS), all employees are expected to be fully aware of and compliant with the Board-adopted policies and procedures that govern our academic, operational, and ethical standards. Upon hire, each employee is provided access to the complete TRS Policy and Procedures Manual and is required to sign an acknowledgment of receipt and understanding.

Board policies are not merely administrative formality—they establish the legal and professional framework that ensures the safety, integrity, and effectiveness of our school community. Policies cover critical areas such as student rights (Section 9), staff responsibilities (Section 3), confidentiality (Section 15), and workplace conduct (Section 5). These policies reflect the values and regulatory obligations of our institution and its partnership with the Bureau of Indian Education and the White Mountain Apache Tribe.

Ignorance of policy does not exempt employees from accountability. As outlined in TRS **Section 1.04**, it is each staff member's duty to remain informed and proactive in understanding the policies that pertain to their role. Failure to do so may result in unintentional violations that carry serious consequences, including disciplinary action or dismissal. This is why TRS emphasizes consistent policy training and provides resources to clarify any uncertainties.

Understanding and following TRS Board policies is not only a condition of employment—it reflects professionalism and respect for the trust placed in each of us by our students, families, and community.

Grievances and Chain of Command

Policy Reference: TRS Policy and Procedures, **Section 5.14** – *Employee Grievance Procedure*

Related Reference: **Section 3.03** – *Organizational Structure and Reporting*

At Theodore Roosevelt School, we believe in fostering a workplace culture grounded in fairness, transparency, and mutual respect. When concerns or conflicts arise, staff are encouraged to resolve issues through the appropriate **chain of command** and, if necessary, utilize the formal **grievance procedure**.

Chain of Command

Employees are expected to follow the organizational reporting structure when addressing concerns or seeking resolution:

1. **Immediate Supervisor** (e.g., department lead or team coordinator)
2. **Principal or Assistant Principal**
3. **Superintendent or School Board Representative** (only if earlier levels have been exhausted or are involved in the issue)

Jumping levels in the chain of command is discouraged unless the concern involves direct misconduct by a supervisor or presents an urgent legal/ethical violation.

Grievance Procedure

TRS **Policy 5.14** outlines a formal grievance process available to employees who believe their concerns were not adequately addressed through informal channels. Key components include:

- **Written Submission:** The grievance must be submitted in writing within a specified timeframe (usually 10 working days from the incident or decision).
- **Review and Response:** The designated reviewer (usually a higher-level supervisor or the principal) will provide a written response after conducting a fair and prompt review.
- **Appeals:** If the issue remains unresolved, the employee may request a formal appeal per TRS guidelines, possibly involving a grievance committee or School Board review.

Confidentiality and Retaliation Protections

All grievances will be handled with discretion, and retaliation against an employee for filing a grievance in good faith is strictly prohibited under TRS Policy and applicable employment law.

Why This Matters

Understanding and following the chain of command helps maintain order, prevents miscommunication, and ensures that issues are addressed efficiently and at the proper level. The grievance process provides a structured path for resolving deeper or more serious concerns while protecting the rights and dignity of all employees.

Professional Representation, Communication, and Conduct

Policy Reference: TRS Policy and Procedures 5.01, 5.02, 5.15, 10.05, 15.02

Related Standards: Code of Ethics, FERPA, and Acceptable Use Policy

As an employee of Theodore Roosevelt School, you serve not only as an educator or support staff member—but as a visible **representative of the school**, its leadership, students, families, and community. Whether on or off campus, in person or online, your words and actions contribute to the culture, credibility, and public perception of TRS.

Professional Conduct Expectations

Employees are expected to uphold the highest standards of respect, discretion, and professionalism in all communications and interactions. This includes:

- Respecting the dignity and privacy of students, colleagues, parents, and administrators.
- Speaking constructively and with integrity when discussing school-related matters.
- Avoiding the spread or amplification of **gossip, rumors, or unverified claims**.

Prohibited Behavior

The following behaviors are explicitly prohibited and may result in disciplinary action, including possible termination:

- **Defamation or Slander:** Making false, harmful statements about individuals or the institution—verbally, in writing, or online.
- **Disparaging Remarks:** Using derogatory, mocking, or hostile language toward staff, students, parents, or leadership.
- **Gossip and Rumor-Mongering:** Engaging in conversations or speculation that undermines trust or morale.
- **Posting Embarrassing or Inappropriate Media:** Sharing unauthorized or compromising photos, videos, audio recordings, or other digital content involving students, staff, or school property—whether publicly or privately.
- **Spreading Disinformation:** Sharing inaccurate, misleading, or deliberately false information related to school operations, decisions, or individuals.
- **Social Media Misuse:** Using personal or professional accounts to attack, criticize, or ridicule students, parents, colleagues, or the school itself.

TRS **Policy 10.05** prohibits the misuse of electronic communication platforms and holds staff accountable for social media activity that is disruptive, defamatory, or contrary to school values. TRS **Policy 5.15** reinforces standards of respectful workplace behavior, while **15.02** ensures confidentiality and protection of student data.

Reminder on Privacy and Confidentiality

Photographs, videos, recordings, or personal information of students and employees may **not be shared** without written consent, in accordance with **FERPA** and TRS confidentiality policies.

Consequences and Accountability

Violations of this policy may lead to corrective action up to and including:

- Formal reprimand
- Suspension with or without pay
- Termination of employment
- Legal liability for defamation or data breaches

Commitment to Community

As a staff member, your conduct sets the tone for students and families. Upholding a standard of civility, accuracy, and discretion protects the integrity of our school and affirms our shared commitment to a respectful, learning-centered environment.

Professional Workday Expectations

Policy Reference: TRS Policy and Procedures 3.01 – *Work Hours and Attendance*

Theodore Roosevelt School maintains a structured but flexible approach to employee scheduling that supports student learning and operational needs. While specific **start and end times** may vary by role or department, all employees are expected to maintain a consistent, dependable presence throughout their assigned **professional workday**.

Workday Definition

- Each employee's daily schedule is set by their **department supervisor** and must be **approved by the principal**.
- Workday schedules are **specific to job duties** and are designed to ensure staff availability during key instructional or support periods.

Reliability and Punctuality

- Employees must report to work **on time and ready to perform assigned duties**.
- Consistent punctuality and presence are considered core professional expectations and will be monitored.

Schedule Changes or Adjustments

- **Flexing, adjusting, or making up time** (e.g., arriving late and staying late, or skipping lunch to leave early) is **not permitted** without **prior approval** from both the immediate supervisor **and** the principal.
- Unauthorized changes to one's work schedule are a **violation of policy** and may result in disciplinary action.

Job Performance

- Staff must be physically and mentally present during work hours and fully able to perform the required duties of their position.
- Excessive tardiness, absenteeism, or on-the-job disengagement (e.g., unapproved personal tasks) undermines instructional continuity and team operations.

TRS **Policy 3.01** requires all employees to comply with assigned work hours and clearly prohibits unsanctioned adjustments. Supervisors will address chronic attendance issues or schedule violations through the appropriate performance or disciplinary process.

By maintaining a consistent, reliable work presence, employees contribute to the school's operational stability, student outcomes, and positive work culture.

Procurement and Purchasing Procedures

Policy Reference: TRS Policy and Procedures 11.10–11.15 – *Procurement Standards and Fiscal Controls*

Theodore Roosevelt School maintains strict procurement procedures to ensure all purchases align with federal funding requirements, school priorities, and budgetary controls. All employees are expected to follow these procedures **without exception**.

Prior Approval Required

- All purchases—**regardless of amount or funding source**—must be approved **in advance** by both:
 - The **Business Office**, and
 - The **Principal** or designated administrator.
- This includes classroom supplies, professional materials, technology, travel expenses, student rewards, and any item purchased with school funds (including federal program budgets).

Reapproval for Expenditures

- Even if an item or vendor was previously approved, any **repeat or follow-up purchase** must receive **new, documented approval**.
- Employees should not assume that past approval guarantees future authorization.

Employee Financial Liability

- **Failure to obtain prior approval** will result in the employee being **personally responsible** for the cost of the purchase.
- Unauthorized expenditures will not be reimbursed under any circumstances.
- Repeated or intentional violations may result in **disciplinary action**, up to and including suspension or termination, in accordance with **TRS Policy 5.01**.

How to Submit a Purchase Request

1. Complete the official TRS **Purchase Requisition Form**.
2. Attach vendor quote(s) or justification.
3. Submit to the Business Office for review.
4. Await written confirmation of approval before placing an order.

TRS **Policy 11.10–11.15** define the legal and procedural expectations for procurement to ensure fiscal transparency, prevent waste, and maintain compliance with federal and tribal funding standards.

Adherence to this policy safeguards the school's resources and supports equitable, compliant operations for all departments and programs.

Personal Leave

Policy Reference: TRS Policy and Procedures §4.05 – *Personal Leave Guidelines*

Personal leave is a benefit extended to eligible employees to support work-life balance, health, and well-being. However, because TRS relies on each staff member's consistent presence to support students and maintain operations, personal leave must be used **responsibly and in accordance with policy**.

Approval Requirements

- All personal leave must receive **prior approval** from both the employee's **immediate supervisor** and the **principal**.

- Approval is not automatic; requests may be **denied or deferred** based on school needs, coverage availability, or past attendance patterns.
- The administration reserves the right to **require additional documentation** to substantiate the leave request, particularly for repeated or last-minute absences.

Responsibility During Leave

- Taking personal leave **does not relieve the employee** of their responsibilities, tasks, or compliance obligations.
- Missed duties (e.g., grading, reports, student interventions) must still be fulfilled **in a timely and professional manner**.
- Employees are expected to coordinate with their supervisors to ensure continuity of services and instructional delivery during their absence.

Impact of Attendance on Performance

- Consistent attendance is essential to supporting student achievement, maintaining program continuity, and sustaining team collaboration.
- **Unreliable attendance, excessive leave use, or unapproved absences** may negatively impact performance evaluations and result in disciplinary action.

As noted in TRS Policy §4.05, personal leave is a privilege—not an entitlement. Its responsible use reflects your professionalism and dedication to the students, families, and mission of Theodore Roosevelt School.

Student Discipline

Policy Reference: TRS Policy and Procedures 9.14 – *Student Behavior and Discipline Standards*

Related Standards: BIE Guidelines, Due Process Requirements, Attendance Accountability

At Theodore Roosevelt School, student discipline is viewed as an opportunity to **teach, support, and redirect**, not to punish. We are committed to a **progressive discipline model** that emphasizes relationship-building, equity, and accountability—ensuring all students are treated with dignity and fairness.

Progressive Discipline – Not Punishment

Progressive discipline is a tiered approach that includes:

- Verbal redirection and restorative conversations
- Reflection activities and problem-solving plans
- Parent/caregiver engagement and classroom interventions
- Formal documentation and, when necessary, administrative consequences

We do not use “punishment.” Punishment is reactive and focused on control. **Discipline is proactive, intentional, and focused on student growth and learning.**

Attendance-Based Funding: Keep Students in School

TRS is funded in part based on **student attendance**. Every time a student is removed from the classroom, it impacts:

- Their learning trajectory
- The school's funding stability
- Our overall performance metrics

Staff must work diligently to keep students in school, using in-class interventions, de-escalation techniques, and alternative strategies **before considering removal or suspension**.

Parent and Caregiver Involvement

Involving families early and consistently is essential. Staff must:

- Contact parents/caregivers as early as possible in the discipline process
- Maintain respectful, professional communication
- Collaborate with families to create student success plans

Documentation and Due Process

- All behavioral incidents and responses must be thoroughly documented in a timely manner.
- Students are entitled to **due process**, including:
 - A chance to explain their perspective
 - A clear description of the concern
 - Notification of the outcome
- **Disciplinary action must never be assigned based on assumption**. Investigate first, gather all relevant facts, and ensure fair treatment.

TRS **Policy 9.14** requires all staff to uphold student rights and use discipline practices that are **developmentally appropriate, culturally responsive, and legally compliant**.

Your Role as a Professional

As educators and role models, it is our responsibility to:

- Respond to student behavior consistently and fairly
- Maintain a calm, supportive demeanor
- Use our authority to uplift and guide, not punish or shame

Supplemental Duties and Assignments

Policy Reference: TRS **Policy and Procedures 3.16** – *Supplemental Duties and Compensation*

Related Policies: Employment Agreements (**3.02**), Job Performance and Conduct (**5.01**)

Theodore Roosevelt School offers supplemental duties—such as coaching, club sponsorships, tutoring, event coordination, and extended learning programs—as additional paid opportunities beyond regular job responsibilities. These assignments support school enrichment and student engagement and come with elevated expectations of reliability, performance, and completion.

Completion Requirement

- **Full completion of the assigned duties is required for payment.** Partial or incomplete work, or failure to fulfill the expectations of the assignment, disqualifies the employee from receiving full or any supplemental pay.
- Documentation of completion (e.g., attendance logs, program summaries, performance checklists) may be required.

Resignation and Abandonment

- If an employee **resigns from a supplemental position**, walks off the assignment, or otherwise **abandons the duty**, they:
 - Will **not receive payment** for any portion of the unfulfilled assignment.
 - May be **ineligible for future supplemental contracts or duties**.
- Such actions may also **impact continued employment** at TRS, particularly when they disrupt student services or reflect a lack of professional responsibility.

Performance and Eligibility

- Employees must meet all task expectations, timelines, and conduct standards outlined in the supplemental duty agreement.
- Past fulfillment of duties is considered when evaluating eligibility for future roles.
- Reassignment or termination of a supplemental duty for performance-related reasons is not subject to appeal unless otherwise stated in the contract.

TRS **Policy 3.16** underscores that supplemental assignments are privileges—offered to staff who demonstrate reliability, follow-through, and commitment to students. These duties are not guaranteed and are contingent on both performance and need.

Key Reminders

- Confirm all supplemental duties in writing through HR or your supervisor.
- Do not begin work without formal approval and assignment.
- Keep accurate records and communicate with your supervisor throughout the assignment.

Campus Visitors and Guest Protocols

Policy Reference: TRS **Policy and Procedures 9.25** – *Campus Safety and Visitor Access*

Related Standards: Student Safety, FERPA, and Federal Tribal School Safety Guidelines

To protect the safety, privacy, and learning environment of all students and staff, Theodore Roosevelt School enforces strict protocols for **all campus visitors and guests**. These expectations apply to family members, contractors, community partners, volunteers, and any other non-employee individuals entering school property during operational hours.

Check-In and Approval Required

- **All visitors must report directly to the front office upon arrival**—no exceptions.

- Visitors are required to:
 - Present valid identification
 - Sign in at the visitor log
 - Wear a visible visitor badge at all times while on campus
- Only the **CSA (Campus Security Authority)** or **Principal** has the authority to **approve visitor access** beyond the front office area.

Supervision Requirements

- **Visitors must be supervised at all times** while on campus.
- **No visitor may be left alone with students under any circumstance.**
- Employees who host guests (e.g., for presentations, support services, observations) are responsible for:
 - Supervising the guest throughout their visit
 - Ensuring the guest follows all school rules and conduct expectations
 - Notifying the office if the guest departs campus or moves to another area

Restricted Access

- Visitors who do not check in or attempt to access restricted areas may be escorted off campus.
- Violations of this policy may result in revocation of visitor privileges or further legal action.

TRS **Policy 9.25** mandates that the school maintain a secure learning environment by controlling and monitoring all visitor activity. These procedures help ensure the safety, confidentiality, and uninterrupted focus of our students and staff.

Mandatory Reporting and SCAN (Suspected Child Abuse and Neglect)

Policy Reference: TRS **Policy and Procedures 8.01** – *Mandatory Reporting and SCAN Protocols*

Legal Basis: Indian Child Protection and Family Violence Prevention Act (**25 U.S.C. § 3201**), BIE Guidelines

Theodore Roosevelt School is committed to protecting the safety and well-being of all students. All employees are considered **mandatory reporters** and are legally required to report any **suspected child abuse or neglect (SCAN)**—regardless of when or where it occurred.

Who Must Report

All TRS employees—including certified staff, classified staff, volunteers, contractors, and administrators—are mandated reporters and must act **without delay** when they witness, suspect, or are informed of abuse or neglect.

Types of Reportable Incidents

Mandatory reporting applies to suspicions involving:

- Physical abuse
- Sexual abuse or exploitation
- Emotional abuse
- Neglect or abandonment
- Unsafe home conditions or suspected trafficking

Reporting Procedures

1. **Immediately notify the Principal or CSA** upon suspicion or disclosure.
2. File a report with the designated **Child Protective Services agency** and/or **BIE Law Enforcement**.
3. Complete and submit the required internal **TRS SCAN documentation form**.
4. Maintain confidentiality and do not discuss the case with unauthorized individuals.

Reports must be made **within 24 hours** of suspicion or disclosure, and failure to report may result in disciplinary action, legal liability, or termination.

Investigation and Follow-Up

- TRS staff should not conduct their own investigations. Once a report is made, school leadership and law enforcement will manage the process.
- **Do not confront the alleged abuser** or question the child extensively.
- Cooperate fully with authorities while upholding student dignity and privacy.

Confidentiality and Protection

- Reporters are protected under federal law from retaliation.
- All SCAN records are strictly confidential and should be handled according to TRS **Policy 15.02**.

TRS **Policy 8.01** emphasizes that **student safety is everyone's responsibility**. Your attentiveness, care, and immediate action can prevent further harm and help a student access the protection and support they need.

Sexual Harassment and Title IX Compliance

Policy Reference: TRS **Policy and Procedures 5.13** – *Sexual Harassment and Title IX*

Legal Basis: Title IX of the Education Amendments of 1972 (**20 U.S.C. §1681**), BIE Title IX Guidance

Theodore Roosevelt School is committed to providing a **safe, respectful, and inclusive educational environment** free from all forms of **sexual harassment, misconduct, and discrimination based on sex or gender identity**. As a federally funded institution, TRS is bound by **Title IX**, which prohibits sex-based discrimination in any education program or activity.

What Is Sexual Harassment?

Sexual harassment includes but is not limited to:

- Unwanted sexual advances or comments
- Sexually suggestive jokes, gestures, or images
- Inappropriate touching or physical contact
- Verbal or written remarks of a sexual nature
- Conditioning educational or employment decisions on sexual conduct
- Sexual violence, assault, or stalking

These behaviors are **strictly prohibited**, regardless of intent, and whether they occur in person, online, or through any school-affiliated platform.

Title IX Responsibilities

Under **Title IX**, TRS must:

- Prevent sexual harassment through education and clear policy enforcement
- Investigate all formal complaints promptly and impartially
- Provide support to affected individuals (e.g., safety plans, counseling referrals)
- Take appropriate disciplinary action, up to and including termination or expulsion

All employees are expected to:

- **Immediately report** any suspected or disclosed sexual harassment involving students or staff
- Cooperate with investigations as needed
- Maintain strict confidentiality and sensitivity throughout the process

Reporting Process

- Reports should be submitted to the **Title IX Coordinator** or Principal.
- Reports may be made by the victim, a witness, or a third party.
- Anonymous reports are accepted but may limit the school's ability to respond fully.

Protection from Retaliation

- Retaliation against anyone who files a complaint or participates in an investigation is **strictly prohibited** and may result in disciplinary action.

TRS **Policy 5.13** affirms the school's zero-tolerance stance on sexual harassment and requires **annual training** for all employees to maintain compliance and awareness.

Your Role

As a TRS employee, you have both a **legal and ethical obligation** to:

- Uphold the standards of Title IX
- Model respectful behavior
- Address and report concern immediately
- Support students and staff in creating a culture of trust and safety

Mandatory Professional Commitments

Policy Reference: TRS Policy and Procedures 3.08, 3.01, 9.13 – *Professional Expectations and Instructional Support*

As a member of the Theodore Roosevelt School staff, your responsibilities extend beyond classroom or office duties. Active participation in professional development, student-centered events, and parent engagement

opportunities is an essential component of your role. These commitments reflect our school's shared values of continuous improvement, family partnership, and student success.

Mandatory Events and Responsibilities

The following activities are considered **required and non-negotiable** aspects of employment at TRS:

- **Professional Development Days and Trainings**
Participation in scheduled PD sessions (e.g., in-service days, workshops, compliance trainings) is mandatory for all instructional and support staff.
- **Promotion Ceremonies**
Staff are expected to attend and assist with **8th-grade promotion** and other formal ceremonies that celebrate student achievement.
- **Winter and Spring Performances**
Staff attendance and support is required at major school events, including seasonal performances or showcases, where students present academic or artistic work.
- **Parent-Teacher Conferences**
Teachers must be present for all scheduled family conference sessions and maintain professional, informative communication with caregivers.
- **IEP Meetings (for Applicable Staff)**
All teachers, related service providers, and specialists involved in a student's Individualized Education Plan must attend IEP meetings as scheduled. Participation is a legal requirement under IDEA.

Why These Commitments Matter

- These events strengthen **family-school partnerships**, enhance **student accountability**, and support **data-informed instruction**.
- Participation is viewed as part of the **professional workday** and is factored into performance reviews and overall job expectations.

TRS **Policy 3.08** outlines that professional development and collaboration are required components of staff duties. Non-attendance without approved cause may result in performance consequences.

Accountability

Failure to attend these mandatory events without prior approval from the principal or supervisor may result in:

- Formal documentation in the employee file
- Exclusion from future supplemental opportunities
- Disciplinary action for continued noncompliance

Prohibition on Feeding or Soliciting Animals on Campus

Policy Reference: TRS Policy and Procedures 11.21 – *Campus Sanitation and Wildlife Safety*

Related Standards: Health and Safety Compliance, Student and Staff Risk Management

To maintain a clean, safe, and healthy learning environment, **feeding, attracting, or soliciting animals**—including wildlife, birds, and domestic animals—is **strictly prohibited** on all TRS property.

Scope of the Policy

This applies to:

- All wild or stray animals (e.g., birds, rodents, feral cats, dogs, raccoons)
- Domestic animals not part of an approved instructional activity
- Feeding stations, scraps, leftovers, or deliberate gestures that attract animals

Risks and Concerns

- **Health Hazards:** Wild and stray animals may carry **viruses, bacteria, or parasites** that pose serious health threats to students and staff.
- **Injury Risk:** Unpredictable animal behavior may lead to **scratches, bites, or aggressive actions**, especially near children.
- **Sanitation Issues:** Animals defecate on school grounds, damage facilities, and contribute to **property deterioration and pest infestations**.
- **Disruption to Operations:** Wildlife or domestic animal presence can interrupt classes, damage food service areas, or create panic among students.

Enforcement

- Any employee found feeding or attracting animals will be subject to **corrective action**.
- If you observe animals becoming a regular presence on campus, report the concern to **Maintenance or Administration** immediately for safe removal or deterrence measures.

TRS **Policy 11.21** affirms that the presence of non-service animals is **not permitted** on campus without explicit authorization. Compliance is essential to protecting the health and safety of our learning environment.

Personal Belongings and Property

Policy Reference: TRS **Policy and Procedures 11.22** – *Personal Property on Campus*

Theodore Roosevelt School understands that employees may bring personal items to campus for convenience or classroom use. While we appreciate staff efforts to enhance the learning environment, it is important to note that **TRS is not responsible for the loss, damage, or theft of any personal belongings** brought to school grounds.

Guidelines for Personal Property

- Bring only essential personal items to work.
- Secure valuables in locked drawers, cabinets, or designated staff areas.
- Do not leave electronics, wallets, purses, or personal items unattended in common areas or classrooms.
- If using personal equipment or supplies for instructional purposes, do so at your own risk.

Acknowledgment of Risk

- Multiple incidents of theft, loss, and accidental damage have occurred in recent years.

- TRS does not provide reimbursement or replacement for personal property under any circumstances, including items damaged during student use or while on duty.

TRS **Policy 11.22** clearly states that all personal belongings are brought to campus **at the owner's risk** and should be stored and used responsibly.

We encourage all employees to prioritize campus safety and exercise discretion in the personal items they choose to bring to work.

Daily Classroom Attendance – Per Period Entry

Policy Reference: TRS **Policy and Procedures 9.06** – *Student Attendance and Recordkeeping*

Compliance Tools: NASIS (Native American Student Information System) & Infinite Campus

At Theodore Roosevelt School, **accurate and timely attendance recording** is a legal and operational requirement. Daily attendance plays a direct role in **school funding, student support services, and academic accountability**. As such, all certified instructional staff are expected to enter attendance **each period, every day**, without exception.

Daily Attendance Requirements

- Attendance must be taken and **recorded at the start of each instructional period**.
- Staff must enter attendance data into both:
 - **NASIS** – The Bureau of Indian Education's official data system
 - **Infinite Campus** – The school's internal student information and communication system
- Absences must be marked **immediately** to allow for timely family outreach and support services.

Why This Matters

- TRS is **federally funded based on student attendance**. Inaccurate or delayed entries may lead to compliance issues and funding loss.
- Consistent attendance tracking ensures that **student interventions, truancy prevention, and safety checks** are properly coordinated.
- Accurate data supports **report cards, IEP compliance, and legal reporting obligations**.

Accountability

- Failure to take or enter attendance may result in formal documentation or disciplinary action under TRS **Policy 5.01**.
- Repeated noncompliance may affect performance evaluations and eligibility for supplemental assignments.

TRS **Policy 9.06** mandates that instructional staff are responsible for maintaining complete and accurate attendance records using the approved systems. This is a critical function of your role as an educator and school employee.

Customer Service / Client Relations: Parents, Community, and Students

Policy Reference: TRS Policy and Procedures 5.01, 9.13 – *Professional Conduct and School-Family Partnerships*

Guiding Principles: Respect, Responsiveness, and Relationship-Building

At Theodore Roosevelt School, every staff member plays a vital role in shaping our reputation and relationships with our most important stakeholders—**students, families, and the community**. These individuals are not only our clients; they are our partners in education. Providing respectful, responsive, and professional service is a fundamental part of your role.

Standards of Conduct

- **Be Respectful:** Greet families, students, and guests with kindness and professionalism. Speak courteously and listen actively, especially during moments of concern or disagreement.
- **Be Responsive:** Return emails, phone calls, and inquiries **within 24–48 hours** during business days. If you need additional time, acknowledge the message and follow up as soon as possible.
- **Be Inclusive:** Communicate in culturally respectful ways. Recognize the unique values, traditions, and expectations of the White Mountain Apache community and the broader TRS family.
- **Be Solution-Oriented:** When addressing concerns or complaints, remain calm, objective, and focused on resolving the issue in alignment with school policies and student well-being.

Student Interactions

- All staff are expected to engage students positively, with empathy and patience.
- Demonstrate a growth mindset by supporting student learning and behavior development rather than resorting to punitive language or actions.

Parent and Community Engagement

- Families and community members are essential collaborators in student success. Treat every interaction as an opportunity to build trust and partnership.
- Encourage parent participation and involve families in meaningful ways—from IEP meetings to school events to academic check-ins.

TRS Policy 5.01 and 9.13 affirm that employees must maintain **professional decorum** and act in the best interest of the school, students, and public trust. Every communication reflects not just on the individual but on the school as a whole.

Accountability

- Rude, dismissive, or unprofessional behavior toward students, families, or the community may result in corrective or disciplinary action.
- Employees are expected to uphold confidentiality, avoid gossip or judgmental commentary, and refer unresolved issues through the proper chain of command.

Payroll and Procurement Systems

Enterprise Resource Planning (ERP Pro) TRS Policy Sections 3.11, 3.12, 3.13, and 11.10

Theodore Roosevelt School utilizes **ERP Pro**, a centralized Enterprise Resource Planning system, to manage and streamline payroll, procurement, and financial operations.

Payroll Processing

All payroll-related data, including timecard entries, direct deposit setup, tax form updates (W-4 and A-4), and deductions, are managed and processed through **ERP Pro**. Employees are required to review their personal information regularly within the ERP Pro portal and report discrepancies immediately to Human Resources.

Key reminders:

- Timecard submissions must be completed in ERP Pro by 5:00 PM on the designated due date each pay period.
- Supervisors must verify and approve all entries within ERP Pro prior to final processing.
- Access credentials to ERP Pro will be issued during onboarding. Passwords must be kept confidential.

Procurement and Purchasing

All procurement requests, supply orders, and purchase authorizations must be initiated and tracked through **ERP Pro**. This ensures compliance with TRS procurement standards and provides real-time tracking of requisitions and budgets.

Procurement procedures via ERP Pro include:

- Creating and submitting requisition requests.
- Uploading vendor quotes (as required).
- Tracking purchase order status.
- Documenting receipt of goods/services.

All staff involved in purchasing or financial tasks must complete mandatory ERP Pro training prior to access being granted. Non-compliance with ERP Pro protocols may result in delays or denial of reimbursements and purchase approvals.

For technical assistance or questions about ERP Pro access, contact the **TRS Finance Office**.

Email and Mass Communication Protocol

All employees must obtain prior approval from the **Principal or their designee** before sending school-wide or mass email communications, including messages to all staff, students, or external groups on behalf of Theodore Roosevelt School. This policy helps ensure consistent, accurate, and appropriate messaging aligned with TRS standards and objectives.

Mass communications without administrative authorization may be considered a violation of communication protocols and may result in disciplinary review. TRS **Policy Sections 3.10, 10.02, & 10.06**

Staff Assignment and Insubordination Protocol

Theodore Roosevelt School (TRS) maintains high expectations for professional conduct and responsibility in carrying out assigned duties. Employees are required to perform duties assigned by their supervisor or the Principal in alignment with their job description and the operational needs of the school.

Staff Assignments

- Staff assignments are determined by supervisory personnel and are subject to adjustment based on student needs, operational priorities, and compliance requirements.
- Employees are expected to comply with reasonable directives, participate in required training, and fulfill duties as communicated by their supervisor or administrator.

Insubordination

Insubordination is defined as a willful refusal to carry out a lawful and reasonable directive from a supervisor. This includes but is not limited to:

- Refusal to perform assigned duties.
- Disrespectful or defiant behavior toward supervisory staff.
- Disruption of school operations by failing to follow clearly communicated expectations.

Insubordination is a violation of TRS personnel policies and may result in corrective or disciplinary action, up to and including termination.

Grievance Procedures

Employees who believe an assignment is inappropriate or unfair may pursue resolution through the formal grievance process, provided that:

- The employee continues to comply with the directive during the grievance review period.
- The grievance is filed according to the procedures and timelines outlined in the school's grievance policy.

Policy References:

- **Section 5.02 – Standards of Conduct for All Employees:** Requires all staff to follow administrative direction and perform assigned duties with professionalism.
- **Section 6.01 – Disciplinary Action:** Outlines potential consequences of misconduct, including insubordination.
- **Section 5.14 – Grievance Procedure:** Provides a structured process for employees to challenge assignments or disciplinary decisions while maintaining operational compliance.

8. Appendices

- **Forms**

Employee Onboarding Handbook Acknowledgment of Receipt and Responsibility

I, the undersigned employee, hereby acknowledge that I have received a complete copy of the **Theodore Roosevelt School Employee Onboarding Handbook** (“the Handbook”). I understand that this document contains essential information about the expectations, procedures, responsibilities, and policies that govern my employment.

I further acknowledge and affirm the following:

- I accept responsibility for **reading, understanding, and integrating** the contents of the Handbook into my professional practice.
- I understand that **ignorance of policy is not a defense**. It is my responsibility to stay informed of and compliant with all content within this document and to seek clarification when needed.
- I acknowledge that I am also subject to all applicable **TRS Board Policies and Procedures**, as well as relevant **tribal, state, and federal laws and regulations** pertaining to my role and duties.
- I understand that failure to adhere to these standards may result in disciplinary action, up to and including termination of employment.

Non-Discrimination Statement

Theodore Roosevelt School adheres to a policy of equal employment opportunity. The school prohibits unlawful discrimination or harassment on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other status protected by applicable law. This applies to all terms and conditions of employment, including hiring, placement, promotion, termination, and access to training and benefits.

By signing below, I acknowledge receipt of the Handbook and confirm that I understand my **obligation to read, comply with, and uphold** the standards set forth within it and in all governing policies of Theodore Roosevelt School.

Employee Signature: _____

Print/Type Full Name: _____

Date: _____

Witness Signature: _____

Date: _____



Theodore Roosevelt School

Warriors

P.O. Box 567

Fort Apache, AZ 85926

(928) 338-4464 Fax (928) 338-1009

Dr. Leon Ben, Chief School Administrator / Principal

AUTHORIZED DRIVER REQUEST

Name: _____

Address: _____

Position: _____

Driver's License No.: _____

Insurance Policy and Number: _____

I certify that all the information above is correct and that I have informed my supervisor of any offenses on my driving record. I have read, understood and agree to comply with the Vehicle Use Policy. I agree to inform my supervisor should my license be revoked or suspended or should my driving record become impaired.

I understand that my failure to provide accurate information to my supervisor may result in disciplinary measures.

Date: _____

Employee

Supervisor



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Dr. Leon Ben, Chief School Administrator / Principal

BUS BEHAVIOR REFERRAL

Pupil: _____

School: _____

Selection No.: _____ Date: _____ () A.M. () P.M.

Driver: _____ Location/Garage: _____

REASON FOR REFERRAL:

- () CONTINUOUSLY NOT STAYING IN THE SEAT
- () LITTERING ON THE BUS
- () TOO LOUD OR BOISTEROUS
- () SMOKING OR LIGHTING MATCHES
- () THROWING OR SHOOTING OBJECTS
- () USING FOUL OR ABUSIVE LANGUAGE
- () FIGHTING, PUSHING, OR TRIPPING ON THE BUS
- () GETTING TO BUS STOP LATE
- () DAMAGING BUS
- () DISRESPECT TO DRIVER OR OTHER RIDERS
- () OTHER (BE SPECIFIC)

Please give details on incident _____

Driver's Signature _____

Action taken by Principal _____

Administrator's Signature _____ Date _____

() Parents are to sign and return to principal when checked.

(Parent's Signature) _____

(Please write any comments on back)



Theodore Roosevelt School

General Information

STUDENT DISCIPLINE REFERRAL

Student First Name:		Student Last Name:		Grade:
Date of Incident:		Time of Incident:		
Report Prepared by:		Location of Incident:		
IMMEDIATE ACTION TO OFFICE:		PARENT MUST BE CONTACTED:		
Unacceptable Language (Profanity)		Willfull Refusal to follow Directions or Instruction		
Possesion of a Weapon (Law enforcement intervention)		Disruption in: Cafeteria/Classroom/Hallway/Restroom/Outside		
Alcohol/Vaping		Disruptive Horseplay		
Disrespect to School Official		Verbal Bullying		
Damanging School Property		Willfull Damage to School Property		
Dress Code Violation		Other:		
Fighting		Other:		

Description of Infraction:

PRIOR ACTION(S) TAKEN BY TEACHER:		Date/Time	Date/Time	Date/Time
Previous Parental Notification(s) by Phone:				
Verbal Warning:				
Silent Lunch:				
Conference w/ Parents:				
Conference w/ Student:				
Guidance Referral:				
ADMINISTRATIVE ACTION:				
Consultation w/ Student in Office		Date/Time:		
Warning Issued for Offense		Date/Time:		
Parent Notification	Date/Time:	Contact Name:	Contacts #:	
Out-Of-School Suspension	No. of Days:			
Guidance Referral:	Date/Time:	Explain Reasoning:		
Other Actions: (Explain)				

STUDENT SIGNATURE:	DATE:
PARENT SIGNATURE:	DATE:
TEACHER SIGNATURE:	DATE:
ADMINISTRATIVE SIGNATURE:	DATE:



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NOTICE TO EMPLOYEES

THEODORE ROOSEVELT SCHOOL

YOU ARE HEREBY NOTIFIED that it is a violation of Sections 6.03 through 6.10 (Drug Free Workplace Policies) of the School's policies and procedures for any employee to violate the law or School's policies in the manufacture, distribution, dispensing, possession or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. §§ 1300.11 through 1300.15, and amendments thereto.

The term "workplace" includes any place where work is performed, including a School building or other School premises; any School-owned vehicle or any other School-approved vehicle used to transport students to and from the School or School activities; and off-School property during any School-sponsored or School-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the School. In addition, the workplace shall include all property owned, leased or used by the School for any educational purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Sections 6.03 through 6.10 of the School's policies and procedures, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction; that you will abide by the terms and requirements of this notice and those in the Drug Free Workplace sections (6.03-6.10) of the Policies and Procedures Manual, and, that you will make available and permit inspection, for the purpose of assuring a drug free workplace, of all school personnel or any other property in or brought into the workplace which is under your control or use; without prior notice.

Any employee who violates the terms of the School's drug-free workplace policies and procedures in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

I have been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

Signature of Employee

Date



THEODORE ROOSEVELT SCHOOL PERSONNEL ACTION REQUEST FORM (PAR)



Employee Information: ☐ New Hire ☐ Change ☐ Additional Position

Employee Name: _____ Hire Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____

Emergency Contact Name/Address/Phone: _____

Pay Information

Effective Date: _____ Ending Date: _____

Position: _____

Annual/Salary/Hourly Rate Amount: _____

Account Code: _____

Additional Information (if needed): _____

Change in Status: ☐ Termination ☐ Disciplinary Action ☐ Leave of Absence

Effective Date: _____

Reason: _____

Last Day Worked: _____ Anticipated Return Date: _____

Voluntary Deductions: ☐ Insurance ☐ Retirement Plan ☐ Other

Company/Plan Name: _____ Amount: _____

Company/Plan Name: _____ Amount: _____

Company/Plan Name: _____ Amount: _____

Company/Plan Name: _____ Amount: _____

Authorization

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Is this trip OVERNIGHT?

YES

NO

IF Out of State TRS Travel

Application Required

Theodore Roosevelt School

Field Trip Request

CALL-OFF CONFIRMATION #

Teacher/Coach/Sponsor _____ Date Form Submitted _____

Event _____

Date(s) of Event _____ **Total Days of School Lost** _____

Departure Date & Time _____ **Returning Date & Time** _____

Destination _____

Address _____

City

State

Zip code

Name of Group _____

of Students Traveling _____ # of Adults Traveling _____

List of Teachers /Chaperones with Cell Phone #s (REQUIRED)

All Chaperones must have a volunteer packet on file with FUSD

All drivers must have an ADOT Clearance on file with AD

***REMINDER: there must be 1 chaperone for every 24 students and 1 certified staff per bus**

Transportation: Bus Small Vehicle - (Need to email Small Vehicle Request Transportation)

Is this an Athletic event? Yes No If not, describe relation of trip to curriculum:

Funding Source(s) _____

What assistance is available for students who can't afford to go?

Please attach the following that apply to your trip

Parent Info Letter

Travel itinerary and activities

List of Students

Emergency consent form

Gas Card Request - if needed

Send Purchase Order Requests and Back-Up Documents to Bookkeeper via email

Principals' signature _____ Date _____

Rev - 01/15/2025

SCHOOL ACTIVITY ABSENCE FORM

Activity: _____ Date: _____

Release Time: _____ Load/Leave Time: _____ Return Time: _____

Destination: _____ Game Time: _____

Coach/Sponsor/Teacher: _____

Administrator's Signature: _____

[illegible]

Theodore Roosevelt School
Consent for Off Campus Activity
and Emergency Care

Student Name _____ School _____ Sponsor _____

My child has permission to participate in the following activity: _____

Date of Activity _____ Destination _____

Time Leaving _____ Time Returning _____

Mode of Transportation _____

Parent/Guardian Signature _____ Date _____

Consent for Emergency Care

Be it known that I, the undersigned parent or guardian of the student above-named, do hereby give and grant unto any medical doctor or hospital, my consent and authorization to render such aid, treatment or care to said student as, in the judgment of said doctor or hospital, may be required, on an emergency basis, in the event said student should be injured or stricken ill while participating in the activity specified above.

Dated the _____ day of _____, 20____ at _____, Arizona

Phone # _____ Business Phone # _____

Address _____

Insurance Company _____ Policy # _____ Group ID# _____

School Policy # _____ Student Age _____ Date of Birth _____

It is hereby understood that the consent and authorization given above are for the activity date only.

It is hereby understood that the consent and authorization given above are continuing, and are intended by me to extend through the current school year.

Witness _____ Signature _____

Parent/Guardian _____ Signature _____

Theodore Roosevelt School

OUT OF STATE TRAVEL APPLICATION

___ Yearly Event

All yearly event applications must be submitted to a school administrator and the Governing Board at least 90 days prior to the event.

___ Opportunity Trip

All opportunity trip event applications must be submitted to a school administrator and the Governing Board 30 day prior to the event.

Name of School/Group: _____ # of Students* _____

Event: _____

Destination: _____

Event Dates: _____

Travel Dates: _____

Total Days of School Lost: _____ Substitute(s) necessary? YES: _____ NO: _____

Teacher(s)/Sponsor(s): _____

Number/Names of Chaperones: _____

Is this an AIA event? YES: _____ NO: _____ If not, describe relation of trip to curriculum: _____

Will this event have the potential for additional travel such as state, national, or world events?
YES: ___ NO: ___ If yes, please include additional travel information for approval along with this request.

Summary of the Itinerary & Activities: _____

Means of Transportation: _____

How have parents been notified: _____

Funding Source(s): _____

What assistance is available for students who cannot afford to go? _____

Building Level administrative Approval

Date

USER

Name _____

I understand that my computer use is not private and that the School will monitor my activity on the computer system.

I have read the School's Electronic Information System/Internet and Social Use Policy and these rules for usage and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action against me.

User's signature _____

Date _____

Network Administrator's signature _____

Date _____

PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT, RELEASE AND WAIVER

PARENT OR GUARDIAN

____ *I do not give permission for my child to participate in the School's electronic communications system.*

I have read the School's Electronic Information System/Internet and Social Use Policy. In consideration for the privilege of my child using the School's electronic communications system and in consideration for my child having access to the public networks, I hereby release the School, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the types of damage identified in the School's policy and administrative regulations.

____ *I give permission for my child to participate in the School's electronic communications system and certify that the information contained on this form is correct.*

Signature of parent or guardian _____

Home address _____

Date _____ *Home phone number* _____



Theodore Roosevelt School

Warriors

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Dr. Leon Ben, Chief School Administrator / Principal

THEODORE ROOSEVELT SCHOOL USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL AGREEMENT AND PERMISSION FORM

Theodore Roosevelt School (hereinafter "School") is pleased to offer students and staff (hereinafter jointly referred to as "Users") access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement, and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Users are responsible for appropriate behavior on the School's computer network just as they are in their work, classroom or on a school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School's computer resources. The Users are advised never to access, keep or send anything that they would not want their supervisors, parents or teachers to see.

General conditions for use

Privacy – Network storage areas may be treated like School lockers. Network Administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Illegal copying – Users should never download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send or access materials which you would not want your supervisors, teachers and parents to see. Should Users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately.

Rules for usage

The rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action are spelled out in the Electronic Information System/Internet and Social Use Policy. Those rules and guidelines include the following general rules for usage:

- 1. Do not use a computer to harm or bully other people or their work.*
- 2. Do not damage the computer or the network in any way.*
- 3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware.*
- 4. Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User's use only.*
- 5. Do not view, send or display offensive messages or pictures.*
- 6. Do not share your password with another person.*
- 7. Do not waste limited resources such as disk space or printing capacity.*
- 8. Do not trespass in another's folders, work or files.*
- 9. Adhere to the rules of net etiquette set forth in the School's Internet Policy.*
- 10. Read and adhere to the School's Internet Policy (the Electronic Information System/Internet and Social Use Policy) attached hereto.*
- 11. Do not reveal your home address or personal telephone number or the addresses and telephone numbers of students, staff or colleagues.*
- 12. Do notify an adult immediately if, by accident, you encounter materials which violate the Internet Policy or these rules for usage.*
- 13. BE PREPARED to be held accountable for your actions and for the loss of privileges and disciplinary action if the terms of the Internet Policy or these rules for usage are violated.*

USER AGREEMENT

USER

Name _____

I understand that my computer use is not private and that the School will monitor my activity on the computer system.

I have read the School's Electronic Information System/Internet and Social Use Policy and these rules for usage and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action against me.

User's signature _____

Date _____

Network Administrator's signature _____

Date _____

PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT, RELEASE AND WAIVER

PARENT OR GUARDIAN

____ *I do not give permission for my child to participate in the School's electronic communications system.*

I have read the School's Electronic Information System/Internet and Social Use Policy. In consideration for the privilege of my child using the School's electronic communications system and in consideration for my child having access to the public networks, I hereby release the School, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the types of damage identified in the School's policy and administrative regulations.

____ *I give permission for my child to participate in the School's electronic communications system and certify that the information contained on this form is correct.*

Signature of parent or guardian _____

Home address _____

Date _____ *Home phone number* _____



TRS LEAVE REQUEST FORM



Employee and Leave Information

Employee Name:	Date (s) Requested:			Hours Requested
	Month	Date	Time (s)	
Reason for Request:	From			
	To			

Type of Leave Requested

Annual Leave _____ Persona Leave _____ Sick Leave _____ Bereavement Leave _____

Employee Signature	Date
--------------------	------

NOTE: Employees, please check with Business Office on leave balances.

AP/Payroll Technician Review

	Annual	Sick	Personal	Bereavement
Available	_____	_____	_____	_____
Requested	_____	_____	_____	_____
Balance	_____	_____	_____	_____
AP/Payroll Signature _____				

Supervisor Review

Approved _____ Denied/Reason _____

Supervisor Signature _____ Date _____



THEODORE ROOSEVELT SCHOOL

APPENDIX XX-A CONFLICT OF INTEREST AGREEMENT

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of this policy is to provide employee with clarification on issues or acceptable standards of conduct regarding personal gain, relatives and transactions with outside firms and individuals.

Actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative of that employee. For the purposes of this policy a relative is a person who is defined as a relative under the School's hiring policy (see Section 2.06 – anti=Nepotism).

School business dealings with outside firms should not result in personal financial gains for any employee or his or her relatives (see Section 2.-6 – anti-Nepotism). An employee who has, or who's relative has a substantial personal interest in any decision of the School, shall make known the interest in the official records of the School, and shall refrain from participating in or influencing the School's position on any matter as an employee in such a decision. Personal gain may result not only in cases where an employee or relative has a significant ownership of a firm with which the School does business but also when an employee or relative receives any kick-back, bribe, substantial gift, or special consideration as a result of any transaction or dealings involving the School. All transactions that can be interpreted to involve personal financial gain shall require specific Board approval.

Additionally, no employee of the School shall accept gifts from any persons, group, or entity doing, or desiring to do, business with the School. The acceptance of any business related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

The undersigned employee, as evidence by their signature below has reviewed school policies 2.06; 2.07; 10.01, Article XIX; and the Federal Grant Construction Policies of the School; and the requirements of 43 C.F.R. 12.76, understands said policies and requirements, and agrees to comply with and be bound by said policies and requirements as an employee of the School. Employee understands that failure to comply with the above noted Conflict of Interest Provisions may result in disciplinary action up to and including termination.

I have been provided with a copy of this signed Conflict of Interest Agreement and understand that a signed copy will be placed in my personnel file.

User's Signature

Date



Theodore Roosevelt School

Warriors

P.O. Box 567

Fort Apache, AZ 85926

(928) 338-4464 Fax (928) 338-1009

Dr. Leon Ben, Chief School Administrator / Principal

Confidentiality Agreement

I, _____, understand that as an employee of Theodore Roosevelt School, I may have access to confidential and sensitive information regarding students, staff, families, and school operations.

I acknowledge and agree to the following terms:

1. I will not disclose any confidential information that I have access to during the course of my employment at Theodore Roosevelt School to unauthorized persons or entities.
2. I will use any confidential information solely for the purpose of fulfilling my duties and responsibilities as an employee.
3. I will ensure that any physical or digital documents containing confidential information are stored securely and accessed only by authorized personnel.
4. I understand that the obligation to maintain confidentiality continues even after my employment with Theodore Roosevelt School ends.
5. I understand that violation of this agreement may result in disciplinary action, including termination of employment and/or legal action.

By signing below, I affirm that I have read, understood, and agree to comply with the terms of this Confidentiality Agreement.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



Theodore Roosevelt School

Warriors

P.O. Box 567

Fort Apache, AZ 85926

(928) 338-4464 Fax (928) 338-1009

Dr. Leon Ben, Chief School Administrator / Principal

Name: _____

Grade/Subject: _____

Date of Request: _____

Video/Movie Details

Title of Video/Movie: _____

Rating: ☐ G ☐ PG ☐ PG-13* (*Requires justification and parental consent)

Duration: _____ minutes

Production Studio/Source: _____

Educational Purpose

Please explain how this video/movie aligns with your instructional goals and Arizona state standards:

Standards Alignment

List the relevant academic standard(s) this video supports:

- _____
- _____

Parental Notification

☐ I will send home a permission slip for parental consent (required for PG-13).

☐ I will offer an alternative assignment for students who opt out.

Screening Date(s): _____

Teacher Signature: _____

I certify that this video will be shown in an educational context, is relevant to current curriculum, and will be accompanied by pre- and post-viewing instruction.

Signature: _____

Date: _____

Administrative Use Only

Approved: ☐ Yes ☐ No

Comments/Conditions: _____

Principal Signature: _____

Date: _____



Theodore Roosevelt School

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Dr. Leon Ben, Chief School Administrator / Principal

Parent/Guardian/Caregiver Permission Slip for Educational Video/Movie Viewing

Dear Parent/Guardian/Caregiver,

As part of our ongoing efforts to provide engaging and meaningful instruction, your child's class will be viewing the following video/movie:

- **Title:** _____
- **Rating:** ☐ G ☐ PG ☐ PG-13
- **Duration:** _____ minutes
- **Subject Area:** _____
- **Viewing Date(s):** _____
- **Teacher:** _____

Educational Purpose

This video/movie is directly related to our current curriculum and is being used to enhance student understanding of the subject matter. Students will engage in guided discussions and/or assignments connected to the themes and content presented.

Please note:

- If the video is rated **PG-13**, it has been previewed and approved by school administration for educational value and appropriateness.
- An alternate assignment will be provided for students whose parents/guardians prefer they not participate in the viewing.

Parent/Guardian/Caregiver Authorization

☐ **Yes**, I give permission for my child, _____, to view the above video/movie in class.

☐ **No**, I do not give permission. I understand an alternative educational assignment will be provided.

Parent/Guardian Name (printed): _____

Signature: _____

Date: _____

Phone Number: _____

If you have any questions or concerns, please feel free to contact the teacher directly. Thank you for your continued support.

Sincerely,

Classroom Teacher