

## CHILD ABUSE

### INFORMATION FOR SCHOOL EMPLOYEES

This packet contains many of the basic indicators of child abuse and neglect, as well as information regarding your role in reporting it. Remember, you, as the individual who suspects the abuse, are legally responsible for making certain that the report is made to the designated agencies immediately. This legal responsibility is not satisfied by merely reporting your suspicion to other school personnel.

If you have reasonable cause to suspect that any child is being abused or neglected, please notify your building principal and counselor immediately! If you are unsure of what has occurred, ask the student only open-ended questions like “how did that happen” or “tell me about that bruise”. As soon as you have any indication of abuse or neglect, you need to immediately stop interviewing the child and contact your principal or counselor. **DO NOT CONTACT THE PARENTS!** CPS will contact them later if a report needs to be filed.

If you have any questions as to what constitutes abuse or neglect, or any other part of the process, please ask your principal or counselor, or call one of the agencies listed below:

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### CONTACTS AND PHONE NUMBERS

Building Principal		Counselor	
Dani Boyd	686-2119		
Jennifer Hall	686-2200	Jaclynn Watson	686-2116

If the building principal or counselor are not available, contact your building lead teacher.

#### Department of Health and Welfare

Kootenai County	208-769-1515
Benewah County	208-245-2541
CDA Tribe	208-686-6802

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## **WHAT IS CHILD PROTECTIVE SERVICES?**

CPS is one of the activities of staff in the Department of Health and Welfare. The law requires that CPS staff investigate reports of suspected child abuse or neglect. CPS seeks to assure the safety of children. Sometimes it is necessary to ask the police or the court to remove children from their home in order to protect them. Part of the job of CPS is helping parents get the services that are available to build a better family relationship. CPS takes as much time as possible to put parents in touch with organizations and people who can be of help.

## **WHAT IS YOUR ROLE AS AN EDUCATOR?**

Child abuse and neglect, a growing concern throughout the Pacific Northwest, as well as the rest of the nation, is a violation of children's human rights and an obstacle to their education and development. Educators have a special role in combating child abuse. Teachers and school staff have the opportunity to observe children over a period of time. In addition, the knowledge and training educators possess allow for skilled observation of a child's behavior and physical condition. Since abuse and neglected children are found in almost any school in the state, educators are in a unique position to identify and observe these children who need help and protection.

Beyond violating children's rights, the consequences of child abuse and neglect may remain with a child throughout his lifetime. The violence a child experiences may serve as a model for his own adult life. A child victim of today may become the child abuser of tomorrow. Early detection of child abuse and neglect is crucial in breaking this cycle of violence and preventing further physical and emotional damage to the child.

School personnel (including teachers, counselors, paraprofessionals, coaches, nurses and child care personnel) are required by Idaho statute to report suspected incidents of abuse and neglect. In doing so they have civil immunity under the law for good faith reporting. Failure to report can result in a misdemeanor charge under criminal penalties, or referral to the Professional Standards Commission for teachers.

This guide is designed to inform the educator about the signs and symptoms of child abuse and neglect, the reporting process and the resulting intervention by Child Protective Services (CPS).

## **REPORTING REQUIREMENTS:**

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment or neglect, shall report or cause to be reported within twenty four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health & Welfare.

Failure to report abuse, abandonment or neglect shall be a misdemeanor.

## **DEFINITIONS:**

**Abuse:** Any case in which the child has been the victim of: 1) conduct or admission in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling, failure to thrive, or death, and such condition of death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or the circumstances indicates that such condition or death may not be the product of an accidental occurrence; 2) sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photography, filming or depicting for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare or a mental injury to the child.

**Abandoned:** The failure of the parent to maintain a normal parental relationship with the child, including but not limited to reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year shall constitute prima facie evidence of abandonment.

**Neglect:** A child who is without proper parental care or control or subsistence, or education, medical or other care of control necessary for his wellbeing because of the conduct or omission of the parents, guardian or other custodian or the neglect or refusal to provide them; provided however, no child whose parent or guardian chooses for such child treatment by prayer through spiritual means alone in lieu of medical treatment, shall be deemed for that reason alone to be neglected or to lack parental care necessary for his health and well-being.

## PROCEDURE FOR REPORTING:

1. Any school district employee or volunteer shall report or cause to be reported any suspected child abuse, abandonment or neglect within twenty four (24) hours. The employee or volunteer may ask the building principal to call the appropriate agency on his/her behalf.
2. The reporting party (district employee or volunteer initiating the report) shall complete a written statement setting forth the reasons believed that a child has been abused, abandoned, or neglected. The date and time shall be set forth on the written report.
3. The agencies contacted and the names of the individuals with whom the reporting party spoke shall also be set forth.
4. Any prior suspicions shall also be set forth.
5. The written report shall be delivered to the building principal, who shall then deliver a copy of the written report to the superintendent.

In all cases, the building administrator or program supervisor shall be notified as soon as possible.

Because of the specialized training that may be necessary to conduct an investigation of alleged child abuse, abandonment or neglect, any formal investigations of the matter shall be conducted by the Idaho Department of Health & Welfare or the local law enforcement agency. All school district employees and volunteers shall cooperate with these organizations in their investigatory capacities.

**REPORTING IMMUNITY:** Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity in respect to participation in any judicial proceedings resulting from the report. Any person who reports in bad faith or with malice shall not be protected. Any privilege between husband and wife, or between any professional person, except the lawyer-client privilege, including, but not limited to, physicians, counselors, hospitals, clinics, day care centers, and schools and their clients, shall not be grounds for excluding evidence in any proceedings regarding the abuse, abandonment or neglect of the child or the cause thereof.

Any person who makes a report or allegation of child abuse, abandonment or neglect knowing the report to be false, or who reports or alleges such in bad faith or with malice, shall be liable to the person or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500.00), whichever is greater, plus attorney fees and costs of suit.

If the court finds that the individual acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.

## WHAT SHOULD EDUCATORS REPORT?

The following outlines indicators of abuse and neglect and should be used by the educator as a guideline for reporting. You do not need to know the details of the possible abuse or be certain whether or not an indicator means abuse has taken place in order to report. The reporting law specifies reporting when you have "**reasonable cause to believe that a child has suffered abuse or neglect.**" The severity of an indicator or statements by the child as to the non-accidental nature of the injury may indicate possible abuse.

### Indicators of Physical Abuse:

- Unexplained bruises and welts on any part of the body
- Bruises of different ages (various colors)
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, backs or buttocks
- Rope burns on arms, legs, neck, or torso
- Injuries inconsistent with information offered by the child
- Immersion burns with a distinct boundary line
- Unexplained lacerations, abrasions or fractures

### Indicators of Emotional Abuse:

- Lags in physical development
- Extreme behavior disorder
- Fearfulness of adults or authority figures
- Revelations of highly inappropriate adult behavior, i.e. being enclosed in a dark closet, forced to drink or eat inedible items

### Indicators of Sexual Abuse:

- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Refusing to change into gym clothes
- Child running away from home and not giving any specific complaint
- Pregnancy at 11 or 12 with no history of peer socialization
- Sexual knowledge, behavior, or use of language not appropriate at age level

### Indicators of Physical Neglect:

- Lack of basic needs (housing, clothing, food)
- Lack of essential health care and high incidence of illness
- Poor hygiene on a regular basis
- Inappropriate clothing in inclement weather on a consistent basis
- Consistent lack of supervision, especially for long periods
- Abandonment

## **Behavioral Indicators of Abuse & Neglect:**

- Wary of adult contact
- Frightened of parents
- Afraid to go home
- Habitually truant or late to school
- Arrives at school early and remains after school later than other students
- Wary of physical contact by adults
- Shows evidence of overall poor care
- Parents describe child as "difficult" or "bad"
- Inappropriately dressed for the weather -- no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse)
- Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful

**Note:** *Behavioral indicators in and of themselves do not constitute abuse. Together with other indicators they may warrant a referral.*

## **HOW DO I RESPOND TO A CHILD'S DISCLOSURE OF ABUSE OR NEGLECT?**

A student may tell you directly and specifically what is going on, or she/he may hint indirectly about a situation. Use your judgment in deciding how much to discuss the situation with the child. Often a child is willing to reveal the details of an incident only once. It is

important that the CPS worker be able to hear this directly from the child. The educator's role is not to investigate or verify the situation, but rather to make the report and set in motion the process of getting help for the child. Your support to the child is important. In order to do this, note these recommendations:

- Reassure the child that it is okay to tell what happened.
  - Tell the child what to expect. If you don't know, say so, but let the child know she/he can be supported by you.
  - Call CPS if you need help in determining "reasonable cause".
  - Project a calm, understanding and supportive attitude to the child.
  - Avoid having the child repeat his explanation to different staff
  - Let the child know that you must tell CPS to get help.
  - Reassure the student that it is not her/his fault
  - Trust your "gut" feelings.
  - Understand the importance of responding early.
  - Remember that an educator who reports in good faith is protected from civil liability.
  - Respect the child's privacy by not discussing the situation out of school.
  - Remember that reporting is a request for an investigation into a suspected case of abuse.
  - After reporting: It is important to maintain a supportive presence for the child.
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**SEXUAL HARASSMENT IS ILLEGAL  
AND IS A VIOLATION OF  
THE POLICIES OF  
PLUMMER-WORLEY JOINT SCHOOL  
DISTRICT NO. 44**

Sexual harassment includes sexual touching, graffiti or other written communication of a sexual nature, sexually degrading remarks or jokes, pressure for sexual activity or sexual favors.

If you believe you are a victim of sexual harassment, you have a right to report the harassment and request an investigation. The School District's policy provides that sexual harassment should be reported to a teacher, counselor, the building principal or the School District Human Rights Officer - Karyn Stockdale, P. O. Box 130, 1157 E. Street (District Office), Plummer ID 83851 - Telephone: (208) 686-1621. State law gives you the right to file a charge of discrimination with the Idaho Human Rights Commission, P. O. Box 83720, Boise ID 83720-0040, Telephone: (208) 334-2873. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual harassment.

**Plummer-Worley Joint School District**

**PERSONNEL**

5012  
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Sexual Harassment/Sexual Intimidation in the Workplace

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the District's Human Rights Officer, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow procedures as provided by the District.



The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Human Rights Officer for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Cross Reference: 3215 Uniform Grievance Procedure

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11  
Title IX of Education Amendments, 20 U.S.C. §§ 1681, et seq.  
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 08/08/2005

Revised on:

**Sexual Harassment/Intimidation of Personnel  
Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment by a student or employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately as set forth in this policy.

1. **Employee Reports:** Any employee who believes he or she has been the victim of sexual harassment or has knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts to the building principal, or if the alleged acts involve the building principal, to the School District Human Rights Officer. The report may be verbal or in writing. The use of a formal reporting form is not required. If the building principal receives a written report, the principal shall forward it immediately to the Human Rights Officer. If the building principal receives a verbal report, the principal shall notify the Human Rights Officer immediately, reduce the verbal report to written form within twenty-four hours and forward the written report to the Human Rights Officer. The report or complaint shall not be screened or investigated prior to transmission to the Human Rights Officer. Failure to forward any sexual harassment report or complaint as provided herein shall result in disciplinary action.
2. **Designation of Human Rights Officer:** The School Board hereby designates Karyn Stockdale, P. O. Box 130, 1157 E. Street (District Office), Plummer ID 83851, Telephone: (208) 686-1621, as the School District Human Rights Officer to receive reports or complaints of sexual harassment as set forth above. If the complaint involves the Human Rights Officer, the complaint shall be reported instead to the Superintendent.
3. **Confidentiality:** The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

**Investigation and Recommendation**

Upon receipt of a report or complaint alleging sexual harassment, the Human Rights Officer shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigator(s) shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent of Schools and the Human Rights Officer.

In determining whether alleged conduct constitutes sexual harassment the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

The School District Human Rights Officer shall make a report to the Superintendent upon completion of the investigation.

#### **School District Action**

1. Upon receipt of a recommendation that the complaint is valid, the School District will take appropriate action.
2. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### **Reprisals and Retaliation**

The School district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes all forms of intimidation, reprisal or harassment.

#### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse, including filing a charge with the Idaho Human Rights Commission, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### **Sexual Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment may constitute sexual abuse under Idaho Code 18-1506. In such situations, the School District will comply with Idaho Code 16-1619, and report the violation to the proper authorities.

Nothing in this procedure will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

#### **Discipline**

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Idaho Code, and School District policies. The School District will take such disciplinary action it deems appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

### Harassment Reporting Form

School \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

• Who was responsible for the harassment or incident(s)? \_\_\_\_\_

\_\_\_\_\_

• Describe the incident(s). \_\_\_\_\_

\_\_\_\_\_

• Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Were other individuals involved in the incident(s)?  yes  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Did anyone witness the incident(s)?  yes  no  
If so, name the witnesses. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Did you take any action in response to the incident?  yes  no  
If yes, what action did you take \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Were there any prior incidents?  yes  no  
If so, describe any prior incidents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures \_\_\_\_\_

**Plummer-Worley School District No. 44**

**PERSONNEL**

**5229**

Employee Use of Social Media Sites, Including Personal Sites

Because of the unique nature of social media sites, including personal sites, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

**Protect Confidential and Proprietary Information**

Employees shall not post confidential or proprietary information about the District, its employees, students, agents or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District.

**Do Not Use District Name, Logos, or Images**

Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause or political party or political candidate.

**Respect District Time and Property**

District computers and time on the job are reserved for District-related business. Employees shall not use District time or property on personal social media sites.

**On Personal Sites**

If you identify yourself as a District employee online, it should be clear that the views expressed, posted or published are not necessarily those of the District.

Policy History:

Adopted on: 6/13/2011

Revised on:

Recommended Practices for Use of Social Media Sites, Including Personal Sites

**Think Before Posting**

Privacy does not exist in the world of social media therefore the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster or the District. Search engines can turn up posts years after they are created, and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media, consider whether you should post it online.

**Be Respectful**

Posts should be considered carefully in light of how they would reflect on the poster, the District and/or its students and employees.

**Remember Your Audience**

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.

District Social Media Sites

**Notify the District**

Employees that have or would like to start a social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site.

**Have a Plan**

Districts should consider their messages, audiences, goals, as well as strategy for keeping information on social media sites up to date.

**Protect the District Voice**

Posts on social media sites should protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons and the determination of content.

Policy History:

Adopted on: 6/13/2011

Revised on:

# Internal Controls

## Money Handling

- **Do not keep money in your classroom.** Deposits are to be made **daily** by turning the cash/checks into the Office Manager of your building with a properly filled out form. No holding checks and then becoming stale dated which means after 6 months to a year you can't deposit the check in the bank.
- **No petty cash fund** is to be kept in classrooms or anywhere.
- When using a **receipt book**, be sure the composition of the deposit is included. **Was it cash, was it a check.** Mark it on the receipt what it consisted of.
- **School Stores...**Make sure you have a **tape from the store each day** as it is deposited.
- **Do not accept post-dated checks for any reason.** Example: Today is August 31st. A person writes a check today but dates it September 6th. That person passes away on September 4th. That check can't be deposited because it was written after the person passed away.
- Make sure **all cash and checks collected are recorded and receipted.** When you turn the funds into the office **each day**, fill out a form that the office manager has in place in that building. Verify and then hand in the funds. Use an adding machine tape and attach to the deposit you hand in. That way it can be compared by the office manager.
- **Do not cash a check for staff or student** if you have funds you are collecting from a fundraiser. The paper trail is inaccurate that you created and will not match the receipts you made.
- **Fundraisers...**Make sure the **building principal has approved** the fundraiser as well as the ASB. There is a Fundraiser form that is to be used. We don't want to flood the community with fundraisers, especially all at once. All food type sales/fundraisers are to be documented with the Food Service Supervisor. This includes bake sales or any food item being sold. See your building principal regarding food fund raisers.
- **Pop/Vending machine...2 people need to fill with inventory and collect the cash.** Make sure an **inventory process** is in place. Inventory needs to be taken **every time** it is stocked. Reconcile that your inventory **matches** the cash collected from the machine.
- **Most everything is taxable.** Anything with a set rate (gate receipts or set rate car wash) or if the person is receiving a product then it is taxable. Donations are not taxable but your fundraiser needs to clearly say donation. Raffle tickets are not taxable because they are not receiving a product. (Note: Idaho State tax rate is 6%.)

## ATHLETICS/ACTIVITIES:

- **Gate funds** from games need to have two people count and verify the cash at end of game.
- Cash boxes are to be **locked in the safe** at the end of each day/game.
- **Time cards are required for all athletic events** including ticket takers, line judges, bookkeepers, etc. They will be **paid through district payroll** once a month and not by the high school. Refs are paid through Refpay.

## EXPENDITURES:

- **Everything purchased is required to have a Purchase Order filled out ahead of time with all proper signatures approving purchase.** This includes ASB purchases. Each Purchase Order also needs a Purchase Order Number assigned to it **prior to purchase.** All back-up paperwork is needed for that purchase order including all receipts to balance to the transaction.
- **Do not take funds from a cash box and go purchase an item** at the store. Example: You are having a hot dog sale at your concession stand and you run out of buns. Do not take cash from the concession box and go to the store to purchase the buns. You need to have a PO set up **prior to the event** and charge the purchase at the store here in town. You can keep that purchase order open all year if need be, but be sure you have the approval prior. This would not allow for proper paying of sales tax and the accounting would be off. Be prepared and fill out purchase orders ahead of time.
- **If you have a school credit card, you still need to have a purchase order properly approved prior to any purchase.** You will be paying the school back if the purchase order is not completed first.
- We do look at purchases so be sure your purchase is a legitimate purchase. **Absolutely no alcohol purchased with a school credit card when traveling.** That is personal.
- **We require a W-9 on all vendors.** This includes any vendor that is paid out of the ASB funds as well as District. A W-9 is required before we make payment to that vendor. Please note this includes all vendors including staff and students. The W-9 asks for the vendors Tax ID number or Social Security number.