

Vaughn Municipal Schools Staff Handbook

2024-2025



**Spreading our Wings
&
Soaring to Excellence & Success**

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Vision

The Vision of the Vaughn Municipal School District is to provide an educational opportunity for each of its students that is unsurpassed and empowers all of its students to become everything that they can be.

Mission

DISTRICT MISSION AND BELIEF STATEMENT

The Vaughn Municipal School Board of Education, through its duties and responsibilities, believes and affirms that the primary mission of the Vaughn Municipal Schools is to make available to all its students' opportunities to develop the knowledge, skills, attitudes, habits, values, and character essential to enrich their personal lives. The board also believes that the primary purpose of the school is to help its students to develop relationships based on mutual respect, and to help them become effective participants in their chosen vocation.

The Vaughn Municipal School Board of Education believes its mission is to enable an active public school system that is directed toward the common needs of all children regardless of race, religion, gender, or socioeconomic status, while the program must recognize and account for the unique differences and needs of each individual student.

The Educational Philosophy of the Vaughn Municipal School Board

As the Board of Education of Vaughn Municipal Schools, we believe:

- ◆ That we are living in an ever-changing world and that education must be subject to change to meet the challenge of today and tomorrow.
- ◆ That education is a local function, a state responsibility, and a national concern.
- ◆ That we have a responsibility to our students to make available to them the opportunity to develop the knowledge, skills, attitudes, habits, and character essential to enrich their personal lives, and relationships based on mutual respect, and effective participation in a vocation of their choice.
- ◆ That an active public school system must be directed toward the common needs of all children regardless of race, religion, gender, or socioeconomic status, and that the program must recognize and account for the unique differences and needs of each individual student.
- ◆ That education is a profession and staff should be treated as professionals. The proper environment of mutual respect should prevail in the school system so that the talents of the staff may be fully realized.
- ◆ That the sum total of education demands the cooperative efforts of the students, teachers, staff, parents, and community.

VMS – Board of Education Goals

Increase the reading and mathematics ability of all of our students
Improve the standardized test scores throughout the district
Increase the amount of parent involvement
Continue improving the use of technology in the classrooms
Provide a safe learning environment for all students

VMS Instructional Program Objectives

The overall instructional program objective is to enable its students to do the following to the best of their abilities:

Learn how to learn and be active problem solvers
Acquire at least the basic skills in communication, mathematics, science, social studies, practical arts, and fine arts
Think objectively and creatively
Establish meaningful and satisfying interpersonal relationships based on honesty, fairness, and respect for everyone
Develop a positive, realistic concept of self

Become increasingly self-directed, self-disciplined, independent

Become knowledgeable and responsible citizens who can function effectively in an ever-changing global society

With input from all areas of the Vaughn school district, the following three disciplines have been identified for focus by the District. These measures have been approved by the Public Education Department in the Educational Plan for Student Success (EPSS) for Vaughn Municipal Schools.

READING – The percentage of student scoring at the proficient level in the area of reading on the NM-MSSA (New Mexico’s Measure of Student Success & Achievement) will increase as specified below:

Elementary grades 3-6 to 50%.

Jr. High & High School grade 7-12 to 50%.

MATHEMATICS – The percentage of student scoring at the proficient level in the area of mathematics on the NMSBA (New Mexico Standard Based Assessment) will increase as specified below:

Elementary grades 3-6 to 40%.

Jr. High & High School grades 7-12 to 40%

PARENT INVOLVEMENT – Improve parent engagement and support of their child(ren’s) academic achievement as a member of the school community to 100%.

Job Description for Teacher:

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs complex professional work, providing teaching and/or training services to students in general instruction or in a specialized subject or assigned group of subjects; motivates students to develop skills in assigned subject matters; performs related work as required. Works with general supervision. Works with Special Education teachers in inclusion classes. Limited supervision may be exercised over assigned paraprofessionals.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student(s) and school personnel information;
- Meets and instructs the students(s) in assigned locations and at the designated times;
- Designs coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- Plans instruction to achieve desired objectives that reflect the New Mexico Standards and Benchmarks and Common Core State Standards;
- Prepares for classes assigned, develops daily lesson plans, and makes lesson plans available to administrators;
- Diagnoses individual, group, and program needs and plans for the appropriate use of time, materials, and resources, including technology, to match the ability and needs of all students;
- Evaluates students' progress; provides students with specific evaluative feedback; maintains appropriate records and prepares progress reports;

- Uses a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning;
- Administers standardized tests in accordance with established procedures;
- Identifies and communicates specific student performance expectations; documents student learning gains using appropriate assessment instruments, on Academic Improvement Plans;
- Demonstrates an understanding of curriculum, subject, and current instructional practices;
- Creates learning experiences that make the subject matter meaningful for all students;
- Understands that students differ in their learning styles and differentiates instruction to meet diverse student needs;
- Uses appropriate materials, technology, and resources in a manner that promotes the development of critical thinking, problem solving, and performance skills;
- Selects, evaluates, and refines a variety of teaching methods and instructional strategies for the active engagement of students and improvement of student learning;
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate and safe supervision of students;
- Manages classroom procedures to maximize academic learning time, i.e., “bell-to-bell” instruction;
- Establishes and maintains positive rapport with students;
- Motivates students to achieve maximum potential;
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports any pertinent information to the building administrators in case of child endangerment, neglect, or abuse;
- Uses effective verbal, nonverbal, and media communication techniques to foster positive interactions in the classroom;
- Works collaboratively with staff, families, and community resources to support the success of a diverse student population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Takes responsibility for and participates in a meaningful and continuous process of professional development;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Works in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning;
- Provides service to the profession, the division, and the community;
- Complies with and supports school regulations and policies;
- Communicates with students, student counselors and parents through conferences and other means;
- Participates in district professional learning community, curriculum development, faculty committees, and student activity sponsorship as requested;
- Assumes responsibilities outside the classroom as they relate to school;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the building administrator(s) in accordance with the school/division policies and practices;
- Performs scheduled duties for extra-curricular activities;
- Attends school functions.
-

DUTIES AS ASSIGNED BY THE SUPERINTENDENT

Duties as assigned include, but are not limited to, the following without additional compensation:

- Attend senior graduation.
- Provide home game duties at one (1) home football game plus the Homecoming football game and parade.
- Provide home game duties at one (1) day of Eagle/Aguila Classic Basketball Tournament.
- Provide home game duties at a maximum of four (4) basketball games plus the basketball Homecoming game.
- Provide home game duties at a maximum of three (3) volleyball matches.
- Provide duties at one (1) Vaughn home track meet.
- Attend Winter Festival.
- Attend Community Budget Review.
- Attend other student/parent activities not included here.

Duties specific to high school teachers include:

- Duties as Class Sponsor, Yearbook, National Honor Society, Student Council, Spelling Bee, Reading Bee, Tutoring, SAT, Red Ribbon Week, Veterans Day, Science Fair and etc.
- Assist sponsored class to plan and complete Homecoming float on Friday before Homecoming
- Assist with planning and operation of fundraising activities.

Duties specific to elementary school teachers:

- Assist with planning and decoration of parent-student events
- Attend and assist with elementary fine arts activities.
- Yearbook, National Honor Society, Student Council, Spelling Bee, Reading Bee, Tutoring, SAT, Red Ribbon Week, Veterans Day, Science Fair and etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of subject(s) taught; thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to articulate oral presentations and deliver written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND EXPERIENCE

Teacher must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the State of New Mexico and School Board.

SPECIAL REQUIREMENTS

Teacher must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, staff, administrators, and parents. Candidate must demonstrate good moral character.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities, as a component of the Public Education Department Teacher Evaluation process.

Job Description for Educational Assistant

SUPERVISOR: Principal

GENERAL JOB DESCRIPTION: To provide opportunities for the teacher to attend to the individual needs of students. To provide assistance in preparing our students academically, socially and physically to become positive, productive participants in the 21st century.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Display a desire to work with students.
- Serve as a role model for students.
- Work as a member of the instructional team.
- Communicate effectively both verbally and in writing.
- Assist certified personnel in the school environment where individual differences are respected.
- Respond to students as individuals.
- Help to maintain cohesiveness in the school environment.
- Assist with supplementary work for students and supervise public study in the school environment.
- Use current technology for instructional management needs.
- Assist licensed personnel with student discipline.
- Assist in maintaining students' involvement in appropriate tasks.
- Provide assistance with individualized program materials.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Work under supervision of certified teacher(s) to prepare for classroom activities.
- Work with small groups of students to reinforce material initially introduced by the teacher(s).
- Assist individual children in need of special attention.
- Guide Public study, enrichment and/or remedial work set up by the teacher(s).
- Set up audiovisual equipment as directed.
- Assist in drill work.
- Assist with reading and/or storytelling.
- Assist small groups of students in the library or other settings.
- Participate in in-service training programs.
- Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
- Model acceptable social skills in working with students, teachers, parents, and supervisors.
- Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
- Respond to the unique needs of students with Individual Education Programs.

- Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal, and/or the superintendent.

SPECIAL REQUIREMENTS:

- Sitting, standing, lifting and carrying (up to 30 pounds), reaching, squatting, kneeling, and moving light furniture may be required.
- Knowledge of universal hygiene precautions.
- Must know how to properly operate or be willing to learn to operate all multi-media equipment, including current technology.
- Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hours work may be required. May make home visits when needed and appropriate.

QUALIFICATIONS:

1. High school diploma, of General Equivalency Diploma. Additional education and/or training are desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

KEYS

Every teacher may check out exterior keys to the building or buildings they are assigned and to their individual classrooms. Educational assistants may check out exterior keys to the buildings where they are assigned. Each classroom has a different key and each building has controlled access keypads, key cards, and keys. Keys are the responsibility of the person who checks them out and are not to be given to any non-school employee without express written consent from the superintendent or principal. Any employee who checks out a key will be responsible for the replacement of the key and the changing of the lock cylinders (re-keying) of any door the key fits should it be lost or stolen. When checking out keys, please review the key form to ensure you do have the listed keys and sign the key check-out form verifying you do indeed have the keys listed. You will be given a copy of this form.

TELEPHONE AND CELLULAR TELEPHONE USAGE

Telephones are installed in each classroom and other rooms throughout the school. These telephones are for business use. Students are not to use the classroom telephones except in an emergency. Teacher use of the telephones is limited to business use and should be used to make contact with the offices and parents and for other school related matters. Teachers and educational assistants will not be disturbed during class-time with incoming calls unless it is an emergency, but a message will be taken and given to the staff member so he or she can return the call. Should a staff member need to make a long distance telephone call that is work related, he or she may call the office and the secretary will make the call for the staff member and connect him or her when the call is answered.

The use of cellular telephones in the classroom, during instructional time, is prohibited. Personal calls or texting during class time are not allowed. Personal calls or texting using a cellular telephone are permissible during breaks and when students are not present. Personal calls or texting must be limited during the work day. Staff may use cellular phones to contact the office in cases of emergencies or for other school-related business when there is no access to a school telephone.

Teachers should not allow students to use their personal cellular telephones or other electronic devices to call, text, or use during the school day. Staff should require students to turn in all electronic devices. Students may not call others

from the classroom telephones or call or text from a staff member's cellular telephone. Should a student need to make a telephone call, the teacher should provide the student with a note in his or her agenda and send the student to one of the offices to make the telephone call. The staff member must write the reason for the need to make the telephone call in the agenda. The office secretaries will maintain a log of student telephone usage.

SCHOOL PURCHASES

In order to purchase items for school use, a purchase order must first be secured. The staff member should submit a completed requisition to the principal for consideration and approval. Incomplete requisitions will be returned. At least three sources must be considered when making purchases. For purchases less than \$500.00, catalogue or internet comparisons may be made with the lowest price accepted. Purchases of \$500.00 to \$1,000.00 require written or telephone quotes before a purchase order will be issued. Any purchase with a price of more than \$1,000.00 will require written quotes from vendors. In some instances, supplies or merchandise may come from only one source. If this is the case, the requisition should show that the vendor is a sole source. Some items may be purchased from one source due to the fact that the school is contractually obligated or has accounts with them. In this case, you may be required to obtain the items from that vendor or the minimum number of quotes may be waived. When the purchase order is complete, you will receive a copy and then you may make the purchase. **Making a purchase prior to the issuance of a purchase order will not be reimbursed and will be your responsibility for payment.**

LEAVE

All staff accrues one day of sick leave per month of contract. Teachers, educational assistants, and nine-month employees receive nine (9) sick days a school year. Of the nine sick days accrued, two may be used as personal days. More personal days may be granted with the permission of the School Board. In order to receive additional personal days, they must be requested in writing from the Board.

Teachers are encouraged to use sick leave when illness is severe or there is a chance of contagion to students and other staff members. However, as professionals, you are expected to use sick leave for illness and not personal matters or vacations. Students suffer every day that teachers are absent from the classroom. Excessive absences will be questioned and are a component of the annual evaluation.

Leave must be approved by the Principal prior to it being taken. For appointments, staff must turn in leave request forms as soon as possible to assist in securing a substitute for that day. For acute illnesses or emergencies, staff should call the Principal by 6:30 a.m. so arrangements can be made to have a substitute by the time school begins. **Teachers must submit one week (4 days) of emergency lesson plans to the Principal for use in the event of an unplanned absence.**

Personal leave for the Thursday before or Monday after a holiday (or day before and day after a holiday) will not be granted. Sick leave may be granted with a doctor's excuse. Personal Leave must be submitted to Principal's office at least 3 school days before the leave occurs.

Sick leave on the Thursday and Monday (or the last day of a school week and the first day of the next school week) will require an excuse from a doctor. Personal leave may be used on these days with prior approval.

Should an employee be unable to come to work due to car malfunction, inclement weather, or other unforeseen reasons, a personal day will be assessed to the employee. If no personal days are available, the employee must make a request for an additional personal day from the Board. If the personal day is granted it will come from the sick days accumulated. Should the Board not approve the personal day, it will be a day without pay and deducted from the employee's salary.

G-2500 © GCC

PROFESSIONAL / SUPPORT STAFF LEAVES AND ABSENCES

(Absent Without Leave)

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; *or*
- A reason that does not conform to any policy currently in effect; *or*
- Failure to report to work without prior notification to the Superintendent.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

G-2550 © GCCA

PROFESSIONAL / SUPPORT STAFF SICK LEAVE

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

Spouse	Grandparents	Niece or Nephew
Children	Grandchildren	Parents
Like relations created by marriage (e.g., stepchild, father-in-law, etc.)		Siblings

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent. No sick leave will be granted on Thursday and Monday without a doctor's certification.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Each staff member shall be credited with a sick leave allowance. Exempt employees may accumulate up to twelve (12) days at the rate of one day per contract month. Non-exempt employees may accumulate up to twelve (12) days, determined by the number of months employed:

Nine (9)-months employment ----- nine (9) days Twelve (12)-months employment ----- twelve (12) days

The unused portion of such allowance shall accumulate to a maximum of one hundred (100) days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below one hundred (100) days, an eligible employee may again accumulate sick leave up to the maximum limit. Upon termination of employment unused sick leave will not be compensated.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

G-2600 © GCCB

PROFESSIONAL / SUPPORT STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE

Each staff member will be granted personal leave not to exceed two (2) days per year deducted from their sick leave accumulation. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave unless considered an emergency by the approving administrator, and must be approved by the principal.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday, holiday weekend or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

Emergency Leave

Emergency leave shall be used at times when employees have no more sick or personal leave and extreme circumstances require their absence from their jobs. Up to two (2) days of emergency leave shall be made available upon notification of the immediate supervisor; if the supervisor is not notified the employee will be considered absent without leave and will receive disciplinary action. Emergency leave is not paid leave, but appropriate use of emergency leave will not result in reprimand or dismissal.

Victims Domestic Abuse Leave

An employee will be allowed intermittent paid or unpaid leave time of up to fourteen (14) days in any calendar year for up to eight hours in one day for the purpose of:

- Obtaining or attempting to obtain an order of protection or judicial relief from domestic abuse;
- Meet with law enforcement officials, consult with attorneys or district attorneys' victim advocates or attend court proceedings related to domestic abuse of the employee or the employee's minor child.

The leave will be allowed in increments of one-half (1/2) day of the normal work day for the employee. Such leave shall include any and all leave, compensatory time or any other paid for time off available to the employee before the imposition of unpaid leave time. The Superintendent may authorize up to fourteen (14) days of leave for the victim abuse purposes indicated above.

When the leave is taken, an emergency notice must be given to the Superintendent's office within twenty-four (24) hours of the type of leave requested. Other policies on notice for absence may apply. Verification will be required in the form of:

- A court order or other court evidence of the incident of domestic abuse;
- A written statement of appearance or schedule to appear as a victim or on behalf of a minor child victim in a domestic abuse incident made by an attorney, advocate or law enforcement official knowledgeable of the appearance.

Confidentiality of any disclosed material and a position of non-retaliation for use of such leave will be maintained by the district.

Emergency Responder Leave

Limited leave will be allowed to EMT's and Fire personnel and will be granted as needed subject to approval by the Superintendent.

An employee serving as a volunteer emergency responder in a declared emergency of up to ten (10) regular business days by the State Governor or President of the United States may not be terminated, demoted or discriminated against in the terms and conditions of employment. The employer may charge regular pay against the employee for the time the employee is absent from employment due to service as an emergency responder.

LEGAL REF.: 12-10-C1 *et seq.* - Voluntary Emergency Responder
Leave Act

50-4-2 *et seq.* - Domestic Abuse Act

G-2900 © GCCC

PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated or support staff for up to, but not longer than, one (1) year.

Leave of absence may be requested for, but not limited to, the following purposes:

- For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- To provide for an unpaid leave in a situation where the employee will be absent from work because of (a) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or (b) failure to report to work without prior notification to the Superintendent.
- For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.

A leave of absence requested pursuant to this policy may be:

- Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or
- Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

All other applications for leave of absence may be granted or denied by the District, in its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District. All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted.

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PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY FACT SHEET NO. 28: THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

The FMLA became effective on August 5, 1993 for most employers and entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12)-month period for specified family and medical reasons. Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA). Public Law 110-181, expanded the FMLA to allow eligible employees to take up to twelve (12) weeks of job-protected leave in the applicable twelve (12)-month period for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to twenty-six (26) weeks of job-protected leave in a "single twelve (12)-month period" to care for a covered service member with a serious injury or illness.

Employer Coverage

FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), *and* private-sector employers who employed fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

Employee Eligibility

To be eligible for FMLA benefits, an employee *must*:

- work for a covered employer;
- have worked for the employer for a total of twelve (12) months;
- have worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months; and
- work at a location in the United States or in any territory or possession of the United States where at least fifty (50) employees are employed by the employer within seventy-five (75) miles.

G-2950 © GCCD

PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE

The Board recognizes the fact that its employees have citizenship responsibilities. In order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to military services or to attend training for the Military Reserve or National Guard. When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or principal.

Subpoena

The District shall not discharge, discipline, or otherwise penalize an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. The leave will be charged to the District if the subpoena is related to school business or upon the District's request. It will be without pay or charged to personal business otherwise.

Jury Duty

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

- Only the regular salary may be received by an employee on jury duty.
- It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
- An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed.

Military Leave

- An employee who is a member of the army or air national guard or army, air force, navy, marine or coast guard reserves shall be given not to exceed fifteen working days' military leave with pay per federal fiscal year when they are ordered to duty for training, such leave to be in addition to other leave or vacation time with pay to which such employees are otherwise entitled.
- An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.
- The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:
 - Was employed by the District.
 - Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
 - Has a cumulative period of service in the uniformed services not exceeding five (5) years.
 - Was not released from service under dishonorable or other punitive conditions.
 - Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.

LEGAL REF.: 20-4-7 NMSA, Military leave for National Guard and Reserves.

38 U.S.C. 4301 *et seq.*, Uniformed Services Employment and Reemployment Rights Act

G-2981 © GCCD-E

PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE

Part 200 - Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994
Appendix to Part 1002 –

Your Rights Under USERRA

The Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Enforcement

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints

G-5350 © GCO

EVALUATION OF PROFESSIONAL STAFF MEMBERS

The Board believes the procedures by which professional employees are supervised and evaluated must provide the employee and the supervisor the opportunity to identify both strengths and weaknesses and to work cooperatively toward satisfactory work performance. Each licensed professional staff member shall devise a professional development plan for the coming year which shall be a part of the evaluation process.

The Superintendent shall develop and implement a systematic plan for the evaluation of all licensed professional employees. The plan shall be consistent with all state statutory and regulatory requirements.

Classroom or site visitations shall be made to document the employee demonstration of the standards and competencies set forth by the State, the Secretary of Public Education and the Board. A written report of the evaluation will be prepared, reviewed with the employee and filed in the employee's personnel record. No evaluation report shall be placed in an employee's record without review and discussion between the employee and the employee's supervisor. An employee in disagreement with the contents of the evaluation report may submit a written rebuttal to be attached to the report and kept on file.

LEGAL REF.: 22-10A-19 NMSA (1978)

22-10A-21 NMSA (1978)

22-10A-22 NMSA (1978)

22-10A-23 NMSA (1978)

22-10A-24 NMSA (1978)

22-10A-25 NMSA (1978)

22-10A-26 NMSA (1978)

22-10A-27 NMSA (1978)

22-10A-28 NMSA (1978)

22-10A-29 NMSA (1978)

22-10A-30 NMSA (1978)

6.67.2.8 NMAC

6.69.3.8 NMAC *et seq.*

6.69.2.8 NMAC

6.69.4.1 *et seq.*

^G-5361 © GCO-R

REGULATION

EVALUATION OF PROFESSIONAL STAFF MEMBERS

Purpose:

The purpose of evaluation shall be the improvement of performance. Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The following statements give more specific purposes for evaluation:

- Evaluations determine how well the objectives held by the school are being carried out. The success of the educational program is dependent upon the quality of classroom instruction, supervision, and administration.
- Evaluations provide the basis for motivation and for self-improvement, permitting personnel to be aware of their strengths and weaknesses in order to improve.
- Evaluations provide a basis for planning in-service training and supervisory activities. Such activities can be most effective when they are based upon clear evidence of need as shown by evaluation studies.
- Evaluations provide the basis for administrative decisions. Such decisions may include the employment of personnel, their assignment, promotion, demotion, or termination.
- Evaluations aid in determining satisfactory or unsatisfactory performance.

Evaluators

The Superintendent shall designate the evaluators. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation.

The District is responsible for ensuring that evaluators have been trained and approved by the Public Education Department.

Licensed Teacher Evaluation

Classroom visitations by evaluator. Formal observations shall be spaced and of sufficient duration (minimum of *thirty* [30] uninterrupted minutes) so as to ensure that the evaluators have an opportunity to grasp an overall concept of a person's performance over a full schedule. Two formal observations will be conducted using the NM Public Education Department Teacher Evaluation Tool.

Formal observations are prearranged through initiation by either the observer or the teacher. Formal observations shall be defined as those that are written and provide an opportunity for a pre-observation conference and follow-up conference. Informal observations may be made at the discretion of the administrator.

Procedural steps in the process of evaluation:

- At the beginning of the school year, the principal shall assign a mentor for all Level One teachers whose responsibilities shall be defined in a program established by the District in accord with statute and submitted to the Public Education Department as required.
- At the beginning of the school year, the Principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan that will include student test scores, multiple measures accepted by the Public Education Department, including teacher attendance, and two formal observations.
- A professional development plan shall be devised by each teacher and provided to the evaluator on a schedule as determined by the evaluator.
- Evaluators will conduct informal Walkthroughs using the NM Teach Observation Protocol and provide written feedback in digital form to teachers. Teachers are expected to have daily lesson plans available for evaluators, as well as having posted daily student learning objectives and Common Core State Standards for lessons.
- Observations in the classroom shall be completed using the NM Teach Observation Protocol consisting of four rubrics for Domains 1 to 4. Data will be recorded digitally, a copy sent to the teacher and a copy uploaded into the Public Education Department database using Teachscape. Observations for Domains 2 and 3 must be submitted to the Public Education Department by October 15 and March 15; observations for Domains 1 and 4 will be submitted by December 15 and March 15.
- An opportunity for a conference shall precede and follow each formal observation-visitiation.
- A written record shall be made of each formal observation, with a copy to the observed. The observation will be uploaded to the Public Education Department through Teachscape. The observation is only one component of the teacher's evaluation. All teachers at Vaughn Municipal Schools will be evaluated using the NM TEACH observation tool which includes Domain 1 (Planning and Preparation), Domain 2 (Creating an Environment for Learning), Domain 3 (Teaching for Learning), and Domain 4 (Professionalism).
- The official evaluation, consisting of a minimum of two formal observations of each Domain for all teachers Levels 1-3, as well as student test scores, and attendance, shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation. Each teacher will receive a rating provided by the Public Education Department: Ineffective; Minimally Effective; Effective;
- A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the Principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.
- All evaluations shall remain confidential.
- Teachers who have been evaluated following the above procedure and whose results are either "Ineffective" or "Minimally Effective" will be placed on a Professional Growth Plan.

Frequency of written evaluations: Two formal observations will be conducted annually for every teacher.

Evaluation schedule:

All teachers, Levels 1-3, will be observed using the NM Teach Observation Protocol on the schedule specified by the Public Education Department: observation one for Domains 2 and 3 by October 15, and Domains 1 and 4 by December 15; observation two for all Domains by March 15.

The Principal and/or Superintendent shall establish a mentoring and peer intervention program for any teacher scoring as Ineffective or Minimally Effective in any of the Domains 1-4. The Principal and/or Superintendent may also recommend that the teacher study articles, books, or videos of best practices designed to assist the teacher to be rated as Effective or higher on Domains that were rated Ineffective or Minimally Effective. If the employee is unable to demonstrate satisfactory performance and competency by the end of a period of sixty (60) calendar days, the Principal will place the teacher on a Professional Growth Plan. If the teacher does not improve to Effective in a given school year, the School District shall provide the teacher with additional professional development and peer intervention during the following school year. If by the end of that school year the teacher does not receive a rating of Effective or above, the District may not renew the teacher's contract for the next year (terminate).

- At least fourteen (14) days prior to the last day of the school year, the Board shall authorize, as necessary, and send notice to employees who will be terminated. A copy of any evaluation(s) pertinent to the charges not to reemploy will be included in the written notice of termination.
- This written notice of termination shall be delivered personally or sent by registered or certified mail with delivery by a time certain prior to the last day of the school year, to the teacher's place of residence, as recorded in the District's records.
- Subject to the provisions of NMSA the Superintendent shall offer to each Level Two and Level Three teacher under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the Local School Board gives notice to the teacher of the intent not to offer a contract and to terminate the teacher as provided in NMSA.
- All provisions of the New Mexico Revised Statutes shall be complied with in the dismissal of continuing teachers.

Evaluation program. The specific format for the teacher evaluation system will be developed in compliance with Policy GCO, this regulation, NMSA, and NMAC under the leadership of the Superintendent.

Compliance with Public Education Department (PED) Regulation 6.69.4, Performance Evaluation System Requirements for Teachers, will be completed as specified in the teacher performance evaluation for three-tiered licensure.

Growth plans may also be created when job performance is lacking or other problems arise that require immediate action.

TEACHER COMPETENCIES

It shall be the responsibility of the teacher to know the professional competencies that must be maintained for the level of licensure under which the teacher is licensed. Teacher competencies will be addressed during a meeting with the principal in which the Professional Development Plan (PDP) is created. The PDP will be created by the teacher in consultation with the principal. Professional Development Plans will be finalized and signed by both the teacher and the principal. PED regulation requires that the teacher and the school principal create the Professional Development Plan (PDP) no later than forty (40) days after the first day of each school year. The Plan must have measurable objectives, and must be based on, among other things:

- The nine teacher competencies and indicators for the teacher's licensure level,
- The previous year's annual evaluation (if applicable), and
- Assurance

Each of the three levels of licensure has nine (9) common competencies with differentiation occurring through license level-specific indicators. The performance evaluation system will indicate a teacher's proficiency in these license level-specific indicators and competencies. The nine common competencies are:

1. The teacher accurately demonstrates knowledge of the content area and approved curriculum;
2. The teacher appropriately utilizes a variety of teaching methods and resources for each area taught;
3. The teacher communicates with and obtains feedback from students in a manner that enhances student learning and understanding;
4. The teacher comprehends the principles of student growth, development and learning, and applies them appropriately;
5. The teacher effectively utilizes student assessment techniques and procedures;
6. The teacher manages the educational setting in a manner that promotes positive student behavior, and a safe and healthy environment;
7. The teacher recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept;
8. The teacher demonstrates a willingness to examine and implement change as appropriate; and
9. The teacher works productively with colleagues, parents, and community members.

More information regarding teacher competencies and evaluation can be found at TeachNM.org

GRADUATION

ALL teachers are required to attend the senior graduation exercises. The 2022 graduation is May ____, 2022.

SCHOOL CANCELLATIONS

School may be cancelled due to inclement weather or other reasons beyond our control. The school calendar of 160 days allows for two days that students may miss without making the days up. Should there be more than two days of cancellations, the school days with students will be made up on Fridays as per the school calendar. All school cancellation days will be made up by teachers and staff. If possible, these days will be made up on the Fridays enumerated on the school calendar.

G-5150 © GCMF

PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES

A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.

Any person violating this prohibition by teaching sectarian doctrine in a public school shall be immediately discharged from further employment with a school district.

Adopted: date of manual adoption

LEGAL REF.: 22-10A-27 through 22-10A-31 NMSA (1978)
22-13-15 NMSA (1978)

STAFF DRESS CODE

The Board of Education and Administration cooperatively endorse the belief that our school staff should continuously strive to model positive behavior in all areas of school activity. This opinion applies to staff dress and appearance. A staff person should project a positive self-image, dress professionally, display enthusiasm in the school environment, and model the positive behavior desired by the school board and administration in order to represent the district appropriately.

Staff may not wear visible body jewelry in piercings other than in their ears. Staff clothing must cover all tattoos.

Staff members are encouraged to wear clothing in school colors or with school logo at athletic events or Spirit Days.

*** As duties vary, staff members may dress appropriately for those duties.**

I-6411 © IJNDB-R
REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.

- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.

PAYROLL PROCEDURES / SCHEDULES

No individual shall be placed on the payroll or receive salary adjustments without prior written authorization of the Superintendent.

Salary checks will be issued semi-monthly during the term of contract or agreement with the District in twenty-four (24) equal installments. The pay dates shall be on the fifteenth (15th) and thirtieth (30th) of each month. During summer breaks, paychecks will be mailed to the address authorized, designated to be picked up or direct deposited.

In lieu of receiving a salary check, employees may request to have their salary directly deposited to the banking institution of their choice. In order to receive direct deposit benefits, the employee must provide the Business Manager with required documentation and sign the proper forms. The employee will receive the check stub indicating the amount of the deposit and all withholdings for the pay period.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

CASH IN SCHOOL BUILDINGS

Monies collected by school employees shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit, or within 24 hours. All monies collected by teachers must be taken to the secretary of the school in which they are assigned. The secretary and the teacher will count the money and the teacher will receive a receipt for the deposit.

In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

STAFF CONDUCT WITH STUDENTS

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to respect all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be

required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action.

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GBEC

DRUG - FREE WORKPLACE

No employee shall violate the law or District policy 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. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

ALCOHOL USE BY STAFF MEMBERS

(Illegal Drugs)

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

An employee of the District who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:

- The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.
- Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.

G-1961 GBPD-R
REGULATION

DRUG AND ALCOHOL TESTING OF EMPLOYEES (Other than Transportation Employees)

Substance use that impairs the job performance of an employee will be considered proper cause for disciplinary action up to and including termination, even for a first offense.

The following procedures shall be adhered to in enforcing the policy:

- Responsibility for enforcing these procedures shall be placed with, and shall be considered incumbent on, the Superintendent.
- Drug and alcohol testing shall be required as follows:

Testing shall be required whenever an individual charged with enforcing these procedures has reason to suspect that an employee's job performance has been impaired by the use of alcohol or a drug.

When possible, the reason(s) shall be documented by an affidavit signed by the person who observed the employee and the employee's supervisor.

Post-accident testing shall be required whenever the supervisor has reason, based on knowledge of the events and circumstances of the accident, to suspect that the employee's involvement in the accident was influenced by the use of alcohol or a drug.

When possible, reason(s) shall be documented by an affidavit signed by the employee's supervisor.

Procedure for testing:

Facilities selected by the District shall provide the testing. A list of authorized facilities shall be maintained by the District.

When reason exists to suspect that the use of alcohol or a drug contributed to or influenced either an employee's impaired job performance or an accident involving a vehicle used to transport students or equipment used by the employee in such job performance, the employee shall immediately be transported to an approved testing facility by a member of the staff designated by the Superintendent.

Testing may include a preliminary examination by medical personnel. Tests that will detect the use of alcohol or a drug will be administered. The tests that may be administered to detect alcohol or a drug are breath analysis, urinalysis, and blood analysis.

- A positive test shall be reason to recommend termination.
Administrative leave is authorized until the test results are available. The District shall pay the employee for the test day and the time off while awaiting the results.
- An employee who refuses to cooperate in such testing, or who tests positive, shall be directed to take alternate transportation home or to a destination where assistance is available. As a last resort, a transportation staff member may be directed to transport the individual to an appropriate destination using a District vehicle. If an employee insists on driving from the premises, local law enforcement authorities shall be notified.

The District shall assume the costs of the drug and alcohol testing of any employee.

Appeal of test findings:

- The District, in cooperation with the testing facility, shall develop a procedure for the employee to obtain a second laboratory opinion on the test findings.
- The employee shall be notified of the procedure for obtaining a second laboratory opinion on the test findings.

Penalties:

Refusal to immediately take a test, or failure to cooperate fully as requested during testing procedures, shall be considered an act of insubordination and is cause for termination.

A staff member with the responsibility of enforcing these procedures who has knowledge of a violation and does not act according to the District policy and procedures shall have violated District policy, and such violation is cause for termination.

An employee having a positive test indicating use of alcohol or a drug under the above-described circumstances shall be recommended for termination.

Nothing in this procedure shall in any way limit the authority of the District to utilize information other than drug and alcohol testing in the discipline and termination of employees for drug and alcohol use.

STAFF GRIEVANCES

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

When employees have grievances, they should first attempt to resolve them with the person (s) responsible. If a resolution cannot be reached, they should write out the grievance and present it to the administration. If the employee’s concern is not resolved by the subsequent actions of the administration, a formal complaint must be filed if the matter is to be given further attention.

The formal complaint must be filed within fifteen days of the time the complainant knew or should have known the complaint existed.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following

notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

Limitations: The following situations are not covered by the grievance procedure:

- The discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by the designated evaluator(s).
- A personnel decision made by the Superintendent including, but not limited to, a termination or discharge, a demotion, transfer, assignment or Board action directly and adversely affecting an employee's employment that may be subject to redress through provisions of State law and regulation.
- Situations in which the Superintendent and the Board are without authority to act or where the power to remedy the employee's concern resides exclusively with some person, agency or authority other than the Board.
- Situations as to which a different procedure for remedy has been provided by the Board, or where District procedure is prescribed by State or Federal authority.
The decision of the Board is final.

**G-1811 © GBK-R
REGULATION**

STAFF GRIEVANCES

Definitions

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment.

A *grievant* shall be any employee of the District filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation thereof, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A *day* is any day during which the District conducts business. The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

Formal Level

Level I. Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's

terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought. NEW MEXICO SCHOOL BOARDS ASSOCIATION 11/16/09

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

Level II. In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

Level III. If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent for consideration by the Board.

General provisions:

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within fifteen (15) days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance. The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Board or the Superintendent.

No person(s) shall suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of the use of the grievance procedure.

Whenever possible, a grievance conference or hearing, at any level, shall be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.

A grievant requiring the attendance and testimony of other employees shall have the right to bring such witnesses as are willing to testify on behalf of the employee. When hearings must be scheduled during the work day, any necessary substitutes or released time shall be provided at District expense.

A separate file shall be maintained by the District for all grievances. All documents produced during the processing of a grievance shall be filed therein. All parties shall maintain confidentiality with regard to the proceedings and the resolution of the grievance shall not be made public unless agreed to by the grievant and the Superintendent, or unless the grievant pursues the matter beyond this policy.

Nothing contained herein shall be construed to limit, in any way, the ability of the District and the grievant to resolve any grievance by informal means, and nothing herein shall be construed as requiring resorting to the formal procedures when grievable problems arise.

All grievances shall be filed and processed on grievance forms provided by the District and made available at each school and building site.

The grievant may be represented by legal counsel or union representative, if applicable, in conferences or hearings, except the informal conference. Any representative who intends to represent a grievant at a conference or hearing shall notify the Superintendent of that intention within a reasonable time before the conference or hearing. Failure to do so may justify postponement of the conference or hearing or suspension of the deadline while the Superintendent arranges for or consults with District legal counsel.

The grievance proceedings shall focus only on the issues raised by the written grievance as filed and any related issues as the parties in interest may agree to have considered.

Threats

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including contacting law enforcement, seeking injunctive relief or any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

**G-0211 © GBA-R
REGULATION**

EQUAL EMPLOYMENT OPPORTUNITY

Compliance Officer:

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure:

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with statutes may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines:

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

PROHIBITED PERSONNEL PRACTICES

(Whistleblower)

Retaliatory Action Prohibited

It is a prohibited personnel practice to take a retaliatory action against a public employee for the following activities if, in good faith, the employee believes that the action they have taken is based on an act or failure to act on the part of the school district which constitutes unlawful or improper activity:

- communicating to a public body or third (3rd) party,
- providing information to, or testifying before a public body,
- objecting to or refusing to participate in an activity, policy or practice of a public body.

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PROHIBITED PERSONNEL PRACTICES

(Whistleblower Protection Act Summary)

It is a prohibited personnel practice to take a retaliatory action against a public employee for the following activities if, in good faith, the employee believes that the action they have taken is based on an act or failure to act on the part of the school district which constitutes unlawful or improper activity:

- communicating to a public body or third (3rd) party,
- providing information to, or testifying before a public body,
- objecting to or refusing to participate in an activity, policy or practice of a public body.

Damages

A public employer that violates the provisions of the Whistleblower Protection Act shall be liable to the public employee for actual damages, reinstatement with the same seniority status that the employee would have had but for the violation, two (2) times the amount of back pay with interest on the back pay and compensation for any special damage sustained as a result of the violation. In addition, an employer shall be required to pay the litigation costs and reasonable attorney fees of the employee. An employee may bring an action pursuant to this section in any court of competent jurisdiction.

Affirmative Defense

It shall be an affirmative defense to a civil action brought pursuant to this section that the action taken by a public employer against a public employee was due to the employee's misconduct, the employee's poor job performance, a reduction in work force or other legitimate business purpose unrelated to conduct prohibited pursuant to the Whistleblower Protection Act and that retaliatory action was not a motivating factor.

Remedies

The remedies provided for in the Whistleblower Protection Act are not exclusive and shall be in addition to any other remedies provided for in any other law or available under common law. Nothing in the Whistleblower Protection Act precludes civil actions or criminal sanctions for libel, slander or other civil or criminal claims against a person who files a false claim under that act.

Applicability

The provisions of this act apply only to civil actions that occurred on or after July 1, 2008 for damages resulting from retaliatory action filed within two (2) years from the date on which the retaliatory action occurred.

WORKERS' COMPENSATION

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

Compensation Claims

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:

Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays two-thirds [2/3] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or

Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.

An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties.

The outside work or self-employment by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the District.

- Raise a question of conflict of interest - for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

Therefore, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

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GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS

Gifts

An employee, or that person's family, shall not knowingly accept from a restricted donor a gift of a market value greater than two hundred fifty dollars (\$250) and a licensed educator must not accept a gift with a market value exceeding one hundred dollars (\$100). A restricted donor is a person or agent of a person:

seeking a transaction with the donee's agency.

who will be directly and substantially affected financially by performance of the donee's duties or the effect will be greater on a class of persons to whom the donor belongs than to the general public.

with a matter pending before a regulatory agency in which the donee has discretionary authority.

who is a lobbyist or a client of a lobbyist with respect to matters within the donee's jurisdiction.

An employee shall not solicit gifts or donations for a charity in such a manner that it appears that the purpose of the donor in making the gift is to influence the employee in the performance of an official duty.

(Definitions for the terms gift, family and restricted donor can be found in the Gift Act cited below for purposes of interpreting the above section of policy.)

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

**GENERAL REQUIREMENTS FOR
ELEMENTARY & HIGH SCHOOL**

1. Be on time. The school work day normally begins at 7:30 a.m. and ends at 4:00 p.m. However, teachers should be prepared to either arrive earlier or remain later when meetings or other activities are scheduled.

The administration will make every reasonable effort to schedule meetings in advance. Teachers are to be in the school and ready to work at 7:30 a.m. (*See Work Day under heading of Job Description for Teachers.*)

2. Do not leave students unsupervised.
3. Duty begins at 7:45 a.m. and duty teachers must be at their duty area at that time. Remain on duty until the duty period is complete.
4. Morning, breakfast, lunch, recess, and afterschool duty will be assigned by the principal.
5. Report injuries promptly to the administrator/designee and complete an accident report form in detail.
6. **ALL** teachers are on supervision duty between classes. As soon as the bell rings, teachers are to **stand outside their doors** to supervise students in the hall. Teachers should be outside supervising students as they leave school at 3:45 p.m. for elementary and 3:50 p.m. for High School.
7. If you need office supplies or other classroom supplies, turn in a list to either the high school or elementary office and the supplies will be ready for you to pick up within 24 hours if they are available.
8. Elementary teachers will escort their classes to the bus area and ensure students make their way safely to the parking lot for parent pick-up or the bus loading area for bus loading.
9. Teachers are to keep classrooms in an orderly fashion.
 - a. It is up to the teachers to keep the room neat. Custodians will sweep and empty trash each day and mop once a week.
10. Phones, including cell phones, are not to be used during class time. The secretaries will take messages and put them in your mail box.
11. **Lesson plans are due to the Principal prior to school on Monday mornings.**
12. Make detailed lesson plans when a substitute is to take your place. Turn in to the office three (3) sets of emergency lesson plans by August 18th. If there are emergency lesson plans on file, please review them and update for this school year. After they are used, please update them and return them to the office.
13. Turn off lights in your room or building when you leave. If you are the last to leave please make sure windows are shut and doors are locked.
14. It is your responsibility to be familiar with Board policies, student handbook rules, and rights and responsibilities of students.
15. Request custodial or maintenance services through a work order on Maintenance Direct.
16. Do not allow visitors into your classroom without a pass from the office and prior administrative approval.
17. **You must accompany and keep your classes together when attending assemblies and supervise them through the assembly.**
18. Cell phones are not allowed during instruction time unless it is an emergency call such as 911.
19. Teachers are responsible for all issued supplies and materials. Recycle when appropriate.
20. Shred any confidential student paperwork that needs to be disposed of.

PLAYGROUND

Playground supervisors should be stationed so that all areas of the playground can be monitored.
DO NOT STAND TOGETHER

EDUCATIONAL FIELDTRIPS

1. Teachers are in charge, not the bus driver.
2. Provide an itinerary to the office prior to leaving the campus. If possible provide the itinerary and speak with the bus driver early to ensure your plans are possible.
3. Be organized – have appropriate documentation. (seating chart, group list with adult in charge, P.O.'s)
4. Justification for the field trip must be given when requesting the trip. Standards and Benchmarks are to be used to provide justification. All field trips must have an educational purpose.
5. Trips must be included in lesson plans that provide pre and post field trip activities.
6. Prior to the trip, reinforce student behavior expectations.

7. Student discipline is to be maintained by teachers and staff assigned to the trip. Teachers and staff may not sleep while in transit. The bus driver is not the disciplinarian on the bus or at the event.
8. Ensure there are signed permission forms for each student attending the trip. (Maintain the permission forms with the sponsor during the trip.)
9. Provide a list of all students going on the trip to the office prior to leaving the campus.

NEW MEXICO'S CODE OF ETHICAL RESPONSIBILITY OF THE EDUCATION PROFESSION

TITLE 6 CHAPTER 60 PART 9	PRIMARY AND SECONDARY EDUCATION SCHOOL PERSONNEL-GENERAL PROVISIONS LICENSURE REQUIREMENTS, CODE OF ETHICAL
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RESPONSIBILITY OF THE EDUCATION PROFESSION

6.60.9.1 **ISSUING AGENCY:** Public Education Department
 [6.60.9.1 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.2 **SCOPE:** All licensed personnel. The New Mexico public education department (PED) hereby sets minimal standards of accepted ethical behavior and professional conduct in education that are applicable to all licensed school personnel, instructional personnel under contract, including any other person who provides instructional services in a school but who does not hold a standard license and whose presence is authorized by the PED through a waiver, substandard license, substitute license, or an educational plan approved by the PED.
 [6.60.9.2 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.10 **FAILURE TO COMPLY WITH THIS CODE:** The PED finds that adherence to this code of ethical responsibility has a significant bearing on licensed personnel's competence, turpitude or the proper performance of their duties. It makes the same finding for any other person providing instructional services in a school who does not hold a standard license but whose presence is authorized by the PED through a waiver, substandard license, substitute license, or an educational plan approved by the PED. Both the code of ethics and standards of professional conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students and parents. However, the standards of professional conduct establish minimal standards of acceptable professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the professional licensure bureau ("licensure bureau") may revoke or suspend the licensure of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this regulation, and who after hearing, is found to have failed to comply with one or more of the enumerated provisions of the standards of professional conduct set forth in 6.60.9.9 NMAC, above, exclusive of the preamble. All hearings and attendant notices shall be conducted and served pursuant to either 6 NMAC 4.2.4.4 or 6 NMAC 4.2.4.5.
 [6.60.9.10 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.12 **REPORTING REQUIREMENT:** It is the duty of each school superintendent to provide written notification to the director of the licensure bureau after taking final action to discharge or terminate the employment, based in whole or in part on a violation of the standards of professional conduct, of any certified school employee, or any other person providing instructional services in a school who does not hold a standard license but whose presence was authorized by the PED through a waiver, substandard license, substitute license, or an educational plan approved by the PED.
 [6.60.9.12 NMAC - N, 04-30-01; A, 10-17-05]

STAFF CONDUCT
(Standards of Professional Conduct)
Preamble

We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

Standard I – Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 et seq., 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 et seq., NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;

shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;

shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a

licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;

shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;

shall not give a gift to any one (1) student unless all students situated similarly receive or are offered gifts of equal value for the same reason;

shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;

shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:

- all forms of sexual touching, sexual relations or romantic relations;
- inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;
- any open displays of affection toward mostly-boys or mostly-girls; and
- offering or giving a ride to a student unless absolutely unavoidable as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;

shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:

making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and

creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

Standard II – Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

- shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;
- shall not orally or in writing misrepresent our professional qualifications;

- shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;
- shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;
- shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;
- shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;
- shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;
- shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;
- shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;
- shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:
 - making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;
 - making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;
 - displaying or distributing any sexually oriented materials where the above-named individuals can see them; and
 - creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;
- shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 *et seq.*) or contacting appropriate school human resources personnel;
- shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;
- shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;

- shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- shall not engage in any outside employment:
 - the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
 - where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
 - that impairs our physical ability to perform our school duties;
- shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
 - in connection with our official school duties;
 - in connection with another licensed person's official school duties;
 - in connection with any standardized or non-standardized testing;
 - in connection with any school application or disclosure process; and
 - in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;
- shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- shall not engage in any conduct or make any statement:
 - that would breach the security of any standardized or non-standardized tests;
 - that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions;
 - that would give students an unfair advantage in taking a standardized or non-standardized test;
 - that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and
 - that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;
- shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace.
- shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials; and
- shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;
- shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:
 - striking, assaulting or restraining a student for no valid reason;
 - using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;
 - bringing firearms onto school property or possessing them on school property, except with proper authorization;
 - possessing or consuming alcohol beverages at school;
 - possessing or using illegal drugs;
 - being under the influence of alcohol or illegal drugs at school;

- actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and
- engaging in favoritism or preferential treatment toward any school employee or applicant in regards to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;
- shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9 NMAC with a student or other school employee to the local school authority within 30 days of obtaining such knowledge. **(6.60.9.7 DEFINITIONS:** "Ethical misconduct" means behavior or conduct engaged in by a licensed or certified school employee that violates the minimal standards of accepted ethical behavior and professional conduct listed in the standards of professional conduct section of this rule, or that constitutes the grounds for revoking licensure listed in 6.63.8 NMAC except for failure to meet level 3-A competencies.)

[6.60.9.7 NMAC - N, 10-31-06]

Sanctions

The standards of professional conduct establish minimal standards of accepted professional conduct with which all educators and administrators are required to comply. Therefore, the Secretary of Education through the professional licensure unit ("licensure unit") of the public education department (PED), may revoke or suspend the licensure of any person, or may deny applications for licensure or re-licensure to any person, who is within the scope of this regulation and who after hearing is found to have failed to comply with one (1) or more of the enumerated provisions of the standards of professional conduct set forth in Section 6.60.9.9 NMAC, exclusive of the preamble.

In General

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

LEGAL REF.: 22-5-4.4 NMSA (1978) 6.60.9.9 NMAC 6.68.2 NMAC 6.68.3 NMAC

CROSS REF.: GCF - Professional Staff Hiring

JIC - Student Conduct

JK - Student Discipline

KFA - Public Conduct on School Property

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REGULATION

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of tobacco in any form, including e-cigarettes.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.

- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- In addition to the foregoing, all staff members are expected to:
- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school and at all times to present a professional, business like, image to students, parents and the public.
- Comply with the requirement of 22-5-4.4 NMSA 1978 by immediately reporting student drug or alcohol use or abuse to the Superintendent or the administrator who is their immediate supervisor.
- Guard against misappropriation of school assets and immediately report suspected theft or fraud to their immediate supervisor and/or the Superintendent.

Employees of the District who violate these rules are subject to disciplinary action.

Disclaimer

No handbook can be all inclusive of situations that might arise. The Superintendent or his/her designee may issue directives and regulations that are in compliance with School Board Policy. Such directives or regulations will become part of this handbook whether they are new, amendments, or cancellations. Incidents or direction that is not provided in this handbook will be addressed by the Principal or the Superintendent. In all matters, the Vaughn Municipal School Policy will take precedence.

FORMS

Vaughn Municipal Schools Affidavit for Lost Receipts Travel and Per Diem

I, _____, certify that actual receipts for expenses in the amount of \$_____ incurred while in the conduct of school business for the Vaughn Municipal School District, located in the State of New Mexico, were lost or not obtainable. The travel took place on the date(s) of _____.

Date Expense Incurred	Lodging Expense Amount	Meal Expense Amount	Other Expense Please explain and include amount for each.

This form must be submitted with a completed district Travel Reimbursement Request form.

Administrator's Signature

Date

Employee's Signature

Date

**Vaughn Municipal Schools
Travel Reimbursement Request**

Name: _____ **Title:** _____ **School Department:** _____

Departure Date: _____ **Time:** _____ AM or PM **Starting Point:** _____

Returning Date: _____ **Time:** _____ AM or PM **Destination:** _____

Purpose of Trip:

Per diem rates shall be paid to board members and employees only in accordance with the provisions established by Rule 95-1 Department of Finance and Administration, Regulations Governing the Per Diem and Mileage Act. Per Diem rates shall be paid without regard to whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the district, the employee is entitled to reimbursement only for actual expenses. All district employees are classified as occasional and irregular travelers.

With prior written administrative approval for travel, which extends the normal workday, salaried employees and school board members are entitled to per-diem expenses as follows. Reimbursement for actual expenses for lodging and meals is not to exceed two hundred fifteen dollars (\$215.00) per day.

1. Reimbursement for actual expenses for lodging when 24 hours or more is required; and,
2. Reimbursement for actual expenses for meals not to exceed Fifty Nine dollars (\$59.00) per day; and,
3. Reimbursement for other expenses; Receipts Not Required, and Receipts Required; or
4. Per-Diem calculated as follows:

LENGTH OF TRAVEL TIME:

RATE

Partial Day Per Diem Rate. (Less than 24 hours when overnight lodging is not required)

- | | | |
|----|---|---------|
| a. | Less than 2 hours beyond the normal working day: ----- | None |
| b. | 2 hours, but less than 6 hours beyond the normal work day: ----- | \$20.00 |
| c. | 6 hours, but less than 12 hours beyond the normal work day: ----- | \$42.00 |
| d. | 12 hours or more beyond the normal work day: ----- | \$59.00 |

Overnight Travel (When overnight lodging is required)

- | | | |
|----|---|----------|
| e. | Salaried employee in State for every 24 hour period: ----- | \$157.00 |
| f. | Salaried employee out-of-state and special-instate cities for every 24 hour period: ----- | \$210.00 |
| g. | Board Members, in State for every 24-hour period: ----- | \$157.00 |
| h. | Board Members, and salaried employee out-of-state special for every 24-hour period: ----- | \$210.00 |
| i. | Or actual lodging and meal expenses. | |

Special Area Designation; In State shall be Santa Fe. The out of state special areas shall be the areas of New York City, Washington, D. C., Chicago, Los Angeles, San Francisco, Palm Springs, San Diego, Atlanta, Boston, Las Vegas, Atlantic City, Philadelphia and Dallas/Fort Worth designated as metropolitan by the most recent edition of the Rand-McNally road atlas, and areas outside of the continental United States including Alaska and Hawaii.

Selected Items: _____ **Total Hours:** _____ **Amount Due: \$** _____

ADVANCED PER DIEM

Per Diem may be advanced before the travel occurs only with prior written approval of the administration. Per Diem will be calculated and advanced at 80% of the estimated cost. The balance will be reimbursed after the travel and will be calculated on actual per diem rates due for travel incurred.

AMOUNT ADVANCED \$ _____

Superintendent or Designee Signature

Vaughn Municipal Schools

P.O. Box 489
101 East 4th Street
Vaughn, NM 88353

Phone: 575-584-2283 *Admin. Fax: 575-584-2355 H.S. Fax: 575-584-2253
Spreading our Wings & Soaring to Excellence and Success.

Vendor

REQUEST FOR PURCHASE ORDER

Ship to: Vaughn Municipal Schools
101 East 4th Street
P.O. Box 489
Vaughn, NM 88353

DATE: _____

Phone: _____
Fax: _____

Budget Line Item Account # _____
Office Use Only

Requestor: _____

Purpose: _____

Date Required: _____

<i>Qty.</i>	Item Number	Description	Unit Price	Extended Price

Provide price/quote from alternative vendors (Circle one)

Price/Quote Comparisons: Phone Catalogue Written (attach)

Shipping/Freight _____

Total Requested: _____

Source #1 _____ Price: _____

Source #2 _____ Price: _____

Source #3 _____ Price: _____

Superintendent Signature _____

Business Manager _____

Principal Signature _____

Vaughn Municipal Schools

P.O. Box 489
101 East 4th Street
Vaughn, NM 88353

Phone 575-584-2283 * Fax 575-584-2355

Spreading our Wings & Soaring to Excellence & Success.

School Board Members
Mr. Rudy Martinez, Pres.
Mrs. Antonia M-Sanchez
Mrs. Delila Aragon, Sec.
Mr. Chris Matson, Mem.
Mrs. Beatrice Garduno,

Success.

Administrators

Administrators
Mr. Lyndsey Padilla, Superintendent
Ms. PamelaAnn Roybal, Principal
Ms. Danette Madrid, Business Manager
Mr. Michael Velasquez, Counselor.

REQUEST FOR LEAVE OR TRAVEL

Staff Member: _____ Date of Request: _____

I would like to request leave for: _____

Date/s

_____ Hrs. Sick Leave	_____ I will not need a substitute.
_____ Hrs. Personal Leave	_____ I will need a substitute for
_____ Hrs. Vacation Leave	the following day/s: _____
_____ Hrs. Bereavement Leave	the following hours: _____
_____ Hrs. School Activity*	My lesson plans are: _____
_____ Hrs. Professional Leave*	_____ location
_____ Other*	

***Please explain the purpose served by the professional leave, school activity, or other leave.**

* School vehicle requested _____ Number of students attending _____

Personal vehicle use, pre-approved _____

Administrator's Signature

Consult policies of the Vaughn School Board of Education for regulations concerning leave.

Please fill out a request for leave as soon as you know you will need to take leave. All leave must be pre-approved. In the event of an emergency or sudden illness, please notify the Principal 575-799-0291 by 6:30 a.m. of the school day you will be absent. This is especially important if your position requires a substitute.

Approved _____ Disapproved _____

Staff Member's Signature

Date

Administrator's Signature

Date

A COPY OF YOUR APPROVED OR DISAPPROVED LEAVE SHEET WILL BE PLACED IN YOUR MAILBOX



Vaughn Municipal Schools

P.O. Box 489
101 East 4th Street
Vaughn, NM 88353
Phone 575-584-2283 * Fax 575-584-2355

Spreading our Wings & Soaring to Excellence & Success.

SCHOOL ACTIVITY PROPOSAL

ITEMS TO CONSIDER WHEN PLANNING SCHOOL ACTIVITIES

TODAY'S DATE: _____

CLASS: _____ SPONSOR: _____

DATE & TIME OF PLANNED ACTIVITY: _____

CHECK ONE:

ACTIVITY: _____ FUNDRAISIER: _____

EXPLAIN: _____

LOCATION: _____

REPRESENTATION BY PARENTS: _____

WHO MAY ATTEND: _____

SCHOOL VEHICLE REQUESTED: _____

APPROVED BY PRINCIPAL: _____

APPROVED BY SUPERINTENDENT: _____

DATE OF APPROVAL: _____

VAUGHN MUNICIPAL SCHOOLS

STAFF CONTACT INFORMATION

24-25

Name: _____

Position: _____ Location: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone: (_____) _____

Cell Phone: (_____) _____

Message Phone: (_____) _____ (In case you cannot be contacted at other numbers)

School e-mail: _____

Other e-mail: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: (_____) _____

Cell Phone: (_____) _____

Other Phone Number: (_____) _____

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
ELECTRONIC INFORMATION SERVICES USER AGREEMENT
VAUGHN MUNICIPAL SCHOOLS

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
ELECTRONIC INFORMATION SERVICES USER AGREEMENT
VAUGHN MUNICIPAL SCHOOLS

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____
(Employee or Student)

Signature _____ Date _____

School _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Vaughn Municipal Schools

DRUG - FREE WORKPLACE NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy 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. 1308.11 through 1308.15.

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 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 District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, 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.

Any employee who violates the terms of the District's drug-free workplace policy 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.

Printed Name

Signature

Date

Witness for Vaughn Municipal Schools

Date

Vaughn Municipal Schools

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Printed Name

Signature

Date

Witness for Vaughn Municipal Schools

Date

Board or Education

Rudy Martinez President
Antonia Martinez-Sanchez Vice President
Delila Aragon Secretary
Chris Matson Member
Mary Aragon Member

Vaughn Municipal Schools
101 East Fourth Street
P.O. Box 489
Vaughn, NM 88353

Phone (575)584-2283

Fax (575)584-2355

Administration

Mr. Lyndsey Padilla, Superintendent
Ms. PamelaAnn Roybal, Principal
Ms. Rosette Madrid

Acknowledgement of Receipt of District Staff Handbook

I _____ received the 24-25 Vaughn Municipal Schools

Staff Handbook on _____.

Staff Signature

Date

Witness for Vaughn Municipal Schools

Date

