

Purpose

These pages were written to provide a bank of common knowledge for use in maintaining smooth school operation. It is not all-inclusive nor is it to be considered final in any way. It was designed to be used in conjunction with the Board Policy Manual. Familiarity with the Board Policy is especially important.

Vision Statement

To provide for our students' future by achieving excellence in education through leadership, character and community partnership.

Mission Statement

The District is committed to providing all students with the tools to meet national and state educational standards while instilling healthy social and physical skills. To develop the full potential of each individual to succeed in a global community.

District Goals

1. Finances: Long-term plans – better information systems
2. Personnel: Seek, retain and support highly qualified staff
3. Develop strategies and implement programs to assist in fostering better parent and community involvement
4. Focus on core curriculum to include health and physical education programs K-12
5. Implementation of strategies and programs to assist students who are not meeting standards and benchmarks..

GENERAL INFORMATION

All school duty assignments will be made by the administration.

All reports pertaining to school, attendance, transfers, etc. will be handled by the administration.

All bills owed by students must be paid in the secretary's office. Final report cards will be held until a student's outstanding debts with the school are paid in full.

The administration will check all inventories for accuracy.

The administration will handle the contracting of interscholastic athletic contests and the hiring of officials.

Staff Development meetings/In-Service: All scheduled staff development meetings/in-services must be attended. Employees may be docked if they do not attend a scheduled staff development day. A request for leave may not be approved if the request is for the day(s) before or after a holiday unless there are extenuating circumstances. Leave will not be approved for a scheduled staff development day.

Lunchroom Personnel: The hiring of extra help and substitutes will be administered through the Superintendent. Likewise, all reports, the purchasing of equipment, etc. will be handled through the Superintendent as well. A requisition must be submitted and approved before any purchase is made.

Custodians: All custodians will be under the direct supervision of the administration. All purchases must be approved by the Superintendent.

VISITORS

According to state law, all visitors must check in with the school office. Once visitation approval has been obtained the student's teacher will be contacted and a member of the office staff will accompany the visitor to the child's classroom.

Adult visitors are always welcome. We enjoy having the opportunity to show them the many interesting and educational activities that are taking place at our school.

PURCHASE OF SCHOOL MATERIALS

A purchase requisition must be submitted and Superintendent approval obtained before an item is purchased. The District will not pay for any purchases that are made without prior approval. Subsequently, all items purchased without prior Superintendent approval belong to the purchaser.

PROCEDURES FOR EARLY DISMISSAL

The Superintendent and/or his/her designee is responsible for making the decision to dismiss school.

These procedures have been developed in an attempt to avoid the various problems that may arise as a result of an early dismissal.

Early dismissal may occur as a result of severe weather or any other emergency.

After the decision is made, the following steps will be taken:

1. The Quemado School secretary will call and inform the Datil School;
2. The Quemado School secretary will contact the bus drivers in Quemado;
3. One or more members of the Quemado School office staff will call the parents of every Quemado School student and inform them that school will be dismissed early. They will also state the time of dismissal;
4. The Datil School secretary will notify the parents of every Datil School student and inform them that school will be dismissed early. They will also state the time of dismissal.
5. The Superintendent will notify KOB radio.

CODE OF ETHICS

The Board of Education subscribes to the following beliefs regarding the shared responsibilities of School Board members and teachers. (In this statement, “teacher” refers to any member of the teaching profession.)

1. All teachers and Board members must recognize that it is the legal responsibility of the Board to determine final educational policies even though teachers participate in the formulation of those policies;
2. Teachers and Board members must take official business through the proper channels and must not disclose confidential information;
3. Teachers and Board members must recognize their obligation to develop and foster a growing appreciation and understanding of the principles of democracy; while they refraining from imposing their personal views on others;
4. Teachers and Board members must always give a fair amount of notice in due time in all cases of appointment, resignation, or termination of service;
5. All teachers and Board members must refrain from disparaging coworkers and predecessors;
6. Teachers and Board members must remain impartial in all relationships with students and parents;
7. A teacher should receive candid appraisal of his/her work and administrators and/or supervisors should assist them with any problems; the Board is responsible for providing any needed supervisory assistance;
8. Teachers are encouraged to actively participate in local, state and national professional associations; the Board will actively participate in the work of the State School Board Association;
9. Teachers must use ethical procedures in securing positions and maintaining salary schedules; the Board must use ethical procedures in filling positions and maintaining salary schedules. When giving recommendations, Board members and administrators should be frank and honest in their evaluations of employees;
10. Teachers must assume responsibility for the welfare of their students and show sympathetic understanding of student problems; the Board must provide the type of working environment that makes such understanding possible;
11. Teachers should encourage students to develop, respect and strive for excellence in all of their undertakings; the Board is responsible for establishing and maintaining the policies that are conducive to such consideration;

12. Teachers should make an effort to maintain good mental and physical health as well as a wholesome attitude; the Board should provide a teaching environment that is conducive to good health;
13. Teachers should strive to improve their professional performance through continued study, travel, wholesome human relationships and participation in professional and community life; the Board should stimulate and encourage the professional growth of its teachers. Both Board members and teachers should encourage promising students to enter the teaching profession; and
14. Teachers should be proud of their profession; the Board should be proud of its teachers.

PERSONNEL RESPONSIBILITIES

ADMINISTRATIVE PROCEDURES/GUIDELINES FOR FACULTY/STAFF

1. Copies of an official college transcript and a New Mexico Teaching License must be on file in the Superintendent's office by October 10 or no paycheck will be issued. THERE WILL BE NO EXCEPTIONS;
2. As required by law, personnel files must include a proper certificate stating that you are free of communicable diseases. This certificate is due in September;
3. A Withholding Exemption Certificate must be on file prior to the issuance of your first paycheck;
4. The following required deductions will be withheld from your paycheck each pay period:
 - a. Federal income tax
 - b. State tax
 - c. Retirement (E.R.A.)
 - d. NM Retiree Health Care (NMRHC)
 - e. F.I.C.A. (Social Security)

If desired, you may also have the following deductions taken at your own expense:

- a. Hospitalization insurance (see item No. 5 below)
- b. Life insurance
- c. Disability
- d. Dental insurance
- e. Annuity
- f. Scholarship Foundation
- g. Credit Union
- h. Deferred Comp

Please feel free to ask questions about the computation of your salary;

5. Employees may also join Blue Cross/Blue Shield or Presbyterian as part of our school group insurance program. The District pays a percentage of the premium based on the following salary schedule:

75%	Salary less than \$15,000
70%	Salary \$15,000 - \$20,000
65%	Salary \$20,000 - \$25,000
60%	Salary \$25,000 or more

6. Every full-time teacher earns nine days (72 hours) of sick leave per school year. Teachers may use sick leave in the case of a serious illness in the immediate family, death in the family or personal illness. Leave may accumulate up to 75 days (600 hours). Two days (16 hours) of personal leave are earned each year and may be

accumulated up to four days (32 hours). Personal leave may not be used during an in-service or training day. Personal leave requests for the day before a scheduled school vacation may not be approved by administration. Please see the Board leave policy. All personal and professional leave must be approved at least one week in advance;

7. The office must be notified before an employee leaves school premises during the school day;
8. Teachers should leave the classroom neat and orderly, with its room doors and windows locked and the lights turned off;
9. School employees must not allow students to leave the school campus unless they have received prior permission from the administration;
10. Teachers must not permit students to leave their classrooms during class unless there is an emergency or they are asked to do so by an administrator or counselor. **All students are required to have a hall pass.** Students are not allowed to access the lockers during class time unless a teacher gives them permission to do so;
11. All complaints must be handled through the administration (Principal, then Superintendent) first and if necessary later on in the process, by the Board at a regular meeting. Please see the Grievance Procedure in the Board Policy Manual.

RESPONSIBILITY TO THE ADMINISTRATIVE STAFF

In general, teachers will be responsible to the administration in matters pertaining to general administrative routine, pupil discipline, curriculum, methods of instruction, teacher relations, supplies and equipment and school plant (including repairs and janitorial service).

Special requests and complaints should be taken up with the administration rather than directly with members of the Board of Education. The Board requires such matters be brought to their attention through the Superintendent.

BUILDING RESPONSIBILITIES

A teacher should never leave an unsponsored group in the building. (This includes dressing rooms, athletic fields, etc.) During class, teachers should only leave his/her area of responsibility in an emergency. Another faculty or staff member should immediately be dispatched to cover the class.

All teachers should inspect their area of responsibility each class period to ensure that paper and litter are kept off the floor and desktops. (This includes the library, gym, shop, etc.) Students should clean up litter prior to the dismissal bell.

Every possible means should be used to discourage and prevent students from leaving books and other personal property lying around the building.

There is a great investment in our buildings and equipment. Please be on the alert to ensure that students do not misuse school property. Teachers are responsible for the care of equipment and furniture in their rooms and it are expected to take measures to prevent the marring or destruction of equipment. Please inspect the furniture in your room every few days to make sure it is not being marked or defaced. We advise teachers to assign seats so that student responsibility can be more easily determined. Good citizenship cannot be developed unless the idea of respect for property is thoroughly taught to students. It is the policy of the administration to require students who willfully destroy or misuse school property to put it back in the condition it was originally in either by repair or replacement. Students should not be allowed in the building without the supervision of a school employee. Employees should never give out keys to students.

Teachers are not to make unnecessary requests of the custodians. All requests for any particular job are to be made through the office via a work order request form. Urgent matters should be assigned a one, less urgent a two, etc.

The most attractive classrooms are those that are well-ventilated, well-lighted, orderly, clean, neat and interesting.

No group is allowed in the building at night without a sponsor. Sponsors should always arrange ahead of time for night meetings. In general, this type of meeting is discouraged. The sponsor will be responsible for unlocking the doors and assume all responsibility for the building. He/she should see that it is locked properly before leaving. The administration should be informed of nighttime meetings in advance and all necessary paperwork must be completed before the meeting occurs. Only meeting members are permitted in the building.

DRESS AND PERSONAL APPEARANCE

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean. Appropriate appearance includes:

- A. Apparel: Employees should wear appropriate, clean and pressed business attire. A complete list would be impossible to write but the following are a few examples of what is considered inappropriate attire:
 - 1. Faded and/or tattered jeans and shirts displaying advertising or writing;
 - 2. Overalls, sweatshirts/pants, shorts and tank tops;
 - 3. Clothing with spaghetti straps, clothing that reveals bare backs, midriffs, or shoulders (i.e., any revealing or provocative clothing).
- B. Hair: Hair should be clean, combed and neatly trimmed or arranged. This pertains to sideburns, mustaches and beards;
- C. Personal Hygiene: Good personal hygiene habits must be maintained.

PROCEDURE

The supervisor is responsible for evaluating the dress and appearance of employees under his or her supervision. If an individual is not appropriately dressed and groomed the following steps shall be taken:

- A. On the first occasion, an oral warning shall be given to the employee and the District's dress and appearance standards will be reviewed with the employee;
- B. On the second occasion, the employee shall be given a written warning. The individual will be expected to change the inappropriate dress/grooming;
- C. On the third occasion, the employee will receive a letter of reprimand and a copy of the letter will be placed in their personnel file.

GENERAL REGULATIONS/GUIDELINES

1. Teachers are expected to be on duty by 7:40 a.m. A teacher should not leave his/her assigned area as long as there are students present. Teachers may go home for lunch. The workday ends at 4:10 for those who do not have extracurricular duties. Those who are on bus duty are to be there by 3:50 p.m. Be on time. See the Before and After School Bus Duty Schedule.
2. It is a teacher's responsibility to maintain frequent contact with parents. They should be notified if any concerns about students' academics or behavior arise. Parents must immediately be contacted in the event of a failing grade.
3. The bell system is operated by an electric clock. There is a five-minute warning bell in both the Vo-Ag building and gym to allow for cleanup and changing of clothes.
4. Students should not play or visit in the halls. After dismissing a class, teachers should position themselves at their classroom door so that students are aware of their presence and they can monitor the activity taking place in the hall.
5. Teachers who observe a student misbehaving should correct such behavior whether the student is under their direct supervision or not.
6. All elementary students should be on the playground during play periods when the weather is good. Playground supervision by a member of the faculty or staff is required at all times. Be on time. Make an attempt to get every student to participate in some form of organized play. Happy playground experiences carry over into the classroom...and so do the unhappy ones.
7. Sick students should be reported to the school nurse. The nurse or office will contact the student's parent or guardian and may take the student home. A student will not be taken home unless we know a parent or guardian will be there.
8. Copy machines may be used before or after class hours or during a prep period. Do not leave your class unattended to make copies.
9. Never leave a class unattended. If there is an emergency, call the office on the intercom or send a student to the office for assistance via a hall pass.
10. If a teacher must bring his/her children to school during non-school hours, the children must remain in the teacher's room for supervision purposes.
11. Students should not play around the school after they have been dismissed. Be on time with dismissal at the close of the day since we have a bus schedule to meet. Students remaining after school are presumed to be under the supervision of a coach, a teacher or a sponsor.

12. We have a closed campus at noon for elementary and 7th –11th grade students. Seniors and 10th - 11th grade honor students may leave campus at noon in accordance with Board Policy.
13. Lunches may be purchased ahead of time in the office. Lunch is \$2.00 per day for all students. Breakfast is served in the classroom free of charge to all students. Adult lunch trays are \$3.25; a bowl of the main dish only is \$2.00. Extra milk is \$.40.
14. Teachers are not expected to purchase teaching materials at their own expense. They should not purchase items for their classroom and expect reimbursement without obtaining prior approval via a requisition.
15. Copies of weekly lesson plans must be e-mailed to vbrea@quemadoschools.org by 8:00 a.m. every Monday. Unless teachers have received prior permission (except for P.E., athletics or elementary recess) classes are to remain in the classroom for instruction the entire class period.
16. Teachers are to call Mrs. Bunney, 773-4615, if they need a substitute. Notice should be given as soon as possible and no later than 6:30 a.m. Plan your work so that a substitute can step in with a minimum of disruption in the educational program. Employees should obtain and fill out a form for non-emergency leave prior to being off. Emergency leave forms may be filled out when the employee returns to work.
17. Please do not take care of personal business during school hours unless there is an emergency. The teacher shall devote his/her time to the duties of their job during work hours.
18. Only the school nurse will dispense medicine that a doctor prescribes and/or medication that a parent sends with their student. No other medication will be given to a student. If the nurse is not present, students should see Sandra Heinsohn in the business office for medications.
19. Teachers should check their personal mailbox at noon and the end of each day. Please be sure your mailbox is empty at the end of the school day. Communication that does not warrant a faculty meeting will be handled through this method.

TELEPHONE USE

The number of telephones is limited in our building. Therefore they are available for school business and emergency use only. Only emergency calls can be received during class. Messages will be taken and calls may be returned during a prep period, lunch or before and after school.

LIBRARY

We have one librarian and a library assistant who operate the library. Magazines and books will be checked out by the librarian or designee. Leave the library neat and clean at all times. Students should be encouraged to practice proper library decorum. No library keys will be given out. If an employee needs in the library arrangements should be made with the librarian or assistant.

SAFETY INSPECTION

Every staff member should critically inspect his/her work area to discover and eliminate possible dangers to our students. This inspection should be made regularly. Please notify the office of existing dangers as soon as possible.

ARRIVAL AND DEPARTURE OF TEACHERS

- A. All teachers are to be at school by 7:40 a.m. At the end of the lunch or lunch recess period, all teachers should be at the door to their respective rooms before students are admitted. Habitual tardiness may result in a salary deduction and administrative action;
- B. Duty assignments will be assigned on an equitable basis;
- C. All teachers should remain in the building until 4:10 p.m. Teachers must obtain permission from the administration if they need to leave before this time. If a teacher leaves before the 4:10 p.m. contract time he/she will be docked personal day hours or pay.

FACULTY MEETINGS

The administration will set aside and publicize a time for teachers' meetings. Meetings are mandatory.

PREP PERIODS

The administration has attempted to provide a "prep period" for each teacher. The time is to be used for planning, grading papers, administrative conferences, parent-teacher conferences, etc.

AGENTS AND SALESMEN

Agents and/or salesmen will only be allowed to talk with teachers during their prep period. Permission must be obtained from the administration in advance.

USE OF AUDIO-VISUAL EQUIPMENT

Each teacher that wishes to make use of audio-visual instruction should learn to operate the machines. All electronic equipment must be checked out through the librarian and returned to the library the same day.

Teachers must be particularly careful when selecting videos to show their students. Only movies/videotapes that pertain to planned lessons may be used. Videos must be approved in advance by the administration. A Video Approval Form is available in the office for this purpose. See complete Video Procedures in the policy section of this manual.

ORDERING SCHOOL SUPPLIES

All necessary supplies will be purchased if money is available. However, the order must be approved via a requisition. School supplies and other materials purchased without the prior approval of the Superintendent will not be reimbursed by the District.

Teachers in need of supplies from the School Supply Room should fill out a request form and return it to the office. Available supplies will be delivered to you. Plan ahead and allow three days for receiving your supplies. Do not send a student to get supplies for you. The key will not be issued to them.

ADDITIONAL DUTIES

You will be given additional duties by the administration. These assignments will be made as fairly and equitably as possible. Much of the success of a school depends upon the willingness of its faculty to do “extra work”.

BALL GAME ADMISSION POLICY

Free admission to home ball games is allowed for Board members and spouses, school employees and spouses, coaches, players and cheerleaders from both schools, concession workers (verification must be given by the sponsor), game officials and workers, law enforcement officers, and on-duty news personnel. Admission prices are as follows:

- Adults: \$4.00
- Students: \$2.00
- Senior citizens (ages 60+) \$2.00

CLASS/ORGANIZATION SPONSOR’S DUTIES

Class and extracurricular organizations are not to hold meetings of any kind without the consent of its sponsor. Sponsors should be present and active at each gathering.

The sponsor should be a guiding factor at these meetings, but not a dictator. Attempt to have the full cooperation of the students at all times. Try to conduct yourself in a way that will inspire confidence in your judgment, as well as appreciation and respect. Sponsors must be fair, honest, and show good sportsmanship at all times. Clear plans for all activities through the office via the necessary forms. Sponsors must notify staff when students will be gone for school sponsored activities at least 2 days prior to event. Include a list of students.

ACTIVITY FUNDS

The Activity Funds Policy must be followed at all times when handling activity money. See Activity Funds Policy (Section 8).

SUNDAY AND THE SCHOOL BUILDING

It is the policy of the school that no practices or school activities of any kind shall be held on Sunday.

Teachers leaving the building after regular hours must make certain that the door they go out is locked. It may not lock itself, so check it carefully and lock it if necessary.

CLASSROOM LIGHTING

Teachers are expected to pay careful attention to ensure that their classroom is receiving an adequate amount of lighting. When possible, the proper amount of light should be obtained by adjusting the shades or blinds. Artificial lights should be turned off when the teacher and class leave the room. Help save energy!

KEYS

At the beginning of each school year every teacher will be issued a key to his/her room, a key to the outside doors and other areas deemed necessary to enable the teacher to fulfill his/her duties. It is the teacher's responsibility to keep these keys in a safe place. DO NOT loan keys to students. These keys will be checked in at the end of the school year.

NIGHT ACTIVITIES

Any school activity held on a night when school is in session the next day should be ended as early as possible. Termination time on school nights is 10:00 p.m. and 12:00 midnight on non-school nights.

LUNCHROOM SUPERVISION

Lunchroom supervision will be done by the staff, who will make every effort to expedite the handling of students. Specific duties will be assigned, but student control is everyone's responsibility. That includes teachers in or around the lunchroom and halls.

ACTIVITY TRIPS

The sponsor in charge is personally responsible for ensuring that his/her group leaves the bus clean and follows all bus rules. Violation of these rules will be reported to the administration and appropriate disciplinary action will be taken.

STUDENT REFERENCE ROUTINE

1. Follow classroom rules and consequences.
2. Send to the office if behavior is dangerous or destructive, with written description of behavior infraction.
3. Follow up with office to be sure student reported in and to discuss the situation.

HALL PASSES

Any student not in his/her regularly assigned room must have a good reason and a "Hall Pass". All teachers are responsible for seeing that students do not loiter in the halls.

Students who need to leave the school for any reason must receive permission from the administration and sign out at the office.

PROGRESS/DEFICIENCY REPORTS

Progress/Deficiency Reports are mandatory and should reflect the students' progress/deficiency through the first four and a half weeks of the period. Teachers have a professional responsibility to inform parents/guardians of deficient classroom results. Deficiency reports should be used anytime a teacher becomes aware of the fact that a student is not performing to up his/her level.

ATHLETIC PRACTICE IN GYM

Practice shall end no later than 6:00 p.m. The gym will be closed at this time and all students should be gone by 6:30 p.m.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are mandated. Conferences are scheduled for September 25, 2009, November 20, 2009, February 5, 2010, and April 16, 2010. Mandatory conferences for 7-12 students will be scheduled for any student who has less than a 70% in a class. Conferences will be scheduled for all elementary students. School classes are held on conference Fridays, with dismissal at 12:45 p.m. Conferences are scheduled in the afternoons.

HOMEWORK PROCEDURES

Homework at the primary and secondary levels is an important part of a student's learning experience. It is the link between one class period and the next. It is a test of the teacher's explanation, the contribution of the student to the learning process and the spark for lessons to come.

The value of out-of-class study depends largely upon four things:

1. The type and amount of the assignment;
2. The student's attitude toward the work;
3. The student's ability in a given subject; and
4. The circumstances in which the student must do his/her homework.

Teachers will remind students what assignments are due and provide deadlines every day. Teachers should encourage students to use the library during lunch. Teachers must coordinate assignments such as research papers, etc., to ensure that students will have adequate time to complete their assignments.

GRADING SCALE

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system at QHS is as follows:

A	4.0	100-90	Excellent
B	3.0	89-80	Above Average
C.	2.0	79-70	Average
D	1.0	69-60	Below Average
F	0.0	59-00	Failing
W			Withdrew
I			Incomplete
P			Passing

High school students must receive a grade of 70% or better in a class (semester grades) in order to advance to a higher level class. Example: English I students must maintain grades of 70% or better in order to take English II, Algebra I students must make a 70% or better to be eligible to take Geometry or Algebra II.

High school students must receive a grade of 70% or better in a class (semester grades) in order to advance to a higher level class. Example: English I students must maintain grades of 70% or better in order to take English II, Algebra I students must make a 70% or better to be eligible to take Geometry or Algebra II.

Students who receive grades of 60%-69% averaged at the end of the school year must have a mandatory meeting with the administration and parents before the next school year to develop an academic improvement plan for the following school year.

Students who do not turn assignments in on the due date will be given a zero. Due dates for assignments are firm and students are expected to turn work in when it is due.

Record a minimum of two grades per week on the JMAC system. Teachers must have grading system up to date by the end of the day on Monday of each week. Return graded work in a timely manner so that students may be fully aware of their standing.

FRIDAY SCHOOL

Friday school will be offered to students who are falling behind in classes and need a little extra support. Friday school may be mandated for some students for discipline reasons as well.

ONLINE AND HONORS CLASSES

Online courses will be offered to students. Students who enroll in online or WebCT courses will be required to sign a contract that details the student responsibilities for these courses.

Honors classes are graded using the Honors grading scale of 5.0 for A, 4.0 for B, etc. Honors credit will only be given to those students taking AP classes.

PROTECTING VALIDITY OF TEST MATERIALS

The main purpose of testing is to “ascertain what the student(s) has learned.” Teachers are encouraged to utilize the following procedures in order to minimize the opportunity for cheating.

1. Do not reuse preprinted tests year after year;
2. Never let a student-aid copy tests;
3. Rearrange and change the format of tests each year;
4. Do not allow students to dispose of their own tests; personally dispose of tests in a way that prevents them from being accessible to present and future students;
5. Protect test keys and dispose of them in the same manner;
6. Keep test materials in a locked desk or cabinet that is not available to students;
7. Keep classroom doors locked during school hours when teachers are not in the classroom (between classes, during lunch breaks, before or after school, etc.);
8. Arrange student seating to minimize potential for cheating during tests.

FINAL EXAMINATIONS

Final exam schedules for each semester will be set by the administration. Teachers must adhere to the schedule unless other arrangements have been made with the administration.

The teacher will decide whether or not the final exam will be comprehensive. All students are required to take final exams and/or complete final projects. Final exam must count for a minimum of 20% of final semester grade.

REPORT CARDS

Report cards are issued four times a year. Grades are due in the office on the following dates: October 21, 2009, January 6, 2010, March 24, 2010, and June 2, 2010. Parents are not required to sign or return report cards. However, they are encouraged to contact the school anytime they have questions regarding grades.

LESSON PLANS

1. Lesson plans are mandatory for everyone, including specialists. IEPs are not considered lesson plans and will not be accepted as a substitute for lesson plans.

Lesson plans serve two purposes: (1) They provide teachers with a day-by-day organized plan to follow and (2) Lesson plans give substitutes the details they need to carry on where a teacher left off. Lesson plans should be thorough and easy to understand so that a substitute can easily follow them. Teachers who do not have their lesson plans ready shall have a teacher-principal conference for further discussions.

2. Statement of purpose:
 - a) Identify strategies and procedures;
 - b) List materials/books to be used;
 - c) Write lesson plans in a clear and concise manner that any substitute should be able to follow; and
 - d) Lesson plans must include state standards and benchmarks.

MANDATORY SUBSTITUTE TEACHER FOLDER

Each teacher is required to have a substitute folder on his or her desk. The substitute folder should be in or by the teacher's faculty handbook and placed in a location where it may be easily found in case of teacher's absence.

1. An emergency lesson plan for each period of the day should be:
 - a. Detailed enough that a substitute does not have to spend time studying before he/she initiates the plan;
 - b. Related to the subject matter the students have been exposed to, but not necessarily a continuation of what is currently being taught. Make a plan that will cover some things that may not ordinarily be presented (supplementary-type material) or material that will practice students in skill areas that are of great value to them;

- c. Something of value and meaning (not busy work) that will be interesting enough to motivate the students. The teacher will not be present to gain student interest, so his or her plan must do it for them.
2. The substitute folder should contain:
 - a. INSTRUCTIONAL INFORMATION
 1. Dates covered by the plan (for example, 8/28 to 8/31/2000);
 2. The time dedicated to each subject should be listed at the top of the plans;
 3. Don't throw plans together on the spur of the moment, put some thought behind them;
 4. Plans should be thorough and easily understood by anyone who may read them;
 5. Materials and equipment should be available to implement the lesson plan(s).
 - b. DISCIPLINE/SAFETY INFORMATION
 1. Classroom rules that have been established by the teacher;
 2. Seating charts - knowing a child's name is necessary for developing rapport and exercising class control;
 3. General classroom routine. For example, students who are dismissed early for special purposes, number of students to be dismissed, etc.;
 4. Any information about students' general health concerns, etc.;
 5. Fire drill procedures;
 6. Directions for taking roll and the lunch count;
 7. Duty schedule;
 8. Potential classroom helpers, if applicable;
 9. Instructions detailing what the substitute should do with the materials he/she collects and any other important information the teacher may need when they return;
 10. How and where to put equipment away.

ADVISORY GROUPS

Teachers and aides may be assigned student groups that will meet at specified times. They will monitor student progress, contact parents with concerns (positive and negative) and meet with other teachers when necessary. They may use the time to plan activities, do college prep work (resumes, scholarships, admissions, etc.) or study for exams.

BELL SCHEDULES

HIGH SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE

7:55	First bell
8:00 - 9:10	First period
9:13 - 10:13	Second period
10:16 - 11:16	Third period
11:19 - 12:19	Fourth period
12:19 - 12:49	LUNCH
12:49 - 1:49	Fifth period
1:52 - 2:52	Sixth period
2:55 - 3:55	Seventh period

LATE START SCHEDULE

9:55	First bell
10:00 - 10:45	First period
10:48 - 11:33	Second period
11:36 - 12:21	Third period
12:21 - 12:51	LUNCH
12:51 - 1:34	Fourth period
1:37 - 2:21	Fifth period
2:24 - 3:08	Sixth period
3:11 - 3:55	Seventh period

2:00 DISMISSAL SCHEDULE

7:55	First bell
8:00 - 8:54	First period
8:57 - 9:40	Second period
9:43 - 10:26	Third Period
10:29 - 11:12	Fourth period
11:15 - 11:58	Fifth period
11:58 - 12:28	LUNCH -
12:28 - 1:13	Sixth period
1:16 - 2:00	Seventh period

12:45 DISMISSAL SCHEDULE

7:55	First bell
8:00 - 8:43	First period
8:46 - 9:20	Second period
9:23 - 9:57	Third period
10:00 - 10:34	Fourth period
10:37 - 11:11	Fifth period
11:14 - 11:48	Sixth period
11:51 - 12:25	Seventh period
12:25 - 12:45	Lunch

ATTENDANCE

High school attendance must be taken at the beginning of each period. Elementary attendance is taken first thing in the morning and after lunch. Attendance must be recorded on the JMAC system. Attendance is monitored throughout the day.

STUDENT ABSENCES

Regular attendance at school is required of all students. Parents will be notified when a student has missed three days and again at five days. Students missing more than seven days in one semester must meet with parents and the administration to determine extenuating circumstances and/or consequences of chronic absenteeism. If the student misses the meeting or the administration does not find reasonable justification for these absences the student will be placed on academic probation and won't be allowed to participate in extracurricular activities.

Students will be allowed the number of days they missed plus one to make up their work. Any make-up work submitted after that will be at the discretion of each teacher. Students who do not make up their work on time will receive a zero for that work, unless the work was assigned before the day/s of absence. In this case, the due date is firm.

Participation in extra-curricular activities is allowed only if students are in attendance on the day of the event. Students must also attend school the day after an extra-curricular activity.

Approval for special circumstances regarding absences must be approved by the administration.

Complete attendance policy and acknowledgement form are distributed to parent/guardian upon enrollment. Signed acknowledgement form must be returned to the school.

ATTENDANCE RECORD KEEPING PROCEDURE

Teacher Responsibility:

1. **Morning attendance for high school must be recorded on JMAC by 8:10 a.m. every day and at the beginning of each period throughout the day. Elementary teachers should record attendance on JMAC by 8:10 a.m. and 12:30 p.m.**
2. Questions or concerns regarding a student who did not report to class (whose name is not recorded as absent on the daily bulletin) should be reported to the office via the intercom, between classes or during a teacher's conference period. The red notebook has the names of students who have checked out.
4. When a student leaves a class, teachers must provide him or her with a hall pass.

School Office Responsibility:

1. Attendance will be checked daily;
2. No one will remind teachers to report attendance. Teachers who fail to record attendance on JMAC will be reported to the principal;
3. The principal will review office attendance records for patterns and inconsistencies. He or she will check with teachers if a question arises.

SCHOOL BUSES

The following rules are to be observed and followed by students and taught by teachers:

1. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils are to be on time. The bus cannot wait for those who are tardy. However, the driver should allow five minutes in the morning and afternoon for pupils to board the bus..
3. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
4. Pupils must not throw waste paper or other rubbish on the floor or out the windows of the bus.
5. Pupils must not at any time extend arms or hands out of bus windows.
6. Pupils must not stand or walk up the aisles of the bus or try to get on or off the bus while the bus is in motion. Drivers can assign seats.
7. Bus drivers will not allow students to disembark from buses before 7:45 a.m. Buses will unload one at a time under administrative observation at main school entrance.
8. When leaving the bus, pupils must observe directions of driver.
9. Buses will not leave school until all buses are loaded.
10. All items on the bus should be secured.

EVALUATION OF PROFESSIONAL PERSONNEL

- A. Purpose: to provide assistance to personnel with the implementation of the evaluation plan; to emphasize the notion of a collaborative effort between administrator and licensed personnel for improvement of instruction based on the processes of supervision, staff development and evaluation.
- B. Philosophy: to focus on improvement of instruction.
 - 1. Evaluation identifies strengths and growth potential;
 - 2. Use of common set of criteria to assist in promoting a possible approach to evaluate; and
 - 3. Employees are not terminated for poor performance but for failure to improve within a specified time.
- C. Evaluation Process: The evaluation process will include the Professional Development Plan (PDP) and/or self-evaluation process (reflective journal). All licensed personnel will be evaluated annually.
- D. Observation and Evaluation Procedures
 - 1. Pre-conference will be scheduled prior to observations.
 - 2. A minimum of two observations will be scheduled per evaluation.
 - 3. Post conference will be scheduled no later than five days subsequent to a formal evaluation. A copy of the completed evaluation will be given to the employee at least one day prior to conference.
 - 4. Employee may develop a statement of agreement or disagreement regarding the evaluation document.
 - 5. Signature of employee on the evaluation document is required to denote knowledge of evaluation, not necessarily agreement.
- E. Growth Plan: A growth plan is developed by one or two methods:
 - 1. An employee receives less than satisfactory on a formal evaluation form for any competency.
 - 2. When the evaluator determines that an employee needs to improve on a competency.
 - 3. The employee and evaluator develop the growth plan.
- F. Professional Development Plan: The PDP will be collaboratively developed by each employee and evaluator. The PDP will be written by the 30th day. There are several areas in the handbook that should receive careful attention in developing the PDP.
- G. Appendices of all instruments are in the handbook that is presented to teachers at the beginning of the year. A copy of handbook can be obtained in the Superintendent's Office.

POLICIES AND PROCEDURES

ACADEMIC HONOR ROLL POLICY

A student must be enrolled in at least six classes and have a GPA of 3.25 or better to be named an honor roll student. At the completion of each grading period, a Student Academic Honor Roll is announced and posted. A student qualifies for the Superior Honor Roll when he or she earns a 3.75 GPA or higher and is proficient in all subject areas on the MAPS short cycle assessment. A student qualifies for the Regular Honor Roll when he or she earns a 3.25 to 3.74 GPA. A student who earns below 70% may not be on the Honor Roll regardless of his or her GPA.

TOBACCO-FREE SCHOOLS POLICY

The Board of Education recognizes the detrimental effects of good health caused by tobacco; its responsibility to teach good health practices by established curriculum and its responsibility and concern for the health of all its employees, students, parents and community visiting or participating in activities within school property. The Board of Education hereby establishes a “tobacco free” school environment in all buildings, facilities, and sites under the auspices of the school district. No tobacco is allowed on the Quemado/Datil Schools campuses.

This policy is enacted to implement the requirements of SBE Regulation No. 94-2, and it is the intention of the Board that it be interpreted to conform to provisions of the referenced law and regulation. See complete policy in the Board Policy manual.

GRIEVANCE PROCEDURE

It is the policy of the Board to establish and maintain an environment that provides for the fair and equitable treatment of all individuals on its premises. The District is committed to developing a school and working environment that is appropriate for an educational institution as well as one that strives for the safety and welfare of all. Students, parents and staff members will all have the opportunity to initiate the grievance procedures set forth in this section should the need for such proceedings arise. These procedures have been developed with the goal of providing a channel for the prompt resolution of grievances and/or complaints of discrimination against the school system. Confidentiality will be respected to the greatest extent possible and the District will take corrective action following an investigation if doing so is determined to be appropriate.

PURPOSE:

The purpose of this procedure is to develop equitable solutions to all grievances and/or discrimination allegations; the District will take a proactive stance and attempt to resolve disputes at the lowest possible level. Potential students and staff members, all current students, staff members and parents of students attending Quemado Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, religion or disability; it is required by Title VI, Title IX and Section 504 that schools do not discriminate in such a manner.

DEFINITIONS:

- A. Complainant – a student, parent or employee of the District who has submitted a

grievance or complaint alleging some form of discrimination that is having an adverse and direct effect on that individual

- B. Respondent – a person who is undergoing an investigation as a result of a grievance or complaint filed against them that alleges inappropriate conduct.
- C. Grievance/complaint – a written grievance or complaint alleging that a complainant has been and/or is adversely affected by any policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion or disability. The same is true for any violations, misinterpretations or inequitable applications of Board policy or school rules when the complainant has been and/or is adversely affected by those rules because of his or her race, color, national origin, sex, religion or disability.
- D. Day – a regular school day; the sum of days in complaint processing does not include Saturdays, Sundays or holidays.
- E. Equity conciliation team – the people designated to coordinate the effort to comply with and carry out the school’s responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other state and federal laws that address equal educational opportunity. The Title IX coordinator is responsible for the processing of complaints and will serve as a moderator and recorder during all hearings that address the topic of equal educational opportunity.
- F. School conduct or hearing committee for school rules – schools must have a conduct/hearing committee. This committee may be made up of teachers, nurses, counselors, principals, and/or other staff members and will assist the building administrator in dealing with misconduct and other problems associated with staff/student behavior.
- G. Title VI of the Civil Rights Act of 1964 – no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity that receives federal financial assistance.
- H. Title IX of the Educational Amendments of 1972 – no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity that receives federal financial assistance.
- I. Rehabilitation Act of 1973, Public Law 93-112, Section 504 – no otherwise qualified disabled individual in the United States shall, solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity that receives federal financial assistance.

COMPLAINT PROCEDURES

A complainant may file a complaint with an administrator, a supervisor, a school conduct/hearing committee member or a member of the District's Equity Conciliation Team Committee.

If an individual feels that he or she has been subjected to discriminatory actions or treatment he or she is encouraged to take action immediately because doing so increases the possibility that a situation can be resolved a low level.

The District is responsible for investigating complaints, grievances and discriminatory actions or treatment. The District reserves the right to file a complaint when the seriousness of an incident warrants an investigation.

Confidentiality will be maintained to the greatest extent possible. Information gathered during an informal procedure may be used during a formal procedure if the proceedings are taken that far. There is no guarantee that there will be complete confidentiality throughout the process. However, complaints will be treated as sensitive information and will not be shared with others unless divulging the information is a requirement of the procedures that follow and/or if the information falls under the category of a "need to know" principle.

These suggestions are not intended to be all-inclusive nor are any of them specifically recommended. Members of the administrative staff and/or the District's Equity Conciliation Team can provide direction and are available to discuss these and other possible options. It is important that parents, students and staff members make their concerns known to the District so that it can review and respond to each individual's concerns. Anyone in need of assistance should call the Superintendent's office at (575) 773-4700 and ask for the names and phone numbers of the District's Equity Conciliation Team members.

The following situations are not a part of this grievance procedure and therefore they are not covered by this policy:

- a. the discretionary act(s) of professional judgment relating to the evaluation of an employee's job performance by his or her immediate supervisor; academic assessments of a student; and/or the assignment of grades by a student's instructor;
- b. personnel decisions made by the Board, including, but not limited to, refusal to rehire an employ, a discharge, a demotion or any other action that directly and adversely affects an employee's job status; student disciplinary decisions made pursuant to the State Board of Education's regulations, "Rights and Responsibilities of the Public Schools and Public School Students" 6 NMAC 1.4; and local policies adopted pursuant thereto;
- c. situations in which the administration and the Board do not have the authority to act;
- d. situations in which the remedy for the alleged violation resides exclusively in a person, an agency or an authority other than the Board or the administration;
- e. situations in which the course of action or solution has been provided by the Board;

- f. situations in which the course of action within the agency is recommended by a state or federal authority; and
- g. situations involving a grievance filed by an individual or an agency that is contracted to the District.

A former employee may not file a grievance after his or her effective date of termination or discharge. Likewise, a former student may not file a grievance after his or her effective date of expulsion, withdrawal or dis-enrollment from the District.

INFORMAL AND FORMAL STEPS

- A. INFORMAL COMPLAINT OPTIONS:** There are several informal options to choose from when dealing with alleged grievances, discriminatory actions and/or treatment. They include the following:
- 1. SPEAK DIRECTLY TO THE PERSON YOU ARE HAVING A PROBLEM WITH.** Be sure to include information detailing what that person is doing that upsets you, how that person's actions make you feel and how you would like for the behavior to change.
 - 2. WRITE A LETTER TO THE PERSON YOU ARE HAVING A PROBLEM WITH.** Be sure to include information detailing what that person is doing that upsets you, how that person's actions make you feel and how you would like for the behavior to change. Make a copy of the letter for yourself and deliver the letter in person, preferably accompanied by another individual so that there is a witness to the delivery of the letter. (This individual does not need to know the contents of the letter.) You may also send a copy of the letter to the District's Equity Conciliation Team in order to ensure that your attempt at resolving the problem is documented; this step is not required but may be done if the complainant believes that it is appropriate and necessary.
 - 3. MEET WITH A NEUTRAL THIRD PARTY TO DISCUSS THE SITUATION.** Suggested individuals include: a friend, a minister, a counselor, a teacher, a family member, an administrator, a supervisor, a school conduct/hearing committee member or another member of the staff. When choosing a third party to discuss the issue with, look for someone that you feel comfortable with and someone that can be trusted to listen sensitively, to maintain confidentiality (to the greatest extent possible) and to have information on the problem-solving options available to you. A member of the District's Equity Conciliation Team may serve as the neutral third party or they may recommend someone else for the job. Such a discussion can help you examine different ways to deal with the problem. Following the discussion, a decision can be made as to whether or not you should pursue the matter. If you decide to do so you may want to discuss how to handle the next step with the third party as well.

4. REQUEST A THIRD PARTY TO DISCUSS THE PROBLEM WITH THE PERSON YOU ARE HAVING A PROBLEM WITH.

5. REQUEST MEDIATION THROUGH THE DISTRICT'S EQUITY CONCILIATION TEAM.

B. FORMAL COMPLAINT PROCEDURES: Formal procedures for dealing with grievances and discriminatory actions and/or treatment require that a complainant submit a written complaint detailing how a District staff member or student has violated the District's written policies, regulations or agreements with other governmental agencies.

LEVEL ONE

1. THE COMPLAINANT MUST FILE A WRITTEN COMPLAINT: A student, staff member, parent or guardian must file a signed and written complaint with the building supervisor or the District's Equity Conciliation Team. If the supervisor is the alleged violator, the complaint should be filed with the next-highest supervisor. A formal written complaint must contain the following information:

- a. A description of the event(s) in question and the date(s) the event(s) occurred (to the best of the complainant's knowledge).
- b. The name(s) of the individual(s) involved.
- c. The negative effects of the action or treatment and how it has effected the complainant's ability to carry out his or her job responsibilities or to get an education.
- d. The complainant's desired solution and its anticipated outcome.

2. COPIES OF THE COMPLAINT WILL BE GIVEN TO THE RESPONDENT AND, IF APPROPRIATE, TO THE DISTRICT'S EQUITY CONCILIATION TEAM: The individual who received the written complaint will either deliver the complaint in person or send a copy of the complaint to the respondent's home address by registered mail. He or she may also send a copy of the complaint to the District's Equity Conciliation Team if it needs to be involved in the process.

3. THE SUPERVISOR WILL INTERVIEW THE COMPLAINANT AND THE RESPONDENT: The supervisor must arrange a conference with both parties (together or separately) within ten (10) school days of receiving the complaint. The supervisor will advise both parties of their rights to be accompanied by a union representative, an advisor, an Equity Conciliation

4. Team member, a parent or a guardian. The purpose of the interview is to review the complaint with both parties and to give the respondent an opportunity to explain his or her side of the story.
 - a. If the complaint is mutually resolved, the supervisor will present a written summary of the resolution to everyone involved within five (5) working days.
 - b. If the complaint is not satisfactorily resolved, the supervisor will give his or her written recommendation for a solution to everyone involved within five (5) working days.
 - c. If the supervisor needs additional information on the situation, he or she may ask the District's Equity Conciliation Team to conduct a fact-finding investigation. The investigation should not take more than ten (10) school days. After the supervisor has received a written report detailing the findings of the investigation, he or she must send a written recommendation for a solution to all parties involved within five (5) school days. (A copy of the written report detailing the findings of the investigation will be given to both the complainant and the respondent.)

If one or both of the parties are not satisfied with the supervisor's decision they must notify the supervisor and/or the District's Equity Conciliation Team within ten (10) school days. Subsequently, a review of the level one actions taken will be conducted and a written appeal will be started for level two.

LEVEL TWO

- 1 WRITTEN APPEAL WILL BE FILED WITH THE BOARD OF EDUCATION THROUGH THE SUPERINTENDENT:** The complainant must file a written appeal with the Superintendent's office. If the Equity Conciliation Team is involved it will review the level one actions taken in order to determine whether or not the parties involved were given a fair opportunity to present their sides of the story and to furnish supporting evidence to the supervisor. They will also determine if all of the possible solutions at level one have been exhausted and work with both parties and the next-highest supervisor to correct any procedural errors and to achieve a solution that is satisfactory to both parties. If an appeal is still desired after the aforementioned options have been exhausted, the next step will be taken.
- 2. PROCEDURES FOR FILING AN APPEAL REQUEST FORM WITH THE SCHOOL BOARD:** The complainant will present an appeal request form to the Superintendent's secretary along with copies of the initial complaint, written responses to the complaint and the reasons for filing an appeal. An appeal may be filed on the basis of new information and/or a challenge to the procedures followed in the previous proceedings. All forms

should be signed, dated and submitted within ten (10) school days of the receipt of the supervisor's findings and recommendations.

3. **THE BOARD MAY OR MAY NOT ACCEPT AN APPEAL.** Once an appeal is received, the Board will review the documents from previous proceedings and decide whether or not it will formally review the case.
4. **THE BOARD WILL BASE ITS DECISION ON SUBMITTED DOCUMENTS OR A FORMAL HEARING.** If the Board does decide to review a case it will base its decision on submitted documents or a formal hearing. The Board reserves the right to accept, reject or modify the resolutions proposed during previous proceedings and/or to increase or decrease the severity of the consequences recommended at lower levels.
 - a. **A DECISION BASED ON SUBMITTED DOCUMENTS.** If the Board bases its decision on submitted documents, copies of that decision will be given to the complainant, the respondent, the supervisor and the District's Equity Conciliation Team within ten (10) school days.

The Superintendent will advise the supervisor of the steps that need to be taken in order to implement the Board's decision.

- b. **A DECISION BASED ON A FORMAL HEARING.** If the Board determines that it is necessary to hold a formal hearing, the Superintendent's office will contact the supervisors involved, the District's Equity Conciliation Team, and if appropriate, the complainant and the respondent to request that they bring relevant materials to the hearing. The formal hearing will be conducted in a closed meeting unless the complainant requests otherwise. The hearing must be held within ten (10) school days of the Board's determination to conduct a formal hearing. Copies of the Board's decision must be given to the complainant and the respondent within ten (10) school days of the hearing.

The Superintendent will advise the supervisor of the steps that need to be taken in order to implement the Board's decision.

CONCLUSIONS

The following statements should be kept in mind when utilizing the District's informal and/or formal complaint procedures:

- A. The District's Equity Conciliation Team members will be available to provide assistance to anyone who is involved in a grievance investigation and/or hearing (i.e., the complainant, the respondent and any witnesses who are called upon or interviewed) at any point during the process.
- B. Confidentiality will be maintained to the greatest extent possible.

- C. Students, staff members and/or parents who submit a complaint in good faith shall be free from retaliation and coercion when seeking a resolution to their complaint. Furthermore, anyone acting as a witness for a complainant shall be free from retaliation and coercion as well.
- D. Any time limit that is stipulated in the complaint procedure may be extended for a reasonable and definite period of time as long as the extension is filed by the appropriate District representative. However, a written notice detailing the reason for and length of the extension must be provided to all parties involved before the original timeline expires.
- E. A complainant's failure to comply with any time limitation set forth in the complaint procedure may constitute grounds for dismissal of the complaint. However, a dismissal will not preclude the individual's right to pursue the complaint through other agencies.
- F. If a District representative fails to comply with complaint procedure time limitations the complainant may proceed to the next level in the complaint process immediately.
- G. Mediation and/or problem-solving meetings will be scheduled during normal District working hours whenever possible.
- H. An individual who files a false or misleading complaint will be subject to appropriate disciplinary action and/or dismissal of the complaint.
- I. The supervisor is responsible for keeping all parties involved informed of a procedure's status; he or she should do so in a timely and sensitive manner.
- J. A complaint should be filed at level one if the remedy sought is within the authority of the supervisor or principal. Remedies in which the supervisor or principal have no authority over should be filed at level two and taken through the Superintendent's office.

-Complaint records will be kept confidential unless the parties involved give their permission for the information to be released. All correspondence dealing with the processing of a complaint will be filed separately from the official personnel and student files. Complaint records will be kept on file for three years after a complaint is resolved with the Superintendent's office and, if appropriate, the District's Equity Conciliation Team.

A. DISCIPLINARY ACTIONS

Staff members may be disciplined for violating these policies. Discipline may be imposed if this process reveals that there has been some form of retaliation for the filing of a complaint or demonstrates that discriminatory actions, treatment or harassment have occurred. The disciplinary action take will be commensurate with the conduct and may range from an oral warning to suspension, termination or discharge. Discipline will be imposed in accordance

with the applicable District practices, policies, due process procedures and/or statutory requirements.

The criteria for deciding upon a disciplinary action will include, but not be limited to, the extent to which the violator's conduct:

- indicated that he or she is unqualified or unfit to carry out his or her assigned duties;
- affected the complainant's or the respondent's ability to perform his or her assigned duties;
- occurred in the presence of students, interfered with students' pursuit of academic achievement and/or disregarded his or her role as an exemplar to the students;
- interfered with the District's ability to provide the academic environment that is necessary for giving students a quality education;
- disrupted routines or undermined disciplinary actions;
- is determined to be intentional; or
- is based upon improper personal motivations and disregards professional considerations.

WEAPONS IN SCHOOL POLICY

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use of weapons by unauthorized persons on or around school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. Section 3351(a) (1) and it is the intention of the Board that it be interpreted to conform to provisions of that law. See complete Weapons Policy in the Board Policy manual.

EMPLOYEE DRUG-FREE WORKPLACE POLICY AND PROCEDURE

No employee of ISD#2 shall unlawfully manufacture, distribute, dispense, possess, be under the influence of a 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 DFR 1300.11 through 1300.15. In addition, school employees shall not distribute, dispense, possess, be under to influence of, or use beverage alcohol in the workplace.

See complete policy and procedures in Board Policy manual.

COMMUNICABLE DISEASES POLICY

The Board recognizes the health and safety of the employees of the District are primary concerns and that it is also necessary, in order to protect student as well as employee health and safety, to adopt a policy governing the manner in which the Board and its administration will protect the health and safety of all employees when a current or potential employee is infected with a communicable disease. This policy is adopted in order to protect the legitimate interests and rights of employees with communicable diseases or who are carriers of communicable diseases, while also protecting the health and safety of the

remaining employees in the District. See complete Communicable Diseases Policy in the Board Policy manual.

VIDEO PROCEDURES AND POLICY

Videos may add to the learning process but should not replace it. All teachers must adhere to the following procedures:

1. Videos shown in the classroom must have some educational value that pertains to the material being presented. It must also follow lesson plans, curriculum design and have clearly stated objectives;
2. All videos must be approved by the Principal one week before they are shown;
3. Rated “R” videos must be approved by the Superintendent or designee and parent permission slips must be signed and returned one week before the movie is shown. Permission forms shall be given to the Principal and kept on file. Students who do not have permission to watch the video will be given an assignment and sent to a previously designated area;
4. Videos must be examined by the teacher for material that may be offensive to any student;
5. Substitutes must not show videos that have not been previously approved;
6. Teachers who do not follow this procedure will have their actions documented and be referred to the Superintendent.
 - a. 1st offense – verbal warning;
 - b. 2nd offense – a written reprimand will be placed in the personnel folder;
 - c. 3rd offense – loss of video-showing privilege.

OPEN CAMPUS POLICY FOR SENIORS

Seniors with written permission from their parents may check out at noon and go to town. They must sign out at the office prior to leaving and sign in before reporting to fifth period. Failure to abide by school policies will result in the revocation of this privilege.

OPEN CAMPUS POLICY FOR HONOR STUDENTS

Open campus for sophomore and junior honor students rewards students who have been named to the honor roll. A 3.25 or higher GPA must be maintained to receive this privilege. This policy pertains to sophomores and juniors only. The following procedures apply to all students who qualify for open campus privileges:

- A. A written document must be signed by the student, his or her parents and the Principal before a student is allowed to leave campus for lunch;
- B. A list of students who are eligible to leave campus during lunch will be posted and a copy of the posting will be given to the office staff and teachers as well. The student must check out prior to leaving campus at lunch and check in before attending fifth period. Being late to fifth period is not acceptable. If two tardies are received during

a grading period the student will lose open campus privilege for the remainder of the period;

- C. Eating lunch at school and leaving campus afterwards is not permitted;
- D. Vehicles may be taken during the lunch period as long as student has proper documentation on file in the office (copy of driver's license, proof of insurance, vehicle registration and parent permission).
- E. Students must adhere to school policies during noon open campus.

Failure to comply with school policies and the contents of this policy will result in the loss of the privilege of noon open campus for the remainder of the school year.

USE OF DOGS IN SEARCH PROCEDURES

Dogs will be involved in searches only upon authorization by the Superintendent.

GUIDELINES FOR SEARCHES AND SEIZURES

The following guidelines are issued by the Superintendent and should be observed by all school personnel conducting or involved in searches or seizures in connection with enforcement of the district's employee and student substance policies, weapons policy, and in connection with any other matter in which the district is authorized to conduct searches and seizures.

B. PERSONAL SEARCHES

1. Basis for Personal Searches

- a. No personal search should be conducted except upon a *reasonable individualized suspicion* by a school administrator or staff member that the student or employee is in possession of contraband in violation of state or federal law or of school policy. Such reasonable, individualized suspicion shall be reported to the principal for further action. A reasonable, individualized suspicion is one based upon *objective*, observable facts. [Examples: a) Observation that a student had a small plastic bag in his hand, and when the student saw the staff member approaching he hurriedly stuffed the bag down the front of his pants; b) Observation that an employee's gait was impaired, speech slurred, etc. Not: General perception that the student or employee was acting "strangely."]
- b. When possible, the observations upon which an administrator or staff member bases a reasonable, individualized suspicion should be confirmed by another administrator or staff member.
- c. Before initiating a personal search, the administrator or staff member should explain the basis of his or her suspicions to the suspected person and give the person an opportunity to explain the observed

behavior upon which the administrator or staff member bases his or her suspicion. A referral for a search is appropriate if the suspected person fails to provide a satisfactory explanation.

2. Conducting Personal Searches

- a. The principal will designate at least two persons, one of each sex, from the school's administrative or teaching staff who shall be authorized to conduct personal searches of employees or students. A backup to each "authorized searcher" may also be designated. Each authorized searcher shall be closely familiar with the District's policies on substance abuse and possession of contraband, and with these Guidelines.
- b. In any case in which an administrator or staff member has a reasonable, individualized suspicion that a student or employee is impaired or in possession of contraband, a personal search of such person may be conducted by any of the authorized searchers of the school who are the same sex as the person to be searched.
 - 1) Searches should be conducted in private, by an authorized searcher of the same sex as the person to be searched, and in the presence of one or more teachers or administrators who are the same sex as the person to be searched.
 - 2) The searcher should first ask the person to be searched to empty any bags, purses, or other containers he or she is carrying, and to empty the pockets of any outerwear, such as jackets, coats, or sweaters, he or she is wearing. Once emptied by the person, the searcher should examine the container to make sure it is empty. The searcher should next ask the person

to remove the outerwear, and, upon removal, the searcher should feel the garment and make sure that there is nothing more in it.
 - 3) The searcher should next ask the person to empty and turn out the pockets of his or her pants, shirts, skirts, etc.
 - 4) The searcher should next "pat down" the person to determine whether any objects or containers remain on the person. A pat-down is conducted by the searcher patting and running his or her hands over the outside of the clothing, feeling for any objects in or under the clothing.
 - 5) If the searcher detects an object during the pat-down, he or she should ask the person to remove and produce it for observation.
 - 6) At any time that a container is produced by the emptying of bags, pockets, or as a result of the pat-down, the searcher should ask the person to open the container to allow inspection of its contents if the contents cannot be otherwise observed.

7) **More intrusive searches than pat-downs—*e.g.*, strip searches, are virtually *never* necessary, and *may not* be conducted except upon the specific prior authorization of the Superintendent following consultation with legal counsel.**

- c. If an item of contraband is produced as a result of the search, a “chain of custody” should be established as follows: The item should be placed in a container, and the container should be sealed and labeled. The label should identify the object—for example: “small glass vial containing white powder,” or “hand-rolled cigarette containing unknown substance”—should identify the person from whom it was obtained, should state the place, date and time of the search, and should be signed by the searcher and the witness(es) who were present for the search. The labeled container should be turned over to the district administration immediately.
- d. In no instance should any school personnel resort to any type of physical constraint, force, or threat, and no one should be physically compelled to submit to a search. If at any point in the search, the person to be searched refuses to cooperate with the search, the searcher should explain that such refusal may be a basis for discipline, including suspension and expulsion in the case of students, and suspension and termination, in the case of employees. If the person continues to refuse to cooperate, he or she should be referred to the principal. Any person so referred may be subject to immediate, short-term suspension and to further action pursuant to the district’s policies and State and Federal law.
- e. Upon completion of the search, the searcher, in conjunction with the administrator or staff member whose observation led to the search, should produce a “search memorandum” stating in reasonable particularity, at least the following: (1) the observations upon which suspicion was based; (b) that an explanation of the suspicion was given to the person and the person’s explanation, if any; (c) the procedure followed in conducting the search; and (d) the results of the search, if any. If the person refused at any point to cooperate in the search, the memorandum shall so state, and shall note the searcher’s explanation to the person of the consequences of such refusal, and the result of such explanation. The search memorandum shall be submitted to the principal and Superintendent as soon as possible after the search.

B. COMPARTMENT, ROOM, AND VEHICLE SEARCHES

1. Basis for Searches

- a. Searches of compartments that remain under control of the schools pursuant to its policies—lockers, desks, and similar facilities—may be searched at the direction of the principal or his or her designee, at any time, with or without individualized suspicion, and with or without the consent of the person using such compartment.
- b. Searches of vehicles may be conducted only if such vehicles are on school premises. The exterior and so much of the interior as is observable from the exterior, may be viewed at any time by administrators and staff members. A search of the interior of the vehicle may be conducted by the principal or his or her designee, only if an administrator or staff member has a reasonable, individualized suspicion, as discussed above, that the vehicle contains contraband in violation of state or federal law, or of school policy, and the principal authorizes a search on the basis of such suspicion.
- c. Searches of compartments or vehicles should be conducted by the principal or by his or her designee in the presence of at least one witness for the school.

2. Conducting Searches

- a. Compartment and storage facilities: If a search of such a compartment is to be conducted, the person using such compartment should be asked to facilitate the search—for example, by unlocking and opening the locker, desk, etc.
 - 1) If at any time the person refuses to cooperate, the searcher should inform him or her that such refusal may result in discipline, including suspension or expulsion in the case of students, or suspension or termination in the case of employees. If the person continues to refuse to cooperate, he or she should be referred to the principal, as described in section A.2.d. above. Notwithstanding such refusal to cooperate, the compartment in question may be opened by the searcher. If any such compartment is under the lock of the student or employee who has refused to cooperate with the search, such lock may be cut to open the compartment.
 - 2) If the compartment search produces contraband, the searcher should follow the “chain of custody” procedures described above in section A.2.c., and should produce and submit a “search memorandum” as described in section A.2.e., above.
- b. Student or employee vehicles on school premises—exterior searches: Observations of the exterior of such vehicle, and of so much of the

interior as may be observed from the exterior, may be conducted at any time by the principal or his or her designee.

- c. Student or employee vehicles on school premises—interior searches: Before initiating an interior search of a vehicle, the principal or his or her designee should explain the basis of his or her suspicions to the suspected person and give him or her an opportunity to explain the observations upon which the suspicion is based. A search may be conducted, upon authorization by the Superintendent or his or her designee, if the person fails to provide a satisfactory explanation.
- 1) The searcher should request that the person facilitate such search—for example, opening the doors, trunk, glove compartment, etc.
 - 2) If the person whose vehicle is to be searched refuses to cooperate, the searcher should follow the procedure prescribed for such refusal under the section entitled “Conducting Personal Searches”, section A.2.d., above. In no instance, should any school personnel resort to any type of physical constraint, force, or threat, and no interior inspection of a vehicle should be conducted unless the interior has been unlocked for such inspection by the person whose vehicle is to be searched.
 - 3) If a search of a vehicle produces contraband, the searcher should follow the “chain of custody” procedures described above in section A.2.c.
 - 4) Regardless of whether an interior search produces contraband, the searcher should follow the “search memorandum” procedures described above in section A.2.e.

STUDENT VEHICLES

Students may bring vehicles to school as long as they have a parent permission form signed and on file in the office. Once on school premises, the vehicle must remain parked. Vehicles may be taken during the lunch period. Vehicle registration, proof of insurance, driver’s license and parent permission must be on file. Failure to comply with these regulations will result in the loss of driving privileges for the remainder of the school year.

QUEMADO HIGH SCHOOL FUNDRAISING PROCEDURE

PROCEDURE

Student Council will govern fund-raising activities by student organizations and other school associated groups. Groups will petition Student Council for fund-raising activities under the following guidelines: 1) Established traditions will have priority. 2) Groups will be limited to five fund-raising activities per year unless Student Council and administration overrule. 3) After Student Council approves fund-raising activity, it must also be approved by administration.

AFFECTED AREAS

Prom: The prom is the direct responsibility of the Student Council. Funds for prom will be provided as follows: \$1,000 per year allocated by the school board, with other fund raisers as necessary.

A committee of teachers, students and adult volunteers will organize and set up prom each year. All prom decorations, DJs or Bands, and other prom details must be approved by administration prior to prom set-up. Junior class will pick themes and play a major role in organizing and decorating the prom.

Publications: The annual should be able to pay for itself.

SENIOR TRIP

Class sponsors will be responsible for keeping records of individual deposits made into trip fund. Students must each have \$500 in the fund by the end of their seventh semester in order to go on senior trip. Students who choose not to participate may withdraw money that they have personally deposited (they will not be able to receive interest on money). Class sponsors will have appropriate fund-raising opportunities available throughout the school year. The level of student interest in fund raising will help each sponsor determine which fund-raising events to participate in.

CONCESSION USE

The Booster Club will coordinate all concessions. Organizations wanting to sponsor a concession should coordinate with Mrs. Bunney. All teachers will be required to sign up for concession duty throughout the year.