

TULAROSA MUNICIPAL SCHOOLS



2016-2017

STAFF HANDBOOK

THE STARFISH FLINGER

As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. Finally catching up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. "But the beach goes on for miles and there are millions of starfish," countered the other. "How can your effort make any difference?"

The young man looked at the starfish in his hand and then threw it to safety in the waves. "It makes a difference to this one," he said.

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School District Organization

2016



Tularosa School District Goals & Mission

- High Student Achievement
- Safe & Welcoming Learning Environment
- Efficient & Effective Operations

- ✓ The percentage of students scoring proficient or higher in reading and math will increase as specified by the School Growth Targets (SGT) for each school and all students as measured by New Mexico's Partnership for Assessment of Readiness for College and Careers
- ✓ Safety Plans at Each School
- ✓ Continue Preventive Maintenance Plan and Facilities Master Plan
- ✓ Continue to update and implement FIMS(School Dude)
- ✓ Maintain a welcoming environment for students, parents, and visitors
- ✓ Student learning will be enhanced by effective and efficient operations.
- ✓ All budget requests will be tied to district aims and goals.
- ✓ Update the EPSS

Our Mission: To create an environment where lifelong learning is *valued*, excellence is *expected* and improvement is *continuous*.

Tularosa Municipal Schools Educational Plan for Student Success

District Goals

Goal 1 High Student Achievement

The percentage of students in all subgroups who score proficient or above in reading will increase as specified by the School Growth Targets (SGT) for each school and all students as measured by the results from New Mexico's Partnership for Assessment of Readiness for College and Careers (PARCC). The current SGT for reading is 56.7%.

The percentage of students in all subgroups who score proficient or above in math will increase as specified by the School Growth Targets (SGT) for each school and all students as measured by the results from New Mexico's Partnership for Assessment of Readiness for College and Careers (PARCC). The current SGT for math is 50%.

Goal 2 Safe & Welcoming Learning Environment

Implement and update the Approved Safety Plan at each school
Continue the Preventive Maintenance Plan
Continue to update and implement FIMS/School Dude
Update and Complete the Facilities Master Plan
Maintain a welcoming environment for students, parents, and visitors.

Goal 3 Efficient & Effective Operations

Student learning will be supported and enhanced by effective and efficient operation of support services including the business office, the maintenance department, and the transportation department.

All budget requests will be tied to the district aims and goals.

School Year

The school year shall be a minimum of one hundred eighty (180) instructional days or the equivalent thereof (Public School Code 22-8-9).

School Calendar

The Board of Education shall annually adopt the school calendar for the ensuing year. The Superintendent or designee organizes a School Calendar Committee annually. All personnel are given the opportunity to vote on the proposed calendars. The majority vote is presented to the School Board for their consideration for adoption.

School Day

A teaching day shall be defined as a day in which the school is open and the pupils are under the guidance and direction of teachers in the teaching process. Students shall be in school-directed activities, exclusive of lunch, in accordance with the following minimums:

- | | | |
|----|--------------|--|
| a. | Kindergarten | 5.5 hours per day or
990 hours per year |
| b. | Grades 1-6 | 5.5 hours per day or
990 hours per year |
| c. | Grades 7-12 | 6 hours per day or
1,080 hours per year |

During the teaching day when an emergency arises in a district or school within a district from an uncontrollable circumstance that results in a necessary early dismissal by the administration, the day may be counted as a teaching day if approval is subsequently provided by the Public Education Department.

In-Service Days

The school calendar allows for early dismissal and full day in-service to allow for in-service training/planning. District-wide staff committee meetings and building-level activities are scheduled for use of this time.

The Administrative Team will coordinate the use of these days to avoid conflict and to allow for balance between district-level and building-level needs.

Emergency Closing of School

Other than Snow Days, the Superintendent's office shall determine if there is a need for the emergency closing of schools.

If the closing of the school is necessary due to extremely bad weather or other severe emergencies, an announcement will be made on local radio stations in the Alamogordo and Ruidoso areas, by 7:00 a.m. on the day in question. School Reach will be used for emergency

notification. If a need exists, the principals shall be notified as soon as possible for activation of alternate employee contact procedures.

Board of Education

Tularosa Board of Education

The present Tularosa Board of Education consists of the following members:

Samuel Sanchez, President
Cody Hill, Vice-President
Lillian Duran, Secretary
Kim Chavez, Member
Teresa Marr, Member

Membership

Membership of the Board of Education shall consist of five members elected for four-year staggered terms.

Duties

ESNMS A.1.1.1 In accordance with state statutes (Public School Code 22-5-4) and regulations, the following are functions of the local Board of Education:

1. Develop educational policies for the school district;
2. Employ a local superintendent for the school district and fix his/her salary;
3. Review and approve the school district budget;
4. Acquire, lease and dispose of property;
5. Have the capacity to sue and be sued;
6. Acquire property by eminent domain pursuant to the procedures provided in the Eminent Domain Code (42A-1-1 to 41A-1-33 NMSA 1978);
7. Issue general obligation bonds of the school district;
8. Provide for the repair and maintain all property belonging to the school district;
9. For good cause and upon order of the district court, subpoena witnesses and documents in connection with a hearing concerning any powers or duties of the local school boards;
10. Except for expenditures for salaries, contract for the expenditure of money according to the provisions of the Procurement Code (13-1-28 NMSA 1978);
11. Adopt rules pertaining to the administration of all powers or duties of the local school board;
12. Accept or reject any charitable gift, grant, devise or bequest. The particular gift, grant, devise or bequest accepted shall be considered an asset of the school district or the public school to which it is given; and
13. Offer and, upon compliance with the conditions of such offer, pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts or juvenile authorities of offenders in case of theft, defacement or funds.

Functions of the Board

The Board shall function as a policy-making body, which shall leave to the Superintendent of Schools and his/her staff the proper execution of such policies.

Evaluative Functions

The Board shall also serve as an evaluative body and shall measure the effectiveness with which established policies are being executed. This evaluation shall be made on the basis of results

rather than mechanics, and the Board shall utilize the total school staff to the best advantage in making such evaluations. It is understood that proper channels of authority shall be observed in staff utilization.

Board of Education public elections will be conducted on the first Tuesday in February of each odd-numbered year.

The reorganization of the Board (Board Officers Election) occurs in the month of March following the February public election.

Meetings

Procedures followed by the Board of Education in calling and conducting meetings will conform to statute, State Board of Education regulations, and adopted Board policies.

REGULAR MEETINGS of the Board shall be conducted on the second Wednesday of each month in the Board Room of the School District Administration office, 504 First Street. These meetings will begin at 6:00 p.m. Any change from this schedule will be published in the newspaper of general circulation at least 10 days prior to the meeting. Open to the public.

SPECIAL MEETINGS of the Board shall be published in a newspaper of general circulation at least 72 hours prior to the holding of this meeting. Open to the public.

EMERGENCY MEETINGS of the Board shall be published with 24-hour notice. Open to the public.

EXECUTIVE SESSIONS of the Board will be called in accordance with regulations set forth by statute and referenced to the Open Meetings Act. These are closed to the public.

Agenda

The Board will hear written and oral communication from school district residents and employees as an order of business as scheduled in the agenda of the regularly scheduled Public Board Meetings. Requests to approach the Board must be received by the Superintendent one-week prior to the regularly scheduled Public Board Meeting. The Board will receive the request and consideration will be given at the next regular monthly meeting. Approved requests will become scheduled as an agenda item.

In oral communications, the speaker will address the Chair and give his/her name and address and the name of the organization he/she represents, if any. The presentation of the topic is to be restricted to a maximum of three minutes, unless the Board President extends their time. After all appropriate communications have been received and persons heard, the Board would proceed with the business of the meeting without further communication or participation by audience members except as requested by the Board President. Names should not be mentioned during the open meeting. Remarks will be permitted only if presented in an orderly manner and causing no injury to individuals.

The public is invited and encouraged to attend Board meetings. All meetings of the Board shall be open to the public except executive sessions. All actions of the Board shall be taken openly.

ADA Accommodation - Individuals with disabilities, who need any form of auxiliary aid to attend or participate in this meeting, please contact the Superintendent's office at 585-

8800. Upon request with 10 days notice, public documents will be provided in the accessible form necessary to the individual requesting the particular auxiliary aid.

Administration

Administration Office

The District Administration Office hours are from 8:00 a.m. to 4:00 p.m. The office is located at 504 First Street, Tularosa, New Mexico 88352. The phone number is 585-8800.

Administrative Staff

Superintendent of Schools	Brenda Vigil
Business Manager	Kathleen Richardson
Administrative Secretary to the Superintendent	Diana Marrujo
Receptionist, Purchasing/Receiving/Inventory	Andrea Petty
Payroll/Benefits/ Student Accident Reports/Risk Insurance/ Workmen's Compensation/Accident Reports	Sandy Montoya
Federal Programs, Transportation, Purchase Orders	
Athletic/Activity Accounts, Accounts Payable, Invoices	Marian Wohlgemuth
Technology	John Ashcraft
Special Education Coordinator	Daniel Burk
Special Education Secretary	Connie Castle
Director of Maintenance and Transportation	Andrew Sainz
Food Service Director	Eloisa Herrera

School Site Offices

Tularosa Elementary School

(575) 585-8801

Principal
Counselor
Office Secretary

Melva Gimbel
Jeffrey Allman
Andrea Allen

Tularosa Intermediate School

(575) 585-8802

Principal
Counselor
Office Secretary

Anisa Kasuboski
Jeffrey Allman
Carli Brill

Tularosa Middle School

(575) 585-8803

Principal
Counselor
Office Secretary

Bobbie Grace
Charles Veltrie
Ruth Sanchez

Tularosa High School

(575) 585-8866

Principal
Assistant Principal/AD
Counselor
Secretary
Secretary
Liaison

Johnny Joe Marrujo
Eric Gutierrez
Terri Coleman
Alynn Hooper
Deb Bowman
Ihleen Klinekole

Fiscal/Business Management

School Site-Based Budgeting

Each school-site is allocated money for the fiscal year. This allocation is based on student population according to the equalization formula. Principals are in charge of distributing these monies according to needs of the staff and students. All requests for funds should be made to the principal who will have regular budget updates to determine availability of funds. Principals have funds to provide for supplies and materials for direct instruction and support services, software, textbooks, library, professional leave, teacher and support staff travel and training.

Purchasing of Goods and Services

All purchases should be made at the best obtainable price for the item. It is understood that certain purchases will be sole source, but every effort should be made to be certain that school monies are spent wisely and prudently. **Any employee who purchases goods or services without an approved purchase order will be held responsible to personally pay for such costs.** If you receive a purchase order stamped inventory, the item or items purchased must be taken to central office for inventory prior to placement at the school site.

Purchase Requisition Procedure

When it is determined that a purchase of goods or services is required, staff members are required to adhere to the following procedure:

1. Three quotes with lowest source must be obtained.
2. The requisition must be legible, neat, and in ink. Electronic requisition forms are available. **Purchase orders are approved for specific purchases identified on the purchase requisition only.** Other items may not be purchased. All requisitions should include shipping and handling charges when applicable. If shipping costs are uncertain, it is recommended to include 15% of the total purchase as an estimate for shipping costs.
3. The requisition is presented to the principal to determine availability of funds in the school-site budget.
4. The principal approves and signs the requisition. The requisition is forwarded to the Business Office when available funding is verified and the account number is then assigned to the requisition. **Under no circumstances will a requisition be accepted after a purchase has been made.** Please allow three days for processing of requisitions. Requisitions for registrations, dues, rooms, etc. must have a copy of forms or application, dates of trips, deadline for payments of dues on or attached to the requisition. Open requisitions for meals must have the travel date. Please indicate on requisition if the Purchase Order is to be mailed from Central Office or returned to employee making the request.
5. Requisition is then logged into the requisition logbook kept by the school secretary.
6. Requisition is sent to Central Office for the Superintendent's approval. No orders can be made until approval is given.
7. Contact your building principal **before** contacting Central Office regarding any purchase requisition.

Requisition forms are available from the school secretary.

Fiscal Year

July 1 through June 30 of each year. A checklist of end-of-school duties must be turned into the School Office to insure that inventory, requisition for lost and damaged books, and receipt books have been turned in.

Fiscal Year Purchasing Deadlines

The deadline for out-of-town orders is April 1 of each fiscal year. The deadline for local orders is April 15 of each fiscal year. This deadline is for all accounts including activity accounts. It is difficult to order after this date because of shipping and the amount of time to verify and pay each invoice. All orders after this date will be dated July 1 unless authorized by the Superintendent.

Property and Equipment Sales

No property or equipment may be sold or donated without express written permission from the Public Education Department and the Superintendent.

Employee Negligence of School Property and/or Equipment

Employees found to be negligent in the use of school property or equipment, which results in a loss to the district, will be held personally responsible for such related costs.

Personal Use of School Equipment

No school district equipment is to leave school property without the knowledge and permission of the building principal.

Reimbursements

Anyone who has **prior approval** may purchase items for the school with the understanding that they will be reimbursed for their expenditure. It is state law **that taxes for purchases will not be reimbursed** to the individual, as schools are tax exempt. Reimbursements will be made through the requisition procedure with the signed billing attached to the requisition. The person requesting reimbursement for expenditure will be the vendor on the requisition.

Gifts

Receiving of substantial gifts in connection with school duties on the part of school employees is not condoned. This does not prohibit the traditional small gift exchanges between students and teachers. To promote the highest ethical standards for purchasing and handling of school funds, gifts are not to be accepted by any employee. Employees should never be in a position, which is open to criticism by the acceptance of a gift from a vendor or person.

Per Diem/Mileage/Meals

No travel money will be disbursed without an agenda and all appropriate signed receipts and tickets affixed including approval by the supervisor. If you are submitting receipts for more than one individual's meals, each person must sign the meal ticket. Reimbursement for tips

is limited to a maximum of 15%. All tickets must be turned in to Central Office the day following the return from the trip.

Meals for leave under 9 hours “defined as the normal work day” will not be reimbursed by the school district according to state statute. Reimbursement for meals with itemized receipts for travel beyond the normal workday will be reimbursed at the rate of \$30.00 per 24-hour period (2.42.2.8 NMAC). Each receipt should contain itemized information regarding the bill and must be signed by the employee requesting the reimbursement. **If a credit/debit card is used for the purchase, the actual meal receipt must be attached.** All trip reimbursements received in Central Office on Monday will be distributed no later than the following Friday provided the form is correctly filled out. Reimbursement forms are available from the principal.

Invoices/Bills

All invoices should be turned into the accounting department within 24 hours of receipt of the merchandise or service. When an order is shipped to the school, the packing slips will be sent to the person who ordered the item for verification of the receipt of the merchandise and that it is in good condition. **All invoices, bills, and/or packing slips should be marked “OK TO PAY” with the person’s signature and date. All invoices should have the vendor’s name, address, and purchase order number on them.**

Returning Merchandise

When merchandise/orders need to be returned to the company by UPS, please contact the Purchasing/Receiving Clerk at Central Office.

Activity Funds - Management/Purchases

Student Activity Funds are used to account for those resources owned, operated and managed by the student body, under the guidance of a staff member or another adult, for educational, recreational or cultural purposes. These funds are used for activities that may include yearbook, fundraisers, athletics or various other club activities. **No activity fund shall ever be permitted to incur a deficit balance.**

Athletic Supplies/Equipment

All athletic requests for purchases will follow the procedure of requisitions with the exception of having the Athletic Director’s and the building principal’s signature added to the requisition. The Athletic Director will determine availability of funds for each sport. All invoices and bills will be turned over to the Athletic Director within 24 hours of purchase with required signatures attached.

Transportation Requests

Travel requests must be received in Central Office no less than five days in advance of a trip. Athletic/Activity trips should be turned in as soon as schedules are approved. School vehicles are limited and are first come-first served. A list of all students participating must be on file at both Central Office and the individual schools. **All travel requests must be accompanied by necessary requisitions, professional leave forms and student lists.** Permission slips must be at each school for every student before a trip. The school permission slip is available at each school or Central Office. *(See Principal for form.)*

Keys and credit cards can be picked up at Central Office the day before an early morning trip or the morning of a trip after 8:00 a.m. **Cars must be returned to the vehicle compound immediately upon return from a trip. Keys, credit cards, and signed gas receipts are to be returned to Central Office in person on the next business day. Gas cards, receipts, and keys are not to be returned in school mail. Gas receipts should indicate the purpose of the trip/activity. Drivers are responsible for removing all personal items and trash from the vehicle and for filling the vehicle with fuel before returning it to the compound. No students are allowed to drive school vehicles.** Any employee who drives students must complete the required training program before transporting any students.

No field trips will be allowed on Mondays and Fridays. No field trips will be approved in May except for state-sanctioned events/competitions.

Student field trip permission forms must be completed for each trip taken. Forms are available in the Principal's Office.

Maintenance Work Orders/Requests

Maintenance Reporting Procedure: The name of this program is School Dude. It is entirely web based and is done from your web browser. The first time you access this site it will ask you for your E-Mail address; it will then say that you have never logged in before and ask for your last name. Enter your last name. A new screen will appear asking for a little more information. Please fill out the red checked boxes because you will not be able to continue unless you do. The other fields are optional. This is a one-time event.

Next you will be presented with the requestor screen. You must fill out every field that has a red check mark. If your exact location is not listed in the area field, use the "Area/Room Number" field to narrow it down. If you will always request from your location, you may check the box "Yes, remember my area entries....." , and they will be pre-filled next time you login. Select an icon that best describes the area of your problem; then describe specifically the problem in the next box. The "Submittal Password" is "wildcats", no parenthesis all lower case. Your request has now been routed to your school principal for approval. You can now go through the tabs at the top of the page to see the status of your request, change your account settings and a help tab. Currently, the only option in the help tab is to download the requesters manual. You may also go back to "Maint Request" tab and add another request.

To get to the site click on this link: <http://www.myschoolbuilding.com> and enter account number 942684023 in the "Organization Account Number" field. After this, you will be at our School Dude site. This is the last time you will need this number, at least for now. The next step will save you some time. Right-Click in any blank space in Internet Explorer and a menu will come up. Left-Click on "Create Shortcut", it has now placed a shortcut on your desktop to this site.

Technology Work Orders/Requests

Technology Reporting Procedure: Technology work orders may be submitted on line at www.tularosa.k12.nm.us. Use the link for the Technology Help Desk.

Fundraisers & Cash in School Building

Procedure for Fundraisers: A Fundraiser Request Form must be submitted and approved for each fundraiser. No more than one fundraiser per teacher will be allowed at a time. Fundraiser forms should be turned in within 24 hours after completion of the event.

If activity account does not have sufficient funds for requisition, all sales must be prepaid, deposited, then ordered.

Each teacher who collects money from students will be issued a numbered receipt book. Receipts will be issued for monies collected. If individual receipts hamper the collection, a list of students and amounts may be used with one receipt written at the end of the school day.

Money should be turned in within 24 hours. The school secretary will issue a receipt to the teacher for the total cash and checks to be deposited. The secretary/individual designated to receipt funds will make a deposit and indicate the receipt number or attach a copy of the receipt to the teacher on the deposit slip. The copy of the deposit will be sent to Central Office to be posted to the Line Item collected by the secretary/individual designated to receipt funds. If a receipt is void, **all three copies** must be marked “void” and two copies sent to the Athletic/Activity Accounts Bookkeeper. The secretary/individual designated to receipt funds will deposit monies within 24 hours per State Statute.

Money collected for food sales and other types of Fundraisers, where it would be impossible to receipt each individual person, will be receipted by the teacher for the total collected for that sale and turned into the secretary/individual designated to receipt funds as one total.

Each of these procedures is listed in the Manual of Procedures for the State of New Mexico and has been recommended by the auditor for complete and accurate accounting of public funds.

Cash: Money will not be kept over a 24-hour period. This is a state law that is checked by the auditor annually. Receipted monies should be deposited as soon as possible to deter the problem of missing or stolen money from employees. If a receipt is void, **all three copies** must be marked “void” and two copies must be sent to the Athletic/Activity Accounts Bookkeeper.

Inventories

Each site will have an appointed person to oversee inventory identification numbering and disposition of inventory. The inventory will be updated annually and each staff member is responsible for all inventories in their room or department. When items are transferred to another location, the transfer must be put in writing to the Purchasing/Receiving/Inventory Clerk at Central Office.

Staff Information

Chain of Command Procedures

The building principal handles building level issues. If a conflict or a grievance is not handled to the satisfaction of an employee or a parent, the next step is the Superintendent. It is procedure at the Central Office level to assure that the Chain of Command is in place for any complaint, which may come to the Superintendent's level. Any concern that has not gone through the Principal's office is directed back through the Principal before the Superintendent will address the complaint. If the concern involves Special Education Services, the Building Principal will handle it in conjunction with the Special Ed. Director, then the Superintendent.

When the Superintendent is out of the district, the Superintendent will place a Building Level Administrator "in charge" with specific directions and contact sources to reach the Superintendent for necessary assistance.

It is imperative that Administrators inform the Superintendent of their absence from their assigned areas.

Building Level Administrators are to inform the Superintendent who is in charge at the school site whenever they are absent.

At each school site, district personnel and facilities are the responsibility of the Building Level Administrator within the supervision and evaluation process. At each school site, special education contracted ancillary staff are the responsibility of the Superintendent. The Building Level Principal and the Special Ed. Director should communicate any needs or concerns regarding contracted ancillary staff. Contracted ancillary staff is not considered a district employee. They are independent contractors. It is important that communication occurs between ancillary staff and all administrators concerned to assure that ancillary services are effective and that regulations regarding these services are in compliance with IEP needs. The Principal and Special Ed. Director supervise and evaluate contracted ancillary staff.

General Responsibilities

Code of Ethics:

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

Principle I: Commitment to the Student. We measure success by the progress of each student toward achievement of his/her maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

- (1) Deal justly and considerately with each student.
- (2) Encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment.
- (3) Conduct conferences with or concerning students in an appropriate place and manner.
- (4) Seek constantly to improve learning facilities and opportunities.

Principle II: Commitment to the Community. We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- (1) Share the responsibility for improving the educational opportunities for all.
- (2) Recognize that each educational institution has a person authorized to interpret its official policies.
- (3) Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
- (4) Evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take action deemed necessary and proper.
- (5) Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of partisan activities.
- (6) Protect the educational program against undesirable infringement, and promote academic freedom.

Principle III: Commitment to the Profession. We believe that the quality of the services of the education profession directly influences the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations. In fulfilling our obligations to the profession, we:

- (1) Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession.
- (2) Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
- (3) Cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions.
- (4) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (5) Refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student.
- (6) Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions colleagues.
- (7) Keep the trust under which confidential information is exchanged.
- (8) Make appropriate use of the time granted for professional purposes.
- (9) Interpret and use the writings of others and the findings of educational research with intellectual honesty.
- (10) Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts.
- (11) Respond accurately to requests for evaluation of colleagues seeking professional positions.
- (12) Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

Principle IV: Commitment to Professional Employment Practices. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity, and mutual respect between employees, administrators, and local school boards. In fulfilling our obligations to professional employment practices, we:

- (1) Apply for or offer a position on the basis of professional and legal qualifications.
- (2) Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- (3) Fill no vacancy except where the terms, conditions, and policies are known.

- (4) Adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
- (5) Give prompt notice of any change in availability of service, in status of applications, or in change in position.
- (6) Conduct professional business through recognized educational and professional channels.

Standards of Professional Conduct

Preamble

- (1) 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 a reflection on how we would view 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.
- (2) 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.
- (3) 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, it stimulates us into discussing 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:

- B. 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-s, 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.
- (2) 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.
 - (3) shall avoid using our position as a licensed school employee 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.
 - (4) 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.
 - (5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason.
 - (6) shall not lend a student money except in clear and occasional circumstances as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance.
 - (7) shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:
 - (a) all forms of sexual touching, sexual relations or romantic relations;
 - (b) 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;
 - (c) any open displays of affection toward mostly-boys or mostly-girls;
 - (d) 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.
 - (8) 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:
 - (a) making any sexual advances, requests for sexual favors, repeated sexual references, and 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;
 - (b) 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:

- (1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure.

- (2) shall not orally or in writing misrepresent our professional qualifications.
- (3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history.
- (4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education.
- (5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school.
- (6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law.
- (7) 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.
- (8) shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100 and which compromises the integrity of the licensed educator, excluding approved educational awards, honoraria, plaques, trophies, and prizes.
- (9) shall avoid conduct connected with official duties that is unfair or is improper, illegal or gives the appearance of being improper or illegal.
- (10) 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:
 - (a) 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;
 - (b) making any other verbal or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;
 - (c) displaying or distributing any sexually oriented materials where the above-named individuals can see them;
 - (d) creating an intimidating, hostile, or offensive work/school environment by at a minimum not engaging in any of the prohibited behaviors.

- (11) shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines.
- (12) shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus.
- (13) shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs.
- (14) shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation.
- (15) 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.
- (16) shall not engage in any outside employment:
 - (a) the performance of which conflicts with our public school duties as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed
 - (b) where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties;
 - (c) that impairs our physical ability to perform our school duties.
- (17) 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:
 - (a) in connection with our official school duties;
 - (b) in connection with another licensed person's official school duties;
 - (c) in connection with any standardized or non-standardized testing;
 - (d) in connection with any school application or disclosure process;
 - (e) in connection with any writing submitted to the Public Education Department related to our initial or continued licensure, including endorsements.
- (18) 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.
- (19) shall not, engage in any conduct or make any statement:

- (a) that would breach the security of any standardized or non-standardized tests;
 - (b) that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions
 - (c) that would give students an unfair advantage in taking a standardized or non-standardized test:
 - (d) that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test;
 - (e) that would assist students in obtaining services or benefits to which they do not qualify or are not entitled.
- (20) 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.

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 or education related services in a school who holds any license, certificate, or written authority issued by the instructional or education related-services in a school who hold any license, certificate, or written authority issued 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 must comply. Therefore, the PED through the educator ethics bureau may revoke, suspend, or take other appropriate action against any educator license of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this rule, and who after hearing, is found to have engaged in ethical misconduct, by failing to comply with one or more of the enumerated provisions of the standards of professional conduct exclusive of the preamble.

Professional Duties

Supervision TEACHERS ARE EXPECTED TO STAY WITH STUDENTS UNDER THEIR SUPERVISION AT ALL TIMES. The regulations on supervision of students during the school day apply to meetings called at noon, before school, or after school. When there are night meetings, the teacher/sponsor should arrive at least 20 minutes before time set for the meeting. Upon leaving be sure the windows are closed and doors are locked.

1. **Assemblies**: The instructional staff will provide student assemblies at reasonable intervals during the school year. Such assemblies will be integrated into the instructional program and will be conducted on school time and in school facilities under adequate supervision. The Superintendent Assemblies must approve assemblies sponsored by non-school groups or individuals.
2. **General Duty**: Each teacher is asked to accept a fair share of responsibility for supervision during class changes. Teachers should be outside their classroom for hall, restroom, and locker supervision. A teacher's presence is all that is normally needed to insure proper student behavior.
3. **Assigned Duty**: It is necessary that teachers be assigned to before and after school duty and/or other school-sponsored activities for the purpose of supervision. Please be conscientious in performing your duty. If circumstances arise that will not allow you to perform your duty, be sure to inform the Principal. The Building Principal will assign duties.

Class Record Books Class record books must be kept in an accurate and neat manner because they are permanent records and are often referred to for grades. Insert in your record book an explanation of your method determining grade marks. This should include your weighing of daily grades and other evaluations you might use in determining the grades. An incomplete grade or grade change is to be changed within one week (five working days) of the end of each grading period. All grades will also be entered into Power Grade, and these grades will be updated on weekly basis to provide parents with up-to-date information regarding their student's progress.

Reporting Progress Students will receive report cards following the end of a nine-week period. Mid-nine weeks reports will be sent to parents through the student. Unsatisfactory work may mean a pupil is not working to capacity or is in danger of failing if the quality of work is not improved. A failing notice means that a student is not doing work of sufficient nature to justify credit at the time the report is sent. See calendar for dates.

Lesson Plans Each teacher should have a carefully planned and fairly detailed lesson plan for not less than the week, and if possible, for three or four weeks in advance. Formulating lesson plans in writing is beneficial to any teacher. Lesson plans are very helpful to substitute teachers; in fact, this is probably the teacher's most effective contribution to good teaching during his/her absence. The substitute will be provided with a Substitute Teacher Packet. Lesson plans, along with one grade book and textbook, should be available when a substitute teacher is needed. The teacher should leave keys, grade book, and substitute packet in the office or on the desk when he/she knows he/she is to be absent. Copies of lesson plans will be turned in to the office according to the requirements of the principal.

Textbooks The textbooks are furnished free to the students by the school district. The students are expected to take care of these books. Teachers will record the book number and condition of the book on the textbook sheets provided. Teachers are to retain textbook sheets and see that the necessary information in the textbook is properly recorded. The student must return the assigned book in the same condition, taking into

consideration the normal wear and tear on the book. Students will be charged for lost and/or damaged books. The charge for damage to a book is according to the lost/damaged textbook schedule. Should you have any questions concerning textbooks, see your department head and/or principal.

All orders from the State Depository must be in the Central Office by May 1 for orders to be shipped by the beginning of the school year. Use the current adoption list.

Planning Period The planning period is provided for the preparation of materials and the planning of educational activities for your program. This time may be used to take care of any matters that otherwise take you away from the students under your supervision.

Teachers are expected to remain on the premises during the planning period and be readily available for conferences with students, parents, or administrative staff, as needed. **Under no circumstances is an employee to leave the campus without notifying the principal's office.**

Attendance & Punctuality It is the policy of the School District to encourage good habits of attendance and punctuality on the part of its employees whether they are certified or classified. Unauthorized absences or tardiness will not be tolerated and may result in disciplinary actions. **Employees who are absent from work for three consecutive days must provide a doctor's note for the absence.**

1. Employees must be at their workstation at the starting hour and at the prescribed time after coffee and lunch breaks. Employees who for any reason will be delayed more than a few minutes in reporting for work are requested to call their administrator promptly to explain the circumstances.
2. Employees, whose duties do require them to leave the building in which they work, must obtain permission from their supervisor to leave their place of employment during working hours except for scheduled lunch breaks.

Staff Meetings Attendance at general staff meetings called by the Principal is required of all employees.

Discipline Teachers are urged to handle student discipline whenever possible. This includes meeting with a student before, during, or after school to rectify the problem. If this does not prove effective, then the teacher should contact the parent in an effort to resolve the situation. The counselor may prove to be a valuable resource for teacher and students alike. The Principal or Assistant Principal should be asked to intervene only when the teacher feels she or he has exhausted all reasonable courses of action.

All staff members should comply consistently with the Student Discipline Policies and Procedures as stated in the student handbooks.

Classroom Appearance Teachers can help the custodians keep the building clean and neat by teaching good housekeeping in their classrooms, keeping the wastebasket handy for students to use, and insisting students pick up all papers before leaving the room.

Teachers should check the desk each period to see that the students do not mark or damage them in any way. Should an emergency occur which requires custodial assistance, teachers will notify the office. A word of praise or a pat on the back will insure better cooperation between custodians and staff. It will be up to each one of us to see that our school is taken care of properly. The neatness and order of a classroom reflects its use by the classroom teacher. Careful attention to temperature, ventilation, and lighting is essential to the health and best work of the student.

Telephone Usage Personal cell phones should not to be used during instructional time.

Keys Keys to your building and classroom are issued through the Principal's office. Coaches may pick up keys to athletic facilities through the Assistant Principal/Athletic Director's office. Keys are issued at the beginning of school and turned in the last day of school. Please be careful with school keys. A lost or stolen key opens the door to valuable school property. Do not loan your keys to students or others, and do not leave your keys in or on your desk.

Computer Security - Staff Responsibility With the age of new technology, comes the responsibility of protecting the security and passwords of such equipment.

Email Usage

1. The purpose of this policy is to ensure the proper use of Tularosa Municipal School's GroupWise system. All messages distributed via GroupWise, even personal emails, are Tularosa Municipal School's property. You must have no expectation of privacy in anything that you create, store, send or receive on the company's email system. Your emails can be monitored without prior notification if Tularosa Municipal School deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the district reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions or comments about this Email Policy, please contact your supervisor.
2. It is strictly prohibited to:
 - Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.
 - Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
 - Send unsolicited email messages or chain mail.
 - Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
3. Duty of Care
Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.
4. Personal usage

Although the GroupWise system is meant for business use, Tularosa Municipal School allows personal usage if it is reasonable and does not interfere with work. **Group Wise Messenger is not to be used for personal conversations during instructional time.**

5. Disclaimer

All messages will be appended with the following disclaimer: ‘This message is intended only for the named recipient. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.’

Internet

The Tularosa Municipal Schools’ Internet service has been established and is limited to educational purposes. The term “educational purpose” includes classroom activities, career development, research, and limited high-quality self-discovery activities. The District reserves the right to place reasonable restrictions on the materials staff accesses or posts through the system. Staff members should complete research and discovery activities during their prep time and before and after school. **Internet access by students or others** on the teacher workstation is not permitted. Utilization of the Internet during class time should be done on student stations, not teacher workstations.

Staff Workstations

Staff workstations are limited to use by the person who is assigned to the computer. OTHER USES OF COMPUTER WORKSTATIONS Student use of teacher workstations is not permitted. Because computer systems are networked, it is absolutely imperative that security codes/passwords be protected. This security information is vital to the protection of confidential student record information, and all management issues. Security issues are the responsibility of personnel assigned to the network. A breach of security may result in termination of employment.

Social Networking Website Use Policy

1. **Purpose.** The policy enacted herein is intended to establish guidelines for the Tularosa Municipal School District (School District) employee use of Internet social networking websites, including but not limited to Facebook, MySpace, YouTube or similar Internet- based websites, whose functions may include sharing personal information and directly communicating with other members or participants in a web-based format (collectively, Social Networking Websites).
2. **Official Policy.** This Social Networking Website Use Policy (Policy) supersedes and rescinds all previous Social Networking Website use policies, statements, or practices and is the official Tularosa Municipal School District Social Networking Website Use Policy. This policy is intended to supplement existing policy and guidelines relating to acceptable use of the School District computer system, computer network and all electronic resources made available to School District employees and students for use in performing employment-related duties or academic functions. It is also intended to

establish an appropriate standard of conduct for school employees in their contacts and communications with students outside of school hours or school programs.

3. **Use of Social Networking Websites.** Since a School District employee's interactions or dialogue with students on a Social Networking Website could be viewed as a representation of the School District by viewers and since communications on such websites are not subject to the same levels of supervision, structure or formality as the school or classroom environment, the School District strongly discourages its employees' use of Social Networking Websites as a means of conducting School District business or communicating with students, except as permitted by paragraph 6 below.
4. **Interactions with Students.** State statutes and regulations and School Board-adopted ethical and professional policies and standards require that professional educators and School District employees establish strict, appropriate and professional boundaries in their conduct and communications with students. To that end, School District employees shall not use Social Networking Websites as a means of communication with any School District student for purposes unrelated to the school curriculum or school programs, and in the absence of approval as specified in paragraph 6 below.
5. **Class Activities/Assignments.** School District employees shall limit any Internet-based classroom activities or assignments to School District-sanctioned on-line tools which are based upon or directly related to the School District's adopted and approved curriculum.
6. **No Posting of School District Material Without Consent.** School District employees shall not use Social Networking Websites to distribute or publish pictures, videos, or any other School-District curriculum-related material as an element of a classroom activity or assignment, without the Superintendent's prior written approval.
7. **Disciplinary Action.** School District employees who violate this Policy shall be subject to discipline, up to and including suspension, termination, or discharge, in accordance with Board policy, negotiated agreements, and applicable law.

Visitors

Visitors are cordially welcome in our school at all times. However, they are requested to report to the office first, and then, they will be guided to their destination. **No visiting students are allowed at any time.**

Volunteers

Individuals who volunteer their services must have permission from the building principal and/or the superintendent.

Equal Employment Opportunity

The Tularosa Municipal Schools does not discriminate on the basis of race, color, national origin, sex, religion, age and handicap/disability in employment or the provision of services.

A.D.A - Employee Responsibility

In compliance with the Americans with Disabilities Act, it is the responsibility of the employee to notify the employer if reasonable accommodation is of necessity for job performance. The employer will provide the working conditions for a sound educational program. Work-sites will be modified with reasonable accommodation in a manner in which disabled employees can serve and work in a safe environment.

Accident Reporting Procedures

Accident Reports must be completed and forwarded at the time of injury to the immediate supervisor for transmittal to the District Administration Office. Forms are located at the school-site office. All accidents, of any nature, must be reported.

Workers' Compensation

Workers' Compensation coverage became effective for employees of Tularosa Municipal Schools on December 11, 1989, and covers all school employees on the job, including those who are in a school vehicle, on school business or involved in school activities. Individuals who volunteer their services to state or local governments and receive no compensation are excluded from the definition of "employees" and are thus excluded from coverage.

The group insurance program does not cover the same benefits provided by Workers' Compensation.

Any injury sustained by a school employee while working at normal school duties or engaged in school activities or business is to be reported **IMMEDIATELY**, in writing, to the principal or supervisor who will complete the proper form for reporting the injury to the Central Office. The office then files the report with the Workers' Compensation insurance carrier. The report form is to be turned into the Central Office by the principal or supervisor on the **same day** in which the accident occurs.

Workers' Compensation Injuries

When an employee is off work more than 7 days due to a work-related incident, Workers' Compensation benefits will be paid by the Workers' Compensation carrier on a weekly rate payable every two weeks and continued as provided by statute. Personal sick leave may be used for the initial 7-day period. When employee is off work more than 7 days due to a workers' compensation incident, the New Mexico Public Schools Insurance Authority will pay workers compensation wages directly to the employee and District wages will be reduced by daily rate accordingly. If employee is off work more than 28 days, compensation is retroactive to date of disability and sick leave is reinstated proportionately.

Personnel Records

Types of Information: The personnel records of the School District will comply with all state and federal regulatory agencies. The records will include but not be limited to:

- * Original application and references
- * A complete official transcript of college credit
- * Current New Mexico licenses
- * Retirement record

- * Service record
- * Current contract
- * Job Description
- * Annual evaluation records
- * Supervising reports/memorandums
- * Course approval forms
- * I-9 and W-4 forms

Public Use

Employee personnel records of the School District are not classified as public records and are not open to public inspection. The use of the personnel file will be limited to the employee, the Superintendent/Designee, the supervisory principal or immediate supervisor, and the Board. Individual use of the file by any of the above will be through the office of the Superintendent.

Disposition

Personnel records will not be destroyed. Components of the record may be destroyed upon mutual agreement of the employee, the principal or immediate supervisor, and the Superintendent. Inactive records will be kept on file in original form.

Inspection of Public Records - Exceptions

Every citizen of this state has a right to inspect any public records of this state except:

- * Records pertaining to physical or mental examinations and medical treatment of persons confined to any institutions;
- * Letters of reference concerning employment, licensing or permits;
- * Letters or memorandums which are matters of opinion in personnel files or students' cumulative files; and
- * as otherwise provided by law. (NMSA 14-2-1)

Licensure

All personnel who require licensure must hold a valid New Mexico license for their assigned position. It is the employee's responsibility to secure the license and to keep it valid.

All licensed personnel whose licenses expire during the current year should make arrangements for meeting all requirements to secure a new or renewed license prior to the beginning of the new school year.

Any inquiries concerning the employee's requirements for renewal should be made to:

Public Education Department
 Licensure Unit
 Education Building
 300 Don Gaspar
 Santa Fe, New Mexico 87501-2786
 Phone # 505 827-6587

The District Administration Office contact is the Administrative Secretary to the Superintendent.

College Transcript

Official transcripts must be on file at the District Administration Office by October 1 of each school year to verify training requirements and for salary schedule placement.

If the necessary number of hours is acquired to advance on the salary schedule, an official transcript must be on file by October 1 in order to receive the advancement on the current contract.

Course Approval Forms

Certified Salary Schedule Movement - In accordance with Training and Experience regulations, certified personnel must complete this form and obtain the Superintendent's approval if the course is to be considered for movement on the salary schedule. Forms can be secured from the school-site office.

Payroll Procedures

Payday Schedules All school personnel shall be paid biweekly according to the provisions of the Payroll Calendar covering the fiscal year. Principals are to pick up paychecks at the District Administration Office on designated paydays. Summer mailings will be utilized as necessary.

The payroll will be computed on the basis of annual contract amounts for certified and non-certified personnel. Contract employees are paid 1/26 of their annual contract as scheduled on the annual payroll calendar. Substitute and casual workers are paid biweekly on a daily and hourly basis respectively.

Federal/State Withholding - W-4 forms are required at the time of employment. Taxes are deducted accordingly. Adjustments to W-4 forms can be made at any time. Totals are reported to the IRS annually on required W-2 forms.

Social Security (Federal Insurance Contributions Act) - Deducted biweekly and reported annually to the Social Security Division. Employee deduction plus employer matching funds are submitted biweekly. Employee deductions and employer matching funds are based on a fixed percentage of gross income to the employee as directed by Social Security Division.

Educational Retirement - By an act of the 1971 Sate Legislature, all school employees are mandatory members of the New Mexico State Educational Retirement Association. Educational retirement is deducted biweekly and reported monthly to the Educational Retirement Board. Deductions and matching funds are submitted monthly.

Salary Deductions

Salaries are subject to deduction for federal and state income tax; educational retirement; Retiree Health Care Authority and Social Security. Employees may authorize deductions from their regular pay for district-approved deductions. The Board authorized the following payroll deductions:

- * Professional Dues
- * Credit Union
- * Medical, Dental, Vision, Life and Disability Insurance
- * Tax sheltered Annuities
- * Cancer/Catastrophic Insurance
- * Short-Term Disability

No changes for deductions can be made after the last day of school each year until the first pay of the subsequent year.

Section 125 - Cafeteria Plan

The Tularosa Municipal Schools participates in Section 125 of the IRS Code by offering employees the Flexible Spending Account (Cafeteria Plan). The employee selects certain qualified benefits and reduces his/her taxable wages by the cost of these benefits -- resulting in substantial tax savings. These tax savings can be in take-home pay or used to purchase additional benefits.

Insurance

A new employee receives information about the group insurance program at the initial time of their employment and is given a 30-day period to enroll or reject the program. Each employee must enroll or sign a statement declining coverage.

This summary briefly lists the benefits available to employees of the Tularosa Municipal Schools. Please refer to your benefits brochures for details of each plan.

MEDICAL
DENTAL
VISION
LIFE

LONG-TERM DISABILITY
VOLUNTARY LIFE
SPOUSE LIFE
DEPENDENT LIFE

COBRA NOTIFICATION - Under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985, (COBRA) you may be allowed to continue your health care coverage under an employer-provided group health care plan if you coverage would otherwise end. Please contact the Payroll Clerk for further details.

Direct Deposit

Direct Deposit is available to all employees. The Payroll Clerk has the necessary forms for this service.

Procedures for Leave Requests

Leave requests must be filed in accordance with directives given on leave request forms. **Staff members are responsible for completing the Professional Leave form and the Professional Leave Activity Sheet.** This leave form must be submitted to the building principal/supervisor and to the superintendent for approval before the leave is taken. Personal Leave Forms must be submitted to the building principal/supervisor and to the superintendent for approval **before** the leave is taken. Individuals who are required to serve on **Jury Duty** are required to obtain an excuse from the court and submit that excuse to the building principal and to the payroll clerk. Leave forms are available from the Principal's office.

Substitutes for Employees

Employees must notify the building principal of an absence as soon as possible so a substitute can be contacted. **Employees who are absent from work for three consecutive days must provide a doctor's note for the absence.** The principal or designee will call substitutes.

Drug-Free/Tobacco Free Workplace

See Board Policy Manual located in the school lounge.

Drug-Free/Gun Free School Zones

See Board Policy Manual located in the school lounge.

Suspected Child Abuse/Neglect

According to the New Mexico Children's Code 32-1-15, NMSA, 1978, it is the obligation of any Tularosa Municipal Schools staff member to report suspected cases of child abuse or neglect to:

- * The District Attorney's Office, or
- * The Department of Human Services, or
- * The Juvenile Probation Office

This reporting process does not require that suspected cases must first be reported to the administrative authority of the school unit or department. Administrators do not have the authority to screen the reporting process; however, the staff members must notify the administrator that a report has been made.

The investigating authority may question staff members reporting suspected cases of child abuse; however, staff members may not be compelled to face parents or guardians or other persons suspected of abusing a child. Accused persons may not question staff members.

Staff members have immunity from civil or criminal liability when making a report concerning suspected cases of child abuse and neglect and are immune from any liability with regard to judicial proceedings associated with the incident.

School immunity from civil or criminal liability also exists if any investigating authority comes into the school to investigate reported cases of abuse or neglect. (NMSA New Mexico Children's Code 32-1-15)

Complaint Procedures - Title VI, VII & IX, A.D.A., Section 504, Sexual Harassment

Any complaints regarding the above issues should be directed to the appropriate office. Procedures for reporting these complaints are available in the Board Policy Manual. See Board Policy Manual located in the school lounge.