

Hatch Valley Public Schools

District Staff Handbook



All Students Empowered to Succeed

2016-17

Hatch Valley Public Schools

P.O. Box 790

Hatch, New Mexico 87937

(575) 267-8200

www.hatchschools.net

Board Of Education

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Eligio Gonzalez	Athletic Director & Assistant Principal
Daniel Montoya	Hatch Valley Middle School Principal
Amber Perry	Dean of Students
Maria Yolanda Batrez	Garfield Elementary Principal
Richard Marquez	Hatch Elem. Principal & District Test Coordinator
Rey Gonzalez	Rio Grande Principal

DISTRICT STAFF PROCEDURES

Teachers are salaried employees who will have an eight (8) hour campus workday, which includes a 30-minute duty free lunch. Teachers' hours are 7:30-7:45 a.m. until 3:30-3:45 p.m. (See the school site for your specific hours)

Garfield Elementary begins 30 minutes earlier and shall adjust accordingly.

Office personnel will be available from 7:30 a.m. to 4:00 P.M. with a 30-minute duty-free lunch. (Alternatively, other hours which meet the needs of the office/department)

Staff employment contracts also outline additional expectations.

Attendance Incentive ALL Staff- Leave Buy Back Policy

Any full time staff member who maintains a leave balance in excess of 10 days may be eligible to "sell back" their excess days per the "Buy Back Policy" based on available funding each year. At the time of printing this handbook in 2016-17 funds were not available.

Absence from Work

All HVPS employees must inform their supervisor or designee prior to being absent from work. Except in extreme emergency situations a failure to do so may be considered job abandonment and result in disciplinary action up to and including termination.

All full time school staff members have discretionary, professional, and sick leave. In addition 12 month employees accrue annual leave. It is imperative that you log in to **iVisions** as soon as possible and record your absences. Failure to do so will be a violation of this policy and may result in disciplinary action. Substitutes are paid after reconciling your absence with their work claim.

Bereavement Leave- Effective July 2013

Leave with pay for the three (3) workdays following the death of someone in the employee's immediate family. In the case of the death of an employee's spouse, domestic partner, child, grandchild or parent (2) additional days are allowed.

In extenuating circumstances, additional days may be granted by the Superintendent or designee to be charged against the employee's accrued sick leave. Documentation may be requested.

The immediate family as defined by HVPS is; spouse, domestic partner, child, grandchild, parent, sister, brother, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, a person who served as the guardian for the employee prior to he employee becoming an adult, and others who reside in the same household with the employee.

Discretionary Leave

All staff earn two discretionary days per school year for personal business. Please use *iVisions* two weeks in advance or as soon as possible before your absence so that a substitute may be secured. Unused discretionary leave reverts to sick at the end of the year.

Discretionary/Sick Leave may not be used to extend a scheduled holiday without prior approval from the Superintendent or Designee.

Sick Leave –a designated amount of compensated leave that is granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include: Spouse, Children, Parents, Grandparents, Grandchildren, Parents Relations created by marriage (e.g., stepchild, mother/father-in-law) Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, without approval from the Superintendent or designee. 3 consecutive sick days or patterns of absences (every Monday or Friday for example) **may require a doctor's verification.**

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days. Staff is credited with a sick leave allowance at the rate of one (1) day per month up to twelve (12) days. At the beginning of the fiscal year or school year, each employee earns a number of sick leave days by the number of contract days worked. Sick leave of any staff member who does not serve a full school year will be prorated at the rate of one (1) day per month.

All accumulative sick leave is forfeited upon termination from employment by the School District for any reason, with no payment in lieu thereof. Sick leave is not transferable. Excessive absences or patterns of absenteeism may require verification of reason for absence.

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

Extended Leave – Sick Leave Bank

See Board Policy Section GCCC for information concerning leave for extended periods, i.e. Family and Medical Leave Act 1993, etc. Staff members who wish to participate in the District Sick Leave Bank must upon initial participation donate one sick leave day. For additional information contact the payroll department.

Military Leave

Employee members of organized units of the Army, Air National Guard, Or Army, Air Force, Navy, Marines or Coast Guard Reserves shall be given (not to exceed)15 working days military leave with pay when ordered to duty for training.

Field Trips

All Field Trips must support the District EPSS or School 90 Day Plan. Field trips must be pre-approved by building principals. Field Trip Request Forms can be found online at www.hatchschools.net

List all Staff Chaperones going on the trip under “Person(s) Requesting Field Trip”

This will serve as their “Professional Leave Permission” List the EPPS Alignment under “Purpose of Trip/Curriculum Area”. A trip to the movies is not an academic field trip.

Meal Request- All district sponsored field trips require you to take a cafeteria sack lunch or breakfast. The PED will NOT reimburse the District for restaurant food so complete this section Please designate a staff member to verify the request was received and coordinate the pickup time with your cafeteria.

Transportation Request -indicate if a bus or other school vehicle is needed and be certain the date has been cleared with the transportation department before scheduling the trip.

Any trip involving more than 17 people must use a bus per transportation regulations.

All students must have parent permission to attend the field trip. Due to the academic nature of all field trips students may not be excluded from the experience. However, if circumstances arise where a student must miss a trip **an alternative learning experience which includes similar Standards and Benchmarks shall be assigned.**

Please notify Cafeteria and Transportation Staff ASAP if the trip is cancelled!

Professional Leave

Any out of district trip made by school personnel, must have prior approval by your supervisor. If there are costs associated with this trip your supervisor or designee will get Central Office Approval before the trip will be authorized.

Once the trip is approved: Please complete the iVisions professional leave request at least 3 days prior to the scheduled trip. If expenses are requested complete the PDF form located on iVisions as well. Please include documentation for the trip; i.e. an agenda, flyer etc.

If a school vehicle is needed indicate this on the form and also complete a Transportation Request also found on iVisions. Please give the Transportation Department, as much notice as possible, at least 7 days in advance is preferred.

All staff using a school vehicle must abide by the **District rules and regulations for use of a school vehicle.**

Mileage will only be paid **if there are no school vehicles available.** The Transportation Department and Central Office must give prior Approval for Mileage. If fees (such as registration, lodging, etc) are requested a Purchase Requisition must also be completed. (See Purchasing Section)

Professional Leave- Reimbursement:

Per Diem –for trips over 24 hours out of the district, an employee will be reimbursed by the day at a flat fee for the time on the trip. See the professional leave form for reimbursement rates. A purchase requisition must be submitted for estimated costs. Upon return **verify exact times of departure and return.**

Meals- If employees are out of district during the workday or after work hours, the meal reimbursement schedule will apply. **No meals will be paid for trips within a 60-mile radius of the school district.**

If no per diem is collected employees will be reimbursed on actual receipts “up to” limits listed on the form. No reimbursements will be made for alcoholic beverages. Actual expenses will be reimbursed upon return from the trip.

REIMBURSEMENT

All requests for reimbursement must be submitted within 10 days of returning from the trip. Requests over 10 days may be denied. Checks are run in the accounts payable department on Wednesdays, therefore documentation must be in by noon on Tuesday to receive a check on Wednesday.

Professional Staff Appearance

Faculty and staff are to dress professionally and appropriately while at work. Blue jeans are not appropriate attire except on the following days;

College Day Wednesday- to promote post-secondary education, staff may wear school appropriate blue jeans on Wednesday; **IF worn with post-secondary attire (shirt, jersey, etc.).**

Hatch Bear Friday – staff may wear school appropriate blue jeans on Fridays and any other “big game day” encouraging school spirit; **IF worn with Hatch Bear Attire or red/black.**

Cell Phones

Personal use of cell phones shall be limited to breaks, lunchtime or prep time. Cell phones are not to be used while supervising students, unless utilizing them for job related activities that cannot wait.

Electronic Devices

Staff members will be issued computers and electronic devices pertinent to their position. In return, they must sign an Acceptable Use Agreement. Any personal computers used on campus shall be cleared with the Technology Department for security reasons. Staff members may be held financially responsible for electronic devices assigned to them if damaged.

Keys

Keys to your rooms, desks and locked cabinets are district property. A lost key may mean that the entire lock must be replaced. Person losing keys will be held responsible for their replacement costs. Duplication of school keys is prohibited.

Planning & Grading

Lesson plans serve as documentation that you are planning in accordance with CCSS. All classroom teachers are required to have weekly lesson plans. These plans must be available for review by school or district administration at any time.

Teachers will post weekly grades in the electronic grade book to be available for students, parents and administration to view. All work assigned and completed by students shall be reviewed by the teacher. No failing grade should be a surprise to a child or parent. Please document communication with parents, especially those whose child is struggling in your class.

Student Nutrition Program

All students in the Hatch Valley Public Schools receive free breakfast and lunch. Staff members are encouraged to eat in the cafeteria for a fee of \$2.00 for breakfast and \$3.50 for lunch.

Surveillance Cameras

The Board has authorized the use of video cameras on district property to insure the health, welfare and safety of all staff, students and visitors to the district property and to safeguard district facilities and equipment. See Complete Surveillance Camera Policy online at www.hatchschools.net

Video in the Classroom

The uses of multimedia items are a valid teaching technique. Please be aware of the District's Board Policy concerning the showing of movies that are not Rated G. (Policy I-6311) **School administration will develop specific procedures for teachers to gain permission for the viewing of videos.**

Technology Help Desk Procedures

All Technology Help Desk tickets must be submitted in the Help Desk ticketing system. Helpdesk@hatchschools.net is no longer a valid email. Here is the link to the Help Desk ticketing system and instruction page:

<http://www.hatchschools.net/Departments/Technology/HVPSTechnologyLinks/tabid/68016/Default.aspx>

Compliance Policies

ADA/Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, faculty, staff, and administration will take the proper steps to ensure that personnel and students are not discriminated against because of their disability.

The following information addresses the most important features of these Acts:

Assistance can be requested from the 504 Compliance Officer/ADA Coordinator.

Students who are disabled under Section 504 but not in need of special education and/or related services shall be provided reasonable accommodation to meet their special needs in the regular education setting. Such student shall be evaluated in accordance with procedures described in the Section 504 regulations. See the directory for specific contact information.

Blood Borne Pathogens

All staff should receive training and information in handling blood borne pathogens. See the District Nurse for details.

Child Abuse Reporting-Revised 2014 (22-10A-32 NM Statutes Annotated-Required Training)

Every person, including a school teacher or a school official who has information that is not privileged as a matter of law, who knows or has a reasonable suspicion that a child is an abused, sexually assaulted or a neglected child shall report the matter immediately.

The building administrator should be informed, and the "Agency Referral Form and Procedure" should be used in order to have documentation and follow up. A building administrator and/or their designee may permit a member of a law enforcement agency or an employee of the Human Services Department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian.

A school employee who fails to report abuse as provided in 32A-4-3 NMSA 1978 is guilty of a misdemeanor.

Drug - Free Workplace

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business.

When employees are off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

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

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Drug and Alcohol Abuse & Reporting Policy

The Hatch Valley Public Schools recognizes, under state and federal law, that it is illegal for students to use alcohol or controlled substances. According to Senate Bill 106, it is our legal responsibility; "*A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the local school board.*" Therefore, school employees shall report to their building principals any of these suspicions.

Drug and Alcohol Testing (Random)

School bus drivers, activity drivers and employees who work in a "safety sensitive" environment or handle prescribed medications and the supervisors of these employees are subject to random drug and alcohol testing.

Equal Opportunity Employer

Hatch Valley Public Schools is an Equal Opportunity Employer. If at any time an employee feels discriminated against (as defined by the Office of Civil Rights), they must report the incident to their immediate supervisor. A complete procedure for filing a complaint or grievance can be found in the Board of Education Policy Manual Section G.

Grievances

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

It also includes all complaints of discrimination, including harassment and assault, based on sex or disability.

See the HVPS Board of Education Policy for procedures. No person(s) shall suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of the use of the grievance procedure.

Contact Linda Hale, Superintendent if you have questions about the policies.

Sexual Harassment

The administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Report any violations of this policy to the Compliance Officer, Assistant Superintendent for Human Resources.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where: Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.

Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Social Media (i.e.; Facebook, Twitter, Texting, Email, etc.)

Staff members will maintain professional conduct when posting any content or communicating with students using social media. Any content posted by staff is subject to New Mexico Public Education Department Professional Ethics Regulations. See the District's "Acceptable Use Policy" for more specific details.

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

When a professional staff member receives information regarding a suspected offense, the staff member will transmit it to the school administrator no later than the next school day following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level.

At a minimum the licensed employee shall provide the identifying information on the suspected offense in writing and with such specificity of names, places and times as to permit an investigation to be carried out by the administration. The licensed employee should sign the written suspected offense report. However, an unsigned form will be processed in the same manner as a signed form.

The person reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A failure by the licensed professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

The incident will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported suspected offense or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who is the target of the suspected offense at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

See the Forms (English/Spanish) in this document and on the District Website or Google Drive

Workers Compensation

In accordance with applicable workers' compensation statutes, all employees of Hatch Valley Public Schools who have a work-related injury are eligible for coverage. All work related accidents or injuries must be reported immediately to the injured employee's supervisor by completing and submitting the Notice of Accident form whether medical care is needed or not. See the Payroll/Insurance Department for more information.

Notice of Non-Discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries or concerns regarding the District's non-discrimination policies as well as Section 504 questions:

Linda Hale- Superintendent
401 Main Street
Hatch, NM 87937

Title IX questions or concerns please contact:

Tomas Lucero, Principal
Hatch Valley High School
170 E. Herrera Road
Hatch, NM 87937

STUDENT HARASSMENT / BULLYING / CYBER-BULLYING REPORT

(To be filed with the school administrator, the administrator's supervisor, or with the Superintendent)

Additional pages may be attached if more space is needed

Targeted Student:

Name: _____ Date: _____

School: _____ Grade/Class Year: _____ Is student aware of this report? _____

Name of Person (s) suspected of harassing, bullying or cyber-bullying?

Other identifying information - gender, grade, affiliations:

Specify the suspected offense by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name: _____ Address _____ Telephone # : _____

I certify that this information is correct to the best of my knowledge.

Signature of Licensed Staff member

Date Signed

The investigating administrator shall give one (1) copy to the reporting staff member and retain one (1) copy for the file.

Reporte de Acoso Estudiantil/ Intimidación / Acoso Cibernético

(Debe ser presentada a el administrador de la escuela, el supervisor del administrador o con el Superintendente)

Páginas adicionales se pueden unir si se necesita más espacio

Estudiante Siendo Intimidado:

Nombre: _____ Fecha: _____

Escuela: _____ Grado / Clase Año: _____ Estudiante es consciente de este informe? ____

Nombre de la persona (s) sospechoso del acoso, intimidación o acoso cibernético?

Información y otras formas de identificación - género, grado, afiliaciones:

Especifique el presunto delito por plantear el problema como lo ve. Describa el incidente, los participantes, los antecedentes del incidente, y cualquier intento que ha hecho para resolver el problema. Asegúrese de anotar las fechas relevantes, tiempos y lugares.

Si hay alguien que podría proporcionar más información sobre esto, por favor de anotar el nombre (s), Dirección (es) y número de teléfono (s).

Nombre: _____ Dirección _____ Teléfono: _____

Certifico que esta información es correcta a lo mejor de mi conocimiento.

Firma del Funcionario Autorizado

Fecha

Administrador que recibió el reportaje

Fecha

El administrador de la investigación dará una (1) copia al miembro del personal de información y mantener una (1) copia para el archivo.

PURCHASING PROCEDURES

Each employee of the district shall follow the purchasing policy when purchasing tangible goods or services. **All purchases must have an approved Purchase Order prior to ordering or purchasing of any supplies, tangible goods, or services.**

Any person who purposefully places an order for goods, services or construction without a duly authorized purchase order by the Superintendent or designee may be held personally liable for payment of delivered/purchased items. They also may be subject to the penalties of the NM Procurement Code.

Purchase Requisitions are to be created on Visions. Your SUPERVISOR will review requested Purchase Requisitions and if approved will forward to “Business Manager” for approval who in turn acquires the Superintendent’s Approval. IF it is a Special Programs Expenditure the requisition will be created by The Federal Programs or Special Education Directors Office. When the purchase requisition has been approved you will receive a **PURCHASE ORDER**. At this time only can you proceed with the actual order according to the final approved purchase order. Allow 5-7 working days for the processing of a purchase requisition once received at the business office.

Per NM Statutes Chapter 13 Regarding Public Purchases and Property

Any single purchase request at \$20,000.00 or more must include 3 source quotes.

Any purchases of \$30,000.00 of goods or any contract for services must be conducted through the bidding process according to the New Mexico Procurement Codes in New Mexico State Statute.

Fundraisers

All fund raising activities must designate the purpose for the money before the fund raiser begins. All fund raisers must provide a product or a service in return for the donation. Students should not ask the community for a “hand out”. The building principal or athletic director must approve all fund-raising activities prior to signing any contracts.

Any food sales must comply with the District Wellness Policy Guidelines. There is a new NMAC Limit: 1 food fundraiser during school hours per semester.

NO RAFFLES-see Business Office Administration about regulations prohibiting raffles.

Receipting Procedures

It is necessary that all teachers be aware of the procedures required by the New Mexico Department of Finance and Administration for any funds collected which might fall into "public monies" category. **Public monies include the following:** (1) all fee money, (2) all money collected for lost textbooks or textbook damage, (3) all monies collected for breakage of articles purchased out of fee funds, (4) all monies from fund raising activities.

Due to the volume in some schools, it may become necessary to have all monies from students receipted by the sponsor/s. Where teachers and others are assigned the responsibility of collecting money directly from students, the following will apply regarding receipting procedures:

Each day's collections will be turned in to the office DAILY by 4:00pm. Checks may be accepted from students or parents in payment of any account, but teachers are not to use any cash collected and replace it with their own personal check. **Teachers MUST turn in all checks/monies daily.**

The money turned in must equal the total of receipts for the day! All money will be counted on the spot when being turned in. As money is turned in to the school office, the first and last receipt number should be given for the total amount collected.

The receipt numbers should be entered on the receipt form. This must be done each time you turn in money.

If, for any reason, you must VOID a receipt, don't tear either copy out. Staple together both copies (white and yellow) and leave them in place and mark them VOID. You cannot void a receipt without both copies!

Do not make refunds to anyone for any reason. If a student has paid you twice, or finds a book he paid for, please send him to the secretary with a note explaining the situation. The office will be responsible for seeing that the refund is made.

No employee shall receive any public monies which are not receipted on a pre-numbered, authorized receipt provided by the principal or his designated agent. You may obtain such a receipt book by seeing the school bookkeeper. Please do not send a student to pick up the receipt book as you must sign for the book. The receipt book must be turned in at the end of the school year.

PURCHASE REQUISITIONS/PURCHASE ORDERS Procedure

PROCEDURE: Initiate a purchase requisition by logging into iVisions Portal.

A purchase/service **MAY NOT** be obtained without an approved Purchase Order

A Purchase Requisition is Not a Purchase Order.

- A. Purchasing & Payables
- B. Purchasing
- C. Control Panel

1. A purchase requisition will be assigned by the system. Enter ALL INFORMATION IE; VENDOR, DAC, PROJECT, information provided in the drop down.
2. INTERNAL NOTES - A BRIEF EXPLANATION regarding supplies/materials.
3. DESCRIPTION-The product, material, services you are requesting.
4. ACCOUNT CODE: Describes how items will be charged.
Example: 11000.1000.56118.1010.001800 (supplies for instruction, regular education)
 11000.2400.53330.0000.018000 (professional development Principal)
5. The quantity, price per item/service.
6. Shipping and taxes if applicable
7. Approve requisition

Purchase requisitions will automatically default to the next approver. Final approval from financial business manager, initiates purchase orders. Purchase orders processed will be e-mail to the secretary of the school for processing. Purchase requisitions shall be entered into iVisions five (5) to seven (7) days prior to allow ample time to process.

School Activity Accounts:

1. School Purchase Order
2. iVisions Purchase Order
3. Issue School Purchase Order to Vendor

Fight Song

HATCH VALLEY HIGH SCHOOL HATCH VALLEY HIGH SCHOOL
THE PRIDE OF EVERY LOYAL BEAR
COME ON YOU OLD GRADS, COME JOIN US YOUNG LADS
HATCH VALLEY HIGH SCHOOL NOW WE CHEER.
RAH RAH RAH RAH
NOW IS THE TIME BOYS TO MAKE A BIG NOISE WHOO!
NO MATTER WHAT THE PEOPLE SAY
FOR THERE IS NONE TO FEAR THE GANG IS ALL HERE,
SO HAIL TO OLD HATCH VALLEY HIGH.
B- E- A- R- S
BEARS... BEARS
GO BEARS!