

**MESA VISTA CONSOLIDATED SCHOOLS**

**STAFF HANDBOOK**

**2021-2022**



***HOME OF THE TROJANS***



**Mesa Vista Consolidated School District**  
**P. O. Box 309**  
**Ojo Caliente, New México, 87549**  
**(505) 583-2645**

**BOARD OF EDUCATION**

Anthony X. Vigil, President  
Moises Pena, Vice-President  
Marvyn Jaramillo, Secretary  
Margaret Gallegos Alire, Member  
Kisha Maestas, Member

**District Administration Personnel**

---

<b>Mr. Albert Martinez</b>	<i>Superintendent</i>
<b>Ms. Jessica Lovato</b>	<i>Executive Secretary/Human Resources/Accounts Payable</i>
<b>Mr. Richard Apodaca</b>	<i>ERE, OCE, MS/HS Principal</i>
<b>Mr. Steven Lang</b>	<i>ERE, OCE, MS/HS Assistant Principal</i>
<b>Ms. Suzette Williams</b>	<i>Mesa Vista Consolidated Schools Online Academy Coordinator</i>

---

**IN THE EVENT THAT THERE ARE CONFLICTS BETWEEN THE DISTRICT POLICIES AND/OR STATE POLICIES AND THIS POLICY HANDBOOK, THE DISTRICT AND STATE POLICIES WILL SUPERCEDE.**



**STAFF PHONE DIRECTORY**



# 2021-2022

(To call staff at El Rito Elementary, dial the extension)

Ojo Caliente Elementary	(505)583-2316 Fax: (505)583-2105	Extension
District Wide Principal	Richard Apodaca	1201
Assistant Principal	Steven Lang	1200
Secretary	Sylvia Gurule	1100
4 <sup>th</sup> Grade	Kimberly Vigil	1221
5 <sup>th</sup> Grade	Bernadette Archuleta	1225
6 <sup>th</sup> Grade	Javier Arellano	1227
SPED Room		1224
Cooks	Judy Rivera/ Reyes Gallegos	1204
Central Office	(505)583-2645 Fax: (505)583-2815	
Superintendent	Albert Martinez	1301
Payroll/ Acct Payable HR /Executive	Jessica Manzanares	1303
Asst. Transportation/Cafeteria	Monica Zamora	1300
MV Middle & High School	(505)583-2275 Fax: (505)583-9133	
District Wide Principal	Richard Apodaca	1201
Assistant Principal	Steven Lang	1200
Athletic Director	Eric Vigil	1310
Secretary	Sylvia Gurule	1100
Counselor	Scott Gramer	1102
Maintenance	Anthony Vigil	1104
High School Math Teacher	TBD/ Michael Sapp/ Tonita	1122
MS/HS Teacher	Victor Jaramillo	1123
Social Studies Teacher	Victor Coronado	1129
MS/HS Ag Teacher	Connie Lujan	1132
MS/HS SPED Teacher	Pamela Gurule	1302
Gym/PE/Health Teacher	Crystal Archuleta	1124
MS/HS Teacher	Rena Stone	1135
MS/HS Teacher	Renee Pena	6786
Library Desk	Amanda Griego/ Stephanie Chavez	1103
School Based Health Clinic		2309 & 7006
School Nurse	Beverly Helton	
El Rito Elementary	(575)581-4723 Fax:(575)581-4403	
District Wide Principal	Richard Apodaca	1501
Assistant Principal	Steven Lang	1501
Secretary	Cindy Garcia	1500
Pre-K	TBD	1504
Kindergarten	Jerralynn Terrazas	1505
1 <sup>st</sup> Grade	Isela Prado	1507
2 <sup>nd</sup> Grade	Christine Gramer	1508
3 <sup>rd</sup> Grade	Teresa Sandoval	1502
Art Rm/Teacher Lounge/ERE Conf. Rm		1511
Cafeteria	Rachelle Gallegos	1513
Reading Coach	Carmen Campos	1515
Online Coordinator/interventionist	Suzette Williams	5102

## **GENERAL AND/OR SPECIFIC EXPECTATIONS**

### **WORKING DAY**

Working hours are from 7:45 until 4:15, unless you have been assigned duty. Staff shall be available to supervisors, parents, and students during that time, excluding the 30-minute duty free lunch, unless otherwise instructed. During prep hours, staff are expected to be working in their classrooms on school related items. If you have an emergency, please check out in the office. This duty-free time does not abrogate a staff member's responsibility if violations of rules/policy are observed.

### **ATTENDANCE/ABSENCES – STAFF**

All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and staff; all employees are expected to maintain prompt, regular attendance.

All leave is subject to the approval of the District.

Teachers taking any type of leave are required to fill out a Leave of Absence form prior to taking leave, with the exception of sick leave under an emergency basis. Personal leave requests must be submitted 24 hours in advance. Teachers are required to call Mr. Apodaca or Mrs. Sapp before 7:00 a.m. if they are not coming in on that day due to illness or other emergencies.

The Leave Policy can be found in the Negotiated Agreement, Articles 26-38.

### **ABSENCES – STUDENT**

Teachers are required to keep accurate attendance records using the Power School Program. Handwritten backups should be maintained in conjunction with a hard copy of your grade book. Please adhere to the following procedures when taking attendance.

- Take attendance immediately after the tardy bell.
- Mark the student absent if they are not there.
- If a student enters the classroom with a valid pass before you submit your attendance, do not mark the student absent or tardy. If the student does not have a valid pass, mark the student tardy.
- If the student enters the classroom late and your attendance has already been submitted, it is your responsibility to go back into Power School and delete the absence.
- Students should not come to class without a pass, if they do not have a pass, send them to the office to get a pass or call the office, if possible.
- For excused absences, it is the student's responsibility to arrange make-up work with the teacher. Students generally have 3 days after returning to make-up work.

- For unexcused absences, students are still required to complete missing assignments. However, they may be assigned to after school detention and points may be deducted for lateness.
- The office will be responsible for informing you concerning the status of a student's absence. However, you are encouraged to check with the office if you have questions.

### **ACCIDENT REPORT**

If you are injured on the job, you are required to fill out an accident report immediately. For emergencies, the form should be completed as soon as possible. There is a copy of the form located in the "Forms" section of this handbook. The forms can also be found in the office.

Employees will report all injuries, no matter how small or insignificant, to their supervisor immediately, even if the employee does not desire treatment.

### **ANNOUNCEMENTS**

Announcements will be made every morning before 8:15 a.m. Teachers should see that students are quiet and attentive during announcements. Although announcements can be a distraction, hearing the principal's voice every day sharing positive messages such as recognition of birthdays and individual student success can make a difference for many students. Every attempt will be made to keep announcements brief. Announcements during the school day will be kept to a minimum. If you would like something announced, please submit it to the office before 2:30 p.m. the day BEFORE you would like to have it announced.

In accordance with state law, Mesa Vista Middle/High School students will be offered the opportunity to recite the Pledge of Allegiance daily. Any student and/or parent that objects to this policy should have the parent/guardian send a note to the principal. Students whose parents have informed the school that they are not to take part in observances will be expected to observe the courtesy of not disturbing others. (NMAC 6.10.2.8) and (Local IMD)

### **ASSEMBLIES**

Staff members must escort and sit with their classes during all assemblies. The assemblies will be scheduled at least 24 hours in advance. All staff members must attend the assemblies. It means a lot to the students when we show a genuine interest in their activities. All faculty members are needed to assist in controlling student conduct during assemblies.

### **BELL SCHEDULE/DISMISSAL**

A bell schedule is included in this handbook. However, students should know from day one that the bell does not release them from class – you do. DO NOT release a student from your classroom to ANYONE unless the person has a pass from the office. All

visitors are required to report to the school office before they can come to your classroom.

### **CHAIN OF COMMAND**

All staff are expected to follow the Chain of Command. If there is a problem, discuss the problem with the person first. If mediation is needed, discuss the situation with immediate supervisor/or administrator (Principal or Assistant Principal). No one likes to be surprised by a problem that they did not know existed until a supervisor informs them. Administration will always encourage parents to visit with you before getting involved. However, if administration feels that it is in the best interest of the student, or you, the situation may be handled prior to involving you.

### **CHILD ABUSE – REPORTING**

New Mexico law requires that school employees who know or suspect that a child is an abused or a neglected child shall immediately report the matter to:

- The principal; and
- The criminal prosecution division of the office of the district attorney; or
- The Tribal Social Services office: the county Social Service office of the Human Service Department in the county where the child resides; or
- The probation services office of the judicial district in which the child resides.

All employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child. The failure of any school employee to report knowledge or suspicion of child abuse or neglect will be cause for criminal prosecution and may be cause for discipline of the employee. (Local JLF)

### **CODE OF ETHICS**

Local policy GBEA states “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.”

### **COPIERS**

If you need copies, it is **the teacher’s responsibility to make them during planning time.** Student assistants are allowed to use the copiers as long as they are under office supervision. Also, the office staff is extremely busy during the day and does not have time to make your copies. Please save this request for emergency situations only.

## **COMPUTER USE AGREEMENT**

A copy of the Mesa Vista Consolidated Schools Computer Use Agreement is included in this handbook. Teachers are reminded that when students are using the computers, the teacher is responsible. Teachers are to monitor student use of the computer at all times. Staff and students are subject to disciplinary action if found to be in violation of the District's Acceptable Use Agreement.

## **DISCIPLINE**

**Words of Advice:** Discipline problems are best handled in the classroom by the teacher. When students “sense” that you are losing control, they will “take” control. The key to keeping discipline problems at bay is to keep students engaged in relevant, appropriate learning activities that provide students with choices. Boredom and frustration create the vast majority of classroom discipline problems. Second to boredom is a student's need to “save face.” When students feel embarrassed, disrespected, and/or challenged, they have two methods of dealing with the situation: Fight or flight. Do not engage in power struggles and/or “push” students into a corner. Pick your battles carefully. Pay attention to the number of office referrals you write. Examine what is happening in your classroom. Perhaps there are steps you can take before sending the student to the office. Try behavior contracts, incentives and/or peer or buddy support. Examine your expectations. Research shows, you get what you expect. Are you respectful? Examine your routines and procedures. Are they clear and consistent? When a problem arises, do you handle it fairly? When polled, adolescents rate “fairness” and “consistency” as their top two concerns regarding the handling of discipline problems. Above all, have a sense of humor and do not take everything personally. These are kids – you are not supposed to understand them!

For minor classroom disruptions, you must call the parent/guardian first and work with the parent and student to resolve the issue. Otherwise, the principal will not work the referral. Documentation will be required. When the student is in your classroom and you handle the problem, the choice of consequences, if any, is yours. Once the student is sent to the office, the choice is the principals. There are times when the principal will be privy to information that you do not have. That information may cause him/her to handle the situation differently than you would. If you have concerns regarding the way a situation has been handled, those concerns should be brought to the principal. It is unprofessional and unacceptable to discuss students with other parents and/or community members. If others question you, refer them to the principal's office.

For major disruptions and/or serious violations of the Code of Conduct, or when you have exhausted all other measures, refer the student to the office. A copy of the discipline referral form is included in this handbook. You may also obtain discipline referrals in the office.

The discipline system used in the office is included in the student handbook. Additional information regarding student discipline can be found in the Negotiated Agreement, Article 17.

## **DRESS CODE – STUDENTS**

A copy of the Mesa Vista Student Dress Code is included in this handbook. Please note: The administration cannot possibly see what each child is wearing all the time. If you notice a student dressed outside the bounds of propriety, or the student's dress is interfering with schoolwork or is having a disruptive effect within the school, send the student to the office at the beginning of class.

## **DRESS CODE – EMPLOYEES**

As educators the district recognizes the importance of maintaining the proper atmosphere for effective teaching and learning and that teachers can be positive role models for students. In addition, students are constantly cued to a teacher's expectations by the teacher's demeanor, part of which is determined by dress and appearance. Clean and neatly pressed clothes provide a more responsible appearance in our school. Teachers/Staff members should adhere to the dress standards that have been set for the students.

All district employees are prohibited from wearing extremely faded or worn-out jeans, tee shirts with inappropriate logos/wording, spandex pants or shorts, shorts, miniskirts, torn and tattered tennis shoes, extremely tight clothing, low cut blouses, exercise, or workout clothes such as sweats or warm-ups, except for those involved in PE classes.

Male staff are encouraged to wear dress pants and dress shirts with collars. Tee shirts are accepted occasionally, but not as a mode of dress. Vocational staff are expected to wear clothing that is safe and appropriate for lab work. Jeans are considered appropriate. Office and administrative staff should dress conservatively and appropriately for office work.

Due to the 4-day work week, "Spirit Day" will be held on Thursday. All employees may wear appropriate jeans and school tee shirts on Spirit Day.

## **DRUG AND ALCOHOL ABUSE – EMPLOYEE**

The school District forbids any employee from possessing, using, selling, distributing, or being under the influence of alcohol or drugs, and from possessing, using, selling, or distributing drug paraphernalia while on school District property or while involved in school District activities. (Local GBEB)

## **DRUG AND ALCOHOL ABUSE – STUDENTS**

New Mexico law requires that school employees who know or in good faith suspect any student of using or abusing alcohol or drugs shall report such use pursuant to procedures established by their local school Boards. All employees have a mandatory, nondiscretionary duty to report known or suspected alcohol or drug use or abuse by any student of the District. The report should be made to the principal. The failure of any



school employee to report knowledge or suspicion of student alcohol or drug use in a timely manner may be a cause for discipline of the employee. (NMSA 22-3-4.4)

## **DUTIES**

Due to the Covid 19 Pandemic, all staff is on duty until further notice. Per the Negotiated Agreement, all duties for certified employees shall be on an equitable, rotating basis, under normal conditions. Morning duty begins *promptly* at 7:45 a.m. and after school duty begins as soon as you dismiss your students. Staff should be in the halls in the morning before class and at the end of the day. Teachers may volunteer for lunch duty and will be compensated at a rate of \$10.00 per day. If for any reason you are not able to fulfill your duty obligations, it is your responsibility to find someone to cover your duty. The first week of school EVERYBODY will be on duty EVERYWHERE.....just find a spot and stay there!

## **E-MAIL**

All staff members will have an e-mail account through the district. Most district and campus communication will be handled through e-mail. Check your mail often and respond in a timely manner.

## **EMERGENCY PROCEDURES**

Please refer to the Mesa Vista Safe Schools Manual for specific instructions regarding emergency procedures. The office will use the following codes when a lockdown is necessary:

- Level I request to close and/or lock your door immediately – used for tardy roundups, minor situations.
- Level II request to close and/or lock your door immediately – used for major emergencies - wait for further instructions.

**During Level II lockdowns, do not release students for any reason.** Only after the “all clear” is given can students be released. Failure to follow this directive will result in disciplinary action on the part of the teacher.

## **EMPLOYEE INVESTIGATIONS**

See Negotiated Agreement, Article 19.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Discrimination against an otherwise qualified individual with a disability of any individual by reason of race, color, religion, sex, sexual orientation, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. (Local GBA)

## **EQUIPMENT**

You are responsible for all equipment assigned to you. You are not to move equipment/furniture without approval/transfer slip from the principal. An

Equipment/Furniture Inventory will be given to you at the beginning of the school year. All equipment, inclusive of any additional received, will be properly accounted for.

### **EVALUATION PROCEDURES**

Expect regular visits from the principal. Anytime the principal visits your classroom and informally evaluates you, that information may be documented and used on your summative evaluation. Level I teachers will have a minimum of two (2) formal evaluations during the school year and a summative evaluation at the end of the school year. Level II and III teachers can expect at least one formal evaluation each year and a summative evaluation once every three (3) years. Refer to the Negotiated Agreement, Article 25 for additional information regarding evaluations.

### **EXTRACURRICULAR ACTIVITIES-ELIGIBILITY REQUIREMENTS**

- To be eligible students must have and maintain a cumulative grade point average (GPA) of at least 2.0 for each nine-week grading period and no more than one grade below 60. Activity/athletic eligibility checks will be conducted every two weeks throughout the competitive season. Coaches are required to file eligibility checks with the appropriate principal.
- Students must be enrolled in a full schedule of classes at Mesa Vista Middle/High School for each term for which approved credit is given.
- Students must meet all school and NMAA requirements for eligibility that are applicable to participation in extracurricular activities.
- Students must have properly completed parent permission forms and a physical examination, valid for the current school year, on file in the office.
- Students must be covered by medical insurance with proof on file with the principal.

### **FIELD TRIPS**

Field trips can be a very valuable learning experience for students. However, all field trips should be tied to the benchmarks and standards and should relate to an overall bigger picture. It is best to arrange trips that are cross-curricular so that the entire grade level can go. There should also be some type of follow-up after a field trip. The principal must approve all field trip requests. Documentation will be required. You are encouraged to make your plans early. Transportation requests are included in this handbook. Requests can also be found in the office.

### **FIRE DRILLS**

Fire drill routes must be posted on the wall by the door in your classroom. There will be a weekly fire drill for the first four weeks of school; thereafter, once a month. Please follow the following procedures when having a fire drill:

- Close the windows when the alarm rings
- Take your grade book.
- Get students out quickly and quietly. You should be the last one out.
- Make sure the door is closed and the lights are off.

- The first student to reach the exit door should hold the door open for the other students. If the exit is blocked, proceed to the nearest secondary exit.
- Students should stand in a single line and remain quiet.
- Do not return to the classroom until the “all clear” bell is given.

Train your students on the fire drill procedures within the first three days of school. Be sure these instructions are included in your emergency plans file.

### **FOOD AND DRINK IN THE CLASSROOMS**

Students are not allowed to bring food and/or drinks into the classroom without the teacher’s and principal’s permission. The principal must approve all parties, incentives, etc. in advance.

### **FUNDRAISING**

Fundraising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fundraising activities shall be governed by the following criteria:

- \*The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- \*The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fundraising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Manual of Procedures for Public School Accounting and Budgeting. (Local JJE)

### **GRIEVANCE PROCEDURES**

See Negotiated Agreement, Article 44.

### **GRADES (Local IKA-R)**

Grades should be a reflection of what students have learned and mastery or non-mastery of standards and benchmarks. Therefore, careful attention should be given to your choice of assessments and the grades that are recorded. There should be clear evidence of alignment between the objective, instruction, and assessment. Assignments and assessments completed in class provide a more accurate picture of what students know.

The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages, which are then transferred to letter equivalents. The following scale will serve as a guide for the distribution of grades, but reasonable alternative letter grades may be approved at the District level.

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% and Below	F

Grades are expected to be entered by the deadlines listed below in order to provide parents with a timely and accurate report of their student's progress.

TERM	START DATE	END DATE	GRADES DUE
Year (Y1)	08/09/2021	05/26/2022	
Semester 1 (S1)	08/09/21	12/16/21	01/06/22
Quarter 1 (Q1)	08/09/21	10/13/21	10/18/21
Quarter 2 (Q2)	10/14/21	12/16/21	01/06/22
Semester 2 (S2)	01/03/22	05/26/22	05/26/22
Quarter 3 (Q3)	01/03/22	03/17/22	03/21/22
Quarter 4 (Q4)	03/21/22	05/26/22	05/26/22
Progress 1 (P1)	08/09/21	09/13/21	09/14/21
Progress 2 (P2)	10/14/21	11/11/21	11/15/21
Progress 3 (P3)	01/03/22	02/01/22	02/02/22
Progress 4 (P4)	03/21/22	04/13/22	03/22/22

The following should be observed in implementing a grading system:

1. The grading system should be consistent within the class for the entire year.
2. The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
3. Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or withheld based upon disciplinary problems, work habits, or conduct.

**As per guidance from NMPED:**

1. Students will receive a 50% in the place of a zero.
2. After three consecutive zero (50%) grades, contact Student Engagement Advisor/or Principal/or Assistant Principal and notify them of the three consecutive zero grades and they will notify parents and set up a conference.

**A minimum of two (2) grades per week per subject must be recorded.** Grades should be current and constant feedback should be provided to all students regarding their grades. The grade book must indicate the material covered.

Teachers are encouraged to use alternative forms of assessment and to modify assignments when necessary.

Nine-Weeks and Final exams are required in all classes. A copy of exams and answer keys are to be submitted to the building principal no later than the first day of exam week each term.

Grades should be recorded in numerical form on PowerSchool, in your grade books and on the grade sheets that are turned in to the office.

Grade verification sheets **MUST** be signed for progress reports and report cards. Failure to check and sign verification sheets by the established deadline may result in either a verbal or written reprimand.

Teachers wishing to change term or final grades must have the permission of the principal to do so. Obtain a Grade Change Form from the counselor. Additionally, in accordance with the Negotiated Agreement, grades changes will not be done without the approval of the teacher of record on the proper grade change form.

Under no circumstances is any information regarding student grades, progress, discipline, or conduct in school, to be shown to, discussed with, or revealed in any way, to anyone other than the student and/or his/her legal parents or legally appointed guardians. The principal may discuss these issues with authorized/appropriate school personnel.

The office is responsible for contacting sending schools for grades/information regarding transfer students. These grades will be forwarded to the receiving teachers as soon as possible. These grades should be entered and averaged to obtain grading period averages. Transfer students entering without grades will be handled on a case-by-case basis.

When a student withdraws, teachers will provide grades up to the point of disenrollment.

The resource teachers will work cooperatively with the regular education teachers to monitor and assess special education students.

All athletes, and participants in any activity under the NMAA, must have a 2.0 average to participate. Make up work to facilitate participation must fall within the NMAA guidelines/limitations. Grade checks will be conducted every two weeks during the competitive season.

\*If a student has not completed the required assignments due to being placed on a 504 or for excessive absences or truancy, the student will fail the course with an F until arrangements have been made with the teacher to make-up work if the circumstance warrants so depending on the reason. No "I" (Incompletes) will be recorded on the Progress Report, Mid-Term, or final report cards issued to students. If a student is allowed to make up the work, the teacher will initiate a Grade Change Form from the counseling office and submit to the building principal for approval.

## **HALL PASSES**

Students are not permitted to be in the halls without a valid pass. If a student leaves your classroom without permission, they are at fault. If a student leaves the classroom with permission, but has no pass, you are at fault. Hall pass forms may be obtained in the office. Restroom passes are included in the Student Handbook.

## **HOMEWORK POLICY**

It is the belief of this administration that work completed in class provides a clearer picture of what a student knows. However, there may be times when homework is necessary. The following policy will be in effect for the 2021-2022 school year:

- Try to keep homework to approximately one hour per day for MS/HS per class.
- Limit homework on weekends, holidays, game nights and NO homework during state and/or district mandated testing.
- Do not use homework (not homework/daily work combined) as more than 10% of a student's final term grade.
- Homework should be meaningful and relate to a bigger picture. Encourage studying and study guides, reading logs, research, or monthly calendars with daily activities. Offer incentives for completed assignments.
- Students can show what they know in five problems/questions or less. If a student has mastered a skill, completing more than five problems/questions is meaningless and unnecessary. If the student cannot successfully complete five problems/questions, doing more will not help them get better.
- Anything assigned must be checked/reviewed by the teacher.
- Many parents want to see homework and feel that practice at home is valuable. Admin is ok with this—just make it meaningful!

## **KEYS**

Classroom keys will be signed in and out by staff members. If you lose a key a \$25.00 fee will be assessed per key.

## **LESSON PLANS - STANDARD**

Lesson plans must include the following:

- Standards and Benchmarks
- Objectives (from curriculum/EPSS)
- Brief description of lesson
- Describe differentiated instruction
- Evaluation/assessment

Lesson Plans will be turned in for three weeks at a time. You will submit electronically on Monday by 8am on the due date.

## **LESSON PLANS – EMERGENCY**

Each teacher is to have an emergency folder on file in his/her classroom. These folders are due **NO LATER than August 21**. The minimum requirements for the emergency folders are as follows:

- A week's worth of plans and/or activities
- Class rosters for all classes
- Seating charts, if applicable
- Emergency procedures
- Passes
- Any additional information you feel is necessary

## **NURSE**

If a student needs to see the nurse or go to the clinic, call the clinic or nurse, and let them know you are sending a student. Students may only go to the clinic/nurse one at a time and they must have a pass. Be sure to note the time on the pass. The student may also be sent to the office to check in with us. If it is an emergency, call the office/nurse and/or send a student to seek assistance.

## **PARENT/TEACHER CONFERENCES**

Report cards will be distributed during parent/teacher conferences immediately following the first and third nine-week grading period. Teachers are expected to attend all parent/teacher conferences.

## **PORTFOLIOS**

Teachers will develop or add to an existing portfolio for each student. The principal will check portfolios periodically. Portfolios must contain work that has been completed to show mastery or non-mastery of standards and benchmarks. Examples of student writing, assessments, and projects (or the rubrics used to assess them) are good examples of acceptable additions to the student's portfolio. Allow students to choose some of the work that will go into their portfolios.

## **PROGRESS REPORTS**

Progress reports will be sent home during the fifth week of each nine-week grading period. Once again, grade verification sheets must be checked and signed by you in a timely manner.

## **PROGRESSIVE DISCIPLINE (STAFF)**

The principles of progressive discipline shall be applied, but not limited to actions defined in the NMAC 6.60.9.9. Disciplinary actions may include, but are not limited to, written reprimand, suspension without pay, demotion, discharge, or termination. It is recognized that progressive discipline will be implemented at the appropriate level based

on the employee's total record, the severity, and the frequency of the infraction. All disciplinary action will be based on just cause. (Negotiated Agreement)

### **PURCHASE ORDERS**

A copy of a purchase order used by the district is included in this handbook. Purchase orders may also be obtained in the office. **Purchase orders must be filled out prior to purchasing any item/s.** The district will not reimburse you. If you order materials without a purchase order, the business office will return the materials to the company. The principal must approve all purchase orders.

### **RELEASE OF STUDENTS**

No student shall be released into the custody of any organization, institution, individual, or other without written consent from the parents/legal guardian. This includes law enforcement officers (unless presenting a warrant) who, in performing their assigned duties, request permission to remove a student from the campus. (Local 3.260)

### **RELIGIOUS PRACTICES**

Natural opportunities arise for discussion of religious holidays while studying different cultures and communities. Religious holidays offer opportunities to teach about religion in elementary and secondary schools. Teaching about religious holidays, which is permissible, is different from celebrating religious holidays, which is not. Study of holidays serves academic goals of educating students about history and cultures as well as about the traditions of particular religions. The use of religious symbols as examples of religious or cultural heritage is permissible as a teaching aid or resource. Religious symbols should only be displayed on a temporary basis as part of the academic program. Sacred music may be sung or played as part of a school's academic program. School concerts that present a variety of selections may include religious music. The use of music, art, drama, or literature with religious themes is permissible if it serves a sound educational goal in the curriculum, but not if used as a vehicle for promoting religious belief.

Public schools may not indoctrinate nor inhibit religion. They must be places where religion and religious conviction are treated with fairness and respect. Public schools uphold the First Amendment when they protect the religious liberty rights of students of all faiths or none. Schools demonstrate fairness when they ensure that the curriculum includes study about religion, where appropriate, as an important part of a complete education.

### **REMEDATION PROCEDURES**

Student achievement is a primary concern for all staff. NM State Statutes have outlined procedures for schools to follow when students are failing or in danger of failing. The following are guidelines/procedures which will be followed once students are identified as failing or in danger of failing. We can no longer fail students without providing opportunities for remediation.

1. Staff members are responsible for providing learning opportunities for all students to succeed. Re-teaching, lesson modifications, peer tutoring, calling



parents, etc. are only a few of the many interventions, which can be used to help students. If you need help with interventions, ask the counselors for the *Pre-Referral Intervention Manual*. Please document the interventions you have tried prior to moving on to the next step.

2. Certified staff are responsible for reporting students who are experiencing academic difficulty. Reporting to counselor must be done immediately.
3. Once a student has been identified as failing, a SAT meeting will be scheduled with the parent, student, teacher, principal, counselor, and the Family Outreach Liaison to propose an action plan outlining teaching strategy to help the student.
4. The teacher will be responsible for monitoring the progress of the student on a weekly basis by creating a portfolio for each failing student. The portfolio will list interventions used and results thereof.
5. Should no improvement take place, additional meetings with the parent and student will be scheduled.
6. Staff shall familiarize themselves with RtI:  
<http://www.ped.state.nm.us/RtI/index.html>

## **RESPONSIBILITIES**

Instructional staff are employees of Mesa Vista Consolidated Schools and as such are expected to support, and follow/carry out, all Board of Education, District and building policies.

Staff members are directly responsible for the care, safety, and security of the facilities they utilize. For example, do not loan your keys to students.

All staff members are expected to conduct themselves in a manner exemplifying the highest standards of professionalism and ethical conduct.

Staff members are expected to apprise, and to be apprised, of any and all immediate/future relevant educational activities/concerns.

All staff members must be responsible for their duty area. Failure to be at assigned duty stations constitutes negligence on the employee's part.

Staff members are not to conduct personal business during their regular duty hours. School business phones are not to be used for personal calls except in emergencies. Cell phones should be turned off during class. The office will take messages for staff and will only call a staff member out to the telephone for an emergency. Exceptions to these policies require the principal's approval.

Staff members may not administer medication to any student, including over-the-counter medications.

All school employees have a direct responsibility for the care and security of school property and facilities. Staff members may not use any school facility or equipment for private business. Inventories are kept by classroom. Therefore, any equipment transfer from one room to another must be approved by an inventory transfer request signed by the principal.

All staff members are to keep accurate, up-to-date inventories of:

- Textbooks
- School equipment
- Furniture
- Supplies

These inventories are to be turned in to the building principal no later than the last day of classes and may be requested at any time.

### **SCHOOL DELAYS AND/OR CANCELLATIONS**

In case of bad weather, delayed start, or cancellations, information may be obtained from the following radio and TV stations:

KDCE 950AM / 753-2201 Espanola  
KRQE-TV / Channel 13  
KOB-TV / Channel 4  
KOAT-TV / Channel 7  
Or call:  
Message Phone: 575-581-4504

Early dismissals occur when emergency conditions such as the impending approach of unsafe driving conditions or loss of heat or water for an extended period of time. We urge you to instruct your child as to what to do in such an emergency. It is not possible for every child to try and contact his/her parent/guardian from school when the announcement is made. We will contact parents/guardians in such a case. Please make sure we have phone numbers of responsible persons who can be home or pick up your child in case of emergency. The school is not authorized to dismiss school early unless so directed by the Superintendent or designee.

1. The Superintendent or his/her designee will inform the Principal of the decision to implement the delay schedule prior to 6:00 a.m.
2. Employees, parents, students, and bus drivers will be advised of the decision to delay the start of the school day by means of KDCE, KKIT Radio Stations and KOB-TV Station and KOAT-TV Station. Television announcements shall be made at nighttime after 10:00 p.m. Radio announcements shall be made by 7:00 a.m.
3. The start of the school day for students shall be delayed by either one (1) or two (2) hours in the morning. Therefore, school will commence either at 9:00 a.m. (1-hour delay) or 10:00 a.m. (2-hour delay); and
4. Principals and Transportation Coordinator shall be responsible for contacting the bus drivers via telephone and informing them of their daily schedule. Bus drivers without telephones shall contact the Principal via telephone or personally by 7:00 a.m. in order to obtain daily bus schedules.

### **EARLY DISMISSAL**

In situations where in the course of the school day road conditions become questionable/power and/or mechanical malfunctions or other unforeseeable

circumstances and the situation is determined to be disruptive and/or unsafe, early dismissal for students shall be appropriate under said conditions:

1. The exact time of dismissal shall be dictated by existing conditions.
2. School Principals or their designee shall make every effort to inform parents of the early dismissal.

### **CLOSING OF SCHOOL**

In situations where road conditions are unsafe due to continuous heavy snowfall/major power and/or mechanical failure or other unforeseeable circumstances and the situation is determined to be a danger to the well-being of students and employees, the closing of school shall be appropriate but under said conditions:

1. The closing of school shall be for that particular school day only unless otherwise announced.
2. Closing of school causes school day(s) to be made up at the end of the school year for accountability purposes.

### **SEXUAL HARASSMENT**

The effective education of our students requires a school environment in which students feel safe and secure. Sexual harassment of students, by employees or by other students, impairs the proper atmosphere for education, and often creates an in-equitable climate for learning.

The Mesa Vista Board of Education therefore forbids harassment of any student on the basis of sex. The Board will not tolerate sexual harassment of students by employees or by other students.

Conduct of a sexual nature may include, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity;
- Repeated or persistent requests for dates, meetings, and other social interactions;
- Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another;
- Showing or giving sexual pictures, photographs, illustrations, messages or notes;
- Writing graffiti of a sexual nature on school property;
- Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- Sexually oriented “kidding,” “teasing,” double-entendres, and jokes; and
- Any harassing conduct to which a student is subjected because of or regarding the student’s sex.
- Sexual assault, abuse, or battery as defined by New Mexico statutes. Violators of the student sexual harassment policy will be dealt with in accordance with School District Policy.

### Reporting of Sexual Harassment by a School Employee- (Local ACA-R)

Any student, who believes he or she has been subjected to any conduct of a sexual nature by a school employee, may tell a counselor or a principal.

If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling a counselor or principal, the student should tell his/her own parents about the problem and ask for help in reporting the sexual harassment to appropriate school personnel.

If a student believes he/she has been harassed by a school counselor or a principal, or by any other administrator, the student should seek the assistance of his/her parents in reporting such harassment to the Superintendent or to a member of the Board.

### Reporting of Sexual Harassment by a Student or Students- (Local ACA-R)

Any student who believes he/she has been sexually harassed by another student or other students may report—tell a teacher, counselor, or principal or assistant principal.

If a student believes he/she has been sexually harassed by another student or students and feels uncertain about who to tell, or feels uncomfortable telling any counselor or principal, the student should tell his/her parents about the problem and ask for the parents' help in reporting the sexual harassment to appropriate school personnel.

### Timelines (Local ACA-R)

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

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

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

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

## **SPONSORSHIPS OF EXTRA-CURRICULAR CLUBS AND CLASSES**

1. All sponsors must attend class meetings. Your class/club president must clear meetings with you so that they can be planned with your knowledge. Request for all class meetings shall be made to the principal for approval.
2. All meetings must have a written agenda outline with items to be addressed. Agendas need to be submitted to the principal beforehand.
3. All clubs/organizations must have by-laws and/or a handbook, which needs to be submitted no later than the fifth week of the first semester.

4. During the first meeting, officers should be elected; goals and activities for the school year should be outlined and submitted to the office.
5. Organizations/Club sponsors shall submit a list of all members and officers to the principal's office by the last school day in September.
6. Parliamentary procedures will be practiced and should govern the meeting.
7. If possible, have the club/extra-curricular meetings in your classroom. Students may not take food into the library. Lunch hour meetings or after-school meetings are recommended. Meetings during the regular school day will not be allowed unless circumstances beyond your control would dictate such and it has been approved by the principal.
8. Review fundraising procedures with your students.
9. All class fundraising projects must be directed and monitored by a sponsor.
10. Requisition forms must first be filled out to initiate a purchase. Activity PO's must first be obtained when paying a bill. Ask the office secretary for the forms and follow proper procedures.
11. Account for all the money collected during your fundraising activity.
12. All money collected shall be deposited on a daily basis. **DO NOT** keep any cash in your room!
13. The sale of food items/beverages in the morning is prohibited. Food prepared at home, which may result in food poisoning, may not be sold during the school day.
14. Guide and motivate students and show them that you are interested in their pursuits.
15. Sponsors will be responsible for submitting competition results to the media.

### **STAFF MEETINGS/TRAINING**

All staff members are required to attend scheduled staff meetings and/or training sessions. A calendar of scheduled staff meetings is included in this handbook. The schedule is subject to change; however, every attempt will be made to adhere to the schedule as is. Teachers should try not to schedule appointments on scheduled meeting and/or training days if at all possible. Per the Negotiated Agreement, every attempt will be made to conclude staff meetings by 4:15. If the meeting is not over at 4:15, and you must leave, it is your responsibility to discuss this with the principal prior to the meeting.

### **STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) is comprised of middle school teachers (volunteers), the principal and support personnel. The purpose of the SAT is to offer assistance to teachers and/or parents who might have a concern regarding a student. The

concern may be academic or behavioral. Teachers are encouraged to refer students to the SAT early in the year so that if outside assistance is needed, there will be more than enough time to schedule these services and/or personnel. Teachers wanting to refer a student to the SAT may pick up referral forms from the principal.

### **SUPERVISION – RESPONSIBILITIES OF STAFF**

Teachers are required by New Mexico statute to maintain a suitable environment for learning in their classrooms, and to assist in maintaining order and discipline. To fulfill these statutory obligations to protect the health, safety and welfare of students, teachers, and all other staff members have supervisory responsibilities for the students during all duty hours. This includes hall duty during passing periods, and at any time when engaged in school sponsored activities on or away from school campus.

All staff members are expected to accept the responsibility for assisting in monitoring student behavior, i.e., class breaks, before and after school hours and at school functions during the regular school day. Any vandalism, graffiti, or threat to school property, and/or any individual, is to be reported to the appropriate authority immediately.

Teachers are responsible for students every hour of the day, excluding prep or planning time and the lunch break. **Under no circumstances are students to be left unsupervised in classrooms, the gym, the cafeteria, or other school locations.**

The following expectations should be adhered to by all staff members when supervising:

- Teachers are required to be outside of their classrooms during passing periods. You should be able to monitor the classroom as well as the hall. Restroom breaks are necessary, even for teachers! Let a neighboring teacher know you will be gone for a minute.
- Do not congregate in a group or stand still and visit. Constant movement is the key to awareness.
- Be observant. Do not grade papers, talk on your cell phone, etc. You are responsible.
- Unacceptable behavior is just that – unacceptable behavior. Do not let it go unnoticed. A duty station is just like a classroom. You need to handle problems on your own. Refer serious violations to the office.
- Be proactive. If you see arguing among students, groups forming, hear name-calling and/or profanity, or witness bullying behaviors, take care of it immediately. Do not let it escalate.
- Be respectful. This administration will not tolerate yelling, name-calling, the words “shut up” or any type of humiliation or embarrassment of a student. You are the adult. Even if you think you have “won”, you will never win a power struggle with a kid. Model, model, model!!!
- We are ALL accountable. Administration will hold each staff member accountable for meeting these expectations.

See Negotiated Agreement for additional information regarding supervision.

## **TARDY POLICY**

All teachers are expected to mark students tardy when they arrive late to class. All tardies during the school day are unexcused unless the student has a valid pass. If the student is tardy and has a valid pass, do not waste time marking them tardy. You need only mark those students tardy who enter your classroom late and have no pass. The office will be monitoring tardies and absences on a daily basis and making the decision as to whether the tardy or absence is excused or unexcused. A copy of the office tardy policy is included in the Student Handbook.

## **TEXTBOOKS**

Each teacher is responsible for the textbooks issued to their students. A complete account of all textbooks must be submitted to the office prior to the instructor's clearance at the end of the school year. If textbooks have been lost, their loss must be reported as soon as possible and attempts to collect the cost of the book must be initiated immediately.

All teachers will record the student's name, book number. And condition of the book on a checkout/check-in form for textbooks. Have students sign for the textbook

## **VEHICLES**

School vehicles must be requested ahead of time and cleaned upon return. Any vehicle damage sustained during a trip must be reported to the Transportation Director and principal immediately upon return. Mileage must be logged, and receipts and keys must be submitted to the Transportation Director as soon as possible.

## **VIDEOS**

Videos can serve as an excellent instructional if used properly. Videos should be aligned to standards and benchmarks. If you intend to use a video as an instructional tool please fill out the Video Request Form and turn in with your lesson plans. Only "G" and "PG" movies will be considered for approval.

## **VISITORS**

Parents are always encouraged to visit the schools. All visitors must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law. (Local KI-R)