

**HANDBOOK
FOR EDUCATIONAL PERSONNEL
2008-2009**

***HONDO VALLEY
PUBLIC SCHOOLS***



Eagles, it is up to you!

REVISED JULY 2009

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STAFF HANDBOOK

ADMINISTRATIVE RESPONSIBILITY

The Superintendent is responsible for the overall operation of the school and is the immediate supervisor for all faculty and staff.

ADMINISTRATIVE PROCEDURES AND GUIDELINES FOR FACULTY AND STAFF

Office hours are from 7:30-4:15 pm Monday thru Friday. The Superintendent should be contacted if assistance is needed before or after hours. Please call 505-626-8231.

Staff Work Day is from 7:30- am to 4: 15 pm.

Staff Lounges are for use by all staff. No students are allowed in the lounge area. Since this is a tobacco free campus, there is no smoking in the lounge. Mailboxes are provided in the lounge for all staff and should be checked at least once a day.

Absences by Faculty and Staff for illness or other emergency must be called in to the Administrative Assistant by 6:30 am at her home number- 653.4385. If you are unable to reach her call the Business Manager at 653.4822. She will make arrangements for substitutes. Teachers are NOT to make their own arrangements for substitutes.

Any leave requires 5-day prior approval by the Superintendent. Forms are available in the main office. **Any leave the day before or the day after a holiday is prohibited.** Leave will not be granted during the last week of school except in unusual circumstances.

Teacher evaluations will be done by the Superintendent.. As part of the HVPS staff development plan, each teacher is required to have a professional development plan (PDP). The PDP will state specific goals and timelines. Evaluation of the PDP will be a component of the formal evaluation each semester. Formal evaluations will take place at least once each year; however, evaluation is a daily, on-going process. Teachers on growth plans will be evaluated based on their individual growth plan.

Lesson plans relating to the curriculum guide, including seating charts, attendance procedures, etc, will be kept up to date and readily accessible for substitute's use. **In addition, each teacher must create a substitute folder containing the aforementioned items as well as a variety of supplemental materials that can be readily utilized.** The substitute folder must be kept in the classroom in the teacher's desk. Lesson plans are to be kept in binders. Superintendent will notify staff when lesson plans are to be turned in to her.

Every Staff member at HVPS must exhibit professionalism at all times while on duty. Serving as a positive role model for all students is imperative. Comments concerning disagreement with school policy, disciplinary or academic issues regarding specific students, disagreement with staff members or parents **must** not be heard by any student. Any employee conduct that negatively affects the students/educational process inside or outside the classroom is prohibited and may be cause for reprimand or other disciplinary action.

Grade Books must reflect at least three grades per week in grades 7-12, and three grades per week in the following areas in the elementary level: reading, language arts, math. The grade book should also indicate what the grades are for and an explanation of grading criteria. Grade books are to be turned in at the end of the year. All grades must be recorded in percentages, both in the grade book and the students' **cumulative file (for elementary students)**. Weighting for **semester** grades for students in grades 9-12 is 2/5, 2/5 and 1/5 (the first nine weeks' grade counts as 2/5, the second 9 weeks' grade counts as 2/5, and the final exam counts as 1/5 of the semester grade). **GPA** is calculated on a 4.0 scale. In the event the district offers Advanced Placement or Honors courses, the GPA will be calculated on a 5.0 grading scale.

Make up work is allowed with one day to make up work for each day missed, up to a maximum of one week. With school-sponsored activities, students are to make arrangements for their assignments prior to the absence. Pre arranged absences are to be approved by the Superintendent, and arrangements for assignments must be made with individual teachers prior to the absence.

A **class syllabus** is required for all classes in grades 7-12. The syllabus must specify basic objectives of the class offered, instructional materials used in teaching the class, course requirements, grading criteria and grade scale. The syllabus is to be turned into the Superintendent and must be distributed to all students.

Student eligibility for participation in athletics or other school sponsored activities is a 2.0 GPA on a 4.0 scale either cumulative or for the semester immediately preceding participation. Students will follow NMAA ruling on eligibility.

The Power School Attendance and Grade Program will be utilized at all grade levels during the 2009-2010 school year. Teachers must stay current on inputting attendance and grades into the system. All grades must be downloaded to the registrar according to established deadline. If assistance is needed, please contact the Technology Coordinator/Registrar as soon as help is needed.

Report Cards will be issued every 9 weeks. Final exam schedules will be prepared and distributed to all staff by the Superintendent.

Appropriate Student Supervision is imperative; therefore, teachers are required to supervise students at all times. **Teachers are also expected to remain on campus during their preparation period, but may leave campus in an emergency situation if they sign out in the main office and inform the Superintendent or the Administrative Assistant.**

The **Superintendent must approve curricular and extracurricular activities** at least one week prior to the event. Reservations for use of the school cars must be made at the same time as the activity request. **Club/Class sponsors** are requested to meet with students before or after school when possible and avoid evening meetings. Regular class time cannot be used to hold meetings.

Funds Raised must be collected and turned in to the administrative secretary by the class treasurer and sponsor. Please pick up the necessary forms from the administrative secretary prior to turning in money to be receipted and deposited. Money should not be kept in classrooms or any place where it may be stolen. All money must be **turned in daily** for all fundraising activities. This also applies to any summer fundraising.

Cafeteria Duty is from 11:10 to 11:55 for elementary and from 12:15 to 12:45 for high school. Staff on duty will be responsible for maintaining line control, student behavior in the cafeteria, and control in common areas as well as the playground.

Bus Duty is from 7:30 am to 8:00 am. Afternoon duty is from 4:00 (teachers on duty may dismiss their students a few minutes early so that they can get to duty on time) to the time the buses leave campus. Vehicles are not allowed to leave the parking areas and the campus until all buses are on the highway.

Parking is limited to designated parking areas. Students who drive to school are required to have written permission from their parents, proof of insurance, and signed approval by the Superintendent on file in the main office.

Dress Code -- all personnel are to dress in a clean, neat, appropriate and professional manner during all school days and at all school functions.

Classroom Supplies are provided for all teachers and staff. The Superintendent and the business office must approve extra classroom supplies and materials or large purchases.

Purchase orders are required for all purchases. P.O. requisitions must be turned in to the Administrative Assistant. Any travel reimbursement must be approved prior to leaving for the trip. After utilizing the P.O. all receipts must be submitted to the business manager. Purchases made without an approved P.O. will **not** be reimbursed to the employee.

Staff members may not give any type of employee reference/recommendation, oral or written, to any inquiring individual or agency during work hours or at any time while on school property. Furthermore, any written reference/recommendation cannot be made on school letterhead. (Refer to Board Policy Manual regarding employee reference)

EMERGENCIES

In the case of an emergency, the District's School Safety Plan will be appropriately enacted. If the building is to be evacuated, the fire drill alarm will ring. Students and all personnel are to move away from the building. The Superintendent is responsible for notifying appropriate officials as to the nature of the emergency.

STUDENT DISCIPLINE

Discipline policy and Students' Rights and Responsibilities are in the student handbook for your reference. **All staff members are required to enforce student discipline policies.** Questions regarding staff responsibilities related to student discipline should be directed to the Superintendent.

A copy of the **School Board Policy Manual** is available in the main office and the staff lounge.

FIELD TRIP INSTRUCTIONS

Teachers who are to have students involved in a fieldtrip must provide the registrar with a completed form listing all students who will be absent from regular classes. This form must be submitted a minimum of two school days before the fieldtrip.

Signed permission slips and permission to treat forms **MUST** be in the possession of the accompanying teacher/sponsor at all times during the fieldtrip.

Specific Procedures:

1. Secure a complete list of names of students who are to make the trip.
2. Call roll as students enter the bus to leave.
3. Require that the students remain seated while the bus is in motion. All students **MUST** follow bus rules.
4. Remind students that they are to go directly to the bus after activity.
5. Remind students that no tobacco of any type or alcohol will be permitted.
6. All students return home on the bus unless permission to do otherwise has been given by written approval of the Superintendent.
7. Remind students that unapproved social behavior will not be tolerated during the trip or during the activity. Notification by phone will be made to the Superintendent and parent.
8. School personnel on the trip are responsible for supervision of students at all times. Any teacher who cannot make the activity with her class will have her students split up among the other teachers. No subs will be called.
9. Students who do not appear for activity shall be reported as **ABSENT**, and the parent will be notified.

Staff members are strongly encouraged to attend student activities, including athletic events. Participation in extracurricular events promotes strong school/community relationships and shows our students that we care about their interests. Building better school/parent/community relations is a priority for the district as well as being a major focus of our Educational Plan for Student Success (EPSS). Active participation by all staff in the **Parent/Teacher/Student Organization (PTSO)** and attendance at regularly scheduled **Board meetings** is also strongly encouraged.

Staff members are welcome to belong to local, state, and national unions. However, any meetings, formal or informal, are prohibited during regular school hours.

Every staff member must sign the District's Internet Agreement form before using the internet.

Educational personnel have been assigned duties according to the schedule provided in their in-service binder. Persons on duty at their assigned station are expected to ensure that students are behaving appropriately and that students are safe. Elementary lunch duties will be performed by non-certified personnel in accordance with state law.

Any staff member performing extra a.m. duties must be at his/her regularly scheduled work station by 7:55 a.m. each school day.

All substitute teachers are required to be **licensed** through the New Mexico Public Education Department. For licensure information, contact the Superintendent.

TELEPHONE USE

School telephones are business phones to be used for business only. Only the telephones in the main office are set up for long distance calls. Routine phone messages will be placed in your mailboxes. Messages on urgent or emergency calls will be sent immediately. Cell phone usage should be kept at a minimum.

CLASS, ORGANIZATION AND CLUB SPONSORS

Class Sponsors:

7TH grade -Mrs. Lynda Chavez & Ms. Sherry Soele
8th grade-Mrs. Novelda Chavez , Mr. Romero
9th grade –Ms. Tina Torrez & Mary Prudencio
10th grade-Ms. Maggie Salas, Mrs. Maria Guillen
11th grade- Ms. Novelda Chavez & Angie Gomez
12th grade- Mrs. Nikole Lopez, Mr. Wenner

Club Sponsors:

National Honor Society

FFA

Fiesta

Knowledge Bowl

Brandon Devine

Cindy Gomez, with assistance from other staff

Donna Sisneros and Dale English

Student Government:

Student Council

Teachers and staff are greatly appreciated for their work and time in sponsoring clubs, activities and organizations. They are to observe the following rules:

1. **Club meetings.** Sponsors must be present at club meetings. Night meetings are not recommended. All club meetings are to be held before or after school or during lunch period. Class meeting minutes must be turned in 24 hours after the meeting by the class secretary and approved by the class sponsor.
2. **Club sponsors.** A club sponsor assumes ultimate responsibility for the overall success and achievement of an organization. In order for students to receive maximum benefit from the organization, the sponsor should provide a set of definite goals for the group. **Club activities should be directed toward the group as a whole and not to an individual or small group.** Fundraising activities should be undertaken with the specific goals of the club in mind.

FUNDRAISING

A fund raising activity must be presented for approval to the Superintendent by the club sponsor at least one week prior to any fundraising activity. Date(s), time, place, and purpose of the fundraiser must be specified. Minutes of the class meeting where event or activity was voted by class members must be submitted to the superintendent with fundraiser approval form. Arrangements regarding the use of school property or equipment must also be specified. **Letters asking for donations from companies to help with the event will not be allowed.** Students must use class money or donate the items themselves for the specified event.

Money raised must be collected and turned in to the administrative secretary by the class treasurer and sponsor. Please pick up the necessary forms from the administrative secretary prior to turning in money to be receipted and deposited. Money should not be kept in classrooms or any place where it may be stolen. All money must be **turned in daily** for all fundraising activities. This also applies to any summer fundraising.

Collection of funds: It is school policy to provide for the deposit of all fees and club funds. **All** money must be turned in to the office within 24 hours of the event. Please note that all money must be deposited through the school bank accounts.

Activity/class funds may only be used to purchase items related to the specific activity/class. Activity/class funds cannot be distributed to individual students. Purchases must be made with Purchase Orders or with a Hondo Valley Public Schools check. All activity/class purchases must be made through the activity/class sponsor, treasurer and class president. The activity/class sponsor, treasurer and class president are responsible for returning all receipts to the business office the first working day after the activity.

SCHOOL PROPERTY AND EQUIPMENT

Teachers are reminded to help the custodians keep the grounds and buildings clean and neat by teaching good housekeeping to their students. Remind students that writing on desks, damaging chairs, books, computers or other school property/equipment is destruction of public property and punishable by law. Any student who destroys school property will be dealt with in accordance with the student handbook and the school board policy manual.

DUTIES FOR ASSEMBLIES

Teachers must accompany and supervise their students during assemblies. Additional duties may be assigned by the Superintendent as deemed necessary

ATTENDANCE POLICY

Students are to maintain good attendance and be punctual to class in order to receive maximum benefits from school. Children between the ages of 6 and 18 are required by law to attend school. Violation of the law may result in parents or guardians facing court action and/or fines. State statute also requires that parents/guardians be notified when the student has been absent for three consecutive days. Please document all phone calls to the home and keep copies of any correspondence sent. After six days of absence, the parent or guardian will be notified by certified mail. Students with excessive absences may be dropped from the rolls.

Teachers must keep accurate attendance records. Absences will be recorded using the Power School software. Parents are required to call in by 9:00 a.m. on the day of the absence or send a written excuse with the student upon returning to school. Students who have been absent must check in with the Registrar when they return.

Roll must be taken and attendance registered each day by the elementary teachers and each period by the high school teachers using the Power School program.

Three tardies in the same class constitutes one absence and should be recorded as such. Excessive tardies should be reported to the Superintendent.

Make-up work will be allowed with one day to make up the work for each day missed up to a maximum of one week. If a student is absent because of a school-sponsored event, the student must make arrangements for making up his/her assignments prior to the absence. Work missed because of truancy may not be made up. Work missed because of out-of-school suspension may be made up for a maximum of 70% credit.

ENROLLMENT AND WITHDRAWAL PROCEDURES

Students enrolling after the beginning of the school year must report to the Registrar located in the main office. The student is then to report to the Superintendent's office. After meeting with the Superintendent, the student will be directed to the Counselor to complete registration forms, receive schedules and be shown assigned classroom(s).

Students withdrawing from school must be accompanied by a parent or guardian. Withdrawal forms may be obtained from the Registrar and must be signed by the following: the counselor, all applicable teachers, the librarian and the Superintendent. The completed form must be returned to the Registrar.

FINAL EXAMINATIONS

Final exams must be given for all classes offered for credit for grades 9-12. There are no exemptions from semester exams as per state law.

TELEPHONE INSTRUCTIONS

- **CALLING OTHER STATIONS**
Dial the extension number
- **MAKING AN OUTSIDE CALL**
Long Distance Calls - contact administration office
- **LOCAL CALLS, CALLING CARDS, & 1-800 NUMBERS**
Calls can be made from telephones in classrooms
- **LEAVING AN INTERNAL VOICE MAIL MESSAGE**
To leave an internal voicemail message enter the extension of the person you are calling and press voice mail
- **CHECK VOICE MAIL MESSAGE**
Press the envelope key on your phone pad
Press the call button
Enter your pass code
Press P to play message
- **SET GREETING FOR VOICE MAIL**
Step 1 Press voicemail
Step 2 Enter 1111

Step 3 Enter own password (example: if extension is 236 password could be 0236)

Step 4 Then follow the instructions given on recorder