

# Peñasco Independent School District Employee Handbook



2023-2024



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**Note: Where the information contained in this handbook differs from the adopted policy the policy will be followed.**

## **Section 1**

### **GENERAL INFORMATION**

#### **Introduction**

The Peñasco School Board of Education accepts the responsibility granted by the laws of the State of New Mexico and the authority to ensure that:

1. The schools are maintained for the students, the community, the state, and the nation.
2. The schools are operated and conducted in accordance with the state laws on education.
3. The administration is employed to manage the effective and efficient implementation of the educational programs.
4. The development of staff and programs by the administration, principals, team leaders, and teachers is a continuous process.
5. The supervisory program is maintained by principals and central office administrators to assist staff in the development of quality educational programs.
6. The principals and central office administrators shall be responsible for the orientation of new and returning teachers and administrators prior to the beginning of the school year.

#### **Formulation of Policies/Regulations**

The responsibility of the Peñasco School Board of Education is to set policies for the District. Rules, regulations, and procedures are set by the Administration, reviewed by the Board when appropriate, and enforced by the School District Administrators and Supervisors. Click the link to access the online version of the PISD [Board of Education Policy](#)

#### **Board Meetings**

The School Board of Education meets the third Tuesday of each month. The meetings begin at 6:00 pm. Employees, parents, and students are welcome to attend. Agenda notices are posted online, at the Administration Office, at each school and at local post offices. Items to be included in the agenda must be submitted to the Superintendent one (1) week prior to it being placed on the agenda. All staff and community members are encouraged to attend Board Meetings. Public Participation at Board Meetings requires a written request to address the Board. Request forms can be found at the Veterans Memorial



Administration Building or on-line at [www.penascoisd.com](http://www.penascoisd.com). The chain of command must be followed before any items or concerns are brought to the Board of Education.

### **Nondiscrimination**

PISD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, disability, handicap or veteran status in employment or the provision of services.

### **Job Assignment/Reassignment**

The Superintendent is authorized, by NM Statutes, to assign and/or reassign any employee to a position that will be in the best interest of the school district. For teachers, this includes grade assignment as well as school assignment. Employee qualifications and interest will be considered in assignments.

### **Workday**

The regular workday hours for all employees will be set by their immediate supervisors as approved by the Superintendent.

All employees are required to clock in and out. An employee is not allowed to clock in or out for another employee.

School staff may be assigned additional duties during the workday.

All non-certified employees are required to take a lunch break, scheduled by their immediate supervisor. Non-certified employees will not be allowed to work beyond their regular scheduled working hours unless pre-approved by the immediate supervisor.

### **Other Employment**

Employees of PISD may not hold additional jobs outside of official working hours if such employment interferes with the proper and effective performance of assigned duties and responsibilities.

*G-6150-GCR, G-9350-GDR Non-school Employment by Professional and Support Staff Members, NMSA 1978 §10-16-4.2, Disclosure of outside employment: A public officer or employee shall disclose in writing to the officer's or employee's respective office or employer all employment engaged in by the officer or employee other than the employment with or service to a state agency or local government agency.*

### **Personnel File**

An official personnel file is maintained for each employee of the District at the Central Office. All materials contained in their file, exclusive of classified material such as: pre-employment references, references directly related to internal promotions, etc. are available for review during office hours. It is recommended that advance notice be given to the business office prior to reviewing the files. A District employee shall be present when a personnel file is reviewed. The employees of the District may request copies of accessible documents in their files at a rate of \$.32 per copy. All requests to review a personnel file will be addressed within ten (10) school days of the written request.

### **Professional Expectations**

All employees are required to attend scheduled faculty meetings and District-wide departmental meetings as part of the work assignment. Employees are required to participate in professional development as per the work calendar. They are to remain at scheduled training/ meetings until the sessions are completed and they have been formally dismissed. All meetings shall have an agenda, which includes a beginning and an ending time. Staff appointed as building or departmental representatives are required to attend District-wide curriculum meetings. In general, employees who are coaching or involved with other additional school responsibilities or assignments are required to attend the previously listed meetings.

The certified staff is required to assist in a reasonable amount of extended service activities, e.g., student supervision, club sponsorship, parent meetings, etc.

All staff will have a 30-minute duty free lunch. The length of this lunchtime varies with the schedule in each building but will be at least 30 minutes long. Certified and non-certified staff may be assigned the supervision of students during the lunch periods in each school. Bus supervision will also be assumed by assigned personnel. All personnel employed by PISD are to be available for emergency assignments during the hours of the normal school day.

Supervision of students during school-sponsored activities and trips shall be governed by the procedures outlined in School Board Policy. Sponsors and chaperones are required to know and to abide by the guidelines set forth in policy.

All employees must not engage in gossip in their work environment. Additionally, confidential information must remain confidential.

### **Drug Free Schools, Campuses, and Workplace**

PISD's policy is to ensure an alcohol and drug free environment. Random unannounced drug testing is required of employees who transport students and employees who operate school machinery. The use, possession and distribution of alcoholic beverages, mood-altering substances and illicit drugs is prohibited and are grounds for disciplinary action up to and including termination.

## **Fundraising**

All fundraising activities **must have prior** approval of the immediate supervisor and the Superintendent. There will be no unauthorized fundraising activities conducted on or off school grounds. Money collected from approved fundraising will be handled per state statute and district policies and procedures.

## **Smoking**

Smoking on school property is prohibited. Possession or use of tobacco products or smoking of any kind is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

## **Gambling**

Gambling on school property is prohibited.

## **Staff-Student Relations**

Employees and volunteers of PISD are encouraged to take a sincere professional interest in students. However, professional ethics require that employees and volunteers avoid social situations through which they could exploit their positions of authority over students.

## **Social Networking Website Use Policy**

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

academic functions. It is also intended to establish an appropriate standard of conduct for school employees in their contacts and communications with students outside of school hours or school programs.

- 3. Use of Social Networking Websites.** Since a School District employee's interactions or dialogue with students or staff on a Social Networking Website could be viewed as a representation of the School District by viewers and since communications on such websites are not subject to the same levels of supervision, structure or formality as the school or classroom environment, the School District strongly discourages its employees' use of Social Networking Websites as a means of conducting School District business or communicating with students, except as permitted by Paragraph 6 below.
- 4. Interactions with Students, Staff and the Community-at-Large. State statutes and regulations** and School Board-adopted ethical and professional policies and standards require that professional educators and School District employees establish strict, appropriate, and professional boundaries in their conduct and communications with students. To that end, School District employees shall not use Social Networking Websites as a means of communication with any School District student for purposes unrelated to the school curriculum or school programs, and in the absence of approval as specified in Paragraph 6 below.  
*Refer to G-0850 – GBEBB Staff Conduct with Students.*
- 5. Class Activities/Assignments.** School District employees shall limit any Internet-based classroom activities or assignments to School District Sanctioned on-line tools which are based upon or directly related to the School District's adopted and approved curriculum and are monitored by the School District's Administration.
- 6. No Posting of School District Material without Consent.** School District employees shall not use Social Networking Websites to distribute or publish pictures, videos, or any other School-District curriculum-related material as an element of a classroom instruction, activities, or assignments, without the Superintendent's prior written approval.
- 7.** Employees of the Peñasco Independent School District are hired for the purpose of taking a sincere professional interest in students. Professional ethics require that staff members avoid social situations through which they could exploit their positions of authority over students, and as specifically addressed in this Policy, through the use of Social Networking Websites. Use of Social Networking Websites to initiate, develop, generate, or solicit a romantic or sexual relationship with a student, or an unwelcome romantic or sexual relationship with a coworker of the Peñasco Independent School District is strictly forbidden and shall be subject to discipline, up to and including suspension, termination, or discharge from

employment. The intent of this Policy is to limit the communications between staff, colleagues, and students to that which is school-related and consistent with the ethical standards required of education professionals and that employees utilize the extensive policies and procedures already existing to communicate with the School District's Administration on matters affecting their employment or the education of students whom they serve.

- 8. Professional Ethics and Behavior.** The district expects that all staff will use the highest standards of professionalism and good sense when using Social Networking Websites or media, either through district or personal software and hardware. Any use of Social Networking Websites or media that disrupts or interferes with the educational process, learning environment, or positive district and school culture may result in disciplinary action.

***G-0750 – GBEB Staff Conduct.***

***G-0650 – GBEA Statement of Ethics for School Employees.***

***G-6150 – GCR Non-school Employment by Professional Staff Members.***

- 9. Disciplinary Action.** School District employees who violate this Policy shall be subject to discipline, up to and including suspension, termination, or discharge, in accordance with Board policy, negotiated agreements, and applicable law.

***G-9300-GDQD Discipline, Suspension, and Discharge of Support Staff Members, State Statute 22-10A-24.***

## **Personal Appearance**

School employees are looked upon as role models by both community members and the student population. Therefore, their behavior and manner of dress will reflect a professional bearing that is applicable to work assignments.

### **Dress Requirements for Administrative and Instructional Staff**

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, if unconsciously, 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.

Coats and ties are welcome. All District employees are prohibited from wearing extremely faded or worn-out jeans, tee shirts with inappropriate logos/wording, yoga pants, shorts, miniskirts, torn and tattered footwear, extremely tight clothing, or exercise

clothes such as sweats or warm-ups except for those involved in physical education (P.E.).

We at the Peñasco Independent Schools regard these dress guidelines as an essential part of our approach to education. Staff members' attention to these guidelines is greatly appreciated. This policy shall apply to all District personnel.

### **Dress Requirements for Peñasco School District Staff**

*Classroom staff* are expected to wear attire that is always well pressed. Staff should wear unfaded and presentable pants and work appropriate shirts with collars. School related tee shirts are accepted occasionally on spirit days but not as a mode of dress. Staff should wear attire that is appropriate for the classroom setting. No miniskirts or low-cut blouses are allowed. Sweats and warm-ups are restricted to physical education activities.

*Administration/office staff* are expected to wear attire that is presentable to visitors, parents, and students at all times. Conservative attire should be worn at all times. Staff should wear unfaded and presentable pants. Women should be clothed appropriately for office work. No mini-skirts or low-cut blouses are allowed.

*Vocational staff* are expected to wear attire that is safe and appropriate for lab work.

*Physical education staff* are expected to wear attire that is appropriate for physical education class. Shorts should be worn during P.E. class only.

*Cafeteria staff* are expected to wear attire that is safe.

*Custodial maintenance staff* are expected to wear attire that is safe and appropriate for custodial/maintenance work.

All staff representing the school at meetings, school functions etc. are expected to wear attire that will represent the school, staff, and community, professional appearance is

required. Tie, coat, and dress pants will be required of male sponsors for graduation. Females will wear a suit, dress, or an appropriate pantsuit.

### **Political Activities**

The School Board endorses the right of all persons to become active in the political activities of the community. However, school personnel shall not engage in partisan political activity on school premises during school hours.

### **Inclement Weather/Emergency Day Plan**

The Superintendent will determine when the inclement weather/Emergency Day Plan is in effect. School delays or closures will be broadcast on several radio stations including KDCE 950 am Radio, KTAO, KKIT, KXTC, KXMT, KVOT 99.9 Radio and television stations KOB-TV 4, KOAT 7, and KRQE 13. SWIFT messaging will be in effect for informing staff of delays and closures and a message will also be posted on the District's telephone system. If school is called off completely, generally speaking, all activities are canceled. During inclement weather, there may be a two-hour delay or school cancellation. Bus pickup will then be on a two-hour delay or canceled. After-school activities may be impacted depending on the weather. Stay tuned for updates on delays or possible cancellations. Cancellations and delays are also posted on the school's Facebook page.

- SCHOOL CANCELLATION
  - ✓ Instructional Staff/Cooks/Bus Drivers/Security Guard/Nurse – Do not report on cancellation days.
  - ✓ Central Office and Administrative/Supervisory/Secretarial/Technology - Do not report on cancellation days.
  - ✓ Custodial/Maintenance Personnel – Do not report on cancellation days, unless directed by their supervisor.
- SCHOOL DELAY
  - ✓ Instructional Staff/Cooks/Bus Drivers/Security Guard/Nurse – Report to work 2 hours later than regularly scheduled time.
  - ✓ Central Office and Administrative/Supervisory/Secretarial/Technology Staff – Report to work two (2) hours later than regularly scheduled time.
  - ✓ Custodial/Maintenance Personnel – Will report to work as directed by their supervisor.
- EARLY DISMISSAL

- ✓ Instructional Staff/Cooks/Bus Drivers/Security Guard/Nurse – May leave at the discretion of the supervisor upon approval of the Superintendent or his/her designee.
- ✓ Central Office and Administrative/Supervisory/Secretarial/Technology Staff – May leave at the discretion of the Superintendent or his/her designee.
- ✓ Custodial/Maintenance Personnel – May leave at the discretion of the supervisor upon approval of the Superintendent or his/her designee.

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

KTAO 101.5 FM /Taos  
 KKIT/KXMT/KXTC/KVOT 99.1 FM/Taos  
 KDCE 950 AM /Espanola  
 KRQE-TV / Channel 13  
 KOB-TV / Channel 4  
 KOAT-TV / Channel 7  
 Facebook: Peñasco Independent School District  
 Webpage: [www.penascoisd.com](http://www.penascoisd.com)

Leave requests will be docked at the regular workday hours regardless of a delay.

### **Chain of Command**

Internal problems or concerns involving staff members should be brought to the attention of that staff member first. If there is a concern or conflict that cannot be resolved at that level, the immediate supervisor should be notified. Whenever the immediate supervisor is out, the supervisor/designee is to be notified of the problems or concerns. If resolution with the immediate supervisor cannot be satisfactorily resolved, the staff member may take the concern to the Superintendent. All employees who do not follow the chain of command will be referred to their immediate supervisor. During the absence of the Superintendent a designee will be appointed. The school principals will oversee their individual sites. If the principals are absent, they will assign a designee to be in charge.

### **Employee Grievance**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of schools. The Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving a grievance at the earliest date and the lowest possible administrative level.



Certain situations are not subject to grievance procedures. The decision of the Board is final. Please refer to the PISD website for the policy and forms related to a grievance.

### **Reduction in Force**

The number and type of staff positions required to implement the District's educational program will be determined annually by the Board after recommendation by the Superintendent. In the event the Superintendent decides to release staff members, guidelines listed in the PISD Policy Manual will be followed.

### **Fingerprinting and Background Checks**

New employees and volunteers will register on the IdentoGo system and undergo electronic fingerprinting at a site listed on the IdentoGO system. The employee is responsible for paying for fingerprinting either by money order, debit or credit card in the amount specified by the New Mexico Department of Public Safety or the New Mexico Public Education Department if also seeking licensure.

PISD will recommend termination of an employee for which the background checks reveal that the applicant:

- Made material misstatements of fact on the application.
- Failed to observe any term of the State Board of Education regulation prescribing the terms and conditions of employment contracts for licensed personnel.
- Willfully violated any State Board of Education regulation prescribing standards of conduct for school personnel.
- Reports with Misdemeanor Convictions - Background check reports indicating convictions for misdemeanors will be reviewed by the Superintendent, and the site supervisor. Determination regarding the employee's continued employment will be made jointly by the aforementioned staff. The employee will be notified regarding the recommendation and will have the opportunity to make an appeal to the Superintendent. This appeal must be in writing and within ten (10) school days of the notification. The Superintendent's decision is final.

### **Grants**

PISDs staff members and parent organizations are strongly encouraged to seek funding grants that enhance school programs. When applying for grants, the following process must be followed:

- Some grant applications are available from the building principal. Please pick up forms from them;
- Discuss with the principal about whether the plan can fit into the school's 90-day action and plan;
- Discuss the curriculum implications; and
- Have a clear understanding of financial requirements.

- The building principal will submit the grant to the Superintendent for review and approval.
- Upon grant approval, the building principal or Superintendent will be responsible for monitoring implementation of all aspects of the approved program grant.

### **Trips Involving Peñasco Schools' Students**

Planning for **all** trips involving Peñasco Schools' students should begin with discussion between the staff member and the building principal. All school sponsored trips require building principal and Superintendent approval. Out-of-state trips require Principal, Superintendent and Board approval. Field Trip Request forms may be downloaded from the network and must be submitted to the Superintendent (10) ten days prior to the field trip. All information requested on the form must be provided, otherwise, the form will be returned to the sponsor. This may jeopardize transportation being available on the date requested. Please check with immediate supervisor concerning lunch/dinner restaurant recommendations. All non-athletic extracurricular trips will be required to pay fees set by the district. Please note, trips will not be allowed during in-service dates.

### **Employees' Children at Work Sites**

Arrangements for childcare are the responsibility of the employee and at no time should an employee bring a child to work. An employee's supervisor may, during an emergency, authorize the employee to bring the child to work until childcare arrangements can be made. It will be the responsibility of the employee to ensure that the child does not disrupt the work environment during this time.

### **Harassment of and by Employees**

The Peñasco School Board considers harassment in the work and educational environment to be inappropriate and offensive. Board Policy prohibits harassment of employees by other employees, applicants for employment, students, volunteers, or non-employees who conduct business with the school district. Harassment applies to conduct during and relating to school, school-sponsored activities, and school district business.

## **Section 2**

### **AVAILABLE SERVICES**

#### **Transportation**

School employees who possess a valid New Mexico Driver's License are eligible to use school vehicles for official school business. A valid driver's license must be on file prior to use of a school vehicle. School vehicles may be requested by completing a Leave Request form and submitting the form through the Principal/Supervisor to the Peñasco Schools Transportation Office. The driver of a school vehicle is covered under the

District's insurance policy. The school employee must bring in paperwork, keys, credit card, etc., to the Transportation Secretary immediately after their return to the district. (If vehicle is used on a Friday/Saturday, return of keys, credit card, and paperwork is expected at 7:45 am the following Monday). All vehicles must be returned to the school parking lot by the employee unless pre-approved by the Superintendent.

To transport students, the driver is required to meet all state requirements, e.g., defensive driving, provide a copy of driver's license, and random drug testing, etc. Only vehicles with a minimum capacity of six and a maximum capacity of eight (including the driver) are allowed for transporting students.

Trips requiring the use of a school bus must be approved by the Principal/Supervisor, and Superintendent. Field Trip Request forms must be submitted to the Transportation Office prior to the trip date.

**STAFF MAY NOT TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES DURING CONTRACT HOURS AND/OR IN CONJUNCTION WITH ANY CO- OR EXTRA-CURRICULAR ACTIVITY.**

**Student Services**

The staff is available to assist and support teachers in their efforts to provide for the emotional, academic, and physical development of students. Assistance and support are available in the areas of:

- Guidance/Counseling
- Mental Health and Physical Health Services
- Academic Needs

**Research and Evaluation**

The counselors in collaboration with the Superintendent, Technology Coordinator, and other administrators coordinate all state and district-wide testing programs, interpret tests and test results, assist in planning instructional/curricular programs, conduct statistical studies, and communicate findings to various public groups.

The building principals, counselors, and program coordinators will assist school employees in collecting relevant data required for instructional decision-making. Administrators, counselors, and program coordinators will assist in the preparation and interpretation of data that will aid in describing the strengths and challenges of the educational program.

**Staff Development**

The Administrative Staff will provide training to support all employee groups as mandated by the Public Education Department or District. Requests for training based on site or

group interest may be accommodated through these individuals. Reservations for use of the Boardroom may be arranged by the building principal.

Library Technical Services maintains a print, video, and film library of audiovisual materials that are available for checkout. It is also dedicated to providing visual learning materials and equipment to all schools. Equipment such as overhead projectors, speakers, cameras, screens, and portable P.A. systems and other equipment are available for checkout.

Professional development leave will require a short summary to your immediate supervisor and colleagues during a scheduled staff meeting.

### **Computers in the Schools**

PISD has a District Technology Plan. Any questions in this area should be directed to the Technology Coordinator. Computers are for school business only. The administration reserves the right to audit all email transactions and internet use. Personal use of the school email, by staff members, is prohibited.

### **Athletic/Activity Department**

The PISD Athletic/Activity programs are overseen by the Athletic Director/Coordinator. Programs include elementary, middle school, and high school level sports and other activities. The Student Activity/Athletic Director/Coordinator is in charge of:

- Coaching personnel
- Equipment and supplies
- Supervision and scheduling
- Local and statewide public relations in the athletics/activities area
- Attendance at District and statewide meetings
- Athletic/Activity facilities
- Fundraising

For further information, call the Student Activity/Athletic Coordinator at Peñasco High School. 587-2502 ext. 4000. Those employees who wish to supervise athletic events may apply in writing to the Student Activity/Athletic Coordinator.

### **School Security**

Each building in the school system has been wired with an extensive fire alarm system. The district also utilizes camera surveillance for student, staff, and community safety. Security employees are also onsite providing security district-wide.

### **School Volunteers**

Peñasco Independent School District is privileged to have several individuals in the community who help in the schools. These volunteers perform a variety of services that assist staff in meeting the needs of the students and enriching their programs. All volunteers must be approved in advance by the building Principal, Supervisor and Superintendent. All volunteers must undergo a background check with the exception of parent volunteers who must be accompanied and supervised by school staff at all times.

### **Section 3**

## **PAYROLL INFORMATION**

### **Salary Schedules**

Copies of current salary schedules are available from the Business Office. Questions concerning salary schedule placement should be referred to the Business Manager. All information (transcripts, verification of employment) that affect placement on the salary schedule are due in the business office on or before September 15<sup>th</sup> of each school year. Any information received after that due date will be used for salary schedule placement the following school year. Only college hours received **after** the date that a degree is conferred will be counted for placement on the salary schedule. Any exceptions must be approved by the Superintendent.

### **Pay Schedules**

The District paydays are scheduled biweekly on Fridays. Extra service for coaching is paid at the end of the season and once they are cleared by the Athletic Coordinator. The building principal or Athletic Director/Coordinator will submit written verification informing the business office when the service has been completed and authorizing the release of final payment. Sponsorship payments will be made at the end of the school year. All other extra salary payments will be made during regularly scheduled pay periods and must be preauthorized. Paper checks are mailed. We strongly encourage enrolling in direct deposit.

Per the Fair Labor Standards Act (FLSA), payment to non-exempt employees must be made during the period in which it is earned. Because of this, substitute pay will be scheduled every payday. Non-exempt employees will have the option to receive their pay on an hourly or salaried basis.

### **Payroll Timesheets and Documentation**

Because of the FLSA, the Business Office must receive time sheets, absentee reports, and supportive documentation necessary for payroll processing no later than the Friday before the scheduled payday. Any documentation received after Friday will be held until the next scheduled payday. All time must be recorded by employees on a time clock system, a

timecard or a time sheet issued by the business office. Exempt employees will document their time as required by site principal/supervisor or the time clock system. All pay for professional development stipends must be recorded on a form issued by the business office. Please contact the Business Office for any copy of payroll forms needed.

For overtime pay calculation purposes for non-exempt employees, the workweek begins 5:30 pm. Friday and ends at 5:30 pm Friday, bi-weekly. PISD will pay overtime to all non-exempt employees in accordance with state and federal law at the rate of time and one-half for all hours worked in excess of 40 hours per workweek. Non-exempt employees must always have the authorization and approval of their manager or supervisor before performing overtime work. Failure to obtain approval before working overtime, or refusing to work overtime, may result in disciplinary action up to and including termination.

### **Direct Deposit**

PISD offers employees the option to deposit payroll checks into their savings or checking account through direct deposit. All employees are encouraged to use this service, as it is a more cost-effective way for the District to process payroll. Contact the payroll department for more information.

### **Mandated Payroll Deductions**

As a state employer, the PISD must comply with Federal and State mandates regarding payroll deductions. All pay received by employees of the District is subject to applicable mandatory deductions.

- Federal Income Tax
- Federal income tax is withheld from all employee pay in accordance with the Internal Revenue Code. The tax is based on the amount of earnings and the exemptions claimed by each employee. A form W-4 must be filled out by every employee of the district and can be changed at any time. Pre-tax insurance payments, annuities, tax deferred compensation and ERA contributions are some exemptions from federal income tax. All employees also have the option to request additional federal tax deducted from their pay. This tax add-on must be included on form W-4.
- State Income Tax  
State income tax is withheld from all employee pay in accordance with State Taxation and Revenue regulations. This tax is also based on the amount of earnings and the exemptions claimed. Employees of the district also have the option to request additional state tax deducted from their pay. Please see the payroll department to initiate this state tax add-on.
- New Mexico Education Retirement Board (NMERB)

For employees with full time equivalent annual wages over \$20,000: Employer share is 17.15% of reportable compensation and Employee share is 10.7% of reportable compensation. For employees with full time equivalent annual wages \$20,000 or less: Employer share is 17.15% of reportable compensation and employee share is 7.90% of reportable compensation. Excluded from ERA are: Independent Contractors, Seasonal or Student Employees, and Temporary Employees. Please visit the NMERB website at [www.nmerb.org](http://www.nmerb.org) to obtain additional information regarding retirement benefits such as: purchase of additional service, retirement requirements, etc.

- Retiree Health Care Authority

All employees who participate in the State's Employee Retirement Plan are required to participate in the Retiree Health Care Authority (RHCA) 1%. The employer will match this deduction with 2% gross pay contribution. The purpose of the New Mexico Retiree Health Care Plan is to provide comprehensive core group health insurance for persons who have retired from the school district.

- FICA/Medicare

Participation in the Social Security Program is mandatory. Unless specifically exempt by law, everyone working in the United States is required to pay Social Security and Medicaid taxes on earnings from employment based on the current effective tax percentage and wage base.

### **Payroll Deductions – Optional**

- Group Insurance

The New Mexico Public Schools Insurance Authority (NMPSIA) was established as a self-insured pool for school districts in New Mexico. The insurance premiums are based on the plan chosen and the type of coverage enrolled in. The following insurance benefits are offered through NMPSIA and are available to qualifying employees of the PISD: health/medical, vision, basic life, dental, disability, and voluntary life.

### **NOTE: DISCUSSION OF THIS SECTION**

The Peñasco School District pays the full premium for basic life for all employees of the district who qualify and a percentage of the premium of the medical/health, dental, disability, and vision plan, based on the employee's earnings, however, when an employee exhausts his or her sick leave the employee and employer portion of the premium will be paid by the employee. The employer portion will be prorated based on the number of days the employee is on leave without pay. When an employee is on sick leave without pay due to a work-related injury, (worker's compensation) the district will continue to pay the employer portion of the premium. The Voluntary Life premium is strictly employee paid. When an employee terminates employment with the District, the termination date will be the end of the following month, or sooner, if employee authorizes.

- NMPSIA Employee Eligibility

- Basic Life – work 15 or more hours per week
- Other coverage – work 20 or more hours per week
- Employees who currently work less than 20 hours per week but not less than 15 hours per week qualify as NMPSIA Part-time Employees. Refer to Human Resource Department for details.

- Health Insurance – Medical

Eligible employees who submit an application and authorize premium deductions within 31 days of employment may have coverage effective the first day of the following calendar month.

Example: An employee who starts to work on August 5 can have insurance coverage as early as September 1 if they make a full month's premium payment in August. Should this employee prefer to delay the start of their insurance coverage, they may have an effective date of October 1.

- Life Insurance

Eligibility for Basic Life insurance coverage begins on the 1st of the month following date of hire. \$50,000 coverage is available to all qualifying employees.

- Dental/Vision Insurance

Vision carries a minimum enrollment period of 24 months.

- Disability Insurance

A new employee has 31 days after the initial date of employment in which to enroll. The district's plan has a 30-day elimination period before an employee is eligible for benefits. Disability benefits will provide up to 66% of the employee's monthly salary and are coordinated with Social Security, Retirement, Workers' Compensation benefits, or Sick Leave.

For more information regarding enrollment and documentation required contact our Insurance Benefits Specialist in the Business Office. Visit the NMPSIA website for additional information at [www.nmpsia.state.nm.us](http://www.nmpsia.state.nm.us).

- Employee Paid Plans

The Peñasco School District, through independent insurance providers, also offers employees a variety of other insurance plans, such as cancer, intensive care, life, accident, and disability, which are paid entirely by the employee through payroll deduction. Please contact the Business Office for more information.



- Cafeteria Plan

Section 125 of the Internal Revenue Code makes it possible for employers to offer their employees a choice between cash salary and a variety of nontaxable benefits (qualified benefits). Qualified benefits include health care, vision and dental care, group-term life insurance. Under section 125 an employee can request that qualifying insurance premiums be excluded from their gross wages before taxes are applied. This means that the gross wages are reduced, and less tax is deducted resulting in an increased net pay. The employee can apply this increase in net pay as he or she chooses. All new and returning employees are offered the option to enroll on an annual basis. First Financial carries our cafeteria plan.

- Tax Deferred Annuities

The Peñasco School District is currently contracted with VALIC to provide employees a tax deferred plan.

Please contact the Business Office for more information.

## Section 4

### EMPLOYEE BENEFITS AND LEAVE

#### Mileage/Per Diem

State Regulation Rule 95-1 governs the payment of mileage and per diem reimbursement for District employees who occasionally and irregularly travel on official business away from home. For per diem purposes, travel must be at least 35 miles from the designated post of duty of the employee. For mileage purposes, travel must be from the designated post of duty. Mileage will only be paid when a school vehicle is unavailable or upon approval of the Superintendent. Mileage and per diem will be paid per State Statute and Board of Education Policies.

A leave application form must be completed and signed by the employee and approved by the immediate supervisor and Superintendent prior to the travel date. An approved purchase order for reimbursement must be obtained **prior** to travel date. After the date of travel, the employee must complete a mileage and per diem reimbursement request within 30 days of the trip. The form must be approved by the immediate supervisor and the Superintendent before payment is issued. **Submission of reimbursement request beyond the 30 days will not be reimbursed.**

For per diem purposes, reimbursement will be made to employees attending meetings, conferences, etc. according to the following:

If a meeting, conference, or event begins at 8:00 a.m. or later, per diem will commence on that day. (Exceptions to allow employees to leave the day before may be made at the discretion of the Superintendent on occasions such as inclement weather.)

Travel Reimbursement Procedure will be provided to staff at orientation and is also accessible online at [www.penascoisd.com](http://www.penascoisd.com)

## **Leave**

ALL EMPLOYEES ARE REQUIRED TO LEAVE REQUESTS NEED TO BE ENTERED IN THE TIME CLOCK SYSTEM FOR ANY SICK, PERSONAL, ANNUAL AND PROFESSIONAL/SCHOOL BUSINESS LEAVE. Sick leave will be documented on the absentee report or timesheet to be approved and verified by the immediate supervisor. The Secretary will enter the information on the form and the immediate supervisor will approve or disapprove the leave. Please contact your building secretary for the professional/school business leave form. This form may also be downloaded from the network.

All employees are required to notify their immediate supervisor if they will not be reporting to work. Notification should be given before the end of the day preceding the absence. (In the event of an emergency notify immediate supervisor as soon as possible). Employees who earn annual leave must submit the request in advance of the intended date of leave. **All leave requests must be entered in the Timeclock for approval.**

Leave that occurs during a school delay will be docked at the regular workday hours requested regardless of a delay.

## **Professional/Support Staff Voluntary Transfer of Accrued Annual or Sick Leave**

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued annual or sick leave, is established. The mechanism will be termed transfer of accrued annual or sick leave for a medical emergency. The definition of a 'medical emergency' will be as follows: A medical condition of the employee or a family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.

### **Limits to Donations:**

- The donated leave will be limited to sick and/or annual leave (leave will be any paid leave that the district, by policy, allows to be used for that purpose).
- Employees will be allowed to donate a maximum of 20 days of sick leave in one calendar year.
- The person donating shall maintain in accrued leave at least eighty hours (80) of sick leave at the time of the donation.

- Donations will be calculated using either the donor's current daily wages or hourly wages earned for each donated hour.
- All donations shall be for the period approved using the application and proof of need as defined within this policy series.
- All donations shall be on behalf of a specific recipient with the donation made to the district plan for transfer of leave based upon a medical emergency. *Notice and receipt of donations.*
- Notice of need for leave donations will be posted by need including the name of the individual.
- Posting will be by placing the notice of need at the central office, sending notice of need via school email, and by the mailboxes used for staff members of the district.
- Forms will be provided on which employees may make their donations known to the district office.

**Eligibility (for use of transferred leave).**

The approved applicant shall:

- Be a full-time employee (an employee eligible to earn sick leave).
- Have a "medical emergency" as defined in this policy.
- Have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence.
- Be one whose return to duty is projected to occur no later than the beginning of their next contract year.
- Submit an application, which shall be received by the district office at least ten (10) days prior to the beginning of the applicant's unpaid leave status, when practicable.

**Determining Eligibility:**

- The Superintendent shall appoint an advisory committee consisting of at a minimum, one health education professional, one support staff member, one licensed teacher and one professional supervisory person to review the applications and make a recommendation to the Superintendent.

The Superintendent shall receive the applications and make the final determination of eligibility using the criterion of eligibility and in consideration of the recommendation of the advisory committee.

**NOTATIONS/CONSIDERATIONS:** (1) Employees wishing to donate sick leave may do so at each request but must maintain their own sick leave balance of 80 hours minimum. (2) Because the maximum allowed in donated leave is 20 working days, the issue of Disability is not needed. Donations are transferred as hours, not calculated by wages.

### **Annual Leave Buy Out (only 12 Month Employees accrue annual leave)**

Annual leave shall not accrue to any employee while on a leave without-pay status. Such annual leave shall, except in the case of an emergency, be taken at such time or times as will least interfere with the efficient operation of the school. Annual leave shall be approved by the Superintendent or an authorized administrator/supervisor within the system, prior to the date leave begins. Employees absent without official annual leave approval may be subject to deductions from annual leave or salary, suspension without pay or dismissal from the system.

Employees, who are unable to use their accrued annual leave, will be paid for accrued annual leave at their current rate of pay at time of request. To participate in the buyout, the annual leave balance cannot be less than 80 hours. Hours above the minimum of 80 hours are eligible for buyout at a maximum of 300 hours. The following Annual Leave Buy Out will be used when a qualifying employee requests a buyout:

- Written requests for Annual Leave Buy Out must be in writing (Annual Leave Buyout Request Form). Written requests must be submitted to the business office no later than 5 working days prior to the next payroll cycle.
- The Annual Leave Buy Out Request Form must be filled in completely in order to be processed. Incomplete forms will not be processed and will be returned to the employee. The employee may resubmit the completed Annual Leave Buy Out Request Form as indicated within this policy. Annual Leave Buy Out will be paid at the employee's rate of pay at the time of the request and is subject to all required withholdings.

### **Professional or School Business**

A leave form must be submitted and approved before professional, or school business leave is taken. An agenda indicating date, time, and place of event must be attached to the leave form. Whenever available, a district vehicle must be used for travel. If an employee chooses to use his/her personal vehicle, and a district vehicle is available, mileage reimbursement will not apply. Personal vehicles may be used when a school vehicle is not available and mileage reimbursement may be claimed. Please indicate on the leave form which travel option applies. Arrangements must be made by each employee for vehicle check out with the transportation secretary at the central office.

## **Sick Leave**

Employees are allowed to use sick leave during times of illness. A doctor's excuse is required after the third consecutive day of sick leave. Professional/Support Staff Sick Leave Policy G-2550 (GCCA) is available online at: **Board of Education Policy**

## **Personal Leave:**

Each staff member will be granted personal leave not to exceed four (4) days per year. Personal leave is taken from accrued sick leave. No personal leave will be allowed within the first two weeks after school begins or two weeks before school ends. Personal leave will not be allowed before or after a holiday or an instructional break. All personal leave will be approved at least two days before the actual leave date by the immediate supervisor. Exceptions to the two-day advance notice may be accepted in emergency situations with some verification and approval by the Superintendent.

## **FAMILY AND MEDICAL LEAVE ACT:**

### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up

to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. **FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

### **Other Leave**

Please refer to the PISD Policy Manual for information on other types of leave. Please note that flextime will be allowed if approved previously by the immediate supervisor and the Superintendent. Early release during the last pay period of the month will not be allowed.

### **Non-Work Holidays**

Refer to your work calendar for non-work holidays.

### **Section 5**

## **SAFETY PROCEDURES**

### **School Safety Program**

PISD believes that the safety of its employees, students, and public must be one of the major considerations in all operations. The schools will endeavor to provide a safe working and learning environment, to abide by applicable safety rules and regulations, to communicate the commitment to safety.

Staff is required to drive safely and responsibly while on campus. All staff members are also required to wear a PISD assigned badge during school time or while working extra-curricular events. Each principal will be responsible for monitoring safety for his/her school. The Superintendent will have the overall responsibility for monitoring the safety throughout the District.

All personnel have the responsibility to be aware of any hazardous chemical or physical hazards that they may encounter and to take appropriate protective measures by informing the immediate supervisor.

General safety rules shall be made known to students through the student handbook, and emergency/safety poster and plan. The building principal will assign and inform the staff of special circumstances and procedures. **Please report safety hazards to your principal or immediate supervisor.**

***Refer to I-8550 – IMG Animals in Schools***



## **Sex Offender Registration and Notification Act**

The Sex Offender Registration and Notification Act – New Mexico’s version of “Megan’s Law” – requires convicted sex offenders to notify law enforcement authorities of their residence and place of work. The New Mexico Department of Public Safety makes that information available publicly, including on its website. The website provides names, aliases, addresses, social security numbers, and, in most cases, photographs of each convicted sex offender listed by DPS.

In order to support and carry out the purposes of the Sex Offender Registration and Notification Act, and to help protect District students from harm, the Superintendent directs that all building administrators fulfill the following obligations:

1. In order to facilitate the recognition of registered sex offenders on or about school grounds, all building administrators and their staff shall review the Department of Public Safety’s website, [www.nmsexoffender.com](http://www.nmsexoffender.com) prior to the beginning of the school year and shall review the list for any additions at least monthly thereafter while regular school or summer school is in session.
2. The administrator of each school within the district shall review the listing regarding any final candidate for employment.
3. The administrator of each school within the district shall review the listing regarding any individuals volunteering in their buildings, prior to such persons having access to the school building.
4. In all reviews, the administrator shall review the listings for all geographic and political subdivisions wholly or partly within the boundaries of the school district, and shall review the individual information, including the photographs, when available, for everyone listed.
5. The building administrators shall notify the Superintendent or his/her designee, orally and in writing, in the event that the DPS website listing identifies a registered sex offender residing or employed in the vicinity of the school.
6. All employees shall notify their building administrator in the event that a registered sex offender has entered the school grounds.

## **Accidents and Other Medical Emergencies**

1. In case of injury to a student or staff member, first aid should be administered to the level of expertise. Be familiar with procedures outlined in the District’s Emergency Plan.
2. A sick or injured student shall be released only to persons listed on their medical emergency form.
3. If the student must go to the hospital, transportation shall be by parent or guardian or by ambulance. School personnel shall not transport a student to the hospital.
4. Only the building administrators and the school nurse are authorized to call for an ambulance. During athletic/activity programs, the Athletic/Activity Director/Coordinator is authorized to call for an ambulance.

5. Accident reports are to be submitted within 24 hours.

### **Emergency Drills**

The building principal is charged with the responsibility of conducting emergency drills in accordance with state law. These drills shall be conducted weekly during the first month of school and monthly thereafter during the school year. The office shall maintain a file of conducted drills for official inspection. Exact procedures will be discussed by the principal in staff meetings. Staff are required to take attendance registers out of the classroom to take attendance.

### **Bomb Threats**

All bomb threats must be treated seriously, even those that are suspected hoaxes or pranks. Emergency/Safety Plan procedures shall be followed if a bomb threat is received. Upon receiving a bomb threat, an employee shall immediately contact the principal or supervisor. The principal or supervisor will contact the Superintendent.

### **Emergency and Safety Plan**

Personnel employed by PISD are considered available for emergency/safety assignments during the hours of the normal school day or at school sponsored activities. In case of an emergency, employee assignments will be made by the principal or supervisor. If evacuation is necessary, the Emergency Plan will be followed. The site administrator will provide staff with appropriate procedures for their building.

## **Section 6**

### **CERTIFIED PERSONNEL**

#### **Licensure**

Certain job classifications require a license, which is the employee's responsibility to obtain and maintain. The District's HR coordinator will assist you with the NMPED required forms and procedures.

#### **Resignations**

Resignations shall be in writing and directed to the Superintendent. The employee shall give the Superintendent a minimum of 15 days for non-certified staff and 30-days for

certified staff written notice of intention to resign. Any letter of resignation should be submitted at the earliest date possible to allow time for a qualified replacement to be hired.

### **Approval of Additional Courses/Salary Increments**

If an instructional staff member wishes to take a course or courses for a salary increment, the following steps must be taken:

1. The District accepts two types of courses: Undergraduate and Graduate. The courses must be applicable to the assignment of the employee.
2. An unofficial transcript is required upon completion of courses when requesting a salary increment.
3. A maximum of \$750 dollars per semester will be reimbursed for course(s) taken. Only tuition and books will be reimbursed; all other school fees are the responsibilities of the employee. Instructional staff pursuing bachelor's degree in education or endorsement(s) will be prioritized.

### **Substitute Teachers**

It is the responsibility of the teacher to arrange for his or her own substitute teacher when he or she will be unable to report to work. Building principals will provide teachers with the substitute teacher list and updated lists will be provided to teachers as necessary. Staff needing a substitute for the day or for any portion of a workday must advise his/her direct supervisor that he/she will not report to work and name the substitute that will take his/her place during the absence. Under non-emergency situations teachers unable to secure a substitute teacher must report to work. In emergency situations and/or if teacher is unable to secure a substitute, the teacher must inform the site secretary or building principal. It is at the discretion of the principal to address crisis needs at the school site to ensure coverage of classes, this may include requiring other staff members to provide coverage during most available blocks of time. Emergency Lesson Plans for three (3) days are to be on file with the principal.

When calling a Substitute, staff members should be brief and ready to supply the following information

1. Name
2. School/grade level/or subject taught
3. Date(s) of absence
4. Specify if sub is needed for half or full-day assignment, specify beginning and ending times.
5. Identify location of Lesson plans to be available for substitutes at time of staff absence.

It is necessary for staff to utilize substitutes listed on the approved substitute roster only. It is imperative that appropriate procedures be followed when arranging for substitutes. Emergency lesson plans are to be on file with the principal.

## **Transfers (Assignments/Reassignments)**

The Superintendent will determine all staff assignments. Such assignments are based on the needs of the District. Any employee, regardless of longevity, may be transferred according to the District's policy. The resolution over any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

## **Section 7**

### **SUPERVISION AND EVALUATION**

The supervisor(s) of the various departments/sites shall be responsible for the supervision of personnel assigned to them and shall provide the necessary orientation and in-service training for all new employees under their supervision. Supervision shall include evaluation of the employee.

All support staff personnel shall be evaluated by the appropriate supervisor or administrator at least once a year to increase job proficiency and for recommending continuing employment. First year employees shall be evaluated the first 90 days after employment. All non-certified employees shall be evaluated before the end of the school year. Twelve-month employees shall be evaluated before June 30<sup>th</sup>.

All certified staff personnel will be evaluated as per state statutory and regulatory requirements. The Superintendent will designate the immediate supervisor or designee as the evaluator. Evaluation schedules are to be followed as per the PISD Policy Manual. Classroom formal observations are required as part of the Elevate NM evaluation for teachers. Informal observations may be made at the discretion of the administrator. Data gathered from formal observations are used in the Elevate NM evaluation. All certified staff will be placed on a Professional Development Plan at the beginning of the school year. Staff members are required to submit a reflection (along with artifacts) on the PDP at the end of the school year. Supervisors and administrators will be evaluated by the Superintendent and a PDP will be developed for certified administrators.

## **Section 8**

### **Instructional Planning**

#### **Introduction**

The Board of Education agrees that adequate planning is essential to good teaching, and administrative staff adheres to this philosophy. Teachers are required to adhere to

IDEA-2004 Revised and 504 regulations in preparing for instruction. They must prepare written lesson plans in the following areas: Note: the site principal will determine the type of plans required.

- **Unit, Weekly and Daily Plans** - Planning is an integral part of the instructional process. Individual and team planning are critical to optimal teaching/learning experiences. Teachers must use the approved lesson plan template **provided** by the building principal or supervisor. **Attendance** – all teachers are responsible for inputting accurate student attendance daily following guidelines established by school site principal.

### **Plans for Substitute Teachers**

During emergency absences, emergency lesson plans will be utilized by the substitute. In cases of pre-planned absences, a comprehensive plan for the substitute is required. Substitute teachers are not to be asked to take lesson plans over the telephone.

Videos – all videos must have prior approval by the principal and must relate to the Common Core standards and benchmarks. No exceptions!

### **Section 9**

## **STUDENT-RELATED INFORMATION**

### **Student Records**

Any staff member accessing student records is expected to comply with all state and federal regulations, maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality.

The correct handling of student records is a prime responsibility of all personnel. Employees should be thoroughly familiar with the records, which must be maintained, where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system.

Any questions concerning student records and their management may be directed to the principal. Teachers and Counselors are responsible to enter data on cumulative folders. All confidential information shall be stored under lock and key, e.g., grade books, electronic grade books, assessments, evaluations, IEP's, discipline, and medical information. ***CONFIDENTIALITY WILL BE HELD TO THE HIGHEST STANDARDS WITHIN THE PEÑASCO INDEPENDENT SCHOOL DISTRICT.***

**Student Conduct – Discipline (District Policy - J-4600 JK, J-2350 JICA, A-0250 AC, G-6100 GCQF)**

School Board Policy details the District's position concerning student conduct. Staff members are expected to study these policies and follow the guidelines.

Principals shall develop handbooks for personnel, students and parents that encourage and maintain acceptable student conduct. These handbooks shall include methods of positive reinforcement for appropriate behavior as well as consequences for inappropriate behavior. Parents, students, and school employees will be provided a copy of these handbooks.

In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have reasonable, lawful requests and instructions followed by students. However, no local school board shall allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, or culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided on the District Website located [www.penascoisd.com](http://www.penascoisd.com).

All teachers will review the Student/Parent Handbook(s) with their students during the first week of school. Counselor will review with new students the Student/Parent handbook. All parents must sign an acknowledgement form stating the handbook has been reviewed.

### **Students Rights and Responsibilities**

This guideline cites standards of conduct, prohibited activities, and disciplinary actions that may be taken for inappropriate behavior.

### **Homebound Instruction**

Homebound instruction is coordinated through the principal or his/her designee as part of a Section 504 or an IEP. Students enrolled in PISD who, for reasons of disciplinary action, illness, or other disabilities, are prevented from attending regular classes in their schools may receive instruction in their homes.

### **Reporting Child Abuse and Neglect**

It is the legal responsibility of all school employees to report suspicion of or instances of child abuse or neglect to the Children, Youth, and Families Department or to the police. Failure to make a report is a misdemeanor. School personnel need **NOT** verify that a child has been abused or neglected. Although school personnel may discuss their concerns with their principal or Supervisor, this discussion does not relieve the individual employee of his/her legal responsibility to make a report. The staff shall report child abuse and neglect to New Mexico Statewide Central Intake (SCI) at 800-797-3260. Reports may be made

anonymously and will remain confidential. (New Mexico and Federal Criminal Statute 34.A.4-3)

### Reporting of Substance Abuse by Students

In accordance with the Public Education Regulation 6 NMAC1.4., PISD prohibits students from use, possession, sale, or transportation of alcohol and/or other illicit drugs and drug analogs on school property, at school, at school-sponsored activities, or in school vehicles.

### Student Assistance and Referral Procedures

When a student shows signs of needing some type of special help, staff members must utilize the Multi-Layered Systems of Support to remediate the student’s challenges. A staff member shall refer the student to the building Student Assistant Team (SAT) through the building principal or school counselor.

[https://webnew.ped.state.nm.us/wp-content/uploads/2021/07/MLSS\\_Manual\\_2021-1.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2021/07/MLSS_Manual_2021-1.pdf)

SAT Previous Role	SAT within MLSS
<b>SAT referrals included:</b> <ul style="list-style-type: none"> <li>» Obvious disability</li> <li>» Gifted referral</li> <li>» Student has been retained</li> <li>» Student is in danger of being retained (must follow NMAC requirements)</li> <li>» Student has been exited from Special Education</li> <li>» Student has been restrained two or more times in a 30-day period</li> </ul>	<b>SAT is only required for the situations specified by law:</b> <ul style="list-style-type: none"> <li>» Obvious disability</li> <li>» Gifted referral</li> <li>» Student has been retained</li> <li>» Student is in danger of being retained (must follow NMAC requirements)</li> <li>» Student has been exited from Special Education</li> <li>» Student has been restrained two or more times in a 30-day period</li> </ul>
A parent who requests his/her child be in SAT or referred for an evaluation of a learning disability	A parent who requests his/her child be in SAT or referred for an evaluation of a learning disability
A student could only be referred to SAT in Tier 2	A student can be referred to SAT at any layer in MLSS
Tier 2 & 3 targeted interventions could only be accessed through SAT	Targeted interventions can be accessed at any layer
Teachers had to wait until the SAT meeting to change an intervention if ineffective SAT Intervention plans were monitored and adjusted for efficacy after a certain time period	Based on data, a teacher can adjust or change an intervention that is not effective at any time
The previous SAT process only allowed for interventions to be developed and placed on the Academic Intervention Plan, Behavior Intervention Plan (BIP) or Academic Improvement Plan (AIP)	Accommodations and interventions can be included in the Student Support Plan (Academic Improvement Plan or Behavior Intervention Plan)
The SAT team was usually the only place to study student performance and create interventions	Teacher PLCs collaborate weekly/biweekly to study student performance and create school-wide supports for interventions instead of just a SAT team doing this

**Peñasco Independent School District  
Technology Acceptable Use Contract for PISD Employees**

As an employee of the Peñasco Independent School District, hereinafter referred to as “PISD”, I \_\_\_\_\_, recognize and understand that the district’s email and technology network systems are to be used for conducting district business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized PISD representative. I am aware PISD reserves the right to review, audit, intercept, access, and disclose all matters on the district’s e-mail systems and network servers at any time, with or without employee notice or consent, and that such access may occur during or after working hours. I am aware that use of a PISD provided password or code does not restrict the district’s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment. I agree that it is not permissible to store personal files (including audio and image files) on my computer or network account and such files may be deleted at any time without notice. I acknowledge that I have read and that I understand the PISD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me. Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and, in the policy, as revised. Choosing not to adhere to the policies set forth above is cause for suspension of all computer, network, and internet privileges.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Acknowledgment of Receipt of Employee Handbook**

My signature below indicates that I have received a copy of the Peñasco Independent School District’s Employee Handbook.

I understand that this handbook contains information regarding Peñasco Independent School Districts rules, regulations and benefits which affect me as an employee.

I acknowledge that I have read and understood Peñasco Independent School District policies.

I also understand that Peñasco Independent School District may revise, supplement, or rescind policies, procedures or benefits described in the manual, with or without notice.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_