

**HANDBOOK
FOR EDUCATIONAL PERSONNEL
2015-2016**

***HONDO VALLEY
PUBLIC SCHOOLS***



Eagles, it is up to you!

REVISED August 17, 2015

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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 Thursday. The Superintendent should be contacted if assistance is needed before or after hours. Please call -505-235-0557.

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 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 cell 575-973-7126. 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 put into the faculty shared drive under the teacher's name, according to the calendar provided by 8:00 a.m.

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.

POWERSCHOOL GRADES must reflect at least two grades per week in grades 7-12, and two grades per week in the following areas in the elementary level: reading, language arts, and math. The grade book should also indicate what the grades are for and an explanation of grading criteria. 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 40%, 40% and 20% (the first nine weeks' grade counts as 40%, the second 9 weeks' grade counts as 40%, and the final exam counts as 20% of the semester grade). **GPA** is calculated on a 4.0 scale. In the event the district offers Advanced Placement or Honors courses, and Dual College credit class, 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.

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 with an "F" in a core academic area must meet the 2.0 GPA. More than one "F" they are not eligible at grading period. The district follows the NMAA rules.

The Power School Attendance and Grade Program will be utilized at all grade levels during the 2015-2016 school years. 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 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 encouraged to remain on campus during their preparation period, but may leave campus in an emergency situation if they inform the Superintendent or the Administration Office.

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 one week prior to the event or activity. **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 turned in on a daily basis along with a cash balance sheet to the Administrative Assistant who will verify the amount, receipt it and deposit it in the appropriate account. Cash balance sheets may be obtained in the main office.

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 and gym.

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. Hall pass is required for a student to be outside of a class.

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, **budget permitting**. 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.**

Wal-Mart card can be checked out only if the Administrative Assistant gives you an approved P.O.

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** is available on our school website www.hondoeagles.org

FIELD TRIP INSTRUCTIONS

Field trips are to be approved by Superintendent Martin. Request must be done 2 weeks prior. Teachers who are to have students involved in a fieldtrip must provide the Attendance Clerk, Kathy Saenz 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.
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 on the last page of this handbook. 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 8:00 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 Administrative Secretary, Cindy Gomez.

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. All long distance calls must be documented in the phone log. Routine phone messages will be placed in your mailboxes. Messages on urgent or emergency calls will be sent immediately. Students are not allowed to use the phones in the main office, unless it's an emergency. **(Forgotten homework, or to go to friend's house, is not an emergency).**

CLASS, ORGANIZATION AND CLUB SPONSORS

Class Sponsors:

7th grade - Mr. James Voight
8th grade - Mrs. Sue Kluthe
9th grade - Mr. Karl Wenner
10th grade - Mrs. Alice Velasquez
11th grade - Mrs. Jerelyn Glass-Saiz
12th grade - Mr. Brandon Devine/Mary E. Prudencio/Cindy Gomez

Club Sponsors:

NHS	Alice Velasquez
Student Council	Marin Goza – Kelli Shaw
FFA	Brandon Devine
(JH)Knowledge Bowl	Donna Sisneros and Dale English
(HS)Knowledge Bowl	
Yearbook	Sue Kluthe
Fiesta	Cindy Gomez, with assistance from other staff
Athletics-	Brandon Devine, James Voight, Alice Velasquez, Denise Montoya

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. Meeting times must be placed on the activity calendar and in the monthly calendar.

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.

Activity/Class Fundraising Calendar

Raffle Month:

September- Athletics

October – Student Council and NHS

November- 11th grade

December- 12th grade

January- Athletics

February- FFA

March- Yearbook/NHS

April- 9th grade/NHS

May- Fiesta

FUNDRAISING

A fund raising activity must be presented for approval to the Superintendent by the club sponsor at least two weeks prior to any fundraising activity. Date(s), time, place, and purpose of the fundraiser must be specified. Arrangements regarding the use of school property or equipment must also be specified.

Money raised must be collected and turned in to the administrative secretary. 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.

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 by 3:00 p.m. 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. The activity/class sponsor is 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 six days. **Please document all phone calls to/from the home and send copies of any correspondence to the attendance office.** After six days of absence, the parent or guardian will be notified by mail. Students with 10 consecutive 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 Attendance Clerk when they return.

Roll must be taken and attendance registered each day by the elementary teachers 8:30am and at 2:00pm 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 must be signed by parent/guardian and a copy will be obtained in the student permanent cum-folder. Withdrawal form must be signed by the following: The Registrar, 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
- **SET GREETING FOR VOICE MAIL**
Pick up hand set
Enter 501
Your Extension #
Press 5
Press 1
Enter Greeting
To change your greeting Press 2
- **SET UP VOICE MAIL AND CHANGE USER NAME**
Press Call
Enter #
Enter 1234
Changer user enter 8
Change prompt enter N
Change greeting enter G

Hondo Valley Public Schools 2015-2016 Telephone Extensions

ADMINISTRATION OFFICE

201	Kathy Saenz
202	Cindy Gomez
209	Mary E. Prudencio
204	Superintendent Martin

CAFETERIA

207	Margie Misquez
207	Maria Guillen
250	Cafeteria Office

COUNCELOR

206	Kelli Shaw
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TEACHERS LOUNGE

232	Elementary Bldg
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MULTI PURPOSE ROOM

246	Kitchen
248	Office

LIBRARY

238	Amanda Gomez
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NURSE/ANCILLARY

208	Nurse Payne
258	Ancillary

HEADSTART

239	Novelda Chavez
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SPECIAL EDUCATION

229	Donna Sisneros
230	Dale English

COMPUTER LAB

240	Elem Comp Lab
241	Server Room
257	High School Lab

KINDERGARTEN – SIXTH

223	Angie Bagoy	Kindergarten
221	Victoria Sanchez	First
244	Yvonne Sanchez	Second
234	Lisa Wenner	Third
224	Yvonne Rich	Fourth
243	Charles Shalley	Fifth
225	Adam Romero	Sixth

CUSTODIANS

226	Sandra and Alma
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JUNIOR HIGH/HIGH SCHOOL

233	Sue Kluthe	JH LA/Reading
254	Dale English	High School JH Math
235	Alice Velasquez	Science
242	Brandon Devine	Ag Shop
251	Karl Wenner	High School Math
253	Marin Goza	High School Art Room
255	Marin Goza	High School Language Arts
256	Jerelyn Glass Saiz	High School Social Studies

GYM

236	James Voight
260	Concession

MORNING AND AFTERNOON BUS DUTY SCHEDULE

FIRST AND SECOND SEMESTERS

Bus Duty 2015-2016

You need to be on duty at 7:30 a.m. and 4:00 p.m.

August 14-19- **All Teachers**

August 19-September 30- Marin Goza, Lisa Wenner

October 1- October 31- Brandon Devine, Angie Romero

November 4- November 26- Adam Romero, Yvonne Rich (Elem)

December 2- December 19- Sue Kluthe, Beatrice Loving (elem)

January 7- January 30- James Voight, Donna Sisneros

February 3- February 27- Yvonne Sanchez, Alice Velasquez

March 3- March 31- Victoria Sanchez, Karl Wenner

April 1- April 30- Dale English, Amanda Gomez

May 1-May 16- Jerelyn Glass-Saiz, Chrles Shalley

May 12- May 16- **All Teachers (am and pm)**

Morning duty:

Elementary duty teachers need to supervise elementary playground area.

High school duty teachers need to be Visible outside amongst the high school students.

Duty is not over until bell rings!!!!

Elementary lunch duty: T. Torrez, D. Romero, Beatrice Loving

High School lunch duty: Kelli Shaw , Marvin Martin