

**ANIMAS PUBLIC
SCHOOLS**

STAFF HANDBOOK

2015-2016

ANIMAS PK-12 FACULTY HANDBOOK

ANIMAS PUBLIC SCHOOLS MISSION

Together we will create a safe and active learning environment which promotes growth in knowledge, abilities, and citizenship.

FORWARD

This handbook is designed to be quick reference to assist faculty members at Animas Public Schools. For the full Board Policy, please consult the School Website.

STAFF ETHICS

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

Principle I: Commitment to the student. We measure success by the progress of each student toward achievement of their maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

- deal justly and considerately with each student;
- encourage the student to study and express varying points of view and respect the student's right to form their own judgment;
- conduct conferences with or concerning students in an appropriate place and manner;
- seek constantly to improve learning techniques and opportunities.

Principle II: Commitment to the community. We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- share the responsibility for improving the educational opportunities for all
- recognize that each educational institution has a person authorized to interpret its official policies;
- acknowledge the right and responsibility of the public to participate in the formulation of educational policy;
- evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies and take action deemed necessary and proper;
- assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of [or] partisan activities;
- protect the educational program against undesirable infringement and promote academic freedom.

Principle III: Commitment to the profession. We believe that the quality of the services of the education profession directly influence[s] the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning and programs of our professional organizations. In fulfilling our obligations to the profession, we:

- recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession;
- participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education;
- cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns and those colleagues new to their positions;
- accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

- refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student;
- refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues;
- keep the trust under which confidential information is exchanged;
- make appropriate use of the time granted for professional purposes;
- interpret and use the writings of others and the findings of educational research with intellectual honesty;
- maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts;
- respond accurately to requests for evaluation of colleagues seeking professional positions;
- provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

Principle IV: Commitment to professional employment practices. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity and mutual respect between employees, administrators and local school boards. In fulfilling our obligations to professional employment practices, we:

- apply for or offer a position on the basis of professional and legal qualifications;
- apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates;
- fill no vacancy except where the terms, conditions and policies are known;
- adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent;
- give prompt notice of any change in availability of service, in status of applications or in change in position;
- conduct professional business through recognized educational and professional channels.

NONDISCRIMINATION/EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Responsibility for equal employment and educational opportunity throughout the school rests with the Superintendent. All grievances, questions, or requests for information relating to equal educational and employment opportunities should be referred to the Superintendent.

INSTRUCTIONAL PERSONNEL

The board of education recognizes that instruction is the most important single activity of the school system. The primary function of all other departments of the school system is to support the instructional program and maintain a quality program of education for the school system.

Through its personnel policies, the board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. Employees are expected to devote themselves to the education and welfare of the students, to fulfill their job descriptions to the best of their abilities, and to implement within the scope of their positions, the district's policies

GENERAL DUTIES OF LICENSED PERSONNEL

Instructors are expected to present themselves for duty to the superintendent of schools or his/her designee, in accordance with the terms of their contracts. They are expected to perform faithfully and fully the duties of the positions to which they are assigned. They are expected to attend all applicable school meetings called by those empowered to do so.

The typical working day for licensed school instructors will begin at 7:45 A.M. and end at 4:00 P.M., inclusive of the lunch period at which time the instructor is not subject to duty assignments without compensation. Staff meetings and additional duty assignments may be held outside these regular hours.

Each instructor is provided with a lesson plan template and access to our student information system. Lesson plans must be written in enough detail that they can be understood by the principal and/or substitute teacher. Instructors are expected to use all available data to inform and differentiate instruction. Grades should reflect frequent evaluations of students' progress and must include, at a minimum, one grade per week. Grades should be recorded on at least a weekly basis.

Instructors should not leave assigned buildings during the day without informing the building administrator.

FACULTY/STAFF DRESS CODE

Staff members are required to dress in a professional manner that will encourage students to look at staff as professionals. The day to day manner in which we dress has an impact on students' attitudes and behaviors. For example faded blue jeans, T-shirts, sweatshirts, shorts, and warm-ups would not be appropriate professional dress, while cotton slacks and/or pants would. P.E. teachers may wear bermuda length shorts and warm ups during classes in the gym. Teachers and coaches should not wear anything that is not appropriate for students to wear!

ANNOUNCEMENTS

Announcement notices must be in the office by 8:00 A.M. on the day the announcement is to be made. Announcements will be made at the beginning of first period. Except in case of emergencies, announcements will not be made during the day. The Pledge of Allegiance will be recited daily.

STUDENT ATTENDANCE

It is imperative that teachers take roll according to the following procedures: PK-4-take roll AM and PM; grades 5-12- take roll each period. Be sure to mark all tardies. Parents of habitually truant students are subject to prosecution, so accurate attendance records are essential.

CLASSROOM HOUSEKEEPING

We must all make a special effort to keep our building clean and orderly. Continually stress proper care of all areas of the building. Teachers are asked to have students pick up all debris and books at the end of **each class period**. Please turn off lights and HVAC at the end of each day. Be sure that when you issue textbooks you check the condition of the book and record this condition on the appropriate forms.

FACULTY MEETINGS

Faculty meetings will be called as the need arises and may be scheduled outside the regular day. Faculty meetings are a valuable means of communication and thus are an important part of our program. All faculty members are required to attend unless prior arrangements have been made with the Director. **It is imperative that you arrive on time to faculty meetings. A sign-in sheet will be used to record attendance at staff meetings and will be uploaded in TeachScape.**

TRAVEL

Teachers are responsible for filling out a Travel Request form, which must be approved and signed by an administrator in advance of travel. Teachers are also responsible for filling out travel reimbursement forms. These forms must be submitted immediately upon return, along with all receipts. Reimbursement forms turned in later than one week upon return are subject to non-payment.

INSTRUCTIONAL SUPPLIES

Supplies are available from the warehouse by filling out a supply request. Should you get something from the warehouse, please fill out a supply request form and mark on the form that the supplies have been picked up. If you need something that is not in the warehouse, fill out a requisition for the supplies. Please allow adequate time for orders to arrive.

TEACHER ABSENCES AND SUBSTITUTES

When it is necessary for you to be absent, please notify the building secretary as soon as possible. Please remember that as a staff member serving in a four-day school week, whenever possible, appointments should be scheduled on Fridays. Emergency lesson plans should be kept on file with the building secretaries.

STUDENT AND STAFF ILLNESS OR ACCIDENT

All accidents and serious illnesses must be reported to the building secretary right away. We are required by the insurance company to describe the nature of each accident. Therefore, it is imperative that an accident report is completed on each student's or faculty member's injury. Building secretaries have the required forms.

VISITORS

Teachers are asked to report to the office any stranger wandering in the building or the grounds. Insist that all visitors report to the office before going to other areas of the school.

EMERGENCY EVACUATION PROCEDURES

Fire and storm drills are required by law and must be conducted in a serious manner. Drills will be held at various times during the school year in order for students to leave the building in a safe and orderly manner. Teachers are to make sure windows and doors are shut and the lights turned off. Class rosters need to be taken with the teacher so that each student can be accounted for. Students and staff are to proceed via their assigned evacuation route and will re-enter the building when the all-clear signal is given.

ASSEMBLIES

All teachers are expected to be present at assemblies and to supervise their students throughout the entire program.

SCHOOL FUNCTIONS

All school functions for students are to be scheduled through the Curriculum/Instruction Director. These events, whether on or off campus, must be chaperoned by one or more members of the staff, depending on the number of students have involved. Anytime students are working on a school-sponsored activity, the staff member(s) present is to be with the group until every student leaves. The staff member in charge should be the last to leave and make sure that everything is in order (area cleaned, lights off, and doors locked).

AFTER SCHOOL DUTIES

All staff members may be asked to work home ballgames and perhaps chaperone a dance or other night activity. Your acceptance of these duties and their cheerful and conscientious execution is expected and sincerely appreciated.

SUPERVISION

Pupils are not to be left unsupervised at any time. If it is necessary for a teacher to leave the classroom, make sure another staff member is left in charge. In case of an emergency, notify the office immediately. A teacher is responsible for his/her duty post. If a teacher is absent and his/her duty post is not covered by a substitute, it is the teacher's responsibility to inform the office and/or ask another teacher to cover that duty.

PURCHASING

The management of all funds shall be in accordance with generally accepted business practices. The following steps must be followed for all purchases:

1. Plan ahead and allow time for the approval process.
2. Complete a requisition for the purchase. Be sure to include shipping and handling and complete vendor information.
3. This requisition must be approved prior to the creation of a Purchase Order. Take the Purchase Order with you to make the purchase or ask Mrs. Martinez to place the order.
4. Unauthorized charges are unacceptable and result in audit findings.
5. Payment cannot be made prior to receiving merchandise/services.
6. Receipts must be turned in for purchases made on the procurement card. (Lost receipts will result in loss of use of procurement card.)
7. NEVER make a purchase without prior approval.

LEGAL REQUIREMENTS FOR REPORTING CHILD ABUSE/NEGLECT

Section 32-1-15 (A), NMSA, 1978 requires that any licensed physician, resident or intern examining, attending or treating a child, any law enforcement officer, registered nurse, school teacher, or social worker acting in his/her official capacity or any other person knowing or suspecting that a child is an abused or neglected child shall report the matter immediately. **Teachers shall be responsible for reporting directly to child protective services at 800 797-3260.** Any teacher or administrator failing in his/her responsibility to report child abuse/neglect is subject to the provision of state statutes or to discipline by the Animas Public School District.

KEYS

Proper care of building keys is necessary for security reasons. Lost or stolen keys are to be reported immediately to your immediate supervisor. Teachers are not to loan out their keys to students under any circumstances.

TUITION REIMBURSEMENT

Tuition reimbursement is available for certified teachers and will be paid when all required documentation is in place. Paperwork must be completed no later than June 1st for the previous semester(s). This includes, but is not limited, to receipt of the following:

- Official transcripts
- Proof of payment
- Completed and signed superintendent’s recommendation of reimbursement form

FUNDRAISING

Fundraising projects must be approved by the Activities Director. Organizational fundraising ideas must be turned in to Activities Director for prior approval.

SOCIAL FORUMS AND FACEBOOK

Staff members should not ‘friend’ any students at anytime on Facebook, Instagram, Twitter or any other social networking site. It is important to keep a professional distance from students at all times. Texting and e-mailing should be used only when professionally necessary.

CELL PHONES

Cell phone use should be limited to off duty times, unless urgent school business is being conducted.

ANNUAL CHECKOUT

June checks will be held until all checkout items have been completed and turned in to the Curriculum and Instruction Director. This includes cafeteria charges paid, PDPs and lesson plans turned in, along with other pertinent items on the checkout sheet.

I have read and agree to abide by the Staff Handbook.

Staff Member Signature

Date