

Staff Handbook 2016-2017



FORT SUMNER MUNICIPAL SCHOOLS VISION STATEMENT

**The Fort Sumner Municipal Schools will graduate students
Prepared with the knowledge and skills essential to function
In a Democratic society.**

MISSION

The mission of Fort Sumner Municipal Schools is to provide an appropriate educational program and learning environment that will effectively meet the educational needs of its students and citizens and help students accomplish educational goals that are significant and transferable.

The Fort Sumner Municipal Schools does not discriminate on the basis of race, religion, gender, age or handicapping condition. Report all instances of suspected discrimination to the teacher, the principal, the superintendent or to the Board of Education. Las escuelas municipales de Sumner de la fortaleza no discriminan en base de la raza, religión, género, edad o condición del perjuicio. Divulgue todos los casos de la discriminación sospechada al profesor, el director, el superintendente o al tablero de la educación.

Approved by the Board of Education on **August 1, 2016** and subject to revision at any time based on the decision of the Fort Sumner Municipal Schools Board of Education.

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Introduction

Fort Sumner Municipal Schools is a great place to work and attend school. We are dedicated and the students are eager to learn. We live in a community that supports the schools. We must work not only to keep this support, but to increase it.

Much has been written about the power of positive people. The research is clear; when we expect the best, we are more likely to get it. This is especially true of students. When we set high expectations and reward good behavior, we are much more likely to see students doing good things for themselves and for others. Our goal is to teach our students self-management skills that are based on success. We will do this by rewarding positive student behaviors. In this way we hope to help children become positive, self-confident people who will become credits to their family, school, and community.

Absence from Duty

In the case of planned absences, teachers should fill out an absence request at least one week in advance. The minimum requirement is one day in advance. In the case of an emergency notify your principal as soon as possible.:

Mr. Dimitroff (Elem.) at 505-760-0489

Mrs. Rowley (HS) 575-760-2527, 575-355-2834, 575-356-6246

If you are unable to reach your principal, please call Mr. Moyer at 505-359-1683. Any absences reflecting a pattern or that conflict with school needs will require documentation, such as a doctor's note. If you cannot be at your duty station, it is your responsibility to find someone to cover for you. Changes must be reported to the principal. If you have a substitute, it is your responsibility to inform him/her of your duties (in your sub plans).

Acceptable Use of Technology

Access to technological resources is a privilege (not a right) provided to all staff and students. Technological resources must be used in a proper legal and ethical manner that supports the goals set forth by the Fort Sumner Municipal Schools Board of Education and the administration. Before any use of technological resources, the agreement form must be signed and submitted to the principal.

Accident Reports

It is imperative that any and all accidents be reported to the principal or Athletic Coordinator (for athletic events) immediately. An accident report form must be filled out and turned in to the principal by the end of the school day or the next school day if the accident occurs during an activity/athletic event. (If the accident involves a student from House, Mr. Lecil Richards must be notified immediately at 575-799-9976.) The accident report is not a form that is duplicated and provided to parents. It is the staff member's responsibility to seek emergency medical services in the event of serious injury. There is a school nurse on campus. Remember to follow the 24 hour rule regarding all accident reports.

Announcements

Intercom announcements will be made at the beginning of the home room period. Other announcements will be made at the end of the class period, if possible. It is important to avoid interruption of class time for announcements. A copy of ongoing announcements can be found on the school website:

<http://www.ftsumnerk12.com> . Announcement requests are to be turned in by 2:30 PM. the previous day.

Care of Buildings

We are all responsible to maintain our facilities and foster pride in the campus. Please see to it that furniture is not jammed against the classroom walls. In addition, do not let students sit on the top, writing portion of the desk. Insist that your students take care of their books, furniture, lab equipment, computers, etc. If you know that a student has damaged school property, report the incident to the principal. The student will then be required to repair, pay for, or replace the damaged property. (i.e. carving in the desk)

Furniture will not be moved without the approval and the building administrator and a transfer form being completed.

Chain of Command

Every effort should be used to follow the chain of command. The building administrators are responsible for the

operation of the building. Any and all concerns must be brought to the attention of the appropriate building principal. Communication is paramount. The building principal must be informed immediately of school related issues. If a problem is not addressed at that level, the next level is the superintendent. In the same respect, the administration will attempt to have parents and students go to teachers/sponsors/coaches first with classroom, athletic or activity issues.

Parent Teacher Meeting as it pertains to Board members, Administrators, and Staff members. In the event of a parent/teacher/coach meeting where the parent or guardian of a student is a Board member, Administrator, Certified Staff or any employee affiliated with Fort Sumner Schools, there shall be at least one or more administrators present for the meeting who is not related to the student.

Check in at the Office

For the safety of our students, all individuals, other than faculty and staff, are required to check in at the office when they enter the school building. All visitors shall wear a visitors badge while on school campus. Staff members are required to refer unescorted individuals to an administrative office or call the office to ask for assistance.

Class Location

If teachers find it necessary to hold class in a place other than their regular classroom, please notify the office in advance. We must know where to contact you or your students at all times. If you are in an area outdoors, someone should have a radio in order to receive communications for student pick-up or emergencies.

Classroom Rules

Post classroom rules at a location where they are visible to your students. Review/teach the rules during the first week of school. A copy of your classroom procedures shall be included in your syllabus.

Copy Machines

A copy machine is located in the teacher's lounge for teacher use only. Do not send students to use the copier. Please conserve paper whenever possible. Another high volume copy machine is located in the Elementary teacher's lounge area and all staff are welcome to use this machine. Do not leave your classroom unattended in order to make copies. Copies are to be made for educational purposes only and should not be made for personal reasons.

Course Syllabus/Lesson Plans

Each teacher will develop and post a syllabus (course description). These are to be presented to students during the first two weeks of school with a copy turned in to the principal and placed on the school website. These should also be posted in the classroom.

Weekly lesson plans need to be turned in to the office on Mondays. Please place the lesson plans in the principal's box in the teacher's lounge. Lesson plans also need to be posted in the individual classroom in the folder near the door.

Mid & High School additions- Lesson Plans will be turned in on "One Drive" each Monday. Lesson Plans should be kept in a physical form both at the door as listed above and in the teacher's notebook. A final copy of all lesson plans will be turned in at the end of the year for documentation.

(All of the above routines as well as planning accuracy and alignment with NM State Standards and Common Core State Standards will be part of Domain I for teacher observation and documentation.)

All teachers will create an emergency substitute folder by the end of the second week of school. It will be kept in the office for use in unplanned, emergency cases. The substitute folder will contain the following:

- Emergency lesson plans – 3 days worth
- Classroom rules and procedures
- Safety plan and drill directions (include evacuation map)
- Plenty of review/practice assignments (i.e. extra worksheets, review pages in the text)
- Bell schedule
- Class rosters/Seating chart (if using one)

- Duty schedule
- Any other useful information

In the event of a planned absence, please leave plenty of work for your students while you are gone. Your daily lesson plans for the substitute should be left on your podium or desk for the substitute. Please include a roster of your classes for the day. The curriculum will be tracked through lesson plans and through the evaluation process. All teachers should be basing student instruction on the New Mexico Content Standards with Benchmarks and/or Common Core State Standards.

Custodial Services

The custodians work diligently to maintain a clean, safe environment for our students. Please take the time to talk to your students about pride and neatness in the restroom, cafeteria, on the grounds, and in all classrooms and buildings. Monitor student activity and demonstrate the appropriate places to wash brushes, equipment, etc. and also the proper way to dispose of their trash. i.e. Empty cups of liquid before throwing the cup into the trash. The contents located in the custodial closets are for use by the custodians only.

Delayed/Cancelled School Days

If it becomes necessary to cancel or delay the start of school, you will be notified through the **Remind** text message system or any other system to which FSMS subscribes. Staff arrives by 9:30 AM on delayed days. If your phone number changes, it is your responsibility to notify the principal. Staff also has the responsibility to subscribe to school apps or notifications systems to which they are made aware. Currently all staff should subscribe the REMIND app by texting @ftsstaff to 81010. Notification will be posted on KOB 4 and Rooney Moon Broadcasting radio which broadcasts to KSMX FM 107.5, KRMQ FM 101.5, and KSEL FM 105.9 to better inform students and parents of the delay or cancelled school day.

Discipline Philosophy

Please maintain order in your classroom through advanced planning. Start class on time and keep the students actively engaged in the learning for the entire period. Have the students remain seated inside the classroom until the bell rings. If students are moving from one activity to another for differentiation, structures and routines should be in place. Involve parents when students cause minor disruptions in your class. Most parents will take care of any problems before the problems become big issues, however, they cannot do so if they do not know about the problem. Teachers should document negative and positive behavior in order to share it with the parents as required for Domains I and IV of the teacher observation rubric. Under no circumstances are you to strike a student. If the student is a danger to others, remove the rest of the class and contact the office immediately.

Discipline Referrals

Discipline referrals will be made to the principal in most cases after the teacher has worked with the student and parent/guardian to resolve issues. A referral will be written out and sent to the office with the student. The teacher should make sure that the student makes it to the office with the referral. Teachers and staff should be aware that the referral may be documented on the student's discipline record and should be worded in an accurate and professional manner. Students are not to be left at the office unattended or assigned detention by the teacher. In emergency situations, notify the office immediately by sending a student or calling. Do not leave your class unattended. Teachers will follow the Discipline Matrix (2012)

Duty

All staff will have duties as assigned. With the exception of lunch duty, these are mandatory. We cannot be successful without the help of all. All teachers are required to be outside the classrooms during passing periods. It is the responsibility of all staff to be aware and to report any negative behavior observed in the hallways. Before school duty begins at 7:30a.m., and afternoon duty begins at 3:25p.m. Regular duties will be assigned in a schedule, but the administration reserves the right to implement an emergency schedule as the need arises. If you cannot be at your duty station, it is your responsibility to find someone to cover for you. Changes must be reported to the principal. If you have a substitute, it is your responsibility to inform him/her of your duties (in your sub plans).

Doors to the School

The following exterior doors (Elementary main door, Middle School north door, Fort east door, High School west door and the central door) to the school will be unlocked at 7:00 a.m. and locked again at 4:00 p.m. each school

day. All other doors will remain locked from the outside. Teachers' classrooms are to remain locked throughout the day. If you enter any school facility after the building has been locked, it is your responsibility to ensure all doors are locked when you leave. As a safety precaution, you should keep doors locked when you are in the building after hours. You will need to physically check all doors of buildings you have used after hours, since exterior doors may be left ajar. Ensure that all windows and all interior doors are locked as well. Local law enforcement officers are doing their best to check all buildings each evening. They will be calling staff members to come to the school to lock, or otherwise secure, open buildings.

Educator Code of Ethics

It is the expectation of the Fort Sumner Municipal Schools' staff will all meet or exceed the New Mexico Code of Ethics as defined in statute. The body of this code is shown below:

TITLE 6 PRIMARY AND SECONDARY EDUCATION

CHAPTER 60 SCHOOL PERSONNEL-GENERAL PROVISIONS

PART 9 LICENSURE REQUIREMENTS, CODE OF ETHICAL RESPONSIBILITY OF THE EDUCATION PROFESSION

6.60.9.1 ISSUING AGENCY: Public Education Department

[6.60.9.1 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.2 SCOPE: All licensed personnel. The New Mexico public education department (PED) hereby sets minimal standards of accepted ethical behavior and professional conduct in education that are applicable to all licensed school personnel, instructional personnel under contract, including any other person who provides instructional or education-related services in a school and who holds any license, certificate or written authority issued by the PED.

[6.60.9.2 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.3 STATUTORY AUTHORITY: Sections 22-2-1B, 22-2-2J and 22-10A-31 NMSA 1978.

[6.60.9.3 NMAC - N, 04-30-01; A, 10-17-05]

6.60.9.4 DURATION: Permanent

[6.60.9.4 NMAC - N, 04-30-01]

6.60.9.5 EFFECTIVE DATE: April 30, 2001, unless a later date is specified at the end of a section.

[6.60.9.5 NMAC - N, 04-30-01]

6.60.9.6 OBJECTIVE: The PED seeks to make ethical values and ethical leadership an integral part of the day to day activities of schools, and holds all persons within the scope of this rule accountable for adhering to minimal standards of accepted professional conduct and ethical behavior. The PED accepts the recommendations of its professional practices and standards council and the ethics subcommittee that a code of ethics and standards of professional conduct applicable to the education profession will infuse the learning environment with choices and values designed to assist in shaping young minds into educated, responsible citizens.

[6.60.9.6 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.7 DEFINITIONS: "Ethical misconduct" means behavior or conduct engaged in by a licensed or certified school employee that violates the minimal standards of accepted ethical behavior and professional conduct listed in the standards of professional conduct section of this rule, or that constitutes the grounds for revoking licensure listed in 6.63.8 NMAC except for failure to meet level 3-A competencies.

[6.60.9.7 NMAC - N, 10-31-06]

6.60.9.8 CODE OF 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.

A. Principle I: Commitment to the student. We measure success by the progress of each student toward achievement of his/her 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:

(1) deal justly and considerately with each student;

(2) encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment;

(3) conduct conferences with or concerning students in an appropriate place and manner;

(4) seek constantly to improve learning facilities and opportunities.

B. 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:

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

C. Principle III: Commitment to the profession. We believe that the quality of the services of the education profession directly influence 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:

- (1) 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;
- (2) participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education;
- (3) cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions;
- (4) accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- (5) refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student;
- (6) refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues;
- (7) keep the trust under which confidential information is exchanged;
- (8) make appropriate use of the time granted for professional purposes;
- (9) interpret and use the writings of others and the findings of educational research with intellectual honesty;
- (10) maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts;
- (11) respond accurately to requests for evaluation of colleagues seeking professional positions;
- (12) provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

D. 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:

- (1) apply for or offer a position on the basis of professional and legal qualifications;
- (2) 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;
- (3) fill no vacancy except where the terms, conditions, and policies are known;
- (4) 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;
- (5) give prompt notice of any change in availability of service, in status of applications, or in change in

position;

(6) conduct professional business through recognized educational and professional channels.

[6.60.9.8 NMAC - N, 04-30-01]

6.60.9.9 STANDARDS OF PROFESSIONAL CONDUCT:

A. Preamble

(1) We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

(2) Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

(3) In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

B. Standard I: Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

(1) shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 et seq., 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 et seq., NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;

(2) shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;

(3) shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;

(4) shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;

(5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason;

(6) shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;

(7) shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:

(a) all forms of sexual touching, sexual relations or romantic relations;

(b) inappropriate touching which is any physical touching, embracing, petting, hand-holding, or

kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;

(c) any open displays of affection toward mostly-boys or mostly-girls; and

(d) offering or giving a ride to a student unless absolutely unavoidable, such as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;

(8) shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:

(a) making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and

(b) creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

C. Standard II: Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

(1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;

(2) shall not orally or in writing misrepresent our professional qualifications;

(3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;

(4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;

(5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;

(6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;

(7) shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;

(8) shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;

(9) shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;

(10) shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:

(a) making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;

(b) making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;

(c) displaying or distributing any sexually oriented materials where the above-named individuals can see them; and

(d) creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;

(11) shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 et seq.), or contacting appropriate school human resources personnel;

- (12) shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;
- (13) shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- (14) shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;
- (15) shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- (16) shall not engage in any outside employment:
- (a) the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
 - (b) where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
 - (c) that impairs our physical ability to perform our school duties;
- (17) shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
- (a) in connection with our official school duties;
 - (b) in connection with another licensed person's official school duties;
 - (c) in connection with any standardized or non-standardized testing;
 - (d) in connection with any school application or disclosure process; and
 - (e) in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;
- (18) shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- (19) shall not engage in any conduct or make any statement:
- (a) that would breach the security of any standardized or non-standardized tests;
 - (b) that would ignore administering portions or the entirety of any standardized or nonstandardized testing instructions;
 - (c) that would give students an unfair advantage in taking a standardized or non-standardized test;
 - (d) that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and
 - (e) that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;
- (20) shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace;
- (21) shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials; and
- (22) shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;
- (23) shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:
- (a) striking, assaulting or restraining a student for no valid reason;
 - (b) using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;
 - (c) bringing firearms onto school property or possessing them on school property, except with proper authorization;
 - (d) possessing or consuming alcohol beverages at school;

- (e) possessing or using illegal drugs;
 - (f) being under the influence of alcohol or illegal drugs at school;
 - (g) actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and
 - (h) engaging in favoritism or preferential treatment toward any school employee or applicant in regards to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;
- (24) shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9 NMAC with a student or other school employee to the local school authority within 30 days of obtaining such knowledge.

[6.60.9.9 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.10 FAILURE TO COMPLY WITH THIS CODE: The PED finds that adherence to this code of ethical responsibility has a significant bearing on licensed personnel's competence, turpitude or the proper performance of their duties. It makes the same finding for any other person providing instructional or education-related services in a school who holds any license, certificate or written authority issued by the instructional or education related

services in a school who hold any license, certificate or written authority issued by the PED. Both the code of ethics and standards of professional conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students and parents. However, the standards of professional conduct establish minimal standards of acceptable professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the educator ethics bureau may revoke, suspend or take other appropriate action against any educator license of any person, or may deny applications for initial licensure or continuing licensure to any person, who is within the scope of this rule, and who after hearing, is found to have engaged in ethical misconduct, by failing to comply with one or more of the enumerated provisions of the standards of professional conduct set forth in 6.60.9.9 NMAC, above, exclusive of the preamble. All hearings and attendant notices shall be conducted and served pursuant to the Uniform Licensing Act 61-1-1 through 61-1-31, NMSA 1978 and either 6.68.2 NMAC or 6.68.3 NMAC.

[6.60.9.10 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.11 DISSEMINATION OF THIS CODE: The PED shall adopt measures to ensure that this code of ethical responsibility receives the widest possible dissemination to all persons falling within its scope. Such measures include but are not limited to:

- A. providing information about the code of ethical responsibility directly through the PED and the PED's application process;
- B. providing information about the code of ethical responsibility to all school districts, charter schools, and non-public schools accredited by the PED;
- C. notifying any school district, charter school or private school accredited by the PED of the decision and order of the PED after the PED has taken final licensure action against one of that school's PED licensed employees based in whole or in part on a failure to comply with the standards of professional conduct;
- D. any other reasonable measure that is calculated to result in the widest dissemination of the PED's code of ethical responsibility and notification of the consequences of failure to comply with the standards of professional conduct.

[6.60.9.11 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

6.60.9.12 REPORTING REQUIREMENT: It is the duty of each school superintendent or charter school administrator to provide prompt written notification to the director of the educator ethics bureau after taking final action to discharge or terminate the employment, based in whole or in part on a violation of the standards of professional conduct in this rule, of any certified or licensed school employee, or any other person providing instructional or education-related services in a school under written authority of the PED.

[6.60.9.12 NMAC - N, 04-30-01; A, 10-17-05; A, 10-31-06]

HISTORY OF 6.60.9 NMAC:

PRE-NMAC REGULATORY FILING HISTORY: The material in this part was derived from that previously filed with the State Records Center and Archives under:

SBE Regulation No. 90-4, Professional Licensure Unit Operational Bylaws of the Professional Standards Commission including Code of Ethics of the Education profession, filed November 21, 1990.

SBE Regulation No. 93-16, Professional Licensure Unit Operational By laws of the Professional Standards Commission including Code of Ethics of the Education Profession, filed July 20, 1993.

NMAC HISTORY:

6 NMAC 4.2.1.1, Operational Bylaws of the Professional Standards Commission Including Code of Ethics of the Education Profession, filed December 11, 1998.

HISTORY OF REPEALED MATERIAL: [RESERVED]

Educator Code of Ethics Affidavit

My signature below is certification that I have read and understand the Educator Code of Ethics. As a professional educator it is my responsibility to adhere to these standards.

Staff Signature

Date

E-Mail

All staff members have an e-mail account at the school's web site. This e-mail will be used for various school related information and communication. Please check your school e-mail often. The email storage is limited, but you can download items you wish to archive on your computer. The majority of school related communication will occur via email. All official correspondence should be printed and stored in a binder or archived electronically for a period of one school year.

Equipment

All equipment repair or replacement must be approved through the correct protocol. Contact the principal's office with your request. The requisition process must be followed by all staff at all times.

Evaluation/Professional Development Plans (PDP)

All teachers and principals will be evaluated according to the state mandated evaluation system. Teachers and principals can familiarize themselves with the evaluation process by going to the NMPED site:

<http://ped.state.nm.us/ped/index.html> and clicking on the NMTEACH link. Each teacher and principal will complete and have on file a PDP prior to the 40th day of school every year. The PDP will contain focus area(s) determined by the principal based on past evaluations and instructional improvement needs. Staff members will also choose a competency area to focus on. The PDP is progressive and can carry over to multiple years as the employee makes progress toward completion. Level I teachers are required to move to Level II by the completion of the fifth year of teaching in order to receive a sixth year contract. It is not required by statute for a teacher to move from a Level II to Level III. However, it is encouraged by the District because moving to a Level III helps the District with the T&E Index. Please visit with your building principal or superintendent to educate yourself with the different ways to advance from one level to another.

Faculty Dress Code *(Revised Summer 2013)*

It is the intent of the Fort Sumner Municipal Schools, through this dress code, to ensure all employees present themselves to our students, parents and the general public in a manner which enhances their professional position. It is also the intent of the Fort Sumner Municipal Schools to ensure all employees model for students attire appropriate for success.

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair with no holes and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting or that may cause disruptions to the educational environment.

- Attire for male and female employees must be in compliance with the Student Dress Code for the Fort Sumner Municipal Schools.
- The Dress Code applies to all staff in all school locations.
- Denim jeans are not permitted for staff Monday through Thursday. (Add something relevant to Vocational, Maintenance, Custodial jeans and ties) Jeans will be allowed on Friday with a Ft. Sumner Spirit Polo or Ft. Sumner Spirit T-shirt. Staff is expected to dress professionally. Rubber or foam flip flops are not permitted.
- Only physical education teachers are permitted to wear jogging/wind suits and shorts. Physical education instructors shall follow the staff dress code for their gender on parent conference days, staff meetings, and on all other times when not instruction in a physical education class.
- Other staff members will dress appropriate to the position and job responsibility as per their supervisor.
- As with students, all staff tattoos will be covered at all times.
- Staff is also expected to comply with student piercing restrictions.
- If any staff member is unsure about the appropriateness of attire or conformance to dress code, the staff member is encouraged to speak to their supervisor for clarification.

Fire/Safety Drills

Fire alarm signals are clearly visible at various parts of the building. To report a fire or other danger within the building, simply pull the fire alarm signal. When the fire alarm sounds, immediately evacuate your students, turn off your lights, close your classroom doors, and take your class roll with you. When you reach your designated area assigned by the "Fire Drill Chart," take roll and complete a "Fire Drill Form". Send the form to the office after the drill. If one of your students is unaccounted for, immediately inform the principal/secretary when they come to check on your class. As soon as the principal/secretary check to make sure everyone is out of the building, the all clear will sound. Other safety drills will be performed throughout the year per the Safe Schools Plan. The intercom will be used to announce the drills. These will include shelter in place, campus evacuation, and lock down. Fort Sumner Municipal Schools will comply with the State Fire Marshall's Code. This includes the following forbidden practices:

- using extension cords as a permanent power supply
- open flame sources, e.g. candles
- microwaves and coffee pots
- storing flammable liquids or aerosols in the classroom
- stacking boxes directly on the floor in storage areas (these should be placed on pallets or on shelves instead)
- No more than 20% of the wall space may be covered with posters and/or student work. No paper materials may be suspended from the ceiling. These exclusions are to protect the safety of occupants in case of a fire.
- All exit doors should be clear and unblocked and should never be locked.

Every classroom should display and emergency fire evacuation plan near the exit doors. Both a primary and secondary exit route should be marked clearly.

Grading

The following grading procedures will be followed:

- The grading scale follows: 59 and below=F, 60-69=D, 70-79=C, 80-89=B, 90-100=A.
- Current progress reports will be provided to students every Tuesday with a list of assignments.
- Semester grades will be based on quarter grades (80%) and the semester final (20%). HS Elementary will be based on total points or as decided by administration in cooperation of the teacher.
- The number of grades a teacher keeps must be reflective of the objectives being taught. However, there will be at least two per week.
- All teachers will give a semester final with a copy turned in to the principal. Once the exams are graded and the students have reviewed their exams, the exams must be collected and given to the principal.
- Grades and assignments are to be posted weekly on Monday by 3:30 pm for the previous week's assignments.
- Teachers are to print a copy of each grading period's assignments and grades as a back up to the electronic grade book. These printed records should be reviewed, signed, and submitted to the office each grading period.
- Teachers/Case Managers are encouraged to inform coaches/club sponsors and parents when a student is in danger of failing.

You will have students with modifications and accommodations through an Individualized Education Plan (IEP) or 504 plan. This sort of grading adjustment is completely appropriate and is designed to acknowledge that not all students have been blessed with the same learning opportunities as other students.

Eligibility for extra-curricular activities is based on 1st and 3rd nine week grades and nine week and/or semester grades for the 2nd and 4th grading periods. Students must have a 2.0 GPA and no more than one F to be eligible. Students remain ineligible until the end of the next grading period. Other eligibility requirements will follow NMAA guidelines.

Grading Change Policy

1. Purpose. This Student Grading System Policy (“Policy”) establishes procedures for the Fort Sumner Municipal Schools (“School District”) to use in the event it is necessary to change a student’s final course grades.

2. Authority. The School District is required to establish a written policy for any written change to a student’s grade under Title 6 NMAC Chapter 30, Part 10.

3. Procedures for Changing Student Grades. Refer to School Policy I-6961 @IKAD-R

In order to preserve confidence in the integrity of the grading system for the School District, the following procedures shall apply to requests to change student grades:

- a. A request for a student grade change shall be presented in writing by the parent, legal guardian, or student of legal age to the student’s teacher or and the appropriate principal.
- b. Unless the Student is currently enrolled in the School District, such request must be within a reasonable time after the student has exited the school. In the event of extenuating circumstances, the School District has the discretion to permit requests for grade changes within a longer timeframe.
- c. The parent, legal guardian, or student of legal age shall present a reason for requesting the grade change. A copy of the grade change request communication shall be distributed to the Teacher, School Principal and Superintendent.
- d. A meeting shall be held with the parent or legal guardian, student, teacher and principal to discuss the request for grade change. A good faith attempt will be made by the School District to obtain the written input of the student’s classroom teacher who issued the grade in dispute. Such written input shall include reasons to support or oppose the requested grade change. In no event shall the School District pressure a teacher into changing a grade which the teacher deems not to be justified academically, or retaliate against a teacher for making recommendations with which the parent or administration disagree.
- e. A change in grade is permissible and may be approved for legitimate reasons such as an error in calculation or recording of coursework, assignments, homework or attendance; consideration of makeup work permitted by the teacher, submission of required assignments prior to the entry of the final grade; or makeup work performed as the result of excused absences, accident, illness, injury, or temporary disability of the student.
- f. Retroactive grade changes following issuance of report cards or grade reports are disfavored. Retroactive grade changes in recognition of makeup work shall ordinarily be permitted only in instances in which an incomplete was recorded and previous arrangements were made with the teacher to submit makeup work. All such makeup work shall be submitted no later than ten (10) school days from the date report cards or grade reports are issued. Failure to complete makeup work where an incomplete grade has been recorded shall result in recording an F, unless express arrangements have been made prior to the end of the grading period with the School Principal.
- g. Retroactive grade changes in a course in which a letter or numerical grade has been recorded on the report card or grade report shall be permitted only in the instance of a documented error in calculating the original grade, as agreed by the teacher and the student. Any variance from this rule shall be approved in writing by the Principal and the Superintendent.
- h. If the student, parent, teacher and principal cannot agree that a grade change is warranted, the Principal shall convene a meeting to discuss the issue, which shall be attended by the other Principal on campus. If, as a result of such meeting, the parent, student or teacher feels aggrieved by the decision made at such meeting, the aggrieved party shall be permitted to appeal to the Superintendent, who shall review the matter with the aggrieved party and interested staff within five (5) school days and make a final decision about the grade change request.
- i. The final decision must be in writing, state whether the request is denied or allowed, and articulate the reasons for the decision. The final decision shall be signed by the Superintendent and the Principal, who will ensure that this Policy was followed in making the decision.
- j. Grade changes authorized under this Policy are available to all similarly situated students. The Principal shall investigate and report to the Superintendent any instance in which it is alleged that grades were awarded or denied based upon personal favoritism or animosity toward any student, or the award of grades was influenced by impermissible factors which would violate student rights or state or federal law. The

Superintendent shall be authorized to take such action as is warranted to resolve such an instance, which may include changing the student's grade or the imposition of appropriate employee discipline.

Procedures for Changing Student Athlete Grades.

- a. It shall NEVER be acceptable to change a grade solely for the purpose of permitting the student to maintain academic eligibility for interscholastic athletics. All requests for grade changes for student athletes shall be processed, justified and documented in the same manner as other grade changes covered by this policy.
- b. Coaches are encouraged to review student grades and support student athletes in completing missing or make-up work.

5. Statewide Tests. Nothing in this Policy shall permit any changing of test results on statewide tests used to determine adequate yearly progress or graduation from high school. Where there is a need to change such a grade due to a clearly clerical mistake, the School District shall promptly notify the assessment and accountability division of the Public Education Department for guidance.

6. Compliance with Federal Law.

a. The School District and its administration, staff, and agents are required to comply with the Family Education Right and Privacy Act, 20 U.S.C. '1232g with respect to a student's education records.

b. As it relates to the amendment of a student's educational records, nothing in this Policy limits or eliminates the rights afforded to parents under federal regulations 34 CFR "300.618 through 300 under Disabilities Education Act, and 34 CFR "99.20 through 99.22 under the Family Education Right and Privacy Act.

7. Unprofessional Conduct. The School District shall consider as unprofessional any conduct by any individual holding or seeking to renew their licensure through the New Mexico Public Education Department that:

- a. Changes a student's final course grade in violation of this Policy;
- b. Knowingly withholds material information when asked on whether a student's grade should or should not be changed; or
- c. Provides written recommendation for, or makes a final written response allowing, a final course grade change knowing that a grade change under the circumstances is not warranted or that there has been a material non-compliance with this Policy.

8. Changes to Policy. All policies and guidelines presented in this document are subject to review and change without notice.

9. Severability. In the event that any section of this Policy is found to be illegal in a court of law, only that section that is deemed illegal shall be invalid. The remainder of this Policy shall be considered to be valid and in full force and affect.

STATEMENT OF ACCEPTANCE

This document was approved by the Board of Education of the Fort Sumner Municipal Schools on August 1, 2016. The effective date of this Handbook is August 2, 2016.

Hall/Classroom Passes

Hall passes will be used when a student needs to be in the hallway for any reason during the class period. Do not send students into the hallway without a pass for any reason. Students being relocated for disciplinary reasons are not to be sent to a class where there is a substitute.

Hallways/Interruptions

Students are not allowed in the hallways without a pass and a valid reason. The administration will make every attempt not to interrupt classroom instruction time. Teachers will review this policy with all their classes on the first day of school.

Library Use

The library is available for student use from 7:45a.m.-3:45 p.m. Please arrange times with the librarian if you want to take your class. You may send up to two students at a time (with a pass) for research or to check out books. If you want your entire class to go, they must be supervised by you.

Leave, Professional

Requests for professional leave must be submitted a minimum of 48 hours in advance. Funds are limited and all requests may not be granted. Professional leave requests must align with the school EPSS and/or with individual

Professional Development Plan goals and objectives. Every effort will be made to allocate this limited resource in a way that enhances overall staff development.

Leave, All Purposes

Staff members receive a specific number days of sick leave each year, based on number of months of employment, which may accumulate to 90 days. Sick Leave days will be utilized with the "newest" days being used first and the priority will be for sick leave with use of the nine personal days being a secondary use. Once the current year's allocation of sick leave days have been utilized, regardless of reasons for use, a staff member will not be able to use older sick leave for personal leave.

ABSENCE NOTIFICATION

When it is necessary for a staff member to be absent, it is his/her responsibility to notify the supervisor at the earliest opportunity and indicate the probable duration of the absence. THE EMPLOYEE MUST GIVE PRIOR NOTIFICATION TO HIS/HER SUPERVISOR FOR ANY ABSENCE FROM WORK. Selection of the substitute will be made by the principal/supervisor from an approved list obtained from the Superintendent's Office. Certified personnel who require a substitute need to call their supervisor as directed. If the employee is on sick leave, he/she may be required to provide a physician's certificate in order to be paid for such absence. If the employee is on extended leave, he/she should contact the Superintendent to ensure both parties understand the type of leave and payment.

VACATIONS AND HOLIDAYS

Holidays for Less than 12-month Employees

Staff members who are hired for contracts of less than 12 months will not accrue vacation. They will be given holidays as indicated on the School Calendar. School calendars are available in each building and on the Fort Sumner Schools website. [NOTE: Leave taken immediately before or after an identified holiday will require approval by BOTH the immediate supervisor AND the Superintendent.] The support staff's immediate supervisor may make compensation time adjustments in the work schedule.

Holidays and Vacations for Twelve-Month Employees

- Twelve-month employees shall have one day of annual leave per month of employment after the first year of employment as per the district policy handbook.
- All twelve (12) month support personnel will begin receiving annual leave after working one (1) year. Any additional identified holidays will be unpaid holidays.
- NOTE: Vacation Leave taken before and after holidays and taken immediately before or after the beginning of the instructional year or the end of the instructional year may require approval by BOTH the immediate supervisor AND the Superintendent.
- Twelve-month employees may carry over into each new fiscal year a maximum of twenty (20) days of vacation. Any days that have been accumulated in excess of this twenty (20) day maximum on June 30 of each contract year will be forfeited without compensation. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.
- Due to the need of the District to have all employees on duty at certain periods of the year, use of vacation days must be approved by the employee's immediate supervisor.

ABSENT WITHOUT LEAVE

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or
- A reason that does not conform to any policy currently in effect; or
- Failure to report to work without prior notification to the Superintendent or the immediate supervisor as required by policy/procedure.

In no case shall an employee be compensated for time lost due to being absent without leave. An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

SICK LEAVE

Sick leave for District personnel is a designated amount of leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include: Spouse, Children, Parents, Siblings, Grandparents, Grandchildren, and Like relations created by marriage (e.g. stepchild, father-in-law, etc.) Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent. Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days. Each staff member shall be credited with all purpose/sick leave allowance at the rate of one (1) day per month up to twelve (12) days, determined by the number of months employed: Twelve-months' employment 12 days; Ten-months' employment 10 days; other employees as determined by the Superintendent as per contract.

The unused portion of such allowance shall accumulate to a maximum of 90 (90) days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below ninety (90), an eligible employee may again accumulate sick leave up to the maximum limit. When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy. Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month. Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Upon request, the staff member shall inform the Building Principal/Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may require documentation from a health practitioner that sick leave was properly taken or the employee can return to work. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine (1) whether or not the continued use of sick leave is appropriate or (2) whether return to duty is appropriate. Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

PERSONAL / EMERGENCY / RELIGIOUS LEAVE

Each staff member will be granted personal leave not to exceed nine (9) days per year deducted from that current year's sick leave allocation. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least three (3) working days prior to the first day of leave, and must be approved by the immediate supervisor. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time. Personal leave may not be granted during the following periods without prior written approval of the Superintendent and the immediate supervisor:

- On the two days immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.
- The ten (10) days prior to the first instructional day and five (5) days after the last instructional day in the school calendar.

Twelve (12) month employees must exhaust accrued annual leave days before they can request Personal Leave.

HEALTH/MEDICAL EXAMINATIONS

If at any time there is a question as to the ability of a district employee to perform his/her assigned responsibilities or for other good and just reasons, the district may require a complete medical examination performed by a district appointed physician. The school district will pay for the examination. Such a medical examination will be considered job-related and consistent with business necessity, and therefore permissible, in the following situations:

- When an employee wishes to return to work following an absence due to illness or injury. An examination may be conducted to determine if the employee, with reasonable accommodation, can safely and effectively perform the essential functions of the job. When an employee requests an accommodation. If an employee requests an accommodation on the basis of a claimed disability, an examination may be conducted to determine if the employee is an "individual with a disability" to whom a duty of accommodation is owed and, if so, to help identify potential accommodations.
- When an employee is having difficulty performing the assigned job effectively, the District may require the employee to undergo a medical examination to determine if the performance problems are a result of an underlying medical condition.
- When the examination is required by law, medical examinations or monitoring are required under certain circumstances by regulations issued by the Department of Transportation and the Occupational Safety and Health Administration.

Note that this does not include the normal doctor's excuse to not report to work or the doctor's note to return to work after an illness or medical care. For this type of medical documentation the employee generally is responsible for paying for his own medical care.

Mail

Teachers are expected to check their mailboxes at the beginning of the day and at the end of the day. Please empty them weekly.

Meetings

Staff meetings will be announced through email, and the school intercom, and the **REMIND app**. Attendance is required.

Meetings/Assemblies

Class/organization meetings should be scheduled in advance with the information submitted for announcements. Meetings must be approved by the principal. Attempt to plan meetings before/after school or at lunch time.

Movies

Only videos related to curriculum may be shown. These are to be reflected in lesson plans. All videos may be shown only with prior approval by the principal in the form of an e-mail. All PG-13 movies need parent approval before being shown. Any movies rated beyond PG-13 are not allowed.

Parking

Staff parking is located on the east side of the High School Campus. Staff parking is also allowed west of the Fort on 9th (parallel parking only). Staff should not park in the bus drop off and loading/unloading area on the east side of the high school.

Payroll

Paychecks will be distributed in 24 installments on the 6th and 22nd of each month during the school year. If the payday falls on a weekend or holiday, the check will be distributed as indicated on the school calendar. Automatic deposit with Citizens' Bank of Clovis is available through the payroll office. Distribution of summer payroll is dependent on length of contract.

Phone Usage

When answering the school phone, state the name of the school or area, and your name. For example, Fort Sumner Mid School, this is Mrs. Shoe, how can I help you?

Personal phone use

Please limit phone calls, both personal and school related, to your prep period. Do not leave your class unattended to take a phone call. For incoming calls we will take the number, the name of the person calling, and

relay the message to you promptly during the next passing period. In the case of an emergency, someone will come cover your class, so you can take the call.

Turn off cell phones or place them on 'silent' while teaching a class. Return all calls or text messages during lunch or your prep period, whichever is more appropriate.

Policies

It is the responsibility of all staff members to be familiar with the policies and procedures of Fort Sumner Municipal Schools as well as with the student and staff handbooks. Each teaching staff member will receive a copy of the student handbook for the appropriate grade level. All handbooks are available to each staff member through the staff share portal. Access to the district policies/procedures is available on the school website www.ftsumnerk12.com and in the central office.

Preparation Periods

Prep periods are scheduled during the duty day and are to be used for school related work. Staff should not leave campus without prior administrative approval. An approved sign-out sheet will be in each office. All teachers and educational assistants are required to be on duty during assemblies. This is not prep time. Teachers are required to escort their classes to the assembly and remain there. Instructional assistants will assist in the outlying areas.

Professionalism

Staff will be held to a high standard of professionalism. We are role models for the students, and will present ourselves as such. All student information is confidential (regulated by law) and must only be shared on a needs to know basis. When you are leaving phone messages for parents, do not give information concerning the nature of the call. Merely state, "This is (your name) calling from the school. Please call me back at (phone number)."

Purchase Requisitions

No school staff member has the authority to obligate the district for payment of any bill or purchase. Only a properly executed purchase order, signed by the superintendent, will obligate the district to a purchase. The process begins with a requisition that must be approved by the principal. Follow all purchasing requirements, which may vary by fund type, and work closely with the supervising principal to ensure you are not in the embarrassing position of either returning an unapproved purchase or are required to pay for the purchase yourself.

Scheduling Field Trips/Student Activities

All trips must be related to curriculum or EPSS goals. Prior approval (at least 2 weeks in advance, preferably more for placement on the school calendar) for all off-campus activities must be obtained from the principal. Check both calendars when scheduling events and once an event is approved, notify either Lutricia Drake or Christy Drake for inclusion on the electronic web calendar. Completed Parent Permission Forms must be obtained by the sponsor and kept on hand during the trip. A participant list must be turned in to the building secretary 24 hours before trip. All out-of-state student trips require prior approval by the Board of Education. Complete information about the scheduled trip must be to the Superintendent's office by the first of any month in order to be placed on the agenda for the next Board meeting. Sponsor attendance at the Board meeting is recommended. (*See the **Athletics and Activities***

Handbook for the associated form for out-of-state student travel and fundraising.)

Sexual Harassment, Verbal Assault, Intimidation

All staff members have the right to be treated with respect by students and other adults. All staff members also have the obligation to treat students and adults with respect and courtesy. Please report immediately to the principal or superintendent any circumstances that might be construed as sexual harassment or any other type of intimidation. This specifically includes bullying.

It is crucial for all staff members to be aware of students being sexually harassed or otherwise intimidated by other students and/or staff members. Take all student reports of sexual harassment, bullying or verbal assault seriously and respond immediately. Report all incidences to the principal or superintendent immediately.

Staff members are expected to report as soon as possible to the principal or the superintendent any threats or other verbal or physical assaults by students, parents or community members.

SICK LEAVE BANK

The intent of the Sick Leave Bank (SLB) is to provide an Employee additional Paid Time Off (PTO) Leave when a life threatening catastrophic illness, disability or injury required extended hospitalization/treatment or home

confinement of the employee. Regular maternity leave is not eligible except where complication with the pregnancy threatens mother or child.

Unusual and catastrophic personal illness, disability or injury may be defined to exclude recurring or congenital conditions which would leave an employee unable to fulfill his/her contractual obligations on a continual basis.

Employees are not eligible for the Sick Leave Bank if they are eligible for Workman's Compensation.

The Superintendent has the right to terminate the SLB at the end of any school year.

1. Sick Leave Bank Membership: Employees who wish to join the sick leave bank will contribute two days sick leave in their first year membership and add one day per year thereafter, until the bank has accumulated 1,000 days. Employees leaving the district may donate unused sick leave days to the bank, but the maximum in the bank will be 1,000 days.

2. New employees who wish to join the sick leave bank must do so within fifteen days of their beginning date of employment. The sick leave bank was established on January 13, 2009. On subsequent years, open enrollment for existing full time employees will be from September 1-15 annually. Each employee will be requested to sign a form either accepting or rejecting membership in the sick leave bank within their first fifteen days of employment. Continued membership will be contingent upon the employee's approval. Dropping of membership will not entitle the employee to previously donated days.

3. All accrued leave (sick, personal, and vacation) must be used before the school employee is eligible to receive the days from the bank. Cancellation from the bank by a member must be received in writing by the business office not later than September 3, annually.

4. A request for using the sick leave from the bank must be submitted on the proper form to the sick leave bank committee. Maximum withdrawals from the bank are up to 30 days per request to be reviewed each 15 days by the committee. An additional 30 days may be requested by submitting a new application to the sick leave bank committee. No more than 60 days may be granted to an employee over the course of all employment with the district.

5. An employee who withdraws sick leave from the bank will not be required to pay back those days except as a regular contributing member of the bank.

6. The sick leave bank committee shall be composed of the principals, two teachers, and a non-certified staff member. All members, except the principals, will serve staggered, 2-year terms. Representatives to the committee will be selected by the superintendent. In the event that a committee member has a family relationship with the sick leave bank applicant, he/she will not participate in the review, discussion or vote on the request.

7. The sick leave bank committee will consider granting leave based upon a written doctor's statement, the determination if the case is catastrophic, and past history of sick leave usage.

SICK LEAVE BANK ENROLLMENT FORM

I have received and reviewed a copy of the Board Policy for the Employee Sick Leave Bank.

I understand that initial enrollment must be made within fifteen days of employment for new employees and from September 1 through 15 during all subsequent

years. ***I also understand that I will NOT be entitled to enrollment during the current year after the designated enrollment period ends.***

Select one and return this form to the business office:

I DO NOT wish to enroll in the Sick Leave Bank this year.

I am a new employee and /or am enrolling in the sick leave bank for the first time. I authorize two (2) days to be deducted from my current accumulated sick leave days to be added to the sick leave bank. I agree to follow board policy in regards to donating to and applying for days from the sick leave bank.

I am an enrolled member of the sick leave bank. I authorize one (1) day to be deducted from my current accumulated sick leave days to be added to the sick leave bank. I agree to follow board policy in regards to donating to and applying for days from the sick leave bank.

Printed Name Signature

Date:

FORT SUMNER MUNICIPAL SCHOOLS Sick Leave Bank Application

DATE:

EMPLOYEE NAME:

EMPLOYEE ADDRESS:

EMPLOYEE HOME PHONE:

EMPLOYEE CELL PHONE:

Reason for Request

Briefly describe the circumstances under which you are requesting days from the sick leave bank. Include hospital dates

and other important information. Use the back of this page, if necessary.

******TO BE COMPLETED BY COMMITTEE******

Date of Hearing: Status of Request: ____ Approved ____ Denied

Committee Comments:

Committee Members:

PRINTED NAME SIGNATURE

Received by:

Superintendent Payroll & Business Office

Student Assistance Team

Referral Procedures

The following information and procedures will be used to address referrals, possible placement, and follow-up regarding students not being served by special education programs but experiencing school related problems.

- Student Assistant Team – This team will consist of 3 teachers who will be permanent members of the SAT. Other teachers, the counselor, the nurse, and the principal will be able to participate in the meeting process.
- Referrals – A referral may be submitted to the SAT Committee by a parent, teacher, counselor, or other individuals that have a responsibility or concern about a student's academic, health or behavioral issues.
- Procedure – The SAT Committee will gather all the necessary information and proceed to hold a preliminary meeting to review all information with the parent, the student's teachers, and possibly the student. A plan will be developed designed to promote success in the classroom, good health, and/or positive behavior. The plan will be monitored by individuals involved (may include teacher, parent, counselor).

Follow-up

Follow-up meetings will occur as needed or at the request of a parent or staff member. Parents of the referred student will be invited to attend SAT meetings.

Student Attendance

Attendance will be recorded at the beginning of each class (no exceptions). If your computer is not working, send a list of absent students to the attendance clerk, who is your building secretary. We cannot address a student's attendance problem when the records are not consistent. If a student has excessive absences, report this to the principal after a parent contact has been made. Absences will be monitored and appropriate interventions made. Students are allowed 1 day for each day absent to make up work for excused absences. The amount of time can be increased, depending upon the assignment requirements, but cannot be decreased. Teachers will not penalize students at a school sponsored activity. He/she must be given a make-up assignment. If an assignment is due the day of an activity, the student has an extra day to turn it in, despite when the assignment was given. Students who are truant do not have the right to have their work graded. This is at the discretion of the teacher. Check with the attendance clerk if you expect truancy.

Student Phone Calls

Do not allow students to leave your class to make phone calls. Teachers who confiscate student cell phones should turn them in to the office as promptly as is reasonable.

Students and Substitutes

Students are never to be sent from your class to a classroom where there is a substitute. Substitutes are not allowed to send for students.

Suspected Child Abuse or Neglect

All staff members of New Mexico educational institutions are mandated by law to report suspected child abuse/neglect cases to the Children Youth and Families Division. Staff members are protected from civil lawsuits if they report a problem in good faith. You may report anonymously, but you must report any suspected abuse or neglect. You are not required to notify any administrator that you have filed a report with CYFD Central Intake, however you may involve an administrator if you wish to at any time. If staff members have concerns about possible suspicions, they should inform an administrator as soon as possible. **Failure to report suspected child abuse may result in criminal action and possibly the loss of teaching licensure.** The number to CYFD's 24 hour reporting hotline is **1-800-797-3260**.

TECHNOLOGY ACCEPTABLE USE POLICY FOR SCHOOL EMPLOYEES

4.2.5.1 PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

4.2.5.2 SUMMARY

Public technologies such as desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a resource by the School District to teachers, staff, and administrators (hereinafter referred to as "employees") at their respective locations. Use is a privilege, not a right. Employees must refrain from activities that annoy others or disrupt the educational experiences of their peers. The employee is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below, technology Acceptable Use Procedures (AUP), and in the Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

4.2.5.3 OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to floppy disks, hard-drives, CD-ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of the School District. The School District administration reserves the right to confiscate, search or otherwise investigate any of the above mentioned items at its discretion.

4.2.5.4 COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of School District policy to:

1. Duplicate copyrighted software provided by the School District. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright agreement, and School District will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing agreement. Information on licenses is available through the Technology Coordinator.
3. Copy, rename, alter, examine, install or delete the files or programs of another person or School District except in the case of troubleshooting or repairing the computer.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
5. Use of a computer for non-school-related activities, including but not limited to commercial or private business. Personal use that does not otherwise violate policy or law is permitted. Examples of this would include checking and responding to personal email or bank accounts from a school computer during non-instructional or work time.
6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, (whether destructive or not), distributing large quantities of information that overwhelm the network including but not limited to chain letters, network games, mass copying of files for no specific reason, etc.
7. Use software not expressly provided by School District for use on district computing equipment. Employees are not to download executable software off of the Internet, software updates to existing licensed programs resident on that personal computer, or purchased via the Internet with an official purchase order approved by the technology coordinator. For all downloads, a copy of the license agreement must be forwarded to the technology coordinator and the building administrator for tracking and audit purposes. Please consult with the technology coordinator before proceeding with any of the above.
8. Install personally purchased software on School District computers without express permission of the coordinator of technology. If permission is attained, then a copy of the license agreement and the installation media must be housed with the administrator of that building for audit purposes.

9. Take or scan pictures of students without signed permission of the parents and permission from the building administrator.
10. To post any political, commercial, pornographic or otherwise questionable material to the District web site or any School District hosted web site. Additionally, any postings must meet general District policy and be approved by technology coordinator or its delegate.
11. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately.
12. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner, will be FINANCIALLY responsible for all repairs and/or replacements. This includes, but is not limited to unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

4.2.5.5 INTERNET USE

The Internet is an electronic network connecting millions of computers, servers, electronic devices and individual users worldwide. The use of your account must be in support of educational research and consistent with the educational objectives of the School District.

1. Internet access may be provided to employees for research activities relating to their duties. Employees may also have access to:

- a. Electronic mail
- b. Surf the World Wide Web
- c. Various discussion groups which include chat rooms
- d. Bulletin Boards
- e. ETC

2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone number or that of other employees or students, except in your normal course of duties.
- d. Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- e. Do not disrupt the use of the network by other users.

3. Inappropriate use of an account.

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- a. Use or attempt to use another person's log-in and/or password.
- b. Copying, transferring, or duplicating software owned by or registered to School District.
- c. Transmission of, or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
- d. Using the network for commercial, political, personal, or private gain.
- e. Communication whose sole intent is not for the purpose of education or school-related research/activities.

4.2.5.6 CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific employee accounts. If an employee has failed to comply with this policy, he/she may be:

- a. Removed from the system for a specific period of time or permanently, depending on the nature of the

offense.

- b. Required to pay for damages with regard to technician time, computer resources, or other fees.
- c. Criminally charged under local, state, or federal laws.
- d. Subject to employee disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

4.2.5.7 Technology Acceptable Use Contract for School District Employees

All Employees shall read and sign a copy of the District's "Technology Acceptable Use Contract" as follows:

As an employee of the School District, I, _____,

recognize and understand that the district's email systems are to be used primarily for conducting the district business. 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 School District representative.

Personal use that does not otherwise violate policy or law is permitted. Examples of this would include checking and responding to personal email or bank accounts from a school computer during non-instructional or work time.

I am aware School District reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and 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 School District 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 acknowledge that I have read and that I understand the School District 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 and Internet privileges.

Signature

Date

(Modifications to this Technology AUP were approved and adopted by the Board of Education on July 23, 2012)

Textbook Policies

- 1) Textbooks will be scanned through the high school library in order to be checked out.
- 2) Students will be required to pay for lost or damaged books. Payment will go through the high school office and each student will be given a receipt.
- 3) Lost book refunds will be honored for one year.
- 4) Textbook orders will be completed by mid-spring and must be approved through the high school office and will be referred to the superintendent's office. Sufficient textbooks will be ordered to provide one for each student.
- 5) No textbooks may be discarded without prior administrative approval.

Time Schedule for Teachers

Teachers will be on duty by 7:45 a.m. and are to remain on duty until 3:45 p.m., except those teachers excused by the principal for special reasons. Teachers are expected to be available to tutor students before school from 7:45 until 8:00 and from 3:25 until 3:45 after school.

Unattended Classes

Leaving classes unattended is unacceptable and is a contributing factor to discipline problems and damage to school property. In an emergency send a student to the office requesting someone to take your class, but do not leave your class unattended. Report any missing students to the office immediately.

Valuables

Please do not leave money or other valuables in your classroom unattended. All cash and checks belonging to the school or to a school organization must be turned in to the office each day so that it can be receipted and deposited. You are responsible for counting and verifying the amount turned in to the office. School insurance does not cover personal property, even if it is being used for instructional purposes. Do not leave keys, purses, etc. where students might be tempted to take them. Also, instruct students not to leave their valuables unattended.

Please be aware that as educational, safety, and/or organizational needs arise, additions and/or modifications may be made to this handbook at the discretion of the administration with approval by the Fort Sumner Municipal Schools Board of Education.

Modified by the Board of Education on July 23, 2012

Updated August 1, 2016

YEARLY AFFIDAVIT AND CONFIRMATION OF UNDERSTANDING FORM

Educator Code of Ethics Affidavit

My signature below is certification that I have read and understand the Educator Code of Ethics. I understand that as a professional educator it is my responsibility to adhere to these standards.

Staff Member Signature

Date

Receipt and Understanding of Staff Handbook Material

My signature below is confirmation and certification that I have read and understand the Staff Handbook. I understand that it is my responsibility to follow these expectations.

Staff Member Signature

Date

Technology Acceptable Use Contract for School District Employees

As an employee of the School District, I, _____,
(Print Staff Member Name)

recognize and understand that the district's email systems are to be used primarily for conducting the district business. 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 School District representative. Personal use that does not otherwise violate policy or law is permitted. Examples of this would include checking and responding to personal email or bank accounts from a school computer during non-instructional or work time. I am aware School District reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and serves 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 School District 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 acknowledge that I have read and that I understand the School District 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 and Internet privileges.

Signature

Date

Administrator Signature

Date

This form is to be completed each year by all district employees and within thirty days of employment for all new hires. **Copy to Employee and Original to Personnel File in Administration Office.**

**Fort Sumner Municipal School District
Board Member/Employee Disclosure Pursuant to the
New Mexico Governmental Conduct Act**

Name: _____

Position: _____ Date: ____/____/____

School or Location of Duty Assignment: _____

I, _____, as an employee of the Fort Sumner

Municipal School District, am required to make this disclosure of potential conflicts of interest pursuant to the Governmental Conduct Act (NMSA 1978, § 10-16-1 et seq.):

- 1) I shall maintain, at all times, the integrity and ethically high responsibilities of public service and discharge my duties in the same manner.
- 2) I shall conduct myself in a manner that justifies the confidence placed in me by the public.
- 3) I shall treat my position with the **Fort Sumner Municipal Schools** as a public trust and shall use the powers and resources of my position to advance the public interest and not to obtain personal benefits or pursue private interests.
- 4) I shall not request or receive nor offer a legislator, public official, or public employee any money, thing of value, or promise thereof that is conditional upon or given in exchange for the promised performance of an official act.
- 5) I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.
- 6) I shall not use or disclose confidential information acquired by virtue of my position with the **Fort Sumner Municipal Schools** for my or another's private gain.
- 7) I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.
- 8) I am/am not (circle one) engaged in any employment outside of the **Fort Sumner Municipal Schools**. **If you answered that you are engaged in outside employment, please identify below the name of the employer, your position, a summary of your duties, and whether or not the employer has a contract with the Fort Sumner Municipal Schools:**

Employer; date of hire; hours of work per week:

Position and description of duties:

Does employer contract with the Fort Sumner Municipal Schools: Yes _____ No _____

9) Please identify and describe below any business in which you, or a family member (spouse, domestic partner, parent, sibling, and/or child), has/have a financial or substantial interest.

Financial interest means an ownership interest in a business or any employment or prospective employment for which negotiations have already begun. *Substantial interest* means an ownership interest of a business that is greater than 20%.

Business: _____

Type of Interest: Financial _____ Substantial _____

Interested Person: Myself _____ Family Member _____ (identify relationship)

I will not participate in any decision or action involving the business identified in this section unless permitted to do so by the Governmental Conduct Act.

10) The statements contained herein are based on my personal knowledge and are true and correct. I understand that failure to comply with the above provisions and the Governmental Conduct Act may be grounds for disciplinary action, including dismissal, demotion, or suspension, and may be punishable in criminal or civil court. I understand that it is my responsibility to update the disclosure if a new financial interest or employment occurs prior to the annual review of this document.

Name: _____ (Print)

Staff Member Signature

Date