
MAGDALENA MUNICIPAL SCHOOL DISTRICT

2017-2018 Staff Handbook



JULY, 2017

MAGDALENA MUNICIPAL SCHOOL DISTRICT
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INTRODUCTION

The Magdalena School District serves the rural areas of western Socorro County, offering educational services to three distinct cultural and ethnic groups--Native Americans, Hispanic Americans, and Anglo Americans. Magdalena is a deep-rooted community that cherishes rural and cultural values. Many of our families have lived in this area for generations, thus many of our students start life hearing and speaking a language other than English, most commonly Navajo or Spanish. The rich heritage of our area influences our instructional directions. Our families are open and sincere and support the school district's efforts in the education of their children. The assistance we render to our students through their educational career in Magdalena by encouraging a continuing educational process outside the walls of our schools and beyond high school is a real measure of success for all of us.

The Magdalena School District seeks to facilitate educational growth within our total community. Our schools are an integral part of local, state, national, and international educational communities rather than an autonomous institution. Magdalena Schools continually identifies and incorporates community involvement and support. Primary to this functional role, we guarantee each student the right to equitable educational opportunities. Furthermore, the Magdalena Schools believe that it is equally important to aid in the socialization atmosphere. Necessary to this process of broadening opportunities for each student is the development of communication and computational skills. Magdalena Schools facilitates the development of our students' sense of self-worth and their respect for the value of others. In this regard, we recognize the students' need to learn the social and cultural values of all people. Magdalena staff members encourage responsible, productive participation by all students in the activities of family, school, community, state, nation, and world.

MISSION STATEMENT

At the Magdalena Municipal School District, we are pledged to academic achievement. Our mission is to provide a safe and nurturing learning environment, which encourages curiosity and creativity; stimulates physical, social, intellectual and spiritual well-being; and, encourages students to become lifelong learners.

To accomplish this mission the district has developed and implemented an Educational Plan for Student Success that utilizes curriculum, instruction and assessments that enable all students to demonstrate:

- **Literacy Skills**
Clear and accurate reading, writing, speaking and interpersonal communication.

- **Math Skills**
Clear and accurate use of mathematics in communications, reasoning, making connections and problem solving.

- **Technology Skills**
Clear and accurate use of computers and other technology in cross-curricular applications.

CODE OF ETHICS FOR EDUCATORS

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 of 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]

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 non-standardized 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]

EDUCATIONAL PLAN FOR STUDENT SUCCESS

The Magdalena Municipal School District has developed its Educational Plan for Student Success (EPSS) specifically to improve the total educational program in the district and to provide a quality education for all students grade pre-K through twelve. In doing so, we realize there is significant room for improvement.

All staff members are expected to become familiar with the EPSS plan for the school(s) to which they are assigned, as well as the District EPSS.

CHAIN OF COMMAND

It is important that staff follow the chain of command when expressing a concern related to Magdalena Schools'. It is most successful and empowering for staff to solve an issue at the lowest level possible, directly between parties involved. If this is not feasible, staff members should confer with the supervisor or administrator directly involved with the concern. Refer to the MMSD Organizational Chart for the Chain of Command. Handle the situation in a professional and factually informed manner. If the situation is not being handled in a fair or proper manner, place the concern in writing and ask the supervisor to respond in writing. If a concern remains, follow the chain of command for additional clarification and resolution. It is important to make every attempt to resolve concerns with school supervisors and administrators prior approaching members of the School Board. Violations of the chain of command could result in actions being construed as insubordinate or, possibly, unethical by administrators and Board members.

MIDDLE/HIGH SCHOOL BELL SCHEDULE

FACULTY SIGN-IN: 7:30 am (Monday - Thursday)

FACULTY SIGN-OUT: 4:20 pm (Monday - Thursday)

Regular Scheduled FULL School Days: Monday, Tuesday, Wednesday, Thursday

All students need to be in school at 7:50 am everyday, any time after that is considered tardy

High School	TIME	Middle School	TIME
Homeroom	7:55 am – 8:15 am	Breakfast	7:55 am – 8:10 am
Breakfast	8:15 am – 8:30 am	Homeroom	8:15 am – 8:30 am
Announcements	8:30 am – 8:35 am	Announcements	8:30 am – 8:35 am
1st Period	8:35 am – 9:31 am	1st Period	8:35 am – 9:31 am
2nd Period	9:34 am – 10:30 am	2nd Period	9:34 am – 10:30 am
3rd Period	10:33 am – 11:29 am	3rd Period	10:33 am – 11:29 am
4th Period	11:32 am – 12:28 pm	LUNCH	11:29 am ~ 12:04 pm
LUNCH	12:28 pm ~ 1:03 pm	4th Period	12:28 pm – 1:03 pm
5th Period	1:06 pm – 2:02 pm	5th Period	1:06 pm – 2:02 pm
6th Period	2:05 pm – 3:01 pm	6th Period	2:05 pm – 3:01 pm
7th Period	3:04 pm – 4:00 pm	7th Period	3:04 pm – 4:00 pm

EARLY RELEASE ½ School Day: Dismiss at 1:00 pm –No homeroom or Bus Changes

High School	TIME	Middle School	TIME
1st Period	7:55 am – 8:30 am	Breakfast	7:55 am – 8:07 am
Breakfast	8:30 am – 8:42 am	1st Period	8:07 am – 8:42 am
2nd Period	8:45 am – 9:20 am	2nd Period	8:45 am – 9:20 am
3rd Period	9:23 am – 9:58 am	3rd Period	9:23 am – 9:58 am
4th Period	10:01 am – 10:36 am	4th Period	10:01 am – 10:36 am
5th Period	10:39 am – 11:14 am	5th Period	10:39 am – 11:14 am
6th Period	11:17 am – 11:52 am	6th Period	11:17 am – 11:52 am
7th Period	11:55 am – 12:30 pm	LUNCH	11:55 am – 12:30 pm
LUNCH	12:30 pm – 1:00 pm	7th Period	12:30 pm – 1:00 pm

2 HOUR DELAY (No Breakfast Served)

High School	TIME	Middle School	TIME
1st Period	10:00 am – 10:45 am	1st Period	10:00 am – 10:45 am
2nd Period	10:48 am – 11:36 am	2nd Period	10:48 am – 11:36 am
3rd Period	11:39 am – 12:34 pm	LUNCH	11:36 am ~ 12:08 pm
LUNCH	12:34 am ~ 1:06 pm	3rd Period	12:11 am – 1:06 pm
4th Period	1:11 pm – 1:51 pm	4th Period	1:11 pm – 1:51 pm
5th Period	1:53 pm – 2:34 pm	5th Period	1:53 pm – 2:34 pm
6th Period	2:37 pm – 3:18 pm	6th Period	2:37 pm – 3:18 pm
7th Period	3:20 pm – 4:00 pm	7th Period	3:20 pm – 4:00 pm

PLEDGE OF ALLEGIANCE

Each classroom will salute the United States and New Mexico flags each morning.

RECORDING STUDENT ATTENDANCE

Classroom instructors will take attendance at the beginning of each period. Teachers enter attendance information in Power School and in the teacher's official grade book.

ABSENTEE PROCEDURES

Each student is allowed ten days absence per semester. The only absences that are acceptable are those allowed by the state statute: illness, death in family, religious, or court ordered. Illness, up to two days, as well as death in the family will need a parent/guardian note to excuse the absence. After the third consecutive absence due to illness, a doctor's note will be required to excuse the absence. Any court-ordered appearance must be documented, in the student's name, to be excused. All documentation must be provided to the school on the first day the student returns from the absence. Parents/legal guardian must provide written documentation stating the day(s) students were absent from school and the reason for the absence. Failure to provide written documentation could lead to denial of any appeal for loss of credit or for consideration of retention. Phone calls to the school secretary, while welcomed, do not take the place of written documentation to excuse absences.

More than 10 absences per semester may/will result in loss of credit and/or retention by the principal. Any appeals to this loss of credit and/or retention will be made to the Superintendent.

If a student, grades 6-12, is absent for 15 minutes or more of a class period, the student is considered absent for that entire class period.

The district's automated system for absence notification will notify parents/legal guardians of the student's absence each day.

At three, five, seven, and ten days absence, the parent/legal guardian will receive a letter from the school administrator notifying them of the state law regarding student absences from school.

TRUANCY

Teachers report truancy to building administration as soon as possible.

GRADES K-12 TARDINESS

A student is considered tardy when s/he is not physically present in the correct classroom when the tardy bell rings. Students should make every effort to be in class in their seats on time.

TARDY PROCEDURES

Teachers enter the information in Power School and in the official gradebook. Principals are responsible for handling discipline regarding tardies and for parent/guardian contact.

MAKE-UP WORK

Students have the opportunity to submit class assignments and will be given the same number of days to make up missed assignments as the number of missed days.

CLOSED CAMPUS/OFF-CAMPUS PASSES

The Magdalena Municipal Schools maintain a closed campus, which means that students cannot leave school grounds until the end of the school day. The only exception to this will be for students in grade 12 with written parental/guardian permission via the approved school form. The off-campus form must be on file in the High School office.

HALL PASSES

Teachers must keep students in their classroom. There is adequate time between classes for students to take care of personal needs. If a student needs to leave the classroom during a class period, the teacher must issue a **written hall pass for each and every instance** in which the student is to leave her/his classroom. Forms are provided for this purpose.

Students are not to be in the following areas without proper supervision of a faculty member or in possession of a pass: athletic fields, gym, shop area, parking lots, hallways, restrooms, locker rooms, in vehicles, vacant classrooms, library, or unauthorized classrooms.

LOCKERS

Student lockers will be issued during the first day of school to students in grades 6-12. Lockers are subject to inspection by school authorities at any time. Students are liable for damage to their lockers at the end of the school year and are responsible for cleaning out their locker at the end of the school year.

DRUG/ALCOHOL/TOBACCO/GUN FREE SCHOOLS

Possession and/or use of any tobacco products, alcohol, narcotics, guns and weapons, or any illegal or controlled substance is strictly prohibited at any time on school grounds, school buses, or at official school functions or activities. Guns and weapons are not permitted in personal vehicles on school grounds. Violation of these rules will result in immediate disciplinary action. Board of Education policy authorizes the use of dogs to detect drugs in the schools and on the campus.

STUDENT BEHAVIOR MANAGEMENT

Within the guidelines of the school, each teacher, with student participation, sets specific procedures, rules, and regulations for the classroom and the course. Classroom rules have the force of the school rules and should be aligned with school and district policy. Students who fail to respond to correction for misbehavior in the classroom can be referred to the principal.

The principal is responsible for overseeing the general school order and administering disciplinary

measures when necessary. All staff members, however, have the authority and responsibility to take behavior management action, and, if necessary, inform the principal of the infractions of the school rules.

Recommended procedures for individual teachers to follow in resolving student behavior issues are:

1. At the first sign of a behavior concern, talk directly to the student(s) involved in a "firm-but-fair" manner with the student(s) in a location away from the presence of other students.
2. If the undesired behavior continues, discuss concerns with the parents/legal guardians. Do not wait to contact parents/legal guardians. If parents/legal guardians cannot be reached, continue to contact to ensure they are aware of the problem. This is necessary communication, prior to further action being taken on the part of the school.
3. It is important to exhaust all resources before referring students to the office. A student should be brought to the office once the teacher has **exhausted** all available resources for behavior management in the classroom.
4. It will be assumed by the principal that the parents/legal guardians have been contacted on a previous incident before a student is referred to the office. At this point in time, the teacher and the principal will discuss strategies to resolve the problem.
5. Major discipline problems (fighting, theft, insubordination, vandalism, possession of weapons, drugs, alcohol or tobacco) must be referred to the building principal immediately.

Teachers are to remind students to:

- Respect school property.
- Walk quietly through the halls.
- Keep classroom desks and books clean and unmarked.
- Keep classrooms clean during each school day.
- Respect all adults who work within the school and follow their instructions.
- Use quiet voices while in the cafeteria and hallways.
- Clean your area in the cafeteria after eating and before leaving.
- Be courteous at all athletic events, assemblies and other school activities and use good sportsmanship.
- Be aware of and courteous to younger students and help them when they need it.
- Be in class on time.
- Attend classes every school day.
- Follow each teacher's classroom rules.

SUPERVISION OF STUDENTS

Teachers are responsible for supervision of students at all times, in the classroom and monitoring hallways during passing periods. Generally, teachers do not supervise students during the duty-free lunch and preparatory period. Teachers may be found legally liable for injuries to students that occur in cases where the teacher is found negligent. If the teacher must leave supervision of students, s/he is responsible for obtaining another staff member to supervise students.

CLASSROOM MANAGEMENT SUGGESTIONS

1. Have complete, meaningful daily lesson plans
 - A. Begin the class period with a 5-7 minute bell ringer activity to focus student attention and allow time for routine chores (roll call, passing out papers, etc.).
 - B. Make sure that class activities last the entire period or for that designated period of time determined in advance.

- C. Include an exit slip or other quick formative assessment when students exit the class period.
 - D. Keep accurate records of grades, have multiple different forms of assessment, and keep students informed of their grades on a weekly basis.
2. Know your students. Call and visit parents/legal guardians as often as is necessary. One repeated parent/legal guardian question/response is, "Why didn't someone call me or let me know?" There is a distinct difference in behavior when students know that parents/legal guardians will be called or notified by letter or a visit. Assistance from the school nurse, home-school liaison, and counselor is available.
 3. Remember that positive measures are preferable. Disciplinary measures should be corrective and constructive, not punitive.
 4. A student discipline referral must be completed by the teacher **prior** to sending students to the office. If the behavior is disruptive or dangerous, call for assistance and/or send students to the office immediately.

CLASSROOM APPEARANCE

The physical appearance of a classroom does reflect one's teaching. Bulletin boards should be changed frequently and should show evidence of the learning going on in the classroom with display of students' work. Rooms will be kept clean, neat, and orderly at all times.

CLASSROOM MAINTENANCE

Classroom maintenance is a joint effort involving students, teachers, custodians, and administrators. Do not assume that someone else will address a problem seen around the campus or in the classroom. Classroom cleanliness can be greatly assisted by the teacher and students by following a few simple guidelines:

1. Empty paper and trash from desks each day.
2. Have students place chairs on the table at the end of each day.
3. Do not dust or clean erasers against the inside or outside walls.
4. Do not leave excessive clutter in the classroom (set a good example by having a neat, well-organized room).
5. When maintenance is required in the classroom, e.g., pencil sharpener repair, prepare a "Work Order Request" form for approval by principal.

BUILDING SECURITY

Every staff member is responsible for locking the classroom doors and windows when unoccupied. After hours and on weekends, all doors and windows must be locked.

KEYS

Keys issued to teachers are their responsibility. Do not lend keys to students at any time. Expense caused by the loss of keys will be the responsibility of the person assigned the keys. Keys may not be duplicated.

ENERGY CONSERVATION

1. Turn off lights when no one is in the classroom.
2. Always turn off classroom/office/gym lights when leaving for the day.
3. Turn off computer at end of day.

INSTRUCTIONAL RESPONSIBILITIES

1. Lesson Plans

Teachers are required to provide their respective principal with current lesson plans using the district approved format or template. The plans must be submitted for viewing **by the principal no later than**

Monday at 8:00 AM, Tuesday in the event of a Monday school closure.

All components of an effective lesson must be present including, but not limited to, units of study, Common Core State Standards and/or New Mexico standards, activities, guided practice, homework, differentiation, and assessment. All lesson plans should be available for review during principal classroom visits. Lesson plans are records of what is taught, what the teacher expects to teach, with reflections of any necessary adjustments.

Lesson plans should reflect continuity and relevance, i.e., how the current lesson relates to the previous lesson and connects to the next lesson, how it relates directly to unit plans as well as to scope and sequence of curriculum, and how the lesson is relevant to students. Learning objectives and exit competencies will be stated.

Emergency and substitute written lesson plans covering a minimum of one week's class time are due in the school office no later than the fourth week of the school year (include supplementary materials). Plans need to be updated prior to the fourth week of the second semester.

Movies or videos must be approved prior use. The video use approval form must be submitted to the principal no later than two weeks prior to showing the video. The principal must attend the lesson which the video supports. There must be a definite connection between the video being watched and the lesson already taught.

2. Teacher Records/Grading Procedures

Teachers' confidential computer-generated records will be stored for four years after submission at the end of the school year. Teacher records are legal records of attendance and grades; therefore, teacher records should be clear, complete, and easily interpreted. Final grades need to be clearly calculated from the information in the teachers' computerized records. These points are to be specifically followed:

- A. A minimum of two (2) grades per week for each subject grades 3-5 and for each class grades 6-12 is required and must be entered into the electronic grading system.
- B. Be sure records are complete. A nine-week or final grade cannot be based on evaluative data that does not appear in the records.
- C. Grades are solely academic, not behavior based. Separate comments relate to behavior and conduct on each student's report card.
- D. If the student is in violation of the school district's mandatory attendance regulations as outlined in the Student Handbook, no grade/credit will be given without written notification from the high school principal's office.

REGISTRAR

The district registrar maintains all district student attendance verification records.

STUDENT REPORT CARDS

Report cards will be issued every nine weeks. Teachers will provide all academic grades to the Registrar. Progress reports will be issued at the mid-point of each nine-week grading period. It is imperative that any student who is in danger of failing a class or subject area that grading period be sent a deficiency report at the midpoint and at any other time necessary.

PROCEDURAL RESPONSIBILITIES

Duty Day

- The regular duty day is from 7:30 AM until 4:20 PM Monday - Thursday.
- Teachers on the rotating supervision duty roster need to be at their assignment on time and are responsible for notifying her/his supervisor if unable to be on duty at the assigned time.
- Specific assignment sheets are distributed for each duty.
- Bus duty teachers may leave when all buses have departed. Elementary bus duty teachers accompany the elementary bus students to the bus loading area. North auto duty teachers escort students other than bus students to appropriate departure areas. All elementary school walkers exit after school in a supervised group via the Main Entrance.
- Teachers are expected to be in their classrooms five minutes prior to the beginning of their first class period.
- Teachers maintain supervision of students at all times.
- All teachers are to be in the hallway during class changes.
- Teachers are free to leave campus each day at 4:20 PM, except on days when faculty or in-service meetings are scheduled after school.

EXPLANATION OF DUTIES

Inside Hall Duty Teachers: Patrol your particular school hallways from 7:35 AM until the warning bell rings. Keep students out of the halls and restrooms unless they have permission (yours or another teacher's written permission) to be inside; patrol your particular school hallways from the last bell in the afternoon until all students have cleared classrooms and hallways. (Intermediate Hall Duty - 3rd, 4th, and 5th grade).

Outside West/South Duty Teachers: Patrol assigned area inside school grounds, monitor student behavior and traffic control. If parents/legal guardians are loading/unloading students in an inappropriate manner, advise them of proper procedure. Begin duty at 7:35 AM until the warning bell rings. Begin afternoon duty immediately from the last bell until students, cars, and/or buses have exited school grounds.

Outside Middle School Duty: Monitor student behavior from 7:35 AM until the warning bell rings. All middle school students should be in the middle school area and not anywhere else (elementary playground or high school area) during that time.

Administrative Bus Duty: Bus duty begins at 7:30 AM until all buses have arrived and unloaded. Students should not be allowed to run into the building.

Teacher Bus Duty: In the afternoon, do not allow students to run toward the buses.

High School Parking Lot Duty: Students are not allowed to loiter in the parking lot. Once students arrive, they are not permitted to leave campus. This constitutes an infraction according to the student handbook.

Lunch Breaks: Teachers are duty-free during their respective lunch breaks. Only educational assistants will be on duty during the student lunch breaks. Do not plan on educational assistants being available at that time as they will be on duty/lunch break.

2. Staff/Substitute Absence Procedures

In case of illness or emergency, notify principal as soon as possible, but no later than 6:00 AM the date of the absence. All other absences must be approved by principal in advance. Notify the school secretary by 2:00 PM if you will be out an additional day. Schedule personal appointments on non-school days. Leave slips for planned absences must be submitted at least four days in advance. Leave slips for unplanned absences must be submitted on the day of your return.

3. Leaving Campus during the Duty Day

If you have an emergency and must leave campus during a duty assignment, make arrangements through

your school principal.

If you are leaving campus under circumstances that do not constitute an emergency, use the sign-in/sign-out form located in the school office.

You may leave campus at lunch time.

PREPARATION PERIOD

The preparation period provides time for teachers to conduct conferences with administration, parent/legal guardians, and for class preparation. Occasionally, in rare circumstances, a teacher will be asked to supervise another teacher's class. If it is necessary to leave campus during the preparation period, secure permission from the principal before leaving.

CAFETERIA

Frequently remind students of appropriate cafeteria behavior. The rules for the cafeteria are as follows: (Please discuss with students)

1. Daily, express appreciation to food services and custodial staff for their work in the cafeteria.
2. Respect for each other will be shown while standing in line.
3. The noise level must be kept low.
4. All food should be eaten at the tables and never carried out of the cafeteria.
5. Trash should be thrown in the garbage cans.
6. Tables and the floors should be left clean.
7. Only students that are eating are permitted in the lunchroom.
8. Meal charges are permitted up to \$28.

VISITORS

Parents/guardians of Magdalena School students are invited to visit a student's classroom. As a district, we request parents/guardians make an appointment with the principal and teacher for the visit. All visitors must first check in at the main office, then respective school office with the principal or her/his secretary. Visitors, other than parents/legal guardians, who wish to accompany a student through her/his daily schedule must obtain permission from teachers and school administration at least two days in advance. Forms are available in the school offices. No visitor, other than parents/legal guardians, may accompany a student through her/his daily schedule more than one day in the school year. The length of the visit is determined by the principal.

Visitors are required to adhere to the school dress code.

TELEPHONE CALLS

Each classroom has a telephone. Discretion will be used in forwarding/accepting calls during class periods, i.e. emergencies only. All telephone communications must be handled during planning period, lunch, or before/after school. Cell phone use is discouraged.

DAILY ANNOUNCEMENTS

Each morning at the high school office, pledges will be led by a student representative. Submit items for daily announcements through the high school secretary, 24 hours in advance, if possible. Announcements will be approved by the principal.

FOOD/DRINKS

Except for breakfast, no food or drinks (with the exception of water) will be allowed in classrooms/halls without written permission from the principal. No one is to sell anything to anyone without written approval from the principal, activities director, and superintendent. For safety reasons, no glass

containers will be allowed in school or on school buses.

CLUBS AND CLASS ACTIVITIES

Sponsors are always needed at every level for student activities. The school district pays for sponsorship of certain activities. All activities must be coordinated through the principal. Please check with the school principal if with questions or requests to be a class, club, or activity sponsor. Teachers may be asked to help sponsor a class or specific activity if staff volunteers are not available. All sponsors must follow the sponsor guidelines. (See attached Class & Club Sponsor Duties.)

ACTIVITY FUNDS AND ACCOUNTS

All accounts are processed through the district office by the Business Manager. Information is provided monthly to teachers, coaches, and sponsors regarding the accounts, and accuracy certification is required by the sponsor. All fund raisers are to be requested with two weeks advance notice, then approved, in writing, by the principal and scheduled through the activities director and superintendent.

FUND RAISERS

Each time a teacher or school employee sponsors an on-going commercial product sale on or off school grounds where students will be collecting money over a period of time, a "Sales Employment Agreement and Parent Authorization" must be sent home and returned with proper signatures for each student involved. All "Fund Raisers" must be approved with the purchase requisition, in advance, two weeks prior to the event by the principal, activities director, and superintendent. Priorities for events are on a first come/first served basis as they are scheduled on the activity calendar. All food sales must follow the district's Wellness Policy.

FIELD TRIPS

Educational field trips are encouraged and will be financed via fund raisers. The school district will assist if funding is available. Submit requests to the principal's office early in the school year, and schedule field trips throughout the year. No field trips will be scheduled after April 30.

General guidelines for planning field trips are in the Field Trip packet. Packets must be completed in detail.

ACTIVITY TRIPS

Prior to permitting anyone other than athletes involved in a particular sport, students on a field trip or a student academic event, the sponsor/coach is required to obtain approval, in writing, from the superintendent of Schools, or her/his designee. Field trip forms contain a specific request for names of chaperones and sponsors prior to approval, and lesson plans must be provided in the field trip packet.

Athletic forms (trip tickets) reflect names of coaches/sponsors who will be responsible for student athletes to, from and at the designated site and must be completed prior to departure on all trips.

The activity/athletic bus driver is not permitted to allow non-authorized passengers to board the bus and is instructed to refuse passage unless s/he has authorization in advance in writing from the superintendent.

SCHOOL VEHICLE USAGE

School staff using activities vehicles to transport students must meet new certification requirements as outlined in NMAC 6.41.4.13. No vehicle will leave the district without an authorized and approved trip form. All trip forms must be submitted 48 hours in advance of trip departure time. Keys, gas cards, and

phones will not be released without authorized trip form. Specific vehicles can be requested; however, assignments will be made based on need. As a reminder, when you use a school vehicle, you are expected to do the following:

1. Complete the pre-trip Vehicle Inspection form. These forms are in each vehicle.
2. Log your name, departure mileage, and place of destination on the Vehicle Mileage Log. There is a Mileage Log in each vehicle.
3. There is no smoking in school vehicles.
4. Remove all trash, food, drinks, and personal belongings from the vehicle.
5. Park the vehicles in the reserved parking spaces by the new gym.
6. Be certain that all vehicle doors are locked.
7. In the event there is any equipment on the vehicle that is malfunctioning, submit that information to the vehicle coordinator in writing for attention and repair.
8. Immediately return vehicle keys, the vehicle inspection forms, credit cards, cell phones, and all gasoline invoice copies to the vehicle coordinator.

Vehicles are not to be taken home overnight without specific prior approval by the activities director/superintendent.

In the event of an accident, complete the accident form located in each vehicle. As soon as possible, call the superintendent or principal regarding the accident details. Obtain complete name, address, phone number, insurance company name, and policy number of the other driver(s) for your accident report form. All accidents must be reported to the proper law enforcement agency.

Under no circumstances should personal vehicles be used to transport students.

SCHOOL NURSE

The Magdalena Schools has a registered nurse on school grounds during the school year. The nursing staff will provide services to students as needed and will be available to discuss students' health problems with parents/legal guardians. Any unusual health or medical problems should be reported by parents/legal guardians to the school nurse as soon as possible, so that the school will be aware of students' problems. For example, if a student is to be excused from physical education because of medical reasons, a statement from a licensed physician must be on file in the nurse's office. The school nurse is the only person authorized to administer medication per written authorization from parents/legal guardians/medical doctors. The school nurse serves as a resource person for grades K-12 and is available to make hygiene/health-related presentations to various classes.

ACCIDENTS AND ILLNESS AT SCHOOL

In the event of a student accident or illness:

1. Provide necessary urgent assistance, then report the situation to the nurse/school office immediately.
2. Do not move the child if the accident appears serious.
3. The nurse will notify parents/legal guardians and make other necessary calls relating to the situation.
4. Complete accident form on the same day, if possible and provide to nurse and school secretary.
5. Medication cannot be given to students without written parental permission.
6. Never send a sick or hurt child to the office alone. Bring the child yourself, or send someone else with the ailing student. A nurse referral form is required.
7. Remind students that anyone who must leave school for illness (or any other reason) must check

out through the appropriate school office first. Do not allow a child to leave the building with anyone unless instructed by the school office to do so.

In the event you are injured at school:

1. Inform your supervisor as quickly as possible.
2. You must complete workers compensation forms with Human Resources, within twenty-four (24) hours of the injury, regardless of how minor you believe the injury to be.
3. Seek medical care as necessary.

LOST AND FOUND

Inform parents of younger students to mark clothing, school supplies, lunch boxes, etc., with some form of identification. Each school office has a lost and found.

FINES AND RESTITUTION

All student obligations to the school must be taken care of at the end of each school year and prior high school graduation. Such obligations include, but are not limited to, book fines, damaged classroom materials, and lost or damaged textbooks. A student will not receive her/his diploma until these obligations are met. The principal will set a deadline for meeting such obligations.

TEACHERS' WORKROOM/MAILBOXES/E-MAIL

Every staff member should do their part to keep the workroom neat, orderly, and clean. Periodically, the public will be visiting the teachers' workroom, and it is important that it be maintained in good order.

Teachers should check their mailbox and school-provided e-mail account daily for messages, office memoranda, and other pertinent items. Do not leave coffee cups, coke cans, etc., in your mailbox or, as litter, in the teachers' workroom.

SAFETY DRILLS

In order to comply with state law, one fire drill will be held each week the first month of school, and once each month during the remaining school year. Lock Down/Shelter-in-Place and Evacuation drills will also be scheduled. Guidelines and maps to show students exit routes are posted in every room. Remember to always take the grade book and red emergency bag, line up students, take roll outside, and have someone make sure all doors and windows are shut, but left unlocked, with the lights turned off before exiting the area. A fire drill report accounting for all students must be sent to the office after each fire drill by each teacher. Once the drill is complete, an all-clear message will be transmitted, and students should return to their classroom in an orderly manner, as the teacher directs.

STUDENT INFORMATION

Names, phone numbers, addresses, test results, grades, or any other confidential information regarding students/parents/legal guardians will not be given to any unauthorized individual. Refer any such request to the school principal.

HOMEWORK

The following are guidelines on assigning homework to students:

1. Teach basic skills and concepts as a major part of classroom routine rather than depending upon homework to achieve them.
2. Do not ever assign "extra" homework or any academic work as punishment.
3. Homework should be applicable to a current lesson or research-related assignments.
4. Teachers will ensure that the students have the proper resources to complete the assignments.

5. Homework will be reasonable in length/amount and will receive timely/appropriate feedback.

AFTER SCHOOL

No student should be kept after school unless the parents/legal guardians have been notified ahead of time to make arrangements for transportation and approval obtained from the principal.

VANDALISM

All vandalism must be reported to the Principal or superintendent immediately. School administration will notify proper law enforcement authorities.

STAFF DRESS CODE

All personnel, while on contract, and employed by the Magdalena Municipal Schools will be neat, clean, and professionally dressed. Extremes in personal appearances or dress are not considered professional. For special school/district and community events, staff are encouraged to dress professionally and appropriately for the event. Administrators and supervisors are expected to counsel staff assigned to them on personal appearance.

The following has been established as the dress code for the educational staff at Magdalena Municipal Schools:

Women:

- Coordinated Slack Suits
- Coordinated Skort Suits
- Dress Jeans/Slacks
- Dresses
- Skirts with Coordinated Blouses
- No shorts, spandex, sweatpants (exceptions may be made for P.E. Teacher and for Field Days/Events)
- Comfortable Shoes, Full Toe Preferred
- No flip-flops

Men:

- Dress Jeans/Slacks
- Shirts with Collars
- Ties Preferred
- No Sweats (exceptions may be make for P.E. Teacher and for Field Days/Events)
- Comfortable Shoes, Full Toe Preferred
- No flip-flops

Thursday is considered Spirit Day. Staff may wear T-shirts with school logo with appropriate jeans/slacks.

STUDENT ASSISTANCE TEAM (SAT)/GENERAL SCREENING

General screening is mandated by state law. The district uses the SAT on a periodic basis with assistance from staff, including the counselor, in order to provide appropriate services to students.

SAT REFERRALS

Instructors will be given an update of SAT Referral Procedures at the beginning of each new school year.

The SEAS AP program will be used for documenting Response to Intervention (RtI) efforts.

LIBRARY SKILLS

Teachers, in cooperation with the Librarian, are responsible for teaching their students library skills and competencies. Teachers must stay with their students during library time to maintain student discipline and teach library competencies and skills.

BIOHAZARDOUS MATERIALS

The following plan complies with OSHA requirements regarding biohazardous materials:

1. Protective gloves will be worn any time a person is dealing with a situation where blood or other bodily fluids are involved.
2. Materials saturated with blood or other bodily fluids will be red-bagged and transported to Socorro General Hospital.
3. Any contaminated sharps will be placed in appropriate containers and transported to Socorro General Hospital.
4. All staff will be informed concerning precautions regarding blood and other bodily fluids.

BACKGROUND CHECK

All new employees are required to undergo and pass an FBI fingerprint-based background check at the employee's (applicant's) expense.

MAP OF CAMPUS

SCHOOL MAP---ELEMENTARY, MIDDLE, AND HIGH SCHOOL WITH ROOM NUMBERS

