



**Dulce Elementary | Middle School | High School**

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# **STAFF HANDBOOK**

## **2022-2023 SCHOOL YEAR**

**Dulce Independent School District**  
P.O. Box 547  
Dulce, New Mexico 87528  
Phone: (575) 759-3225

# **School Board Members**

**Mr. Phillip Salazar, President**

**Mr. Frankie Ortiz, Vice-President**

**Ms. Annette TeCube, Secretary**

**Ms. Diane Vigil, Member**

**Ms. Claudine George, Member**

## **Mission and Vision Statements**

### ***District***

**Mission:** Our district will educate, nurture and strengthen all our children to be productive, contributing members of society.

**Vision:** Dulce Graduates will be self-directed, capable, responsible, life-long learners, who maintain their cultural identities and creative individualism

### ***Board of Education***

**Mission:** Through teamwork and leadership, the Board of Education will provide direction, guidance and support for the administrators and staff by:

- Communication between the board and superintendent,
- Setting direction, priorities, and policy,
- Allocating resources consistent with the priorities of the district,
- Nourishing the relationship between the district and community, and
- Upholding the principles of continuous improvement.

**Vision:** Dulce Independent School District will perform in the top thirty percent of Districts in New Mexico.

## ***Dulce High School***

Mission: The mission of Dulce High School is to join parents and the community in assisting students in developing their skills, so they may become independent and self-sufficient.

We take PRIDE in our school, staff and students who show

Personal Responsibility in their Daily Effort

Vision: The school's vision to employ research-based methods, systems and resources to ensure that all students learn a curriculum based on real-life. It is the responsibility of parents, staff, administration and community to raise expectations of all our students, so they become viable citizens in the 21<sup>st</sup> Century representing the school, community and global world, now and for the rest of their lives.

Dulce High School is a place of learning for staff, students and the community.

## ***Dulce Middle School***

Mission: Our mission at Dulce Middle School is to educate and empower our students to be life-long learners and successful citizens. We will attain this by creating a safe environment, providing academically challenging curriculum while encouraging mutual respect of self, others and cultural traditions.

Vision: Dulce Middle School will employ research-based and project-based methods, systems, and culturally sensitive resources to ensure that all students learn a curriculum based on real life. It is the responsibility of parents, staff, administration, and community to raise expectations of our students so that they may become viable citizens of the school and the local and global communities, now and for the rest of their lives.

Dulce Middle School is a place of learning for staff, students and our community.

## ***Dulce Elementary School***

Mission: Dulce Elementary School will educate, nurture, and strengthen all our children to be productive, contributing members of society.

Vision: We at Dulce Elementary School are here to educate, nurture, and provide a safe learning environment for our students, to instill a love of learning while producing life-long learners. We will set high expectations while developing student potential in today's changing world. Our students will be well informed contributing members of society.

Motto: Putting Our Future First.

**W.A.R.R.I.O.R.S.**

P.R.I.D.E. Place Requiring Integrative Developing Education

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## ABSENCES (Staff)

Staff are to call the school secretary as soon as possible (**no later than 6:30 am**) the day of an absence, and leave pertinent information regarding such absence. Staff must complete a *Leave Request Form* on the Employee Access program. If leave is for Instructional/Professional purpose(s), an agenda must be attached. Substitutes will be scheduled accordingly.

<b>Dulce Elementary</b> (575) 759-2951 <u>Principal</u> : Ina Montoya Secretary: Michell Barber	<b>Dulce Middle</b> (575) 759-2980 <u>Principal</u> : Jack Props Secretary: Chasity Kenneth	<b>Dulce High</b> (575) 759-2958 <u>Principal</u> : Nancy Jobe Secretary: Bernadette Trujillo
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**General leave** will not be granted on the last workday prior to a holiday, the first workday following a holiday/school closure, during your assigned testing time/day, on an in-service day, or during the first two weeks and the last two weeks of the school year. Extenuating circumstances will be considered on an individual basis with Superintendent approval (staff member must complete an Extenuating Circumstances form).

**Mandatory** staff meetings will be held on Fridays (or at the discretion of the Superintendent/principal/designee). In addition, there will be full-day in-services. If a staff member is not in attendance for a staff development and/or faculty meeting, it is the responsibility of the staff member to meet with the principal/designee to receive needed information.

## ABSENCES (Student)

- Take attendance manually immediately after the bell rings (Do not enter in PowerSchool).
- Students entering the classroom after the bell and presenting a signed admit slip/pass *excusing the tardy* will be counted as present. Students with a signed admit slip/pass *not excusing the tardy* will be counted as tardy. Students *without any* admit slip/pass will be counted as tardy (Classroom Teacher will notify School Administration if this is a recurring tardy).
- Collect all admit slips/passes, and turn in to the front office at the end of the school day.
- Send students to the office when they are tardy.
- Should a student arrive ten (10) or more minutes late to class and present a signed admit slip/pass *excusing the tardy* they will not be counted tardy or absent. Those with an admit slip that *does not excuse their tardy*, will be recorded as an un-excused absence for the class hour.
- Enter the classroom attendance for the hour in PowerSchool, for Middle & High School ten minutes before the end of the class hour; Elementary AM no later than 9:30 AM;
- For an excused or un-excused tardy (absence), it is the student's responsibility to visit with the teacher regarding classroom work (homework) missed. The number of days allowed to make up work is equal to the number of days missed.
- For COVID-19 related absences, students will be marked unexcused until they return to school with documentation from a doctor with their clearance of COVID-19.
- Teachers are to report to the school principal and attendance clerk when students have reached 3, 5, 7 and 10 days of absences. Teachers are requested to call parents regarding student absences and tardies, while being advised to maintain a Parent Contact log.

## ACCIDENT REPORT

If you are injured on the job, you are required to fill out an accident report immediately, while notifying school administration. In an emergency the form should be completed as soon as possible thereafter. The forms can be found in the school office.

## **ANNOUNCEMENTS**

Announcements will be made every morning during the first five (5) minutes of the designated class hour. Teachers should see that students are quiet and attentive during announcements. Every attempt will be made to keep announcements brief. Announcements during the school day will be kept to a minimum. During the Pledge of Allegiance, students may opt to refuse to pledge but must maintain silence during the pledge.

## **BELL SCHEDULE**

A bell schedule is included in this handbook for the full-day of classes and 2-hour delays. **Students are reminded that the bell does not release them from class, the teacher does.**

## **CAFETERIA AND SACK LUNCHES**

All matters which require the use of the school cafeteria or sack lunches will be cleared through the Cafeteria Director. If sack lunches are required, the teacher must **file the appropriate form at least two weeks in advance of the field trip stating the number of sack lunches you will need.** If sack lunches will not be needed, you must still notify the cafeteria of the field trip and the number of students who will be attending so proper adjustments can be made for the number of lunches to be prepared for that day. Students must be passing all classes by the day of the field trip in order to participate in the event. Students are allowed to have lunches/food from home if provided by the parents/guardians.

## **CHAIN OF COMMAND**

The Dulce Independent Schools Board of Education requires all employees to follow the proper channels of authority in reporting or attempting to resolve problems. It is considered to be insubordination whenever an employee knowingly circumvents the proper "chain of command."

Whenever an employee has a complaint, knowledge of wrongdoing in the workplace, a problem which requires administrative attention or information pertaining to their job assignment or location, the employee must follow the chain of command in reporting to their supervisor.

## **CHILD ABUSE - REPORTING**

New Mexico law requires that school employees who know or has a reasonable suspicion that a child is an abused or neglected child shall immediately report the matter to the local child protection agency:

- The Jicarilla Behavioral Health Office (575-759-1712/1715)
- The Immediate Supervisor

All employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child. The failure of any school employee to report knowledge or suspicion of child abuse or neglect will be cause for criminal prosecution and may be cause for discipline of the employee. (Board Policy J-6250)

## **COPIERS**

Copy machines are located in the staff workrooms. Copy machines are capable of receiving information from classroom computers to be copied. **Students are not allowed in Teacher Workrooms.** The office staff is not able to assist in copying teacher/staff materials.

## **COMMITTEES & SPONSORSHIPS**

Teachers will be requested to serve as members of respective committees. Sponsorship of clubs and organizations is voluntary; however, if there are no volunteers, one will be assigned. However, staff are encouraged to make time for students beyond the school day (e.g., chess club, drama club, forensics, orienteering club, robotics club, etc.). All stipends must have Board approval. As soon as the sponsorship assignment occurs, Principals must notify Human Resources when a sponsor has been



selected.

## **COMPUTER USE AGREEMENT & NETWORK ACCESS POLICY**

Teachers are reminded that when students are using the computers, the teacher is responsible. Teachers are not to give their ID or Password to students. Teachers are to monitor student use of the computers at all times. Staff and students are subject to disciplinary action if found to be in violation of the District's Acceptable Use Agreement.

The DISD Board of Education "Computers and Internet Acceptable Use" policy regulates the responsibilities and privileges of using computers and internet within DISD. (Refer to Page 19 of this book)

- Use of computers is a privilege. ANY willful damage to a school computer may result in the loss of computer use privileges. Damage may include the actual physical equipment (hardware) and/or the alteration or destruction of any files not created and owned by the user (software).
- Users are responsible for replacement costs for any willful damage to computers.
  - **Example Replacement Costs could be:**
    - Laptop           \$800.00
    - Charger         65.00
    - Case             25.00
    - **TOTAL:         \$890.00**
- The Dulce Independent School District network facilities are for use in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Dulce Independent Schools. Users must acknowledge their understanding of the general policy and guidelines as a condition for computer use.
- Acceptable uses of the network are activities that support learning and teaching.
- The Dulce Independent School District is not responsible for lost or damaged data and document content and does not guarantee the availability of network resources.
- The use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. System administrators may close an account at any time as required or requested by school administration.
- Network account holders are responsible at all times for any use of the account, their passwords and the use of their laptop.
- **Network users must NOT:**
  - Divulge personal information about themselves or others inappropriately.
  - Send or display offensive/obscene messages or pictures (i.e. pornography).
  - Harass, insult or attack others.
  - Use obscene language.
  - Damage computers, computer systems or networks.
  - Allow another user to utilize their assigned laptop.
  - Use the network for commercial purposes.
  - Use the network for personal purposes; i.e. Facebook, social media, etc.
  - Waste system or network resources.
  - Violate copyright laws.
  - Utilize another user's password to log on to the network.
  - Trespass or tamper with another's work files.
  - Install any unauthorized/non-approved programs.

## **DRESS CODE (*Employees*)**

In order for school employees to earn and maintain the respect of the students and the community, employees must dress professionally.

- Clothing should be clean, without holes or frayed areas, and not revealing.
- Flip flops are not allowed.
- Employee dress should present an appropriate appearance and demeanor.

- Clothing with inappropriate graphics/sayings, sweatpants, short jogging suits, shorts, spandex, other form fitting clothing, and miniskirts are not permitted, as are dresses/tops with spaghetti straps.
- Skirts and dresses shall be worn approximately knee length or longer.
- Hats should not be worn in buildings unless they are religious apparel, consistent with the employee's religious beliefs.
- No oversized or sagging clothing or overly tight clothing.
  - Alcohol, drugs, gangs, thug life, sex, obscenities, satanic themes, racism, violence, blood/gore/skulls, inappropriate slogans, political attire, etc.

Exceptions to these standards are recognized for physical education, career-technology teachers, and other classifications when necessary to implement the District's curriculum, to appropriately fulfill the employee's job assignment, and to adhere to defined school safety criteria as determined by the District. Other exceptions may be made with the approval of the building principal for situations such as inclement weather, field trips, field days, community clean up, and days when the students are not in attendance.

Violations of this Article should be brought to the attention of the employee by the employee's supervisor for corrections and appropriate disciplinary action taken for continued violations.

### **DRESS CODE (*Students*)**

The faculty, staff and administration recognize that a student's dress and grooming has an impact on their attitude and behavior. A student's dress and appearance shall not present health and/or safety problems or cause disruption of educational activities. It is at the discretion of the building administrator(s) to require a student to change his/her attire and/or confiscate any attire, which are in conflict with this policy.

These specific changes are in effect for the school year:

- All clothing must be modest and of appropriate size.
  - No low cut or revealing outfits and no visible cleavage, midriffs, or undergarments showing.
  - No oversized or sagging clothing or overly tight clothing.
  - No graphics on clothing which may be considered offensive which depict (non-inclusive listing): Alcohol, drugs, gangs, thug life, sex, obscenities, satanic themes, racism, violence, blood/gore/skulls, inappropriate slogans, political attire, etc.
  - No gang-related dress which may include:
  - Bandanas, uneven pant lengths, gang-related jewelry, graffiti, symbols, codes (Bandanas for cultural use are acceptable.)
  - No towels or shirts hanging from pocket or shoulder

The following accessories are not permitted to be worn in the classroom/school environment:

- Hats, caps, hoods, beanies, stockings/du rags, bandanas, sweatbands, gloves or other hand coverings. This list is not all inclusive. **Exceptions may include medical/culturally designated headwear and/or attire for special occasions and with permission of school administration.**
- Sunglasses, unless otherwise specified.

School administration cannot personally observe what each child is wearing at all times. Should you notice a student dressed outside the bounds of propriety, or the student's dress is interfering with schoolwork or is having a disruptive effect within the school, take the necessary actions to correct the issue. **DO NOT** send the student to the office until you have addressed the issue while involving the parent/guardian. Discipline referrals with a summary, need to be attached outlying details of your attempt(s) to correct the issue.

## **DRUG & ALCOHOL ABUSE (*Employee*)**

The nonmedical possession, use or abuse of drugs and/or use of alcohol is forbidden on school property or school-sponsored activities away from school property (NMAC 6.60.9.9 (C)(23)(d)-(f)). Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the principal or other person in charge. The superintendent shall be notified immediately (Board Policy G-1000).

Further, all drivers (of school vehicles) shall be subject to pre-employment/pre-duty drug and alcohol testing, including reasonable suspicion, random, and post-accident testing in accord with the regulations of the Omnibus Transportation Employee Testing Act and Board Policy E-2350.

## **DRUG & ALCOHOL ABUSE (*Students*)**

New Mexico law requires that school employees who know or in good faith suspect any student of using or abusing alcohol or drugs, including tobacco and vaping, shall report such use pursuant to procedures established by their local school Boards. All employees have a mandatory, nondiscretionary duty to report known or suspected alcohol or drug use or abuse by any student of the District (NMAC 6.11.2.9(B)(4)). The report should be made to the principal/designee. The failure of any school employee to report knowledge or suspicion of student alcohol or drug use in a timely manner may be cause for discipline of the employee.

## **DUTIES**

School duties will be on a rotational basis. A Supervision Duty Schedule will be given to staff members during the first staff meeting and posted in the school office. All staff will have assigned duties the *First Two Weeks* of the school year and the *Last Two Weeks* of the school year.

Staff are expected to be on time for duty, from 7:30 - 8:00 a.m. (Monday-Friday), 3:30-4:00 p.m. (Monday-Thursday) and 2:00-2:15 p.m. (Friday). The duty areas are designated by the principal.

All teaching staff not assigned specific duties are requested to assist with monitoring hallways, bathrooms and other school areas before, between and after classes.

## **ELECTRONICS**

Electronic devices such as cellphones, headphones, ear buds, iPads, iPods, electronic games, lasers Speakers, and cameras are not permitted during the school day, unless in designated prep time. This provision applies to both Students and Staff. Failure to comply may be referenced as a disciplinary action (Reference: Student/Discipline Matrix; Staff DISD Board of Education Policy).

## **E-MAIL**

Make sure you check your e-mail at least twice per day. All staff members will receive a weekly update of any upcoming events via e-mail. If you wish to have something shared with All Staff, please leave it in the office, or e-mail the information to the secretary by 3:30 the day before the announcement is to be published.

All staff members will have an e-mail account through the district. Most district and campus communication will be handled through e-mail. Please check e-mail prior to school and throughout the day at acceptable times that do not interfere with class instruction.

Teaching staff are encouraged to have students submit assignments through e-mail. Teachers may also want to communicate assignments with student electronically.

E-mail is considered a legal means of communication and can be used in a court of law. Be aware of your use, internet searches and communication on the computer. District e mails also

constitute public records and are subject to public disclosure under the New Mexico Inspection of Public Records Act. There may be occasions that computer usage will be monitored. (Refer to Page 19, DIS Board of Education Policy-Computers and The Internet-Acceptable Use).

Any mass e-mails sent by staff must be received and approved by the principal/designee before distribution. The DISD reserves the right to disable staff email in the event it becomes necessary.

## **EMERGENCY PROCEDURES**

Please refer to the Dulce Independent Schools Emergency Guide for specific instructions pertaining to emergency procedures. The office will use the following codes when confinement to the classroom is necessary:

- **SHELTER IN PLACE:**
  - directive to close/lock your door immediately
  - continue classroom instruction/activity
  - do not leave the building
- **LOCKDOWN:**
  - Staff Only: laptop and cell phone
  - directive to close/lock your door immediately
  - lock and cover windows
  - turn off all classroom lights
  - move students to a "safe" area of the room
  - maintain order (silence) and keep students calm
  - place color card in window (green: all clear; red: need help)

Do Not release students for any reason, until the "all clear" is given from the office, or is designated by appropriate staff. Failure to follow this directive can result in disciplinary action for the teacher.

## **EMPLOYEE INVESTIGATIONS**

All investigations will follow policies and procedures as set forth by District Policies and Procedures and the Certified Collective Bargaining Agreement Between Dulce Independent School District and Dulce Federation of United School Employees (as applicable), and consistent with provisions of the *Licensure Requirements, Code of Ethical Responsibility of the Education Profession* (NMAC 6.60.9) As per the Board policy, employees are expected to follow their chain of command and not contact the School Board directly.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Dulce Independent Schools to operate as an equal opportunity employer by providing and safeguarding the prospect for all persons to seek, obtain, and hold employment and to qualify for advancement with the District without discrimination because of race, color, sex, ethnicity, age, natural origin, religion, physical handicap, or disability, if otherwise able to perform the essential functions of the job (i.e. position-related qualifications, with reasonable accommodations or any other prohibited basis in conformity with the laws of the United States and the State of New Mexico).

## **EVALUATION PROCEDURES**

All teachers are observed/evaluated formally each school year per established procedures defined within the ELEVATE NM *Observation Rubric* and protocol. Formal classroom observations from DISD administrators will take place 1-3 times per year, as determined from the NMPED Teacher Summative Evaluations. Instructional aides and school support staff are also formally evaluated on a yearly basis.

\* Please bear in mind that various parties from the State or District may drop in to visit, observe,

and inquire on an informal basis. The classroom dynamic is one to be shared and celebrated, in light of your respective commitment(s) and the efforts & accomplishments of your students.

## **EXTRACURRICULAR ACTIVITIES - ELIGIBILITY REQUIREMENTS**

Student extracurricular athletic/activity programs include all school-sponsored athletics, activities, organizations, clubs and positions of honor (Student Council, National Honor Society) available in the district. Extracurricular athletics and activities are an important part of the educational process, and students are encouraged to participate in order to broaden their educational experience. Athletics, clubs and organizations are not only interesting and fun, but they also provide students with opportunities to develop leadership skills, self-discipline, personal responsibility and the ability to work in harmony with others toward common goals.

### **PARTICIPATION IN SCHOOL ACTIVITIES**

- A student must be **enrolled in at least four (4) classes** offered at School for each term for which approved credit is given or meet the alternative NMAA (New Mexico Activities Association) requirements.
- Each student (3<sup>rd</sup> – 12<sup>th</sup> grade) must meet all district and NMAA requirements for eligibility with a 2.0 GPA with no failing grade per 9-week grading period for athletics or students participating in any extracurricular activities without a grade below 60% that are applicable to participation in any extracurricular activity, including athletics.
- Students must have properly completed parent permission forms and a physical examination, valid for the current school year on file in the athletics office.
- Students participating in extra-curricular activities/athletics must maintain medical insurance with proof on file in the office. Catastrophic injury insurance is required for participation in football. Medical insurance is available for the school year at a reasonable cost for students not covered by their own parent/guardian. Medical expenses not covered by the insurance policy are the responsibility of the parent/guardian.
- **Grade checks are to be done for students participating in any extracurricular activity.** The coaches/sponsors will conduct grade checks every 2 weeks.
- All volunteers, coaches, and assistant coaches must have an NMPED coaching license.
- The principal/designee must approve all off campus field/activity trip requests a minimum of two (2) weeks before the field/activity trip.
- Coaches/sponsors are responsible to submit all the required documentation for transportation, meals, and/or permission slips, etc., prior to the date of travel. A student roster of participating students/sponsor(s) must be submitted to the office prior to departure.
- Students must use school-approved transportation to and from all off-campus activities. Exceptions will be considered only upon written request from the parent/guardian, a minimum of 24 hrs. prior to the activity travel, and/or at the discretion of the activity sponsor.
- A student must be in attendance for the course of the school day on the day of the activity, to be eligible to compete. This also applies to Friday school attendance and weekend activity/game eligibility. Students checked out for other than medical or documented family emergency will not be allowed to participate.
- School clubs such as Student Council or other clubs are often affiliated with national organizations and may have more stringent eligibility requirements. Contact the sponsors of such clubs for further information.

#### **Note:**

Participation in extracurricular activities is a privilege offered to and earned by students, not a right. Students participating in extracurricular activities serve as representatives of their school and community, and their conduct is expected to adhere to higher standards of behavioral, ethical & academic performance than the regular student population.

For more information on NMAA eligibility requirements and guidelines, please visit <http://www.nmact.org>, and click on the link "Handbook & Forms" for the complete NMAA Handbook.

## **EMERGENCY DRILLS AND PLANS**

Emergency Evacuation plans are posted in each classroom and public-school area, adjacent to the respective doorway. Each teacher is to have an emergency lesson plan folder on file in the office. **The Emergency Plans are due NO LATER than the Friday of the 4<sup>th</sup> week of August.** There will be a weekly fire drill for the first four weeks of school; thereafter, once a month, on a rotating basis of class periods. Please refer to the evacuation plan posted in your classroom.

Please adhere to the following procedures when having a fire drill:

- Take your attendance/grade book and/or class roster.
- Get students out quickly and quietly to designated areas.
- Make sure the doors and windows are closed and the lights are off.
- Once in designated areas, take attendance, account for all students.
  - DO NOT return to the classroom until the "all clear" announcement is given.
- Turn in a completed Teacher Fire Drill form to the Attendance Clerk immediately following the return to the building.

Instruct your students on the fire drill procedures within the first three days of school. Be sure these instructions are included in your emergency lesson plans file.

The minimum requirements for the emergency folders are as follows:

- A week's worth of plans and/or activities
- Materials, handouts, worksheets necessary for plan/activities
- Class rosters for all classes
- Seating charts, if applicable
- Emergency procedures
- All accommodations for special needs students and/or staff to be included.
- Any additional information you feel is necessary

**These emergency lesson plan folders should be reviewed and updated regularly (quarterly) and after being used.**

## **FIELD/ACTIVITY TRIPS**

Fieldwork/activity trips are a very valuable learning experience for students. All Fieldwork/activity trips should be tied to the Common Core or other State Standards/Learning Objective(s) and as connected to defined *Project-Based Learning* (PBL) for the respective class or grade level. Requisite follow-up classroom activities should further link with respective Common Core/State Standards.

- The principal/designee must approve all off campus field/activity trip requests a minimum of two (2) weeks before the field/activity trip. The DISD field trip check list must be complete and approved prior to trip.
- Students must use school-approved transportation to and from all Fieldwork/activity trips.

## **FOOD & DRINK IN THE CLASSROOMS**

No food or drink will be allowed in classrooms, auditorium or computer labs (water only), unless approved by the classroom teacher and principal for special occasions or as per COVID-19 regulations (i.e. holiday, class reward/celebration). Any food brought by parents/guardians must have prior approved arrangements, must be dropped off at the office, and meet DISD Food Service program's regulations.

## **FUNDRAISING**

Fundraising Projects

- All fundraising projects sponsored by the school shall have a completed district fundraising application form and written approval of the building Superintendent/Principal/Designee prior to fundraising.
- No personal fundraising will be allowed in classrooms and/or at schools.
- Organizations are encouraged to sell services rather than goods.
- All fundraising must be completed and all accounts paid by the end of the school year.
- All funds raised by school organizations will be accounted for according to the regulations set by the District business office and will flow through the DISD activity account.
- Fundraising should be limited in duration and of such nature as to minimize the disruption to regularly scheduled school activities and learning.
- Student Council or representative will schedule all fundraising activities after administrative approval, including concession stands.
- No sales from outside entities will be allowed on DISD property.
- Sponsors may check with the DISD Federal Programs coordinator to determine if federal funds are available for support, prior approval must be conducted with the principal.

### **DEPARTMENTAL, GRADE LEVEL & LEADERSHIP TEAMS**

*Continuous School improvement* is linked with the Common Core State Standards. Accordingly, teams have been formed to work on the documented areas of need. Each team is responsible to analyze pertinent school-wide and student achievement data and inform instruction & school improvement. Teams are comprised of faculty/staff who contribute to the update of NM Dash 90-Day goals & objectives.

The team revises school goals and measures, continues the organizational structure to support achieving the goals, and works on the systems approach to work effectively to accomplish the school strategic plan. The team engages all staff in supporting and implementing the school improvement plan and includes monitoring and reporting both fidelity of implementation and the performance results. Strategies used are for working efficiently and effectively as a team to plan for the continuous progress of school-wide, high-yield strategies.

Teams will meet to review the school-wide supporting strategies and action plan for their goal. Teams develop and recommend improvements for the next cycle of action plans based on data describing the success of current school-wide strategies. Additional team meetings may be called.

Each team chairperson will be a member of the School Leadership Team. Each team chair will report to the Leadership Team. Members of the Leadership Team will report back to the School Team.

The School Leadership Team sets and communicates the direction for the school and is responsible for implementing and monitoring the school improvement plan and to find strategies for working efficiently and effectively with teams to action plan the implementation of school-wide, high-yield strategies. The Leadership Team will work with the teams for the evaluation, monitoring and reporting fidelity of implementation and the performance results, and supporting high-yield strategies at the classroom level.

The Leadership Team represents the school and this team is committed to engaging all staff in the work of school improvement. The Leadership Team meets with School Administration for updates, accountability and suggestions; it is the responsibility of School Administration to make final

decisions, evaluations of personnel, budget, etc.

The Leadership Team consists of the team chairs and school administration. Each team chair will report from the teams to the Leadership Team and then in turn report from the Leadership Team to the teams.

## **GRIEVANCE PROCEDURES**

Staff issues and concerns are to be addressed at the lowest level possible by school administration. In all cases, Article 36 of the Collective Bargaining Agreement SY will be followed.

## **GRADES**

Grades should be a reflection of what students have learned and mastered as encompassed in the Common Core and State Standards. Therefore, careful attention should be given to choice of formative assessments and grade determination. There should be clear evidence of alignment between the objective, instruction and assessment. Assignments and assessments completed in class provide a more accurate picture of what students know.

A minimum of 2 grades per week per subject must be recorded. Grades should be current and constant feedback should be provided to all students regarding their grades. The grade book must indicate the material covered. Grades should be recorded in a timely manner and in numerical form in your grade books in PowerSchool.

Teachers are encouraged to use alternative forms of assessment and to modify assignments when necessary.

Semester exams are required in all classes for DMS and DHS only. A copy of exams and answer keys are to be submitted to the principal/designee no later than the first day of exam week each term.

DHS semester grades are to be calculated 45% - 45% - 10%. (The first nine weeks grade weighed 45%, plus the second nine weeks grade weighed 45%, plus the semester exam weighed 10%, added together will be the semester grade).

Teachers wishing to change term or final grades must complete a Grade Change Form. As designated by principal, approval will be on an individual basis, the principal will sign-off on it prior to grade change and within five (5) days after final grades are due.

Under no circumstances is any information regarding student grades, progress, discipline, or conduct in school to be shown to, discussed with, or revealed in any way, to anyone other than the student and/or his/her legal parents or legally appointed guardians. The principal/designee may discuss these issues with authorized/appropriate school personnel.

The office is responsible for requesting the previous school's records, for grades/information regarding transfer students. These grades will be forwarded to the receiving teachers as soon as possible. The grades should be entered and averaged to obtain grading period averages. Transfer students entering without grades will be handled on a case-by-case basis. When a student withdraws, teachers will provide grades up to the point of withdrawal.

Special Education teachers will work cooperatively with the regular education teachers to monitor, assist with modifications and accommodations as well as in assessing special education students. They may also work with regular education students when in classrooms.

## **GRADING PERIOD**

Dulce Independent Schools has four (4) grading periods of 9-weeks each. There will be four (4) Parent/ Teacher Conferences for SY2022-2023.



Quarter	Quarter Dates	9Week Grades DUE	Grade Reports		P/T Conference
			9/7/22	Progress Report	
1	8/4/22 - 10/12/22	10/12/22	10/13/22	Report Card	9/07/22
			11/16/22	Progress Report	
2	10/13/22 - 12/20/22	12/20/22	12/20/22	Report Card	11/16/22
			2/1/23	Progress Report	
3	01/04/23 - 3/09/23	3/9/23	3/13/23	Report Card	2/1/23
			4/19/23	Progress Report	
4	3/13/23 - 5/19/23	5/19/23	5/22/23	Report Card	4/19/23

### **HALL PASSES**

All students must have an approved DISD labeled hall pass from classroom teachers or office staff, when in the hallways. This includes office/counselor visits, library, nurse, bathroom break, or water fountain use during instructional periods. It is staff responsibility to ensure a student does not depart respective school areas without a hall pass and only one (1) student is allowed out at a time. Please collect all the paper hall passes and turn them in to the attendance clerk at the end of each day.

### **HEALTH & WELLNESS**

National Health and Wellness policies now require schools to refrain from buying or selling beverages and food items considered unhealthy. Therefore, Dulce Independent Schools will not sell any beverage or food item that does not meet Federal guidelines. As such, all DISD student fund raising activities must abide by the requisite federal guidelines. In addition, any staff member engaged in food preparation or serving (regardless of the activity), must possess a current *Food Handlers Certificate*.

### **HOMEWORK POLICY**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The Superintendent is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards. Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

At the teacher's discretion, extended classwork may be assigned. Encourage studying and study guides, reading logs, research, or monthly calendars with daily activities. At the teacher's discretion, homework grades may be utilized as a small percentage of a student's overall grade and/or as a means to gain extra-credit points to improve student grades. Graded homework should be returned to the student within five (5) school days after being turned in by the student.

## **SAFE-PRODUCTIVE SCHOOL ENVIRONMENT**

The Dulce Independent School District promotes an educational environment that is safe, friendly, and is conducive to learning. Any behavior(s) or activity that is contra to this objective is not acceptable. Bullying, intimidation, harassment or any other negative behaviors will not be tolerated and will result in student(s) and employee(s) being cited for defined infractions of the DISD Schools': Discipline Matrix and DISD Code of Ethics.

All DISD staff share mutual responsibility for adhering to and maintaining a Safe-Productive School Environment, in all school settings at all times for all students.

## **BULLYING**

Bullying and harassment are repeated acts of aggression by a student or a group of students with the intent to ridicule, humiliate, intimidate and cause embarrassment, pain or discomfort to another student. In a nutshell, bullying is a deliberate, conscious desire to hurt, threaten and frighten someone. The bullying policy will apply to both students and staff.

Forms of bullying include but not limited to:

- **Physical bullying** - pushing, tripping up, kicking, hitting, punching, pinching, biting, forcing others to do things that they don't wish to do, taking or damaging other's belongings, demanding money, silly pranks
- **Verbal bullying** - teasing, mocking, taunting, abusive comments about appearance, verbal threats, threatening and embarrassing gestures, insulting family members, genders, race and religion, name calling, writing nasty letters about someone, stealing, hiding, damaging or destroying property
- **Psychological bullying** - spreading nasty rumors, deliberately excluding someone from activities, influencing/telling others to dislike someone, rude gestures and trying to dominate a person.
- **Cyber bullying** - using electronic communication devices (computer, Internet, cell phones, etc.,) and telephone to swear, use abusive language, send inappropriate material or images, reveal other's personal information to expose with malicious intent, or forward inappropriate e-mail or text messages.

## **HARASSMENT**

There are different types of harassment, to include but not limited to:

- Sexual harassment
- Racial harassment
- Personal harassment
- Harassment on grounds of sexual orientation
- Harassment on the basis of disability
- Age harassment
- Stalking

Bullying and harassment can cause distress, lower self-esteem, reduce self-confidence, affect school performance, cause absenteeism, result in withdrawal from school and discourage participation in school activities. As such, these behaviors will not be tolerated from students and/or staff and should be reported immediately. Disciplinary actions will be taken on either individual, staff, or students.

## **EMPLOYEE ACCESS COMPUTER PROGRAM**

Employee Access computer business program has been adopted by the district for processing staff leave requests, requisition/purchase orders, and payroll per District Board policy. All requests and information of this nature will be processed only through this electronic system.

## **LESSON PLANS (*Standard*)**

Lesson plans and learning objectives will be developed based on Common Core State Standards, ELD Standards, N.M. State Standards, and cultural relevance. Learning objectives for the lesson will be differentiated for all students to effectively support their learning needs and will include plans for intervention and enrichment activities.

Lesson plans will account for instructional time from bell to bell. Teachers will utilize instructional time during class periods to maximize instruction for all students. "Free Time" activities will have instructional value. Under no circumstances will instruction or activities having no relation or connection to NM adopted standards or respective *Project-Based Learning* (PBL); be accepted within Dulce Independent School District.

Lesson plans for the following month are due the 1<sup>st</sup> of every month with weekly activity breakdowns and are to be submitted to the Principal/Designee in electronic form in the e-file and hardcopy in the office.

All writing and research assignments will follow a variety of college preferred formats in order to prepare students for college and career readiness.

## **LIBRARY**

Teachers who check out books/equipment/audio/visual are responsible for replacement cost of items not returned by the end of the school year.

The librarian is responsible for the library inventory and for collecting funds from teachers for the replacement costs of inventory/equipment checked out and not returned at the end of the school year.

Teachers will not be able to complete the district end-of-year clearance until such costs are reimbursed.

## **LOCKERS**

Student lockers will not be assigned for the SY.

## **NURSE**

If DES students need to see the Nurse/Health Assistant, the teacher is to first call the nurse and then issue a pass. Do not send students to the School Health Center without having called first. Be sure to indicate on the pass student departure time from the classroom.

DMS and DHS office will be notified by the teacher if a student needs to see the Nurse/Health Assistant, and the teacher will also contact parent/guardian of the student, if needed. The appropriate measures will be taken on an individual basis by the district staff.

## **PARENT INVOLVEMENT**

It is imperative that parents/guardians be involved with the school and their students. Teachers should also keep parents/guardians briefed on how their students are doing between parent/teacher conferences.

## **PARENT/TEACHER CONFERENCES**

One Parent/Teacher Conference will be held during each of the four nine-week grading periods. Teachers shall attend all parent/teacher conferences. Teachers will be expected to share sample work from each student during respective conferences, while promoting student led conferences to

showcase student learning and demonstration thereof.

### **PARKING**

Staff parking is available adjacent to the given school building, at designated areas as per building principal. Elders, visitors with mobility issues, parents, and community members receive priority parking access at school sites.

### **PHOTOGRAPHING STUDENTS**

Student privacy rights, outlined in FERPA, require parental permission on a Public Release form before utilizing student photographs for school related use. Check with the office to see if parents have approved or opted out for their student.

Using photographs as school "directory information" is also allowed (see Student/Parent Handbook). Directory information is identified as: (1) student's name (2) grade (3) participation in officially recognized activities (4) athletic event/information – sports and (5) degrees or awards they receive. Additionally, student directory information and photos may be used in a school newspaper, school yearbook (digital or print) or stories/pictures submitted to the local newspaper. No other use of photographs of students is allowed.

### **POWERSCHOOL**

PowerSchool is a student information system used for entering student attendance and grades. Teachers are able to find student demographic information in PowerSchool listing parent/guardian names and phone numbers. In addition, teachers can run progress reports on individual students, as well as final report card grades and verification grade reports. Major student disciplinary infractions will be documented in PowerSchool by a licensed administrator.

### **PURCHASE ORDERS**

Purchase orders/requisitions will all be done electronically through the iVision program via Employee Access. Purchase orders must be filled out prior to purchasing any item/s. If you order materials without a purchase order, the district will not reimburse you and the business office will return the materials to the company.

The principal/designee must approve all purchase orders. Purchase orders approvals are subject to school/departmental budgetary constraints.

### **RELEASE OF STUDENTS**

Students shall not be released into the custody of any organization, institution, or individual without written consent from the parents/legal guardian and must be on file with the site secretary. This includes law enforcement officers (unless presenting a warrant) who, in performing their assigned duties, request permission to remove a student from the campus or, if per school request a law enforcement officer is responding, charging and taking a student into custody. In all cases law enforcement officials must present identification and provide their badge number. Individuals picking up students must be over 18 years of age and must be listed on the student's file as a verified person the student can be released to.

### **RESPONSIBILITIES**

Instructional staff members are employees of the Dulce Independent School District and as such are expected to support and follow/carry out all Board of Education, District and building policies.

Staff members are directly responsible for the care, safety, supervision of students and security of the facilities they utilize. (For example, do not allow anyone to use your key card, keys or door codes, ensure students are supervised until the last student leaves the building and the building is secure following an activity, etc.). Door Passcodes and key cards should not be shared with anyone. All staff members are expected to conduct themselves in a manner exemplifying the highest standards of professionalism and ethical conduct. Staff members are expected to communicate in a timely manner relevant educational and facility activities/concerns.

All staff members shall be responsible for their duty area. A duty area includes but is not limited to hallways, classrooms (your own or another room), building, campus, activities, assemblies, etc.

Staff members are not to conduct personal business during regular duty hours. School business phones are not to be used for personal calls except in emergencies. Exceptions to these policies require the principal/designee's approval.

Medications are only to be dispensed by the school nurse, or the appointed designee of the school nurse.

All school employees have a direct responsibility for the care, supervision and security of school property and facilities. Staff members may not use any school facility or equipment for private business and personal use unless requested and approved by the Superintendent/designee through district procedures.

Inventories are kept by classroom. Therefore, any equipment transfer from one room to another must be approved by an inventory transfer request signed by the principal/designee.

All staff members are to keep accurate, up-to-date inventories of:

- Textbooks
- School equipment
- Furniture
- Supplies
- Computers

**These inventories are to be turned in to the building inventory clerk (principal/designee) no later than the last day of classes and may be requested at any time. Classroom teachers/librarian are responsible for replacement costs for any missing materials. Teachers will not be able to complete the district end-of-year clearance until such costs are reimbursed.**

### **STUDENT CONDUCT (Code of Conduct)**

The teachers and staff of Dulce Independent Schools are committed to fostering positive and productive learning environments at all school sites. From individual classroom(s) to "Fieldwork" settings involving *Project-Based Learning* (PBL) initiatives to the use of technology in completing assignments at school and home, we are preparing our students for life-long learning and successes beyond their public education experience(s). Consistent with this notion is the expectation that our students represent themselves in a *scholarly* manner and adhere to the tenets of *honesty* and *truth* in all aspects of their schooling process. This includes tests, quizzes, projects, laboratory exercises, reports and papers, and extracurricular activities. A student found in violation of the *Code of Conduct* for Cheating/ Plagiarism would therefore receive a student discipline referral, and is subject to defined consequences outlined in the Student/Parent Handbook (Appendix A *Discipline Matrix*). In addition, students participating in extracurricular activities will be in violation of the New Mexico Activities Association (NMAA) Code of Conduct, and would be sanctioned with respect to school activity participation.

Specific references supporting the Academic *Code of Conduct* are as follows -

- *Cheating* means when a student uses their notes on a test (without teacher approval and may include electronic devices), looking at another student's work during an assessment or when a student's answers are verbatim to another student's.
- *Plagiarism* means copying any material from another source (book, article, paper, electronic media), and failing to give credit to the source, while claiming the work is your own.

- *Collusion* means when two or more students work together on an assignment without the prior permission of the teacher.
- *False Representation* means when a student provides false details or circumstances surrounding assignments or tests.

## **SCHOOL EQUIPMENT**

School equipment (musical instruments, PE, Culinary, tools, etc.) used or housed in the classroom are the responsibility of the teacher. Teachers are equally responsible for the replacement cost for items not returned by the end of the school year. Teachers will not be able to complete the district end-of-year checkout until such costs are reimbursed.

## **SCHOOL EXPECTATIONS**

Staff matters will be addressed per the Code of Ethical Responsibility of the Education Profession (NMAC 6.60.9), respective DISD Board of Education policy and as consistent with the Collective Bargaining Agreement (CBA) SY 2022-2023.

## **SCHOOL INSTRUCTIONAL DAY**

The workday is from 7:45 a.m. to 3:45 p.m. Monday through Friday. Staff are expected to be in their respective areas during these times, with the exception of the 30-minute duty-free lunch. During instructional planning hours, staff are expected to be working in their classrooms on school related items. If you leave campus or have an emergency, please sign out in the office.

Instructional planning time duties may be required above and beyond your workday (i.e., department meetings, IEP meetings, staff meetings, parent/teacher meetings, extracurricular activities, school program, development activities, committee organizations, etc.).

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited within the Dulce Independent Schools. Sexual harassment, as defined by Title IX of the Education Amendments of 1972, is conduct on the basis of sex that satisfies one (1) or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)". The complete Dulce Independent Schools Sexual Harassment Policy, including the procedures for filing a complaint can be found in the Dulce Independent Schools- School Board PolicyACA.

## **STAFF ETHICS**

"We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code". (Board Policy G-0650)

## **STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) is comprised of teachers, building administration, counselor,

support personnel, the student and his/her parents/guardians. The purpose of the SAT is to offer additional support to students, teachers and/or parents through interventions specific to academic or behavioral concerns. Teachers are encouraged to refer students to the SAT the two or three times throughout the year, no later than October, so that if outside assistance is needed, there will be more than enough time to document the need and schedule services and personnel. Attendance of SAT meetings are required.

### *Multi-Layered System of Supports (MLSS)*

The Multi-Layered System of Supports (MLSS) officially replaced the state's former-tiered "Response to Intervention" model of providing targeted intervention and support to all students. MLSS allows teachers and health and wellness staff to intervene quickly when students are struggling academically or behaviorally by providing immediate support to those students in an educational crisis.

MLSS empowers teachers to use their professional judgement and make data-informed decisions regarding the students in their classrooms. Primary decisions regarding layered interventions are made by the classroom teachers and support personnel closest to the students, typically through site-level Professional Learning Communities (PLCs).

SAT teams primarily work to assist students who may be showing signs of an educational disability, Giftedness, or who have recently exited receiving special education supports. SAT processes may be initiated through PLC referral to the site SAT Chair/district SAT Coordinator, or by parent request. State statute requires that students who have been retained or recommended for retention receive a SAT process.

### **SUPERVISION - Responsibilities of Staff**

Teachers are required by New Mexico statute to maintain a suitable environment for learning in their classrooms, and to assist in maintaining order and discipline on campus. To fulfill these statutory obligations to protect the health, safety and welfare of students, teachers, and all other staff members have supervisory responsibilities for the students during all duty hours. This includes hall duty during passing periods, and at any time when engaged in school sponsored activities on or away from school campus.

All staff members are expected to accept the responsibility for assisting in monitoring student behavior, i.e. class breaks, before and after school hours and at school functions during the regular school day or after hours school related activity. Any vandalism, graffiti, or threat to school property, and/or any individual, is to be taken care of and reported to the DISD security.

**Teachers and All Staff are responsible for students every hour of the day, excluding the lunch break. If you are anywhere on campus, you are still responsible for supervision of students as you see an issue. Under no circumstances are students to be left unsupervised in classrooms, the gym, or other school locations.**

The following expectations should be adhered to by all staff members when supervising:

- Teachers are required to monitor the entrance to the classroom and hallways during passing periods. Restroom breaks are necessary, even for teachers!
- Do not congregate in a group or stand still and visit. Do not grade papers. Constant movement is the key to awareness. Be observant.
- Do not let unacceptable behavior go unnoticed. A duty station is just like a classroom. You need to handle problems on your own. Refer serious violations to the office and/or security.
- Be proactive. If you see arguing among students, groups forming, hear name-calling and/or profanity, or witness bullying behaviors, take care of it immediately. Do not let it escalate.
- Be respectful and accountable. Each of us is accountable for meeting these expectations.
- If non-teaching staff must engage with a student(s) to correct their conduct, the student's principal must be

notified immediately following the event.

## **TEACHER/STUDENT/CLASSROOM**

An effective classroom management system will mitigate the majority of student behaviors that threaten to undermine the educational process. This in combination with the building of critical relationships between student & family & teacher, will pay great dividends towards student success and classroom/school harmony. Equally so, engaging and relevant classroom instructional processes will spark student interest and personal commitment, and as supported by *Project-Based Learning* (PBL). Lastly, self-reflection on one's pedagogy, classroom format and expectations of students is vital. It's worth considering the following - monitor the number of discipline referrals you write (how, what, where, when, who), examine what's happening in the classroom, try *Individual Learning Contracts* (ILP), or incentives and/or peer or buddy support. On the *human* side, are you fair & respectful; are your instructions clear and consistent; routines and procedures appropriate; were students involved in setting the *norms* via a rubric mechanism. Please remember, when polled adolescents rate "fairness" and "consistency" as their top two concerns regarding the handling of classroom issues, and before they become discipline problems. Above all, "have a sense of humor and don't take things personally".

For **minor discipline infractions**, call the parent/guardian first, and engage with them in resolving the issue. Keep a log of discipline issues, and copy the principal at the end of every school day. The log (NM Teach Domain 4A) should document the date, the behavior, the student, how the issue was resolved, which parent/guardian was contacted and whether the student spoke to the parent/guardian, etc. A discipline referral will be required if the student is directed to the office, for administrative intervention (Reference: Student/Parent Handbook; Appendix A *Discipline Matrix*).

For **major discipline infractions** Reference: Student/Parent Handbook; Appendix A *Discipline Matrix*, immediately refer the student to the office. In completing the discipline referral in the office, provide accompanying documentation summarizing the event, or in emergencies the documentation must follow as soon as possible.

*Supervision of students begins upon entry to any campus or facility of Dulce Independent School District, and ends when the student departs the campus and/or completes the school sponsored activity.*

## **TEXTBOOKS**

Each student may be assigned his/her own textbook. Students may take an assigned book home if it is needed for homework purposes. It is the responsibility of the teacher to develop and use a textbook checkout system for your classroom. For students changing classes, there is a course change request form that requires your signature and textbooks will be collected from the student upon the principal/designee approval. Teachers are responsible for lost textbooks. Teachers will not be able to complete the district end-of-year clearance until such costs are reimbursed.

## **TIME CLOCK**

All staff will be required to clock in and out for their work shifts. Clocking in and out procedures must be followed. Staff members are prohibited from clocking another employee in and out. If an employee must leave their worksites for more than thirty (30) minutes, clocking out will be required. Violations to the time clock procedures will result in disciplinary action.

## **TRANSPORTING OF STUDENTS**

A staff member is prohibited from transporting a student in his/her personal vehicle. If a staff member needs to transport a student due to athletics or an activity, he/she **MUST** go through the proper training and become certified to transport students. This is to be done on an annual basis. If you may need to transport students, contact the principal/designee to make arrangements with the transportation



department.

## **VISITORS**

For the safety and security of students, all visitors must first report to the school office to sign in and receive a visitor's badge. No outside visitors will be allowed into the school buildings beyond the main entrance and office area. Teachers should refer visitors without a badge to the site security and office. Teachers are also required to notify the office if they observe any suspicious behavior. Any visitor refusing to report to the office will be reported to the security.

All DISD staff who conduct daily tasks between different school sites, must sign-in and notify the site office and security of their presence and duration at the certain school buildings.

## **COMPUTERS AND THE INTERNET-ACCEPTABLE USE**

### ***Definition***

"User" shall mean all persons who are granted access to the School District's computer resources.

"Computer Resources" shall mean all computer hardware, software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides.

### ***No Expectation of Privacy***

*No expectation of privacy.* The computers and computer accounts given to Users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the School District for business and/or education program purposes.

*Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the School District to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the School District may use human or automated means to monitor use of its computer resources.

### ***Prohibited Activities***

*Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensively proselytizing inappropriate or otherwise unlawful, or in violation of School Board policy may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers.

Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

*Prohibited uses.* Without prior written permission from the District's Technology Coordinator, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, receipt or distribution of inappropriate or unlawful material as defined above, participation in or accessing chat lines, chat groups or chat sites (unless directly related to the school curriculum and such access has been authorized in advance by the building supervisor or Director of Computer Resources), accessing any site which displays or distributes inappropriate or unlawful material as defined above, or any use which is unauthorized or in violation of School Board policy.

*Waste of computer resources.* Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

*Misuse of software.* Without prior written authorization from the School District's Technology Coordinator, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School District workstations or servers; (4) download any software or run executable files from the Internet, email or other online service to any School District's workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their supervisors.

*Communication trade secrets.* Unless expressly authorized by the School District's Technology Coordinator, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the School District is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

### **Passwords**

*Responsibility for passwords.* Users are responsible for safe-guarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

*Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The School District has global passwords that permit it access to all material stored on its computer system- regardless of whether that material has been encoded with a particular User's password.

### **Security**

*Accessing other user's files.* Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file.

Users may not use the computer system to "snoop" or pry into the affairs of other users or School District operational systems by unnecessarily reviewing their files and e-mail without authority.

*Accessing other computers and networks.* A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

*Computer security.* Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of School District Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses.

### **Viruses**

*Virus detection.* Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the School District's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to School District MUST be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to School District's network MUST be scanned for viruses.

### **Encryption Software**

*Use of encryption software.* Users may not install or use encryption software on any of the School District's computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption passwords that have not been provided to their supervisors.

*Export restrictions.* The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without the prior written authorization from the School District's Technology Coordinator.

*Compliance with applicable laws and licenses.* In their use of Computer Resources, Users must comply with all software licenses; copyrights; all other state, federal, and international laws governing intellectual property and online activities.

*Other policies applicable.* In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of the School District.

*Computer configuration.* The following items are considered user configurable and may be changed by the operator: approved screen savers, mouse pointers and additions to the Microsoft Office Suite. Manipulating computer configuration items not in this list may be subject to disciplinary action if not authorized by the School District's Technology Coordinator.

*Amendments and revisions.* This policy may be amended or revised from time to time as the need arises. Users shall comply with all amendments and revisions once adopted by the School Board.

*No additional rights.* This Policy is not intended to, and does not grant, Users any contractual rights.

### ***Violation/Consequences***

*Students.* Students who violate this policy shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

*Staff.* Staff members who violate this policy shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board policy, negotiated agreements and applicable law.

Violations of law will be reported to law enforcement officials.

**SIGNATURE PAGE FOR STAFF**

**Dulce Elementary-Middle-High School  
2022-2023 School Year**

**SAFE PRODUCTIVE SCHOOL ENVIRONMENT**

The Dulce Independent School District/Board of Education promotes an educational environment that is safe, friendly, and is conducive to learning. Any behavior(s) or activity that is contra to this objective is not acceptable. Bullying, intimidation, harassment or any other negative behaviors will not be tolerated and will result in student(s) being cited for defined infractions of the DISD *Code of Conduct* (Reference: Discipline Matrix). All DISD staff share mutual responsibility for adhering to and maintaining a Safe-Productive School Environment, in all school settings at all times for all students.

I have read the policy on Hostile Environment, Bullying, Harassment, and Hazing as set forth in this Dulce Independent School District Staff Handbook and I agree to abide by the Policy. I understand that violation of the provisions stated may result in disciplinary action, suspension and/or loss of employment.

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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**COMPUTER USE & NETWORK ACCESS STATEMENT**

Staff Member: I have read the Computer Use Rules and I agree to abide by its provisions. I understand that violation of the provisions stated in the policy may result in disciplinary action, loss of computer privileges, and/or loss of employment.

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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**RECEIPT OF DULCE INDEPENDENT SCHOOL DISTRICT STAFF HANDBOOK**

My signature verifies that I have received a copy of the DISD Staff Handbook. I have read it carefully, understand its contents and agree to abide by the specified terms and provisions.

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



## **MISCELLANEOUS FORMS**