

Elida Municipal School District

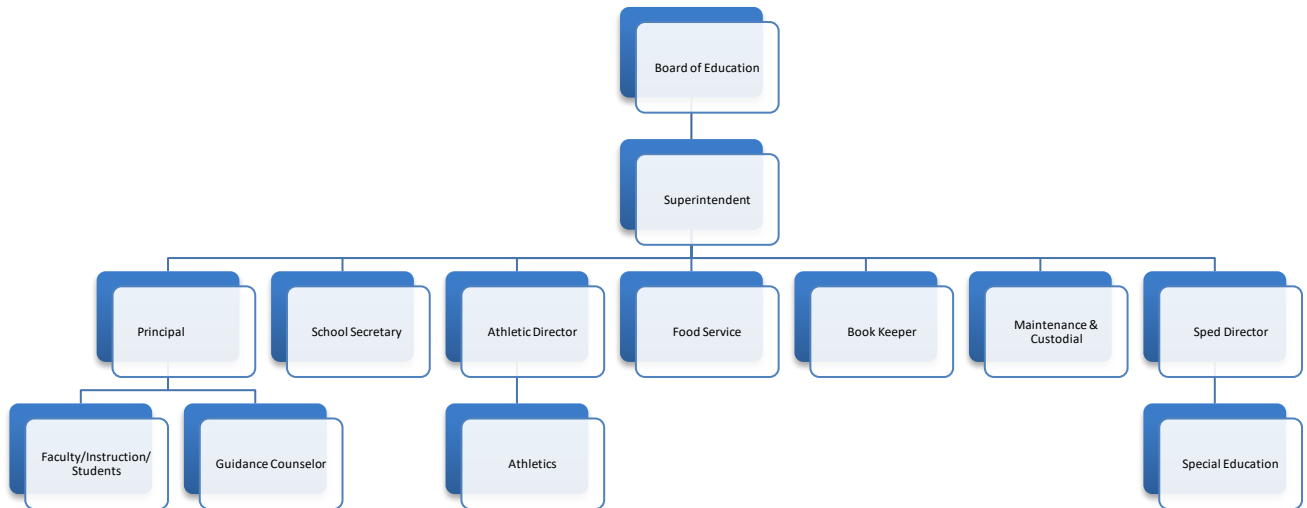


Employee Handbook

2018/19

Revised June 2018

DISTRICT ADMINISTRATIVE ORGANIZATION



Elida Municipal School District Employee Handbook

Purpose of Handbook

Employee communications are critical to all organizations and the *EMS Employee Handbook* is a basic communication document for Elida Municipal Schools (EMS). The *EMS Employee Handbook* is given to each employee, and each employee should utilize it as a reference. Our intent is to give employees answers to frequently asked questions related to employment, policies, procedures, and regulations. It does not cover all aspects of your employment with the District. Therefore, employees should use this only as a guide to seek information.

As a condition of employment, each employee is expected to read and familiarize him/herself with the information provided in the handbook. If you have questions, or if any of the material is unclear, please discuss it with your supervisor.

The District reserves the right to make necessary changes in its procedures and policies, which may be different than those stated in this handbook. The absence of information in this handbook does not restrict the District's right to take action or formulate policy. When there is a conflict between the handbook and EMS Board Policy or District Regulations, Board Policy will govern. Nothing in this handbook constitutes a contract or part of a contract with an employee.

Additional information about Board Policy is available on the District's Website at www.elidaschools.net



Compensation

Direct Deposit

All employees are encouraged to use direct deposit. Forms may be obtained from the Business Manager's Office. If you need assistance in setting up direct deposit or have extenuating circumstances regarding direct deposit, please contact the Business Manager's Office.

Payroll Information

Salaries shall be paid in twenty-four (24) payment periods. The salary for June, July, and August shall be paid before June 30th of each year, except for twelve (12) month employees. Contract length will determine each employee's initial payday in each fiscal year.

Payday will generally be the 10th and 24th of each month. If the date falls on a weekend, payday will be the previous workday. Paychecks/check stubs can be printed through the email confirmation sent to you each pay period. If an employee notices an error in his/her paycheck amount or deductions, he/she must report the error to the Business Manager as soon as possible so corrections can be made.

The District is required by law to make certain deductions from your paycheck. Deductions include federal and state taxes, Social Security, Medicare, New Mexico Educators Retirement, and Retiree Health Care. These and other employee-elected deductions are noted on your paycheck stub. Employees are encouraged to review their pay stubs carefully on the first payday of the school year and the calendar year for possible errors.

Resignation/Leaving the District

Any staff member who resigns from the District must give adequate notice and complete the necessary paperwork, submit satisfactory payment for outstanding debts owed to the District, and return all district property. Failure to do so may result in adjustments in compensation, which may be owed to the employee by the District.

Retirement

The Educational Retirement Act (ERA) requires mandatory participation. Temporary employees who work less than a quarter of the calendar days and students are excluded.

Employees contribute a percentage of their total earnings as established by the New Mexico Legislature. Employee contributions are refunded without interest on deposits prior to July 1, 1971, and with interest on deposits after July 1, 1971, to those who leave employment covered under the New Mexico Retirement Act.

Refunds are not automatic; forms for a refund of employee contributions are available in the Business Manager's Office. Employee contributions to the Retirement Act are deferred from income tax. Federal regulations require a 20% federal tax withholding. When the employee contributions are refunded, they will be subject to taxation in the year refunded. Requested refunds will be processed at the end of the quarter in which the employee terminates. Contact the Business Manager for additional information.

Employees who are under a "Return to Work" status with the ERB are responsible for ensuring all necessary paperwork is filed with the ERB and are cleared to return to work.

Salary Schedule

The updated salary schedule for certified and non-certified staff is located in the Business Manager's office.

Certified Staff

Each teacher/licensed staff member will be responsible for verification of his/her teaching experience in other

school systems. All verification of experience must be in the Business Manager's by October 1 to be reflected in that year's salary. Experience verification forms are available in the Business Manager's Office. Also, an employee must complete a form for hours earned above his/her degree for pay purposes prior to October 1 in order for those hours to be reflected in that year's salary. Forms are available in the Business Manager's Office.

All college or university credit must have been earned at a college or university regionally accredited or approved by the New Mexico State Board of Education. The Business Manager must receive official transcripts by October 1 to be reflected in that year's salary.

Daily rates are computed on the number of contract days that are indicated on the related salary schedule.

Salary schedules and individual information may be obtained from the Business Manager. The EMS Salary Schedules located in the Business Manager's office.

Non-Certified Staff

Individual salary schedules can be obtained from the Business Manager.

Travel

The Board will reimburse employees for expenses incurred for travel in connection with school business only when prior approval is granted by the Superintendent. When a school vehicle is available and is not used for the travel, vehicle/gas reimbursement will not be issued.

Employees must complete a Travel Reimbursement Request Form for Out-of-District Travel in order to be reimbursed. If you are requesting reimbursement of actual expenses, you must provide detailed/itemized receipts for all expenses.

Unemployment Compensation

Elida Municipal Schools has New Mexico Unemployment Compensation Act coverage. The cost of the coverage is borne entirely by the District. The Employment Services Division determines eligibility based on the circumstances of each case and the provisions of the Unemployment Compensation Act.

The Employment Security Division allows the District a maximum of ten (10) days to respond to an unemployment claim. It is the supervisor's responsibility to insure all data (letters of resignation, discharge notes, letters from the Employment Services Division) is kept.

Benefits

Activity Tickets

All full-time employees will be issued a EMS Employee Badge, which will also serve as a staff activity ticket. The employee badge allows admission to school sponsored events for the staff member. Regulations concerning eligibility for staff activity tickets may be subject to change.

School Cafeteria Availability

All employees are invited to eat in the school cafeteria. Students, however, receive priority.

Insurance and other Benefits Provided by Law

The benefits listed below are currently available to employees of the District. There may be additional benefits for certain individuals, and may change periodically. It is the employee's responsibility to complete all necessary paperwork and to meet the requirements. Law, state regulation, and Board action on an annual or as-needed basis may adjust these benefits. Eligibility for most benefits require an employee to be contracted a minimum number of hours per week during the duration of his/her contract year.

Eligibility for some benefits may include a requirement for the employee to complete an enrollment form within the first month of employment with the District. Beyond that period, some benefits may not be available or only available with additional restrictions.

To change or discontinue coverage often requires additional paperwork and documents as well as the need to meet legal timelines. Contact the Business Manager for clarification or additional information.

Insurance

- Insurance is OPTIONAL. The employee must complete and sign an insurance enrollment form, even if he/she does not elect to have insurance.

Please see the Business Manager for all available options.

Transfer of Accrued Annual or Sick Leave

EMS recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust an employee's accrued leave. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued annual or sick leave, has been established. The mechanism will be termed transfer of accrued annual or sick leave for a medical emergency. The definition of a 'medical emergency' will be as follows: a medical condition of the employee or family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income because the employee will have exhausted all paid leave available apart from the leave-sharing plan. The complete Board Policy can be accessed on the District's website.

Staff Leave and Absence

Absence Notification

When it is necessary for a staff member to be away from their work site, it is his/her responsibility to notify the supervisor as soon as possible and indicate the probable duration of the absence. Employees must give prior notification to his/her supervisor for any absence from work. Teachers and Educational Assistants must notify Mrs. Criswell and all other employees must notify Mrs. Delk.

If an employee uses sick leave for more than three (3) consecutive days, he/she is required to provide a physician's certification in order to be paid for such absence. If an employee is on extended leave, he/she is required to contact the Business Manager.

Certified personnel who require a substitute must notify the principal before two (2) hours of the intended absence. The principal must give approval before the staff member takes leave.

Due to the District's need to have all employees on duty at certain periods of the year, the employee's immediate supervisor must approve use of vacation days.

Please see EMS Board Policy for all other information on:

- Absent Without Leave
- Sick Leave
- Employee Return to Work Protocol
- Bereavement Leave
- Personal/Emergency/Religious Leave
- Leave of Absence Without Pay
- Military/Legal Leave/Miscellaneous
- Professional Services leave

- Conferences/Visitations/Workshops
- Special Assignment Leave
- Professional Activities Leave
- Sabbatical Leave

Employment Information

Staff Contact Information

An employee should notify his/her immediate supervisor and the Business Manager as soon as possible of any change of name or emergency contact information. If there is a status change with an individual who is listed on an employee's benefits document, the Business Manager's Office should be notified as soon as possible.

Meetings / Orientation

Mrs. Criswell is responsible for employee attendance at building level staff meetings. Each employee is responsible for obtaining information about when and where the required meeting(s) will be held and to attend as directed.

Documentation for Contracts and Compensation

After successful completion of the background check process, each employee will provide the following information by October 1 or within thirty (30) days from the first day of employment:

1. A proper license for the position to be held (certified and educational assistants, selected maintenance staff)
2. An official transcript or high school diploma/GED showing education record and training
3. Suitable evidence of date of birth
4. Any other documentation as may be required by law

Failure to provide information during the specified timeline may cause discontinuance of salary and the possibility of a requirement to return to the District compensation received.

Competencies

Competencies for each job description may be obtained from the Superintendent. Competencies are addressed as a part of the District's Performance Evaluation Plan.

For teachers/certified librarians, the indicators for each level of competence may be obtained from Mrs. Criswell or on the www.teachnm.org website.

Health/Medical Examinations

If at any time there is a question as to the ability of an employee to perform his/her assigned responsibilities or for other good and just reasons, the District may require a complete medical examination performed by a District appointed physician. The school district will pay for the examination.

Job Descriptions

Job descriptions may be obtained from the Superintendent. A copy may be provided to each employee at the initial point of employment. Job descriptions are subject to change without notice.

Licensure Requirements

All staff members who are required to have a current license issued by the New Mexico Public Education Department, other licensure agencies, or regulatory boards in New Mexico must provide a copy of the license to the Business Manager by the state-mandated deadlines.

Teachers, educational assistants, special education ancillary staff, librarians, counselors, social workers, coaches, trainers, therapists, administrators, and substitute teachers are a partial list of staff members who must be licensed.

Employees who do not have a license with the New Mexico Public Education Department are required to submit a fingerprint background check. Forms and information about licensure are available on the New Mexico Public Education Department's website: <http://www.ped.state.nm.us> and www.teachnm.org under Licensure Information.

Continuing License, Renewing License

It is the employee's responsibility to know when his/her license will expire and to take the necessary steps for renewal and provide a copy to the Business Manager, prior to the mandated deadlines. If an employee does not maintain a current, valid license for the position for which he/she is hired, he/she will not be entitled to monetary compensation.

Personnel Records

The Superintendent shall maintain a personnel file for each employee. This file will be retained in the Administration office with proper security controls observed. The personnel records of the school system will comply with all state and federal regulatory agencies.

Required Training

All employees shall be required to complete training in the detection and reporting of child abuse, neglect, and substance abuse, as well as sexual harassment, asthma, and bloodborne pathogens. This requirement shall be completed each school year. Additional training may be required of staff members periodically as a condition of continued employment in order for the District to meet legislative mandates and state and federal laws and regulations.

Resignations

Resignations or any provision in regard to notification of resignation by an employee will depend on the conditions of tenure and continuing contract that are in effect. The District does not expect its employees to feel an obligation beyond the legal requirements of their contracts. The District does expect employees to act in accordance with several ethical considerations.

When feasible, a full-time employee who has been approached with an offer of employment outside the District should inform the principal and Superintendent of the District when such negotiations are in progress. The conclusion of a binding agreement for the employee to accept a position elsewhere should always be followed by a prompt notice to the District.

For certified/licensed staff, a written notice of resignation shall be filed with the Superintendent thirty (30) days prior to the effective date of resignation. The Superintendent may waive the 30-day notice.

Only the Superintendent may rescind a resignation.

Evaluation of Professional Personnel

Evaluation of certified employees is necessary to improve performance and to move the District toward excellence. Another purpose of evaluation is to contribute to the process for the determination of re-employment, termination, and/or reassignment.

Elida Municipal Schools' evaluation process will include student/parents/peer assessments, administrative observations, as needed; performance goals and objectives; competencies and job descriptions. Procedures and suggested timelines for implementing this policy are set forth in the New Mexico Public Education Department's website under NMTEACH.

Evaluation of Support Personnel

Evaluation of support personnel is necessary to improve performance and to move the District toward excellence. Another purpose of evaluation is to contribute to the process for the determination of re-

employment, termination, and/or reassignment.

Employee Discipline Process

For job performance that is less than acceptable or for misconduct, supervisors may use a number of tools to motivate, correct, and/or discipline employees, including, but not limited to warnings, reprimands, suspension with or without pay, and discharge, as determined to be appropriate.

Progressive discipline may be used to correct employee behavioral or performance issues. In this process, employees may receive the following: (1) informal warning/counseling, (2) documented warning/reprimand/directive, (3) increasing disciplinary action, and (4) notice of termination/dismissal. However, there may be situations where the severity or seriousness of the offense justifies the omission of one or more of the steps in this process. Likewise, there may be situations where a disciplinary step is repeated.

Employees may respond in writing, in a timely fashion, to any disciplinary documentation they may receive from their supervisors. This process is separate from the District's Grievance Procedure.

If warranted, employees may be temporarily suspended from their worksite due to an incident.

Following an investigation, if the action or incident does not warrant dismissal, the employee will be reinstated to his/her position with all salary and benefits.

EMS employees may be suspended for actions, incidents, or work habits that do not adhere to policies of the Board of Education and/or administrative rules and regulations of the Elida Municipal Schools.

Administrative Leave Pending Possible Disciplinary Action

If you are suspected of violating District policies, procedures, or work rules, you may be placed on Administrative Leave, with or without pay, pending an investigation. Being placed on Administrative Leave With Pay may not be considered a disciplinary action. Often this is done to protect both the employee and the District until an appropriate investigation can be completed.

Dismissal or Termination

Dismissal or termination of an employee may be imposed for cause, including but not limited to the following reasons:

1. Conviction of a felony or a crime involving moral turpitude;
2. Unlawful use of alcohol or narcotics;
3. Failure to comply with official directives and/or established Board of Education policies, or;
4. Physical or mental incapacity preventing performance of duties.

NOTE: dismissal of a certified staff member during the term of a contract requires due process.

Employee Conduct

By accepting employment, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of the rules is not to restrict your rights, but rather to be certain you understand what employee conduct is expected and necessary. Employee conduct guidelines are necessary to help everyone work together efficiently, effectively, and congenially.

Employee Conduct in the Workplace

Employees are expected to conduct themselves in a manner that is professional, mature, responsible, and appropriate in the workplace. Employees are to act in a manner as to provide a good example for students and follow the Code of Conduct [See EMS Board Policy] and all other EMS Board Policies and Administrative Regulations and directives. All employees should avoid behaviors, such as those listed below:

- Abusive, harassing, bullying, or threatening conduct in the workplace

- Excessive tardiness and absenteeism
- Being absent without leave
- Engaging in unprofessional conduct
- Engaging in behavior which creates discord and lack of harmony
- Engaging in acts of insubordination
- Neglecting assigned duties
- Violating security or safety rules or failing to observe safety rules or District safety practices
- Engaging in acts of dishonesty
- Engaging in discourteous treatment of the public
- Failing to follow the chain of command
- Engaging in activities which violate federal, state or local laws or which, in any way, diminish the integrity, efficiency or discipline of the District

If an employee fails to follow these guidelines, it may result in disciplinary action for misconduct, up to and including dismissal from their position.

If you have questions concerning work or safety rules, or any of the unacceptable behaviors listed above, please see your supervisor. The list of behaviors for employees to avoid does not include all types of conduct that can result in disciplinary action, up to and including discharge. Nothing in this list alters the at-will nature of employment for contracted employees of the District.

Equal Opportunity for Employment and Services

The Elida Municipal School District provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Elida Municipal School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the District has facilities.

The District will not tolerate discrimination and it requires employees to report incidents related to discriminatory behavior.

The District makes reasonable accommodations to qualified employees with disabilities for the performance of essential job functions as long as it does not impose an undue hardship on the district. Accommodations are made on a case-by-case basis in accordance with the Americans with Disabilities Act and other relevant laws and regulations. Contact the Human Resources Department for questions and assistance.

Code of Ethics for Licensed/Certified Staff

Although this is the standard set for licensed/certified staff in statutes, it also applies to ALL employees of the District. Specific information is contained in EMS Board Policy, Code of Conduct.

6.60.9.9 Standards of Professional Conduct

A. Preamble

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

easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

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

B. Standard I: Duty to the Student

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

- 1) shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 *et seq.*, 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 *et seq.*, NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;
- 2) shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- 3) shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;
- 4) shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;
- 5) shall not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason;
- 6) shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;
- 7) shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:
 - a) all forms of sexual touching, sexual relations or romantic relations;
 - b) inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;
 - c) any open displays of affection toward mostly-boys or mostly-girls; and
 - d) offering or giving a ride to a student unless absolutely unavoidable, such as where a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements;
- 8) shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:
 - a) making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or

physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and

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

C. Standard II: Duty to the Profession

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

- 1) shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;
- 2) shall not orally or in writing misrepresent our professional qualifications;
- 3) shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;
- 4) shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;
- 5) shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;
- 6) shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;
- 7) shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;
- 8) shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;
- 9) shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;
- 10) shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:
 - a) making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;
 - b) making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;
 - c) displaying or distributing any sexually oriented materials where the above-named individuals can see them; and
 - d) creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;
- 11) shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 *et seq.*), or contacting appropriate school human resources personnel;
- 12) shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;
- 13) shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- 14) shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;

- 15) shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- 16) shall not engage in any outside employment:
 - a) the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
 - b) where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
 - c) that impairs our physical ability to perform our school duties;
- 17) shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
 - a) in connection with our official school duties;
 - b) in connection with another licensed person's official school duties;
 - c) in connection with any standardized or non-standardized testing;
 - d) in connection with any school application or disclosure process; and
 - e) in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;
- 18) shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- 19) shall not engage in any conduct or make any statement:
 - a) that would breach the security of any standardized or non-standardized tests;
 - b) that would ignore administering portions or the entirety of any standardized or 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
- 25) authority within 30 days of obtaining such knowledge.[6.60.9.9 NMAC - N, 04-30-01; A, 10- 17-05; A, 10-31-06]

6.60.9.10 Failure to Comply with this Code

The PED finds that adherence to this Code of Ethical Responsibility has a significant bearing on licensed personnel's competence, turpitude or the proper performance of their duties. It makes the same finding for any other person providing instructional services in a school who does not hold a standard license but whose presence is authorized by the PED through a waiver, substandard license, substitute license, or an educational plan approved by the PED. Both the Code of Ethics and Standards of Professional Conduct are intended to provide a valuable framework of personal ethics to assist educators and administrators in their interaction with colleagues, students and parents. However, the Standards of Professional Conduct establish minimal standards of accepted professional conduct with which all educators and administrators are required to comply. Therefore, the PED through the professional licensure unit ("licensure unit") of the New Mexico Public Education Department (NMPED), may revoke or suspend the licensure of any person, or may deny applications for licensure or re-licensure to any person, who is within the scope of this regulation, and who after hearing, is found to have failed to comply with one or more of the enumerated provisions of the Standards of Professional Conduct set forth in 6.60.9.9 NMAC, above, exclusive of the Preamble. All hearings and attendant notices shall be conducted and served pursuant to either 6 NMAC 4.2.4.4 or 6 NMAC 4.2.4.5. [6.60.9.10 NMAC - N, 04-30-01]

Workplace Rules/Information/Procedures

Employee Accidents and Injuries

If an employee is injured or if an accident occurs while he/she is at work, he/she must notify the supervisor. Regardless of severity of the accident, the necessary accident forms must be completed. If an injury is work related, the supervisor or designee should report the incident to the Secretary as soon as possible. A Notice of Accident form must be completed and signed by the employee and the supervisor or designee. Additional Workers' Compensation forms are required to be completed by the employee and/or supervisor. Proper forms must be turned in to the Business Manager within twenty-four (24) hours. If the supervisor foresees the employee may need extensive leave, he/she should contact the Superintendent immediately. Additional forms may need to be completed by the employee for their payroll if extended leave is necessary.

Energy Conservation and Management

All employees are expected to contribute to energy efficiency in the District. Turning off lights, computers, copiers, and other equipment at the end of the day and maintaining appropriate temperatures within work areas are responsible acts all employees are expected to follow.

Building Use

After hours use of buildings must be scheduled through the Superintendent or Athletic Director. Please schedule as far in advance as possible with a minimum of two (2) weeks notice. Some activities require additional paperwork and insurance forms to be completed prior to the use of District facilities. All after hours use requires prior approval.

Because of liability and safety issues, employees are not allowed to provide access to the District's facilities without prior approval. Employees are not to let groups or individuals in a building or allow them to remain in a building unless the employee received prior approval from the Superintendent or Athletic Director. This includes family members, church groups, friends, little league teams, etc.

Staff working in their rooms/offices after regular hours and have their own children/family members with them must supervise them closely.

Security of Buildings

The security of District buildings and rooms is essential for the protection of both District and personal assets and equipment. Elida Municipal Schools considers the safety of all students and staff a priority. These guidelines are designed to control access to District buildings thereby enhancing overall security as well as promoting accountability and preventing loss of property.

Keys

Keys for District facilities must not be produced, duplicated, or obtained from any source other than the Superintendent. The unauthorized possession, use, or reproduction of a District key may constitute theft or misappropriation of District property. An employee who violates these procedures may be subject to disciplinary action.

Employee Responsibilities

- Employees shall only use District keys for access to their assigned work areas and lock doors when leaving.
- Employees must also ensure that keys are safeguarded and properly used.
- At mid-term transfer, or termination of employment, keys must be returned to the site administrator.
- Employees may not loan out or exchange assigned keys or give out codes to the barn(s).
- Employees must immediately report lost keys to the site administrator.

Lost Keys

Lost building keys can pose a serious security issue. Employees must immediately report lost or stolen keys to the Superintendent. The employee to whom the key(s) was issued is responsible for its use. The employee who lost the key may be held liable for costs incurred in re-coring all accessible areas.

Fees for Lost Keys:

Fee will include the cost of replacement core(s) and keys. Total fees will not exceed \$750.00 per occurrence.

Use of District Vehicles

Employees and Board Members will maintain the highest standards while utilizing District vehicles and other movable assets. District vehicles and gas cards are to be used for official school/District business only. Misuse of vehicles and other movable assets may result in disciplinary action.

District vehicles are to be used for authorized employees, Board Members, or passengers. An authorized passenger is defined as a District employee, Board Member, or student. Traffic citations or parking tickets are the responsibility of the authorized driver. The authorized driver will lock school vehicles when left unattended and store personal items in the trunk. Vehicles must be returned with all trash removed.

Employees or Board Members who are authorized to drive District owned vehicles shall be subject to random drug testing.

Cancellation of driving privileges shall result for the following reasons, but not limited to:

1. If an authorized driver transports an unauthorized passenger or permits an unauthorized person to drive. (The authorized driver may be held personally liable for personal injury, death, or property damage arising from the unauthorized use of the District vehicle).
2. If an authorized driver is driving while under the influence of intoxicating liquor or drugs.
3. If an authorized driver fails to obey the driving laws of the State of New Mexico or a legal entity of the State.
4. If an authorized driver tests positive in a random drug test.

Employee Dress Code

EMS Board Policy, Professional Dress Standards states that all employees will set a positive example for students. Employees will present or create a professional or identifiable appearance for students and the public. In addition, employees will promote a positive working environment and limit distractions to the educational process caused by outrageous, provocative, or inappropriate dress. No shorts will be allowed to be worn by district personnel except for during elementary track and field days or for a coaching assignment.

Political Activities

Employees have the right to engage in political activity during off-duty hours. The employee shall make it clear while engaged in political activity that the utterances and actions are his/hers as an individual and that they in no manner represent the views of Elida Municipal Schools.

Employees shall not engage in partisan political activity on school property during business hours or while meeting his/her district responsibilities. Each employee shall request a leave of absence if extended community or political activity interferes with his/her employment or District responsibilities. Or, the District must grant permission through the "Community Use of School Facilities" policy for political activities.

Political circulars or petitions may not be posted or distributed in the workplace. The collection of campaign funds and/or solicitation of campaign workers are prohibited on school property. The use of students for political influencing is prohibited. The use of District supplies, materials, buildings, or other resources to influence the outcome of an election is not permitted.

Public Appearances

Staff members appearing before public or professional groups may not speak for the District unless specifically authorized by the Superintendent or Board.

Fire/Emergency Drills

The District will conduct a fire/tornado/emergency drill once a week during the first month of the school year and at least once a month thereafter as required by state law. Teachers are required to take a list of their current enrollment and daily attendance with them during drills to account for their students. All staff on campus must participate in the drills.

Work Hours

7:45 A.M. – 4:00 P.M.

7:35 – Morning Duty

All staff members shall report to their duty stations on time each workday and shall, as scheduled, be available until their designated departure time(s). The Superintendent may alter or extend the school day for meetings, special events, or activities.

Telephone/Cell Phone Usage

Employees will not be called from class or other workstations to answer telephone calls except in cases of urgency.

Cell phones should only be used in cases of urgency and should not disrupt the work schedule or educational services.

Tobacco Free Policy

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations: school grounds, school buildings, school parking lots, school playing fields, school buses, District vehicles, and off-campus school-sponsored events. These prohibitions do not apply to an adult when possession or use of tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program, which has been approved by the District or established in accordance with New Mexico Revised Statute.

Drug Free Workplace

Employees are prohibited from bringing, consuming, or possessing alcoholic beverages and/or controlled substances on school property, in school vehicles, from reporting to duty under the influence of alcoholic beverages or controlled substance, and from possessing or using drugs or alcohol at school sponsored activities. Violation of this policy will result in disciplinary action as provided by law. Abiding by the terms of the District's drug-free work place is a condition of employment.

Weapons in the Workplace

No weapons, guns, etc. are to be brought into the work place. Violators will be subject to severe federal and state penalties. Section 30-31-2 through 30-31-41 NMSA 1978.

Receiving and Depositing Money

All money collected from students must be receipted by the district. A copy of the receipt(s) and the money must be turned into the school office on the day it is received. This includes money brought to or earned at school by students for any purpose.

The school Business Manager will be responsible to deposit money in accordance with the law. If an employee has a situation where money will be collected after the school's office is closed, follow the direction of the Business Manager in securing the money until the next school day. Generally, this will mean locking the money in a school safe.

Purchases With School Money

Employees are expected to adhere to all purchasing requirements. No cash purchases are to be made without specific permission from Superintendent. All purchases will be made with purchase orders, which are generated by the school's secretary or Business Manager.

If you have a situation where you need to purchase an item from a company that does not take a school purchase order, check with the Business Manager prior to the purchase.

Acceptable Use Policy - Computer and Network/Internet Guidelines and Conditions of Use Computer and network access, including Internet access, is available to students and staff of the District. EMS is a Children's Internet Protection Act (CIPA) compliant School District and therefore is required to use a content filtering system to regulate access to and from Internet sites. Please read this Acceptable Use Policy carefully. Our goal in offering these services to our school community is to promote educational excellence in schools by providing resource sharing, innovation, and communication.

Technology offers the potential of access to such services as:

- Computer-based tools and applications
- Instructional resources and materials
- Networked references, research sources, and library catalogs
- Electronic communication services
- Global information and news
- Correspondence with other institutions
- Online publishing and information sharing
- Social networking

With access to computers and people all over the world also comes the availability of material that may not be considered educationally valuable in the context of the school setting. However, on a global network it is impossible to control access to all materials, and an industrious user may discover controversial information. EMS firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may acquire material inconsistent with the educational goals of the District. The smooth operation of the network relies upon the proper conduct of the end users who must strictly adhere to the following guidelines and conditions of use. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires ethical and legal utilization of the computer and network resources.

This Acceptable Use Policy is binding on all users of the EMS school community site as a matter of law, whether this agreement is signed or not. The guidelines and conditions outlined in this policy in no way limit the school districts prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and if necessary, discipline students and staff. EMS reserves the right to revise this policy at any time, and all revisions will take effect immediately, upon approval by the EMS Superintendent.

Acceptable Use

The purpose of educational technology in EMS is to support its educational goals. Your use of technology must be consistent with the educational objectives of EMS. Use of computer systems and networks imposes certain responsibilities and obligations on users and is subject to EMS policies and local, state, and federal laws. Acceptable use must always be ethical, reflect honesty, and show courtesy in the utilization of shared resources. It demonstrates respect for intellectual property, ownership of information and system security mechanisms.

Privileges/Consequences

The use of technology is a privilege, not a right, and inappropriate use may result in restriction of privileges and other disciplinary action. Listed below are examples of user activities that EMS deems inappropriate and in violation of this policy. EMS reserves the right to expand this list as necessary. EMS retains the right to deny, revoke, or suspend specific user privileges or restrict access to technology resources, require payment for any damage, and bring criminal charges if deemed necessary. Any material used, generated, received, or stored by any user through the use of EMS computers, networks or other technology is subject to review. The EMS Technology staff members has been given the responsibility of monitoring all network activities. EMS reserves the right to examine, restrict, or remove any material that is on or passes through its technology systems. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. Parents, or legal guardians, may request to see the content of any material created or accessed by their child/children, if technically possible.

Examples of user activities that violate this policy:

- Commercial advertising or unethical/illegal solicitation
- Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or other material; making copies of such material, or distributing or exposing others to such material
- Using copyrighted material without permission when such is required
- Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening, disruptive, violent, or slanderous toward others
- Creating, distributing, and/or placing a computer virus on the network or any workstation
- Sending messages or information with someone else's name on it or misrepresenting the source of information you enter or send
- Harassing others or requesting or distributing addresses, home phone numbers, or other personal information
- Cyber-Bullying
- Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people).
- Purchasing goods and/or services, which obligates EMS to another party.
- Revealing home addresses, e-mail addresses, or phone numbers of other students or colleagues.
- Sharing passwords. The only person to ever use a password is the authorized person to whom it has been issued by EMS.
- Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
- Failing to report violations of this policy or other conditions that may interfere with the appropriate and efficient use of school resources. Users are required to report any of the following to his/her teacher, supervisor or the building network administrator as soon as the following are discovered:
- Any messages, files, Web sites, or user activities that contain materials that are in violation of this policy.
- Any messages, files, Web sites or user activities that solicit personal information about you or someone else, or request a personal contact with you or another user (i.e. asks for your address, phone number, photograph, email address, or other personal information for any network site, credit card number, Social Security number, or to meet you.)
- Attempts by any user to abuse or damage the system; violate the security of the network and its resources; obtains access to secure, restricted or confidential information without authority from EMS; hacking.
- Any illegal activity or violation of school policy.
- Political Lobbying
- Fundraisers
- Chat Rooms
- Instant Messaging Sites
- Streaming Audio (listening to the radio over the network)
- Streaming Video (watching full length movies, etc. over the network)
- Do not allow ANY non-EMS employee to "work on", "fix", use or download unauthorized programs or features on School District computers (desktop, laptop or mobile device)

Security

Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges. EMS reserves the right to examine, restrict and/or remove any material that is on or passes through its technology systems. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

If you feel you have identified a security problem on the network:

- You must notify your immediate supervisor.

- Do not demonstrate the problem to other users

Security violations

1. Attempts to log on to any network, as a system administrator
2. Attempts to compromise the security, integrity, and functionality of any EMS technology system
3. Possession of tools, which are designed to do so, while on school property
4. Uploading or creation of computer viruses
5. Deletion or alteration of other user's files
6. Loading of applications removing protection from restricted areas
7. Unauthorized blocking of access to:
 - Information
 - Applications
 - Areas of the network
8. Introduce or attach any software or hardware to technology used in EMS, which is not authorized by the District.
9. Modification to any hardware or software owned or managed by EMS, which is not authorized by the District.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. (NEPN/NSBA Code: IJNDB – E2)

1. Users shall be polite in all communications.
2. Use appropriate language; swearing and vulgar language are considered inappropriate.
3. Do not reveal home addresses, e-mail addresses, or phone numbers of other students or colleagues.
4. Electronic mail (e-mail) is not guaranteed to be private. EMS scans all email for viruses, malware, adware, spyware, spam and content.
5. Do not use network in any way that would disrupt its use by other users.
6. Messages relating to, or in support of, illegal activities may be reported to the authorities.
7. Consider that communications and information belonging to other people should be treated as private property.

Web Publishing

EMS Web site (www.elidaschools.net) is maintained by the District Webmaster. In order to maintain consistency of layout, only the webmaster is authorized to implement any change to the Web site.

Warranty

EMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. EMS will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. EMS specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Social Networking and Electronic Communication

Social networking is defined as Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers (e.g. MySpace, Facebook, Google+, Google Hangouts, Twitter, LinkedIn, Flickr, YouTube, blog sites, etc.).

Readers of social media networks may view the employee as a representative of the schools and the District, the District requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks:

1. An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies.
2. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee.
3. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.
4. Employees may not post images on any social media network of co-workers without the co-workers' consent.
5. Employees may not post images of students on any social media network except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
6. The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
7. District technologies are provided for educational use. Use of social media for personal use during District time or on District equipment is prohibited.
8. Employees may not use their personal computers, devices, services, systems, and networks during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements. Users may not use commercial social media during their work, school, and volunteer responsibilities unless approval has been granted by the Superintendent or Principal.
9. Employees may not use the name of "Elida Municipal School District" or its logo or identify the district in any format for personal use.
10. Employees of the district may not disparage the district or colleagues.

An employee who is responsible for a social media network posting that fails to comply with these rules and guidelines may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.

- EMS Staff Members may be issued, assigned and authorized to utilize EMS technology equipment for business, instructional, or school-related purposes ONLY, including: laptops, tablet computers, scanners, cameras, Kindles, Smart-pens and Projectors.
- At the time such equipment is issued and assigned to the Staff Member by EMS, the employee will be required to fill out and sign the “Employee Sign-out Form and User Agreement” for such technology equipment.
- All equipment assigned to you will be on loan for a period specified in the Form, but in no event later than the last day of your employment with EMS, or upon return of the equipment to the District in good and working condition.
- You are bound to follow all EMS technology guidelines and Acceptable Use policies when using EMS electronic equipment.
- All equipment issued to you by EMS must be returned in good and working condition at the end of the assigned period or on or before your last day of employment with EMS, whichever is earlier, NO EXCEPTIONS.
- Upon return, equipment will be inspected by the district to ensure it is still in good and workable condition, as it was when assigned to you, normal wear and tear is excepted.
- Should the equipment be lost, damaged or destroyed, or should you fail to return the equipment assigned to you, as well as its corresponding parts (i.e. charger, batteries, etc...), on or before the end of the assignment period or the last day of your employment with EMS, whichever is earlier, you will be responsible for paying or reimbursing EMS for the cost of repair or replacement of the equipment.
- Payment for repair or replacement of equipment will be due no later than thirty days after the notice of the repair or replacement cost, or on the last day of your employment with EMS, whichever is earlier.
- Should you fail to pay for or reimburse EMS for the repair or replacement cost of the equipment, EMS is hereby authorized to deduct such costs from your payroll following reasonable notice to you.

Responsibility for Students/Instruction

Staff members will maintain appropriate professional behavior while working with students and refrain from harassment, malicious or prejudicial treatment, and abridgement of student rights. Furthermore, staff members are required to report to their supervisor or to the appropriate person or agency any information they may have that relates to a student being harassed, bullied, discriminated against, threatened, or any other demeaning treatment by another person.

Accidents Involving Students

If an injury or accident occurs involving a student, employees must notify the building administrator or supervisor. Regardless of severity, the necessary accident forms must be completed. School employees will exercise caution in administering first aid to students. If a student is injured or has a medical emergency, the staff member supervising the student should seek appropriate medical assistance as quickly as possible. The staff member should dial “911” and request an ambulance if he/she feels it may be in the student's best medical interest. In the case of a serious injury and “911” is called, the Superintendent’s Office must be notified immediately.

Sexual Harassment of Students

No employee of the school District may engage in conduct of a sexual nature with a student, regardless of the

student's age, ability to consent, or actual consent. An employee who is aware of another employee's sexual harassment of a student is required to report it to the Superintendent's immediately.

Reporting Child Abuse, Child Neglect, Drug Use by Students

All employees who know or have a reasonable suspicion that a child is abused or neglected shall report the matter immediately to:

- The New Mexico Child Abuse Hotline: 1-800-797-3260
- Local law enforcement agency
- Children Youth and Families Department of Roosevelt County 575-356-6688

Drug use or suspected drug use by students should be reported to a local law enforcement agency and to the principal or site administrator. An employee who fails to report abuse may be subject to legal sanctions.

Reporting Student Concerns, Complaints, and Grievances

All staff members must report observed incidents and reported incidents that involve demeaning behavior. When a staff member is aware of situations related to harassment, intimidation, bullying, or endangerment of students, he/she must report it to the proper authority and submit required documentation. Reporting is a condition of employment. Please see EMS Board Policy for further clarification.

Teacher Lesson Plans

Adequate lesson plans is a condition of employment for all classroom teachers.

Lesson Plans are due to Mrs. Criswell before the start of instruction on Monday of each week.

Report Card and Grading Guidelines

- Report cards are issued at the end of each 9-week grading period as per the District instructional calendar.
- Students must attend at least fifteen (15) days in a grading period in Elida Municipal Schools to receive a report card. If the attendance time is less, the grades from the receiving school will be used.
- Any grade below a 'C' on the report card must have been brought to the attention of the parent well in advance of report cards being sent home. Please document the communication.
- The grading system should be consistent within the class for the entire year, and students should understand the system thoroughly.
- Grades must not be affected by or upheld based upon disciplinary problems, work habits, or conduct. Grades will not be used as a disciplinary device.
- Grades must be recorded in Skyward within five (5) days after the assignment is due.

Elementary

Grades are given in the following subjects:

- Language Arts (average of one grade per week in each category)
 - Grammar
 - Spelling
 - Reading
 - Writing
- Mathematics (average of two grades per week)
- Social Studies (average of two grades per week))
- Science-Health (average of two grades per week))
- Art (average of two grades per week)
- Physical Education (average of two grades per week)

Grades must be recorded in Skyward within five (5) days after the assignment is due.

Grades 1-5

Performance will be reported as:

- A** – 90-100
- B** – 80-89
- C** – 70-79
- D** – 60-69
- F** – Below 60

Grade Weights

Assignments 50% Tests 50%
Assignments 50% Tests 50%

Secondary

Performance will be reported as:

- A** – 90-100
- B** – 80-89
- C** – 70-79
- D** – 60-69
- F** – Below 60

Grades 6-12

Grade Weights

Assignments 45%
Assessments 45%
9-Weeks Exam 10%

An average of at least two grades per week should be recorded in the Skyward grade book for each subject.

Grades must be recorded in Skyward within five (5) days after the assignment is due.

Supervision of Students

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them. Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, between classes, and at other times when performing teaching or related duties on behalf of the school. If, in an emergency situation, it is necessary for a teacher to leave the physical presence of the students, the teacher shall make a reasonable effort to obtain a school employee to supervise the students during their absence. Under no circumstance shall the teacher leave students unsupervised.

Coaches are to stay on school grounds after practice or trips until all students have left the grounds.

Student Attendance Records

PreK-3rd Grade: Attendance is to be taken before 8:30 each school day.

4th – 12th Grade: Attendance is to be taken within the first 5 minutes of each class period.

Disciplinary Action Towards Students

Classroom teachers will develop expectations for behavior for the students whom they supervise. These

expectations will be within the guidelines established by the District. Teachers and other instructional staff will use appropriate instructional strategies and interventions to assist students in meeting these expectations.

Students who do not meet these expectations should be subject to disciplinary actions and/or referrals that are developed and meet District guidelines as well as state and federal laws and regulations.

The use of corporal punishment in any form is prohibited.

Tutoring

There will be no tutoring of students for pay during the school day or after school hours on school property without proper approval. Tutoring one's own students for pay will not occur at anytime during the regular school year. Such tutoring will be considered as both a violation of Board Policy and professional ethics and may lead to termination of contract, following a hearing as provided by law.

District Information

Board Policy/District Regulation Changes

Changes to Board Policies may be proposed through the administration. Such proposed changes that relate to employment issues are generally presented administration. The Superintendent, in turn, may submit all proposed changes to the Board of Education. Proposals or other recommendations may be presented to the Board of Education for immediate consideration by the Superintendent. The Board of Education may amend the proposals.

Generally, policy changes approved by the Board, in whole or part, are considered for one month. Policies are introduced at a regular Board meeting; then, the Board will take action the following month at the regular Board meeting. The Board may approve policies in a shorter timeframe. Only policy changes approved by the Board will become effective.

Regulations are developed and approved by the Superintendent or his/her designee. Generally, input and review by appropriate District staff is sought, and notification is generally made to the Board prior to the implementation of changes in regulations.

Staff will be notified by email regarding policy changes approved by the Board.

Board of Education Meetings

Regular Board of Education meetings are generally held at 7:00 p.m. on the second Tuesday of each month. Specific meeting dates are published in a legal notice each year and are available in the Superintendent's Office.

To obtain information on how to place an item on a Board agenda, contact the Superintendent's Office. Staff members are invited to attend the meetings. The Board may allow comments by the public, including employees. This does not, however, preclude employees from following the proper chain of command when addressing work-related concerns.

School Calendar

The instructional calendar is available on the EMS website, or the Administration Office.

AHERA Public Notice

The Elida Municipal School District has completed an inspection of all buildings under the school District authority and prepared a Management Plan for all asbestos containing materials, and suspected asbestos containing materials identified during the inspection process. All records are available for public inspection. If you would like a copy of a public record, the fee for printed documents is one dollar (\$1.00) per page.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Elida Municipal Schools are hereby notified that the District does not discriminate on the basis of race, sex, color, national origin, age, genetic information, or disability in the admission or access to, or treatment or employment in, its programs and activities.

EMS FACULTY HANDBOOK SIGNATURE PAGE

I, _____, as an employee of the Elida Municipal School District have read and acknowledge the guidelines set forth in the employee handbook. I also understand, if further clarification is warranted, I can access the EMS Board Policy on the district website at elidaschools.net.

Signature

Date

