

Corrales



International  
School

*Employee Handbook 2022-2023*

## **FOREWORD**

**This handbook is not intended to constitute a contract of employment, either express or implied.**

**No representative of the Corrales International School, other than the Head of School, has authority to enter into any agreement of employment for any specified period. Contracts of employment for certified personnel must be in writing, signed by the Head of School and the employee to be effective.**

**The contents of this handbook are summary guidelines for employees and therefore are not all-inclusive. *The school reserves the right to suspend, terminate, interpret or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of the school. These changes may occur at any time, with or without notice.***

**If you have questions about this handbook, please discuss them with the Head of School.**

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## **I. MISSION STATEMENT, EDUCATIONAL PHILOSOPHY, GOALS AND OBJECTIVES**

### **A. Mission**

#### ***Our Mission***

The mission of Corrales International School is to achieve, within the framework of the International Baccalaureate curriculum, excellence in bilingual education, promote international understanding and to live and model its core values of respect, responsibility, and the joy of learning.

#### ***Core Values***

Corrales International School introduces students to the world's cultural heritage through a rigorous curriculum, which is international in its approach to people, values, and skills. Commitment to intensive language learning is fundamental to the program.

#### **Global Citizenship**

CIS believes that global citizenship requires engagement with diverse cultural perspectives. The school strives to instill in students a commitment to active service and a sense of responsibility for local, national, and world communities.

#### **Respect**

Every human being is valuable and deserves respect. We believe that understanding others promotes respect and that the best way to understand others is by listening and learning to see the world from another's point of view. Since each language reflects the values, history, and way of thinking for those who speak it, learning new languages is a particularly effective means of understanding others, and speaking their language is a powerful statement of respect for them.

#### **Joy of Learning**

We strive to create an environment ideally suited to promote the growth of the mind; rich in intellectual stimulation and promoting a sense of wonder, curiosity, and motivation for exploration that will prepare the students as life-long learners.

#### **Educational Philosophy**

Through the International Baccalaureate programs, CIS seeks to provide students with a unique opportunity to enroll at a school dedicated to the study of world civilizations, languages, and cultures. More specifically, students will focus on the following content and process goals:

- Building and reinforcing students’ sense of identity and cultural awareness
- Fostering students’ recognition and development of universal human values
- Stimulating curiosity and inquiry, in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and to acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Providing international content while responding to local requirements and interests
- Encouraging diversity and flexibility in pedagogical approaches
- Providing appropriate forms of assessment and international benchmarking

## II. EMPLOYMENT AND PERSONNEL

### A. Benefits.

#### 1. Bereavement Leave

Teachers will be provided with up to five (5) days of bereavement leave due to a death in their immediate family without loss of salary. For purposes of bereavement leave only, the immediate family will include a spouse, child, step-children, child’s spouse, parents, brother, sister, father, mother, grandparents, grandchildren, aunts, uncles, nieces, nephews, grandchildren, and corresponding relatives of spouse.

#### 2. Emergency Leave

Up to two (2) days of emergency leave may be granted without loss of salary to licensed personnel in situations defined “emergency” under the following conditions:

- a. Fire
- b. Automobile accident
- c. Natural disaster (i.e. flood or landslide)

#### 3. Family Medical, Personal (sick) or Disability Leave

It is the policy of the School to comply with the requirements of the Family and Medical Leave Act of 1993 (the FMLA or The ACT) and the applicable special rules that apply to local education agencies. This Act requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees. FMLA also provides certain military family leave entitlements. Employees with questions about Military Family Leave should see the Head of School. “Eligible employees” are those employees who: (1) have been employed for at least one year by the School; and (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested leave for a reason covered by the Act.

**a. Reasons for Leave**

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid personal (sick), vacation and personal leave combined (during any year as defined below) for the following reasons:

- (1) For the birth of a child and to care for such child, or placement with the employee for adoption or foster care of a child;
- (2) To care for a spouse, child or parent with a serious health condition;
- (3) For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

The term "serious health condition" means an illness, injury, impairment or physical or mental condition which requires either inpatient care, or continuing treatment by a health care provider. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

**b. Availability of Leave**

In determining the availability of leave the school will consider the leave available to a person (whether paid or unpaid) by virtue of existing employment conditions. The intent of the School is to insure that each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of the school or this policy to provide leave benefits that exceed those authorized by rule, policy, or existing law as supplemented by the Act. Thus, an eligible employee must use any accrued paid vacation leave, personal leave, and sick leave for any part of the twelve (12) week period. It is the policy of the School that all paid non-Act leave will be used first.

An employee requesting leave for one of the reasons authorized by the Act will be entitled to the leave available by virtue of existing leave policies. In the event the application of these policies results in less leave than is required by the Act, an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in the Act for covered individuals.

Where the employee's spouse is also employed by the School, the total number of work weeks of Act leave to which both spouses are entitled is limited to twelve (12) work weeks during a year if such leave is for the birth



of a child or to care for a child or for placement for adoption or foster care of a child.

**c. Application for Leave**

An employee requesting leave must complete an “Application for Family or Medical Leave.” The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application can be obtained from the school’s office.

The application for leave must be submitted at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee’s reasonable control, the leave is to begin in less than thirty (30) days, an employee must give notice to the Head of School as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

**d. The Effect of Leave on Benefits.**

During a period of family or medical leave, an employee will be retained on the School’s medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage, the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or due to circumstances beyond the employee’s control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for taking the leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

**e. Failure to Return from Leave.**

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee, who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the Head of School with a copy to the Governing Council. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

**f. Forms.**

Forms related to this policy, including the application for leave and medical certification statements, are available in the School's office.

**4. Health Insurance**

The School will provide Health, Dental and Vision insurance benefit packages through the New Mexico Public School Insurance Authority's provider. For full-time employees, the school will pay the percentage of insurance premium required by law. For part-time employees (24 hours per week or less), the benefit packages will be offered, and part-time employee will be responsible for payment of 100% of the insurance premium.

**5. Jury Duty**

The School shall grant an employee leave for jury service or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. The school shall pay the employee's full contract salary less the daily rate paid to the employee for serving as a juror or witness.

Leave for jury service may not be used when the employee is a plaintiff or defendant, except where special circumstances warrant such use. The employee must submit in writing a request for approval of such use of emergency leave to the Head of School presenting any "special circumstances" which are to be considered.

**6. Salary Scale**

Salary Schedules: See CIS Governing Council Manual on Policy and Procedures for copies of all salary schedules.

- a. All teachers shall be paid on the School's salary schedule adopted annually by the Governing Council with said schedule to be developed according to degree qualifications, experience, and duties.
- b. Teachers with extra duty assignments (approved by the Head of School) not related to their Level III license will be paid above the regular salary on a schedule set by the Governing Council.

## **7. Accrual of Leave**

Full time employees are credited with 10 days of leave. These days are credited for every 19.6 days worked. Full time employees resigning before the 196<sup>th</sup> day will not be credited with 10 days of leave.

Unused leave can be accumulated up to 15 days per year. Only 5 days of leave can be carried from school year to another. The number of accumulated days per year will not exceed 15 days.

Employees working 20 hours per week are credited with 5 days of sick leave. A day of leave for employees working 20 hours per week will be the number of hours the employee works per day. For example, an employee that works 4 hours per day for the week only has 20 hours of leave.

## **8. Teachers' Retirement**

The Governing Council may pay, as part of the Compensation Schedule, each teacher's contribution to the New Mexico Educational Retirement Association. Upon retirement, this contribution will be paid to each teacher as provided by legislation through the New Mexico Educational Retirement Association.

## **9. Vacation/Holiday Leave**

It is recognized by the School's Governing Council that time away from professional responsibilities enhances the individual's ability to function in that position of responsibility. As a result, licensed personnel employed on twelve-month (260 day) contracts will qualify for all school holidays and 20 working days of paid vacation leave each year. All vacation leave must be requested in writing and be approved by the School's Governing Council. In addition:

- a. Vacation leave shall not be accumulative nor reimbursable for unused time.
- b. A person on leave-of-absence, suspension, lay-off, etc., will not accrue vacation leave.
- c. The year for calculating vacation leave will begin July 1. All vacation leave must be taken by June 30 of the following year or it will be lost. Any deviation must be approved in writing in advance by the Governing Council.
- d. The employee shall accrue vacation leave at the rate of .83 day per month beginning with the first day of the month if the employee begins duties on the

first day of the month or the first day of the following month if the employee begins duties after the first day of the month.

- e. The Head of School may establish a vacation calendar and require that employees schedule their vacation in advance so as not to leave a program understaffed. No vacation in excess of ten days may be taken at one time without the Governing Council's consent. The Governing Council shall have final approval authority for any vacation.

### **10. Accident or Injury**

Any employee injured while in the course of employment must immediately notify the Head of School and complete a Notice of Accident Report and submit it to the Head of School.

If medical attention is necessary, the employee should seek treatment from a medical care provider of his/her choosing.

The School maintains Worker's Compensation insurance pursuant to New Mexico law.

### **B. Code of Ethics**

The School employees will follow the New Mexico Code of Ethical Responsibility of the Education Profession, Pursuant to 6.60.9.8 NMAC.

The School expects all employees to adhere to generally accepted standards of professional conduct at all times. That includes maintaining the highest ethical standards, exercising good judgment and complying with all laws, regulations and policies. All employees of CIS agree by the following covenants:

1. **We agree to communicate with one another directly, professionally, and respectfully. When any one of us perceives another colleague is not adhering to this covenant, it is our professional responsibility to communicate that perception with your supervisor.**
  
1. **We agree to be open-minded about and commit energy to collaboration increasing awareness across Primary Years Program (PYP)/Middle Years Program (MYP).**

## Employee Code of Conduct

In addition to the covenants above, the following is a list of the types of unacceptable activities and 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 some CIS employees. This list is not exhaustive.

1. Violation of any CIS policy.
2. Violation of security or safety rules or failure to observe safety rules or CIS safety practices;
3. Negligence or any careless action which may endanger the health, safety or well-being of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on CIS premises, except medications prescribed by a physician which do not impair work performance.
5. Possession of dangerous or illegal firearms, weapons or explosives on CIS property or while on duty. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on CIS premises or when representing CIS; fighting, or provoking a fight on CIS property, or negligent damage to property.
6. Insubordination or refusing to obey instructions properly issued by the Head of School pertaining to your work; refusal to help out on a special assignment.
7. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of CIS property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
9. Theft or unauthorized possession of CIS property or the property of fellow employees; unauthorized possession or removal of any CIS property, including documents, from the premises without prior permission from management; unauthorized use of CIS equipment or property for personal reasons; using CIS equipment for profit.
10. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by CIS; unauthorized alteration of CIS records or other documents.
11. *Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.*
12. Immoral conduct or indecency on CIS property.
13. Conducting a lottery or gambling on CIS premises.
14. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
15. Any act of harassment including but not limited to sexual, racial, religious, telling sexist or racist jokes, making racial or ethnic slurs.

16. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of the Head of School; stopping work before time specified for such purposes.
17. Sleeping or loitering during working hours.
18. Excessive use of telephones for personal calls, text messaging, and cell phone plan features.
19. Engaging in conduct that is injurious to the business, reputation or goodwill of CIS or any of its employees or members of the Governing Council.

#### **C. Communications Regarding Complaints Against Teachers**

A teacher shall be notified by the Head of School of a complaint filed against him/her and given an opportunity to respond to the complaint before formal disciplinary action is taken.

#### **D. Contracts**

Contracts for licensed employees of the School shall follow the requirements of the New Mexico Public Education Department and will specify the annual salary to be paid.

#### **E. Supervision of Teachers**

The Head of School has authority in hiring and supervising all licensed school personnel. The following procedures shall be followed by the Head of School in supervising and correcting unsatisfactory work performance of licensed school personnel before serving them with notice of intent to discharge.

1. At least one conference shall have been held with licensed school personnel charged with unsatisfactory work performance by the Head of School before notice of intent to discharge is served upon him or her. For purposes of this policy, the conference at which the Head of School first identifies unsatisfactory work performance shall be counted as one of the required conferences. Sufficient time shall have elapsed between the conferences to allow the licensed school personnel to correct the unsatisfactory work performance and to have been observed for an adequate time in the discharge of his or her duties.
2. A written record of all conferences shall be made, specifying the areas of uncorrected unsatisfactory work performance, all action suggested by the School which might improve such performance, and all improvements made. Each written record shall be signed by all parties to the conference. In the event of a refusal to sign, a notation shall be made of the refusal. A copy of each record shall be given to the person charged with unsatisfactory work performance. The Head of School shall retain a copy of the record to be introduced at any hearing for the person charged with unsatisfactory work performance, if the licensed school employee has worked at CIS for three consecutive years, pursuant to 6.69.2 NMAC and section I-10 of the CIS Employee Handbook.

## **Supervision of Support Staff**

The Head of School has authority in hiring and supervising all school personnel including support staff. The following procedures shall be followed by the Head of School in supervising and correcting unsatisfactory work performance of support staff before serving them with notice of intent to discharge.

1. At least one conference shall have been held with personnel charged with unsatisfactory work performance by the Head of School before notice of intent to discharge is served upon him or her. For purposes of this policy, the conference at which the Head of School first identifies unsatisfactory work performance shall be counted as one of the required conferences. Sufficient time shall have elapsed between the conferences to allow the staff member to correct the unsatisfactory work performance.
2. A written record of all conferences shall be made, specifying the areas of uncorrected unsatisfactory work performance, all action suggested by the school which might improve such performance, and all improvements made. Each written record shall be signed by all parties to the conference. In the event of a refusal to sign, a notation shall be made of the refusal. A copy of each record shall be given to the person charged with unsatisfactory work performance.

## **F. Notice of Re-Employment and Termination**

On or before the fourteenth calendar day prior the last day of the school year of the existing employment contract, the Head of School shall serve written notice of re-employment or termination on each licensed school instructor employed by the School. A notice of re-employment shall be an offer of employment for the ensuing school year. A notice of termination shall be a notice of intention not to re-employ for the ensuing school year. Failure of the Head of School to serve a written notice of re-employment or termination on a licensed school instructor shall be construed to mean that notice of re-employment has been served upon the person for the ensuing school year according to the terms of the existing employment contract but subject to any additional compensation allowed other licensed school instructors of like qualifications and experience employed by the School. Nothing in this section shall be construed to mean that failure of the Head of School to serve a written notice of re-employment or termination shall automatically extend a licensed school instructor's employment contract for a period in excess of one (1) school year.

## **G. Re-Employment**

1. Each licensed school instructor shall deliver to the Head of School a written acceptance or rejection of re-employment for the ensuing school year within fourteen (14) days from the following:
  - the date written notice of re-employment is served upon the person; or
  - the last day of the school year when no written notice of re-employment or termination is served upon the person on or before the last day of the school year.

2. Delivery of the written acceptance of re-employment by a licensed school instructor creates a binding employment contract between the licensed school instructor and the Governing Council until the parties enter into a written employment contract, which shall be executed by the parties not later than ten (10) days before the first day of a school year.

#### H. Termination of Employee Procedures

1. Because licensed employees have different rights under the law than non-licensed employees, it is important to distinguish between these two categories when reviewing the following rights of employees.
2. For a licensed employee “**terminate**” means not re-employing him/her for the ensuing school year. For a non-licensed employee, “**terminate**” means severing the employment relationship. Under the law, licensed and non-licensed employees with less than three years of consecutive service may be terminated for any reason not prohibited by law; no just cause is required.
3. For a licensed employee “**discharge**” means severing the employment relationship prior to the expiration of the current employment contract. The procedures in section I., and J., apply only to **terminations**. For the procedures regarding **discharge**, please refer to section L., below.
4. The Head of School may terminate an employee with fewer than three years of consecutive service for any reason it deems sufficient in the best interests of the School.
5. Before terminating a non-licensed employee with less than three years of service, the Head of School shall serve the employee with a written notice of termination. No grounds for termination will be stated upon the notice.
6. If the employee requests the reasons for the termination, the Head of School must provide the reason for the decision to terminate to the employee in writing within ten (10) working days of the request. These reasons will be maintained confidential by the Head of School and the Governing Council.
7. **An employee with less than three years of consecutive service has no right to appeal the termination decision to the school authorities.**
8. Licensed and non-licensed employees who have three years or more of consecutive service may only be terminated for just cause.
9. Before terminating an employee with more than three years of service, the Governing Council shall serve the employee with a written notice of termination. The grounds for termination will be stated upon the notice as just cause.
10. An employee who has been employed by the School for three consecutive years and who receives a notice of termination may request an opportunity to make a statement in person to the Governing Council on the decision to terminate him/her by submitting a written request to the Head of School within five (5) working days from the date written notice of termination is served upon him/her.
11. The employee may also request in writing the reasons for the action to terminate him/her. The Head of School shall provide specific written reasons for the decision to terminate to the employee within five (5) working days from the date the written



request from the employee is received by the Head of School. The reasons for termination will be kept confidential, and neither the Head of School nor the Governing Council shall publicly disclose its reasons for termination.

12. The employee's request to make a statement to the Governing Council on the decision to terminate him/her shall be granted if s/he responds to the Head of School's written reasons by submitting a written statement to the Head of School with the following: 1) statement of the grounds upon which the employee believes that the decision was without just cause and 2) a statement of the facts that the employee believes support his/her position. This written statement must be submitted within ten working days from the date the employee receives the written reasons from the Governing Council.
13. The Governing Council shall meet to hear the employee's statement in no less than five or more than fifteen working days after the Council receives the statement. The hearing shall be conducted informally in accordance with the provisions of the Open Meetings Act. The employee and the Head of School may each be accompanied by a person of his/her choice.
14. Procedures for an employee's hearing before the Governing Council:
  - (a) The Head of School or his/her representative shall present the factual basis for the determination that just cause exists for the termination of the employee (limited to those reasons provided to the employee in the written notice).
  - (b) The employee shall present his/her contentions (limited to those grounds included in his/her prior written statement).
  - (c) The Governing Council, the Head of School, or their representative may offer rebuttal testimony.
  - (d) All witnesses may be questioned by the Governing Council, the employee or his/her representative and the Head of School or his/her representative.
  - (e) The Governing Council may consider only evidence presented at the hearing.
  - (f) The rules of evidence do not apply. The Governing Council shall consider only evidence which it considers to be reliable.
  - (g) No record shall be made of the hearing.
  - (h) The Governing Council shall prepare a written decision either upholding or reversing the termination, or requesting additional information.
  - (i) The Governing Council shall provide a copy of its decision to the employee and the Head of School in writing within five (5) working days from the conclusion of the hearing.

#### **I. Appeal of Decision of Governing Council**

1. An employee may appeal a decision of the Governing Council to an independent arbitrator by submitting a written appeal to the Head of School. A written appeal shall be submitted to Head of School within notice of five (5) working days from the receipt of the Governing Council's written decision or the refusal of the Council to grant a hearing. The appeal shall specify the grounds on which it is contended that the decision was impermissible, and include a statement of facts supporting the contentions. Failure of the employee to submit a timely appeal, or a statement of factual grounds with the

appeal shall disqualify him/her for any appeal, and render the Governing Council' decision final.

2. Appeals will be conducted according to NMSA 1978, §22-10A-25.
3. The School shall file a record with the Public Education Department of all termination and all actions arising from terminations annually.

#### **J. Discharge Hearing**

1. As used in this manual, “**discharge**” means the act of severing the employment relationship with a licensed school employee prior to the expiration of the current employment contract.
2. The Corrales International School Head of School may discharge a licensed school employee only for just cause.
3. The Head of School shall prepare a written Notice of Intent to Recommend Discharge, with the reasons stated upon which the recommendation is based. The Notice of Intent to Discharge will advise the employee of his/her right to request a hearing before the Governing Council on the discharge recommendation, and state the manner in which the request is to be made. The Notice of Intent to Recommend Discharge will advise the employee that such a request must be received within five (5) working days of the receipt of the Notice, or the right to a hearing will be deemed waived.
4. The Head of School shall have the Notice of Intent to Recommend Discharge personally delivered to the employee. If the employee is not available to accept the hand delivery of the Notice of Intent to Recommend Discharge, the Notice may be left with an adult member of the employee’s household, and *in addition*, a copy of the Notice shall be mailed to the employee at his/her last known mailing address. The person who delivered the notice must complete a sworn Certificate of Service which states the date, time, person and location to/at which the notice was delivered.
5. A licensed school employee who receives a notice of intent to recommend discharge may exercise his/her right to a hearing before the Governing Council by giving the Head of School written notice of that election within five (5) working days of his/her receipt of the notice to recommend discharge.
6. The Governing Council shall hold a discharge hearing in compliance with NMSA 1978, §22-10A-27.
7. A licensed school employee aggrieved by a decision of the Governing Council to discharge him/her after a discharge hearing may appeal the decision to an independent arbitrator. A written notice of appeal shall be submitted to the Head of School within five (5) working days from the receipt of the copy of the written decision of the Governing Council.
8. The Head of School and the licensed school employee shall meet within ten (10) calendar days from the receipt of the notice of appeal and select an independent arbitrator to conduct the appeal, or, in the event the parties fail to agree on an independent arbitrator, they shall request the presiding judge in the Albuquerque judicial area to select the independent arbitrator. The presiding judge shall select the

independent arbitrator within five (5) working days from the date of the parties' request, pursuant to NMSA 1978, §22-10A-28.

9. The arbitration hearing will be conducted pursuant to NMSA 1978, §22-10A-28.
10. The independent arbitrator's fees and other expenses incurred in the conduct of the arbitration shall be assigned at the discretion of the independent arbitrator.

#### **K. Background Check**

Pursuant to the New Mexico School Personnel Act 22-10A-5 NMSA 1978, the School may conduct work history, education history and or reference investigations on each candidate recommended for hire, including but not limited to, permanent full-time and part-time employees, substitutes, temporaries and volunteers. Each candidate will be subject to a criminal background investigation, including mandatory fingerprinting, at the candidate's expense, as a condition of further consideration for employment.

Any offer of employment is contingent upon the satisfactory completion of all background investigations. Conviction of a crime shall not automatically bar an applicant from obtaining employment with the School, but pursuant to the Criminal Offender Employment Act, 28-2-1 through 28-2-6 NMSA 1978, may be the basis for refusing employment.

Criminal background checks, as described above, shall also be conducted upon each contractor or contractor's employee, at the expense of the contractor or contractor's employee, if the contractor or contractor's employee has unsupervised access to students. In such cases, contracts shall be subject to the satisfactory completion of background checks.

With regard to existing employees, the School may conduct equivalent background investigations if the School becomes aware of facts, circumstances or conduct giving rise to a reasonable suspicion that the employee has a history which, if substantiated, may adversely affect his/her fitness to continue in employment with Corrales International School.

If the applicant for employment meets all other criteria for employment in the School, the applicant may be employed on a temporary basis for up to ninety (90) days pending receipt of the felony records search results.

#### **L. Leave Without Pay**

A day's pay may be deducted for all leave which does not meet the School's approved guidelines. Such leave includes, but is not limited to, sick, personal business, bereavement and emergency leave. All such leave must be approved in advance by the Head of School.

A letter of explanation must be submitted to the Head of School for approval.

## **M. Payroll Deductions**

Payroll deductions are made for the following:

1. NMSDI and Medicaid (formerly FICA) tax on the basis of the current effective percentage. The School will match with the same percentage to the Federal government.
2. Federal income tax as calculated by the computer on the actual current Federal rate according to the employee's declared number of tax exemptions and single or married notation on his/her currently filed W-4 tax information card.
3. State income tax as calculated by the computer on the current required withholding scale by the State of New Mexico according to the employee's declared number of exemptions and single or married notation on the W-4 form.
4. New Mexico teachers' retirement at the applicable rate of gross wages.
5. Tax sheltered annuities as stated on the required file copy of the employees contract and according to the monthly billing of the employees annuity company.
6. Health, dental, and vision insurance program, if any, of the school adopted plan, if applicable.
7. Cancer, intensive care, disability and term-life insurance, if applicable.

The school has implemented a direct deposit plan. Staff members may select this option if they so choose.

## **N. Personnel Files**

The teacher's official file shall be maintained in the School's office. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material. Documentation must be made a part of the official file in order for it to be used in an action that adversely affects a teacher's employment status.

A teacher may review the contents of his/her official file during normal business hours, in the presence of a school representative, but not during the duty time of the teacher. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.

## **O. Personnel Selection**

The goal of the personnel selection process is to recruit and select that individual who will best fit an available position. In doing so, such criteria as educational background, training and preparation, experience, personal characteristics, references, interview, and general background will be considered in making selection decisions. The School will adhere to federal and state regulations regarding equal employment opportunity and will not

discriminate on the basis of race, color, religion, age, sex, national origin, or physical handicap or any other protected classification. All school personnel concerned with recruitment, hiring, training, assignments, promotions, transfer, compensation, dismissal, and other employment practices are expected to govern their personnel actions and procedures within the intent of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, and all additional laws, orders, and regulations applicable to the employment policies of the School.

All applications for employment shall be made in writing on the appropriate application form. Additional information may be requested of an applicant.

The Head of School is responsible for the hiring and assignment of all personnel.

#### **P. Professional Development**

The School's Governing Council recognizes that staff members should continue to improve their competencies during their service. It expects the Head of School to promote opportunities for staff development and for staff members to take advantage of them. To the extent feasible, the Head of School will establish procedures by which staff members can receive proper recognition for professional development.

- All full-time staff will have a professional development plan created in collaboration with the Head of School. The Head of School will have a professional development plan created in collaboration with the Governing Council.
- Recognizing the importance of professional development, all staff are required to attend IB workshops, seminars, conferences, in-service opportunities and/or coursework or other educational opportunities to maintain current teacher certifications. The operational budget or other funds allocated to the School will be used to pay for registration, travel (out of town), hotel room (out of town), and meals (out of town), for IB workshop attendance, or other conferences.

At the School, daily group planning time gives teachers formal and informal opportunities to review, revise, propose curriculum activities, and to develop the teamwork critical to the success of the educational program at the School.

#### **Wednesdays Early Release**

Students will be dismissed at 1:30 p.m. on Wednesdays. From 1:45 to 3:30 p.m., staff and faculty will meet as a whole or in grade level meetings for the purpose of:

- examining student work and select student exemplars
- reviewing IBO requirements
- conducting lesson study and other methods to improve instructional strategies and curriculum

- conducting grade level meetings to address issues related to instruction horizontal and vertical articulation of curriculum
- planning lessons and units
- discussing articles and other professional readings

#### **Q. Reduction in Force**

When the decision to reduce the number of licensed staff has been made, reductions will be made as follows:

1. All reductions will be made in accordance applicable with New Mexico State.
2. Normal attrition resulting from retirements and resignations will be first considered when reduction in licensed staff is necessary.
3. Probationary teachers will be released before career teachers who are legally licensed, or will become legally licensed by July 30, of the current year.
4. Probationary teachers will be released according to the following terms:
  - a. Seniority in the School.
  - b. Length of service in current assignment.
  - c. Recommendation of the Head of School.
5. If normal attrition and the release of probationary teachers does not sufficiently reduce the licensed staff, the following items will be implemented in the reduction process in the order they are listed:
  - a. Seniority in the School.
  - b. Length of service in current assignment.
  - c. Recommendation of the Head of School.
6. If a teacher whose position has been eliminated refuses the offer of a position for which he/she qualifies, he/she will be dismissed.

#### **R. Staff Evaluation**

The development of strong, competent licensed and support staff employees, and the maintenance of high morale among said staff are major objectives of the Corrales International School Governing Council. CIS Governing Council members believe that a program of continuous evaluation is necessary to meet its requirements.

#### **S. Teacher Evaluation**

The performance of all licensed staff members will be evaluated based upon the minimum criteria established by the State and the School added criteria. Each evaluation shall be based upon the evaluator's actual observation of the person being evaluated while performing his/her job function. The School will be evaluated by the Governing Council; and teachers and other non-administrative staff will be evaluated by the Head of School, as provided by law.

Evaluation reports will be completed on an approved evaluation form. This evaluation will be followed by a conference between the evaluator and staff member. If the evaluator

recommends a plan for improvement, a plan will be developed by the evaluator and staff member and will include a statement indicating how and by what time the improvement will be made. The staff member shall have the right to file an exception to the evaluation report within ten (10) days of the conference. This exception shall become a part of the report, and all shall be filed in the staff member's personnel file. The file shall be accessible to the staff member, the Governing Council, the evaluator, administrative staff to which the staff member applies for employment, and those others designated in writing by the staff member.

Probationary staff members will be evaluated at least twice annually, once prior to November 15 and once prior to March 10 of each year, and career teachers to be evaluated at least once annually, prior to March 31, by the Head of School in accordance with the Governing Council evaluation policy.

The Head of School will be evaluated at least once annually by the Governing Council, prior to April 15 of each year.

#### **T. Teacher Position Description**

CIS teachers plan and develop, under the guidance of the International Baccalaureate program, instructional materials, lessons and other activities to support the School goals and objectives in accordance with the mission statement. i.e. The teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth.

i.e. The teacher evaluates the needs and abilities of students and determines methods and techniques to best present and provide instruction to students within assigned subject areas. The teacher assures students show continuous improvement in learning basic and essential skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but other duties may be assigned by the Head of School.

#### **INSTRUCTIONAL ACTIVITIES**

- All teachers are contracted for 192 days which includes eighty (80) professional development hours
- The duty week shall consist of a total 38 hours, Monday through Friday.
- All full-time teachers are expected to work the following schedule:
  - 7:30 a.m. – 3:30 p.m. Monday, Tuesday, Thursday and Friday
  - 7:30 a.m. – 3:30 p.m. Wednesdays
- Each teacher is expected to tutor/sponsor a club at least twice per week
- Plan and implement a program of instruction that adheres to CIS and IB philosophy, goals and objectives.

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Develops, maintains and refines year-long plans (YLP) in accordance with IB requirements and NM/CC standards.
- Develops, maintains and refines IB units in accordance with IB requirements and NM/CC standards.
- Reflects on IB units after each time they are taught.
- Maintains updated curriculum documents including digital copies of YLP, reflected units, summative assessments, etc.
- Incorporates IB Learner Profile and skills into lessons and activities.
- Incorporates opportunities for inquiry-based learning experiences.
- Modifies, plans and implements instructional resources, including lesson plans to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in reviewing and implementing curriculum needs and offers plans for improvement.
- Maintains effective and efficient record keeping procedures, including but not limited to, weekly lesson plans, prompt attendance entries, grade and progress reporting.
- Provides a positive learning environment, in which students are encouraged to be actively engaged in the learning process and develop good study habits.
- Prepares a substitute folder containing key information that will be used by the substitute teacher.
- Recognizes learning opportunities and makes referrals as needed. Provide documentation to the Student Assistant Team, including the interventions that the teacher has done with the student.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborates with committee representatives and peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Establishes and maintains cooperative working relationships with students, parents and the community.
- Monitors and evaluates student performance goals.
- Utilizes formative and summative assessments including teacher assessments, short-cycle assessments and state mandated assessments in the design of instructional activities
- Works with the special education team, including special education paraprofessionals, to coordinate the educational needs of the student.
- Participates in the Individual Education Plan (IEP) meetings for Special Education students. The Special Education Teacher will complete the due process paperwork and write the Individual Education Plan (IEP).



- Supports the implementation of the individual education program as appropriate (accommodations, modifications, Behavior Intervention Plan, etc.)
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference, meeting and planning time.

#### **CLASSROOM MANAGEMENT**

- Establishes reasonable rules of classroom behavior and follows the School's discipline guidelines and policies for students not adhering to school rules.
- Follows all Special Education legal documents and recommendations (BIP, SAT, 504, MLSS & IEP)
- Take measures to prevent accidents and protect students, staff, equipment, materials and the facility.

#### **CURRICULUM DEVELOPMENT and PLANNING**

- Assist with ongoing curriculum review.
- Researches and stay current in subject matter, knowledge and learning theory and maintain a willingness to share this information with other staff
- All IB Planners must be completed by the end of trans-disciplinary theme/unit.

#### **STUDENT INFORMATION, EVALUATIONS ASSESSMENT AND REPORTING**

- Respects the confidentiality of records and information regarding students, parents, families and staff in accordance with accepted professional standards and state and federal laws.
- Evaluates student performance through examination, homework assignments and other methods.
- Maintains accurate and complete records as required by law and the School.

#### **PUBLIC RELATIONS**

- Provides an inviting environment for parents and members of the community to volunteer.
- Plans accordingly to participate and attend school events, including but not limited to IB Nights (2); International Day; Parent-Teacher conferences; Personal Project, Curriculum Night, Exhibition and Graduation.
- Communicates and interact in an appropriate manner with other staff, committees, administration, students, parents and members of the community.
- Maintains contact and communication with parents and works with them in the development of their child's learning.

## **PROFESSIONAL GROWTH**

- Continues professional growth through attendance at IB workshops, seminars, conferences, in-service opportunities and/or coursework or other educational opportunities to maintain current teacher certifications. Recognizing the importance of professional growth in IB, CIS operational budget pays for registration, travel (out of town), hotel room (out of town), and meals (out of town), for IB workshop attendance.
- Attends staff, Individual Education Plan meetings and committee meetings as required.
- Maintains current New Mexico Public Education license in the area(s) of discipline and works with Administration through the re-licensure process. Complete the required licensure paperwork within the required timelines.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor of Education is the minimum. This position requires subject matter expertise in educational programs, curriculum and instructional strategies.

## **COMMITTEE COMMITMENTS**

Collaborations with staff and parents, this may include evening meetings.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and a variety of educational tools. Ability to effectively present information and respond to questions from parents, staff, students and the general public.

To meet the learning needs of students progressing through the Spanish-Immersion program, knowledge and fluency in speaking Spanish is preferred.

## **COMPUTER SKILLS**

Must be capable of correspondence using e-mail or other web-based applications.

## **REASONING ABILITY**

Analyze problems, collect data, establish facts, and draw valid conclusions.

Ability to review and analyze test results, under the guidance of Administration and use these results to modify instruction.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and/or stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

### U. Teacher Standards of Performance and Conduct

Corrales International School employees will follow the New Mexico Standards of Professional Conduct, pursuant to 6.60.9.9 NMAC.

### V. Transcripts and Certification

Each teacher or licensed personnel is required to have transcripts of all college work and a valid New Mexico Teacher Certificate in the field and subjects in which he or she is teaching on file in the school office before coming to work for Corrales International School.

In order for licensed personnel to be eligible for a salary increase based upon acquisition of higher education credits, the licensed person must submit official transcripts from the accredited higher education institute to the school and to the Licensure Unit of the NMPED. When the Licensure Unit updates the certified person's license, the new certificate must be presented to the Head of School to be paid at a higher salary

## III. POLICIES RELATING TO WORKING CONDITIONS

### A. Duty Schedule

All teachers are contracted for 188 days which includes twelve (12) professional development days. The duty week shall consist of a total 38 hours, Monday through Friday. All full-time teachers are expected to work the following schedule:

7:30 a.m. – 3:30 p.m. Monday & Friday

7:30 a.m. – 3:30 p.m. Tuesday & Thursday (Each teacher is expected to tutor these two days unless other arrangements are made with the Head of School.)

7:30 a.m. – 3:30 p.m. Wednesdays

### B. Safety Program

Philosophy:

The Corrales International School Governing Council believes that all workers are entitled to a safe workplace. The safety of employees, students, patrons, and the general public is of paramount importance. It is the desire of the Corrales International School's Council and administration to provide safe and healthy working conditions, safe equipment, and proper materials and to establish and insist upon safe methods and practices at all times by all

employees. Accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intent of the school to comply with all safety and health laws and ordinances relating to the operation of the school. It is the objective of the Corrales International School to implement a safety and health program that will reduce the possibility of accident occurrence and occupationally related illness. The Council and administration believe that most accidents are preventable.

#### Responsibility.

The Head of School is responsible for the general safety and well being of employees, students, patrons, and the general public when at the school site. This responsibility includes an on-going program to identify and eliminate hazards at the site. All CIS employees are responsible for reporting hazards and dangerous practices that could lead to accidental injury. Cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is incumbent on every employee. The Head of School should be informed immediately of any situation beyond the ability or authority of the employee to correct.

To the greatest degree possible, the Head of School will provide all mechanical and physical protection required for personal safety and health, but each employee is responsible for conducting their work in a safe manner. Each employee is obligated to protect him/herself and others from accidents in the course of their employment. It is important that safety rules be followed, that safeguards and safety equipment be used, and that safety be made a part of the job. Employees are expected to report hazards and dangerous practices to the Head of School.

#### Identification and Elimination of Hazards

The identification and elimination of hazards is an ongoing process. Hazards will be identified and eliminated through regular safety inspections by the Head of School.

The school will provide proper equipment and require the proper use of safety appliances, such as seat belts, safety glasses, face shields, gloves, etc.

Employees are required to report any safety hazards to the Head of School.

Safety rules will be reviewed periodically and changed to meet current safety requirements. New materials and equipment may call for new safety rules or procedures. Input from the employees doing the actual work will be solicited when reviewing safety rules or procedures.

#### Record Keeping.

A record of all safety inspections will be kept at the school site and be maintained by the school secretary. Records will be maintained on each accident, injury or occupational

related illness requiring medical treatment in accordance with the requirements of the Occupational Safety and Health Act (OSHA).

#### Medical and First-Aid System.

Corrales International School will provide first-aid kits to each classroom to help meet the emergency medical needs of individuals injured at the site. It is every employee's responsibility to know the location of the first-aid kit. The school will designate first-aid providers as needed to administer first aid. All first-aid providers will receive training and be responsible for the coordination of the school's first-aid system. In the event of an emergency, contact the Head of School.

The School has implemented a Bloodborne Pathogens Control Plan to protect employees from the health hazards of blood borne pathogens and to provide appropriate treatment and counseling should an employee be exposed to these pathogens.

#### School Safety Plan.

A Safe School Plan will be furnished to each employee so that all employees will become familiar with the school's prevention of and intervention policies and procedures regarding threats to school safety.

## **IV. GENERAL POLICIES**

### **A. Agenda of Governing Council Meetings**

The school shall make available to the Corrales International School community a copy of the agenda prior to any meeting of the Governing Council. The packet of information provided to Trustees, excluding sensitive information, shall be made available to those attending the meeting of the Corrales International School Governing Council.

### **B. Assault and Battery on School Employee**

The Corrales International School Governing Council is committed to providing a safe working environment for the employees of the School. Any school employee, upon whom an assault, battery, assault and battery, or aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall notify either the Head of School, who will refer the incident to the appropriate law enforcement authority. The Head of School shall notify the State Department of Education of all incidents of assault and battery and final disposition of each incident for the previous year in the annual School Report Card.

Corrales International School will post in a prominent place a notice having the following language:

“FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.”

### **C. Bloodborne Pathogens Control Plan**

It is the philosophy of the Corrales International School to provide a safe workplace for our employees. Safe work practices are promoted to minimize the incidence of illness and injury to our employees. In keeping with this philosophy, and in meeting the requirements of OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030), the following Bloodborne Pathogens Control Plan is implemented at Corrales International School.

The School Health Advisory Committee will develop a Bloodborne Pathogens Control Plan to protect employees from the health hazards of bloodborne pathogens and to provide appropriate treatment and counseling should an employee be exposed to these pathogens. Through this plan, employees will be made aware of the risk of exposure to bloodborne pathogens and the methods that can be used to protect themselves from such exposure.

### **D. FIELD TRIPS**

The following will help make help make field trips educational and pleasant:

1. The trip should enhance/expand/support NM Common Core Standards
2. Please submit a field trip request at least 2 weeks in advance to the Head of School. After approval of the field trip request, it will be the responsibility of the teachers to make provisions for bus transportation and communications with parents.
3. Permission slips must be original. No text or emails will be accepted.
4. Carefully plan activities students are to engage in during the trip.
5. Do not exclude students from the trip without prior approval from the Head of School.
6. Keep the vital things in mind such as parent permission forms, student medication, time schedules, adequate supervision, proper clothing, etc.
7. Remember that siblings are not allowed on field trips. Staff spouses and children over the age of 18 may only accompany if they assist or chaperone students.
8. **If you have duty, it is your responsibility to provide coverage.**
9. All monies collected must be processed through the business manager. All money must be submitted to her on a daily basis, but please collect money in one or two days rather than several days.
10. Transportation may be **bus** only or walking; if trip is nearby.
11. Keep all permission slips and turn them in to the office at the end of the year.
12. If accommodations for special ed. students cannot be made, the trip cannot take place and will be canceled for all students.
13. Taking individual students off campus for any reason requires field trip protocol to be followed.
14. At no time should an employee of CIS take a student in his/her personal vehicle unless written approval is received from parents and the Head of School.

## **E. Computer, Network, and Internet**

### **1. Purpose**

The intent of this regulation is to provide employees with general requirements for utilizing Corrales International School computers, networks and Internet services.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Head of School.

Failure to comply with the School policy and/or other established regulation governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of computers may also result in referral to law enforcement authorities.

### **2. Personnel Affected**

All employees and other users

### **3. Acceptable Use**

Employee access to Corrales International School computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of Corrales International School computers, networks and Internet services.

The level of access that employees have to school computers, networks and Internet services is based upon specific employee job requirements and needs.

Employees are to utilize school computers, networks and Internet services for school-related purposes and performance of job duties. *Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.* Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

### **4. Prohibited Use**

The employee is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files,

passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

- a. Any use that is illegal or in violation of other School policies, including harassing, discriminatory or threatening communications and behavior, violating of copyright laws, etc.;
- b. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
- c. Any inappropriate communications with students or minors;
- d. Any use for private financial gain, or commercial, advertising or solicitation purposes;
- e. Any use as a forum for communicating by e-mail or any other medium with other users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-educational related organization, whether for-profit or not-for-profit. No employee shall knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the Head of School;
- f. Any communication that represents personal views as those of Corrales International School or that could be misinterpreted as such;
- g. *Downloading or loading software or applications without permission from the system administrator;*
- h. Opening or forwarding any email attachments (executable files) from unknown sources and/or that may contain viruses;
- i. Sending mass emails to school users or outside parties for school or non-school purposes without the permission of the system administrator or Head of School;
- j. Any malicious use or disruption of computer, networks and Internet services or breach of security features;
- k. Any misuse or damage to computer equipment;
- l. Misuse of the computer passwords or accounts (employee or other user);
- m. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
- n. Any attempt to access unauthorized sites;
- o. Failing to report a known breach of computer security to the system administrator;
- p. Using school computers, networks, and Internet services after such access had been denied or revoked;
- q. Any attempt to delete, erase or otherwise conceal any information stored on a computer that violates these rules.
- r. Using the Corrales International School web pages to provide personal information or provide access to personal pages on school servers.



## **5. No Expectation of Privacy**

Corrales International School retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. Corrales International School reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy regarding their use of school computers, including e-mail messages, web pages and stored files.

## **6. Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

## **7. Staff Responsible for Students**

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have the responsibility to monitor and supervise such use. Teachers, staff members and volunteers are expected to be familiar with Corrales International School policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the Head of School.

## **8. Compensation for Losses, Costs and/or Damages**

The employees shall be responsible for any losses, costs or damages incurred by Corrales International School related to violations of Policy and/or these rules. CIS Employees that borrow school equipment for home use, including laptop computers are responsible for costs related to loss and damages.

## **9. No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

Corrales International School assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## **F. Discipline and Control of Students**

All members of Corrales International School can expect to be treated with respect and dignity. Students are also expected to behave in a manner which fosters and deserves mutual respect and dignity. Behavior which may be detrimental or injurious to self or others

cannot be tolerated. Although the school can be viewed as in “loco parentis” (in place of the parent), we believe that a well-disciplined school is the result of the cooperation between school and home. Parents, teachers, and school administration must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted to our care.

We encourage parents to become actively involved in the discipline of their children. Students may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the all CIS staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. All CIS Staff have authority over CIS students at all times during the school day and at all school sponsored activities.

### **G. Recess**

Recess time will be used for social, recreational, and physical activity. Excessively depriving a child from recess is not consistent with current elementary school philosophy. Students experiencing difficulty in completing work should be referred to SAT or the Counselor. Recess times will be scheduled by the administration. Teachers must adhere to the schedule.

***Recess is considered part of a child's instructional day. At no time should students be left unattended in a classroom. Students who are asked to stay in by the teacher will do so under his/her supervision.***

All CIS Staff are responsible for ensuring that students are supervised during recess.

### **STUDENTS IN BUILDING**

Each teacher is responsible for the conduct of his/her students in the building. Your classroom climate is usually reflected in the actions of your students in all areas of the school. Keep in mind that students are “ours” and don’t hesitate to reprimand those who are misbehaving. When we ignore any misbehavior, we all lose ground.

Recesses and lunchtime: All students go outdoors. When you keep students in to complete work or to discipline them, it is your responsibility to supervise them.

The practice of placing students in the halls during the school day for disciplinary action is strongly **discouraged**. Students need to be supervised at all times.

Students are not to disturb other classes at any time. Students are not to wander around the halls or playground during class time. They should have a pass for being in the halls.

See Corrales International School Family Handbook for policies and procedures regarding:

- Student Attendance
- Truancy
- Expectations for Classroom Behavior
- Students' Misbehaving in School
- Class Misconduct Resulting in Out-of-School Suspension
- Misconduct Resulting in Expulsion
- Procedures for Detentions and Short-Term Suspensions
- Procedures for Long-Term Suspension and Expulsion
- Disciplinary Considerations for Special Education Students

## **RIGHTS OF ALL STUDENTS AND FAMILIES**

Without any equivocation, Corrales International School will defend the student's right to attend a safe and orderly school. In addition to this inalienable educational right, students and their families have the right to:

- a. due process;
- b. expect fair and equal treatment from the school;
- c. have all rules and codes of conduct suitably explained to them;
- d. have all behavioral incidents suitably explained to them;
- e. have all disciplinary actions suitably explained to them;
- f. appeal suspensions and expulsions made by the school to the school's Governing Council; and
- g. be kept apprised of behavioral performance through progress reports, report cards, and as-needed meetings with teachers or the Head of School.

## **STAFF CONDUCT WITH STUDENTS**

### **Appropriate Contact with Students**

The Corrales International School reserves the right to investigate concerns of employee or volunteer misconduct involving students even if no written complaint has been filed. Employees are required to report known misconduct and questionable behavior on the part of fellow employees and volunteers involving students.

### **Corporal Punishment**

Corporal punishment, which is defined as any disciplinary action taken by school personnel with the intention of producing physical pain, **will not** be used in Corrales International School.

### **Reasonable Restraint**

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Reasonable restraint is defined as involuntary immobilization of the student's

opportunity for movement by staff member(s) through direct contact. Reasonable restraint is used for the following purposes:

1. To quell a disturbance threatening serious, probable, and imminent bodily harm to self or others.
2. To obtain possession of weapons or other dangerous objects which are within the control of a student who poses a serious, probable, and imminent threat of bodily harm to self or others.
3. For protection against serious, probable, and imminent threat of harm to self and others, or destruction of property which could lead to harm to the student or others.

In the case of students receiving special education services, any restraint used beyond the specific situations listed above shall be identified on the student's Individual Education Program (IEP) as part of the student's behavior plan.

Restraint devices, such as handcuffs and flex cuffs, may only be used by police officers. An act of physical force or restraint by a teacher or other employee against a student shall not be considered child abuse if the act was performed in good faith and in compliance with this procedure. Such acts shall not be construed to constitute corporal punishment.

Within a reasonable time after a teacher or other employee uses reasonable restraint with a student, the teacher or other employee shall report the incident to the Head of School and the student's parent.

## **H. Drug and Alcohol Testing**

### **1. Policy Statement**

The abuse of drugs and alcohol is a serious threat to both the school and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, the school has adopted these policies:

- The possession, use, sale or distribution of alcohol, unauthorized or illegal drugs or the misuse of any legal drugs on school premises or while on school business is prohibited and will constitute grounds for immediate termination.
- Any employee under the influence of drugs (illegal or not) or alcohol which impairs judgment, performance or behavior while on school premises or while on school business will be subject to discipline, including immediate termination.
- Each employee is responsible for promptly reporting to school health personnel any use of prescribed drugs which may affect the employee's judgment, performance or behavior.

The school will establish such procedures as it finds necessary to effectively enforce this policy. That may include a requirement that employees cooperate in personal testing or

facility searches when there is reason to believe drugs or alcohol are present, when their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including immediate termination. The school strongly urges employees to use community health and counseling facilities for help with alcohol or drug problems. It is each employee's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

#### **I. Drug-Free Workplace Statement**

Corrales International School maintains a drug-free workplace.

In accordance with federal law and the Drug-Free Workplace Act, Corrales International School adopted the following policies:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the school's workplaces.
2. An employee must notify the school administration in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. The school will notify the appropriate federal agencies within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
4. All employees will sign a Drug-Free Workplace Agreement upon hire.

#### **J. Employee Travel**

It is recognized by the Governing Council that reimbursable travel by school employees is necessary for the effective functioning of the school. The Trustees wish to encourage the continued professional development of its employees and to provide for the expenses of those who are conducting official business of the School. The following policy provisions will regulate reimbursement for such activities:

1. Requests for transportation, meals, and hotel accommodations related to travel expense shall be submitted to the Head of School for his/her approval prior to the actual expenditure. (Request for Professional or Educational Leave).
2. Claims for reimbursement shall include itemized expenses and receipts. Credit card receipts and canceled checks are insufficient. Travel expenses claims must be submitted as soon as possible and before ninety (90) days from the date of travel.
3. Expenses shall be limited to State approved Mileage and Per Diem rates. See 2.42.2 NMAC. Air travel reimbursement shall be only at standard or economy rates. Reimbursement for travel shall be for the most economical means available. The School may adjust these rates to accommodate those employees conducting official business for the school.

4. School employees approved for a specific event shall ride in one vehicle when possible.
5. This policy shall provide for local travel as well as out of state travel as long as each trip is approved and recorded by the Head of School. All travel must be strictly for school approved business such as supervision of school-related events, attendance at professional meetings, and other approved school business.

#### **K. Fair Labor Standards Act**

In compliance with the Fair Labor Standards Act, the school shall post information as disseminated by the U.S. Department of Labor. The following lists the classes of school employees determined to be exempt employees under the Fair Labor Standards Act:

Exempt.

- Superintendent/Head of School/Principal (executive)
- Assistant Principal/Director IB and Curriculum
- Business Manager/Treasurer (professional)
- Librarians (professional)
- Teachers (professional)
- School Nurse (professional)
- Directors: Special Education (professional)
- Adult Education (professional)
- Indian Education (professional)
- Child Nutrition (professional)
- Athletics (professional)
- Educational Programs (professional)

#### **L. Hazards / Crisis Response Policy**

Corrales International School is committed to providing each of its employees a safe and healthy work environment. To this end, we have developed a crisis policy and procedure for staff and students to follow in the event of a crisis. The policy designates the Head of School as the central communications director. The Head of School will have the overall responsibility for coordinating the crisis response team.

#### **M. Non-Discrimination, Sexual Harassment, Disability Accommodations, and Grievance Procedures**

It is the policy of the Governing Council of Corrales International School that no otherwise qualified person shall, solely by reason of his/her disability, race, religion, color, sex, sexual orientation, national origin or ancestry, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Corrales International School.

Sexual harassment is expressly prohibited. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual

nature when such conduct creates an offensive, hostile and intimidating working environment and prevents employees from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct. It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. In some situations, sexual harassment may even involve two women or two men.

Notice of this policy shall be posted in the school, disseminated to the general public, published in any School statement regarding the availability of employment positions, and in personnel handbooks.

As used in this policy and any implementing procedures, "person with a disability" means a person who has, or had, or is regarded, or was regarded as having, a physical or mental impairment that substantially limits one or more of a person's major life activities.

Equal opportunity is assured to qualified individuals regardless of their race, religion, color, sex, disability, sexual orientation, national origin or ancestry. This policy addresses all aspects of employment including recruitment, hiring, and assignment of duties, promotion, compensation, training, and termination.

No employee or candidate for employment shall be discriminated against on the basis of a disabling condition that is not directly related to the essential function of the position he or she holds or for which he/she applied.

The school will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodations would impose an undue hardship on the operation of this school.

For the purposes of this policy, the term "reasonable accommodations" shall mean making existing facilities used by employees accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment; modifications of examinations and training; the provision of qualified readers or interpreters; and other similar and reasonable accommodations.

In determining whether an accommodation would impose an undue hardship, the school will consider:

1. the nature and cost of the accommodations needed;
2. the overall financial resources available to the school;
3. the number and nature of employees at the school.

Inquiries concerning application of this policy may be referred to the Head of School, designated as Civil Rights Compliance Officer, who can be reached at the Corrales International School office.

### **1. Reporting Harassment or Discrimination**

Any person who believes he/she has been subject to harassment or discrimination must notify the Head of School, or, if the alleged perpetrator is the Head of School, the Governing Council President.

### **2. Grievance Procedures**

In accordance with the policy of the Governing Council against discrimination or sexual harassment, the following governs the processing of related complaints in this school:

1. Any member of this school who wishes to file a grievance against another member of the school may file a complaint with the Head of School, or if the alleged incident is directed to the Head of School, to the Governing Council. The grievance shall be in writing, shall set forth the circumstances of the incident, and identify the member(s) involved. Such a complaint should be submitted within ten (10) days of the alleged incident, if possible.
2. The Head of School (or Governing Council, if the allegation is against the Head of School) shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within twenty (20) days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant no later than thirty (30) days after the complaint is submitted.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Head of School or Governing Council, the grievant may request a hearing by a grievance committee which is to be formed by a member of the Governing Council, and composed of a parent, administrator, and licensed staff members. This request shall be made in writing to the Head of School within sixty (60) days after receiving the results of the investigation.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person(s) against whom the complaint was made may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the Head of School.
8. The Head of School shall, within five (5) days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievance explaining why the recommendations will not be implemented. The Head of School may also conduct whatever investigation is necessary.
9. Upon receipt of the Head of School's report, the grievant may file a written appeal with the Governing Council. The Governing Council shall, within thirty (30) days from the date



the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

10. No retaliation will be permitted against a grievant who files a complaint with the school.
11. The Head of School will take reasonable actions to protect student, staff and the complainant from the alleged violator of this policy pending the conclusion of the investigation.
12. If the grievant complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures set forth previously in this handbook.

#### **N. Child Abuse-Neglect Reporting**

School teachers and officials have a duty under New Mexico law to report suspected child abuse or neglect to the police or to the Children Youth and Families Department. Abuse includes physical, emotional, psychological, or sexual abuse. Neglect includes lack of proper parental care and control, subsistence, education and health care necessary for the child's well-being. Any person reporting suspected child abuse or neglect in good faith is immune from liability. Any person required to report, but failing to do so, is subject to criminal prosecution.

Where there is a reasonable suspicion of child abuse or neglect, employees and officials must:

1. Call in a report to the Children, Youth and Families Department 24-hour report line at (505) 841-6100; and
2. Notify the Head of School.

#### **O. Reporting of Inappropriate Contact With Students**

Persons who have reason to believe that any Corrales International School personnel have engaged in inappropriate contact with any student, whether on or off school property, including sexual touching, romantic or sexual relations, must immediately report that information in writing to the Head of School.

#### **P. Open Communications Policy**

It is the belief of the licensed staff of the Corrales International School that open and clear communications are essential for the optimum performance of the organization. As a result, each licensed staff member is encouraged to communicate concerns over policy management to the Head of School. If the situation is not reconciled, then the individual should communicate that concern to the Governing Council.

The School Advisory Committee is established to facilitate communication for all stakeholders. The purpose of the School Advisory Committee advises the Head of School on budget, student assessment, data, policy relating to instructional issues and curricula, parent and community involvement, and business partnerships. (NMSA 22-5-16, HB 212).

**Q. Head of School’s Support of Teachers**

The Head of School is expected, unless extenuating circumstances exist, to communicate within a reasonable period of time the nature of any parental contacts to the teacher whose performance is in question and provide the appropriate support.

**R. Release of Public Information**

The Head of School, as a representative of the school, is given the responsibility of informing the public as to the purpose, goals, methods, progress and needs of the school, the instructional program and financial status of the school. Accuracy, reliability and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, reports, bulletins, newsletters, and matters, whether verbal or written, intended for public information, pertaining to students, personnel, operation, facilities or status are to be submitted to the Head of School prior to release. Care will be exercised by school personnel hereby authorized to release information to ensure that those requirements established by law or Council policy pertaining to the Family Education Rights and Privacy Act and the New Mexico Inspection of Public Records Act are followed.

Non-school originated material of commercial, political or religious nature shall not be disseminated. Notices from community organizations, such as Youth Symphony Orchestra, Boy Scouts, PTA, etc., that directly affect the students of the school may, in the discretion of the Head of School, be forwarded to parents via the students.

This policy is not intended to interfere with the responsibility of school personnel to communicate directly with the parents or legal guardian of a particular student on matters pertaining to such student. It is intended to ensure that prompt, reliable and accurate information is provided to parents and patrons of this school as well as the general public.

**S. Reporting Students under the Influence**

Any employee who has reasonable cause to suspect that a student may be under the influence of or in the possession of alcoholic beverages, intoxicating substances, or illegal substances shall immediately notify the Head of School or his/her designee. The Head of School shall determine whether grounds exist for a search of the student, notification of the student’s parents or legal guardian, and notification of law enforcement.

## **T. Safe School Committees**

Due to the growing concern of safety and the threat of violence in the public schools, the Corrales International School Governing Council has enacted certain policies to assist in combating this rising problem. This policy will implement the policies for the establishment and operation of safe school committees in this school as follows:

1. No later than October 1 of each school year, the Head of School shall establish a Safe School Committee to be composed of at least six members, with an equal number of teachers, parents and students. All members of each Safe School Committee shall serve until the following June 30, unless earlier removed from the Committee by the Head of School for any reason.  
The Head of School who appoints the Safe School Committee members shall advise the Governing Council, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee member, the Head of School shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.
2. Each Safe School Committee shall study and make recommendations, in writing, to the Head of School regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues to promote the maintenance of a safe school.
3. Each Safe School Committee shall meet as often as necessary and at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the Head of School's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the Head of School.
4. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the Head of School. The Head of School shall transmit a copy of the report to the Governing Council. The Governing Council shall maintain the reports in the records of the School and shall transmit a copy of each Safe School Committee report for public inspection.

## **U. School-Community Relations**

It is the policy of the Corrales International School Governing Council to have an open and honest relationship with the press, parents, students, employees, and community. We want to keep the community informed of the progress and problems of our school through open informative communication with the public. At the same time, input from parents and community is appreciated and solicited.

Good public relations are the responsibility of the entire licensed and non-licensed staff. Every employee is expected to feel a responsibility for the development of good relations with the public. Public confidence and good will can be gained when employees are considerate, courteous, friendly, and understanding.

The Governing Council and staff of Corrales International School believe that parent/community interest and input are necessary for optimal functioning of the schools. It is our conviction that students learn best when their parents are involved in their education. Businesses are encouraged to release employees for parent/teacher conferences.

Groups, such as PTA, the Corrales International School Volunteer Program, and School-Business partnerships are also valuable allies in the education function of the School. The Governing Council fully supports and encourages close cooperation with these groups.

Staff is expected to support and become knowledgeable of all school committees.

## **SCHOOL COMMITTEES AND PTA**

### **Governing Council**

The Governing Council governs CIS in accordance with the terms of its Charter in compliance with the New Mexico Charter Schools Act. CIS Governing Council meets monthly and the agendas are posted in the school and on the CIS website. Employees are encouraged to attend at least one meeting per year.

### **CIS Foundation**

The Foundation is a non-profit 501c3 organization that raises money for Corrales International's facilities and partners with the school to satisfy any requirements of a lease/purchase agreement.

### **School Advisory Council**

The School Advisory Council is created in every public school to assist the Head of School with school-based decision making. The SAC meets monthly and agendas are posted in the school and on the CIS website. One teacher will represent teachers on the SAC. At the beginning of each school year, teachers will have an opportunity to select a teacher representative.

### **PTA**

PTA is a well-organized support system for our school. All staff are expected to participate in PTA sponsored activities. PTA fundraising allocates funds for teachers supplies and field trips. Availability of funds is contingent on successful PTA fundraisers. Staff members are encouraged to become PTA members and attend meetings.

## **V. Selling, Merchandising, and Supplemental Occupations**

The selling or merchandising of materials used in the educational program by our local teachers within the school may create problems for the employee and prove embarrassing to the Governing Council and the school. Such merchandising or selling should be engaged judiciously, if at all, with the full understanding that the best interests of the school will take precedence in any interpretation of this policy.

Supplemental occupations, if engaged in by school employees, must not encroach upon the time the employee owes to the school.

## **W. Smoking Policy**

The Governing Council recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth.

Students will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school or a school event in school-authorized vehicles.

The following policy is adopted for patrons, employees and other adults. No individual shall be allowed to use tobacco products in any educational facility or grounds during the hours of 7:00 a.m. to 4:00 p.m. when school is in session or at other hours when a class, activity, or program for students is in session. In addition, the use of any tobacco products is prohibited in buildings and school-authorized vehicles at all times. The administration may designate smoking areas outside the buildings for use by adults during certain activities including athletic events.

1. Definition: "School property" is defined as all property owned, leased, rented or otherwise used by the school, including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the school for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

## **X. Substitute Teachers**

The approved list of substitute teachers for Corrales International School is maintained in the school office. Teachers will be responsible for calling and arranging for a substitute

teacher when he/she is absent. Plans and assignments should be provided for the substitute teacher.

### **Substitute Folder**

A substitute folder is to be compiled by each teacher with the following contents: daily schedule, SPED schedules, lesson plans, duty schedule, seating charts, fire drill map, PE schedule, library schedule and any other pertinent information for your individual class. Include your phone number in the folder. It is essential that this folder be kept current in the event of an emergency.

***Good lesson plans serve many purposes. They provide a guide to the teacher for the activities of the day. They can alleviate many discipline problems in the classroom and they provide the necessary information enabling substitutes to carry out your program. Have your substitute folder available at all times.***

Display a seating plan prominently in the classroom. Make it easily available to substitutes and visitors. Keep it current. If your seating arrangement is informal, it becomes your responsibility to provide some sort of seating guide for visitors.

Include directions on fire drills and the location of your emergency dismissal forms. (These forms should be prominently displayed near the door.)

One set of emergency lesson plans should be made and kept in the classroom in an accessible place in the event that you are unable to have sub plans at school on any given day.

The substitute is paid by the school if it is within allowable sick or personal leave, bereavement leave or approved attendance at a professional meeting; otherwise, it will be deducted from the teacher's salary. Delegates of organizations other than school organizations will have to look to such other organizations to pay the deductions for their substitute teachers. The school budget will not permit payment of substitute pay when a teacher is absent representing a non-school organization.

### **Y. Teacher Dress**

You are expected to be suitably attired and groomed during working hours. In no case shall the standards for employees be less than those prescribed for students at Corrales International School.

### **Z. Wireless Telecommunication Devices**

Use of personal cell phones should be limited to non-instructional time when students are not present. Excessive use of telephones for personal calls, text messaging, and other cell phone plan features is strongly discouraged.

## **V. INSTRUCTIONAL POLICIES AND INFORMATION**

### **A. Cumulative Records**

Accurate and complete cumulative records of all students will be maintained through grade 8. The school registrar shall keep these records and will call on teachers to cooperate in providing important information for these records.

### **B. Grade Books and Other Records**

Grade books and other records documents are important and must be done neatly, correctly, and as required.

### **C. Lesson Plans and IB Planners**

Lesson plans and IB Planners are an important part of providing effective instruction. Every teacher is expected to have completed a Lesson Plan (in a format of choice) for each day of instruction. IB planners should be prominently displayed so students, parents, and teachers have an overview of the IB Theme currently being addressed. Each teacher is responsible for preparing lesson plans for substitute teachers. The Head of School will work with teachers with effective planning. Lesson plans are used as one of the minimum criteria for effective teaching performance.

### **D. Inclusion**

Corrales International School is committed to educating special education students in least restrictive environment. All licensed personnel will support the implementation of programs to meet the needs of special students as indicated on students' IEP.

### **E. CIS Academic Progress**

The educational program of the school functions most effectively when parents and teachers work together to promote student learning. The purpose of the Progress Report is to communicate with the parents and keep them informed. The reports will be taken home by the student, signed by the parent, and returned to the teacher.

The progress report will include:

1. Skills checklist and/or percentage grade
2. Class behavior
3. Use of class time
4. Completion of homework assignments

Recommendations will be made as needed regarding:

1. More effort at home

2. After-school help
3. Tutoring
4. Conference with the teacher
5. Other suggestions

#### **PROGRESS REPORTING DATES**

**5 weeks:** Progress Report (All Students)

**9 weeks:** Quarter One Report Card

**14 weeks:** Progress Report (Only for students not meeting minimum academic expectations)

**18 weeks:** Semester One Report Card

**23 weeks:** Progress Report (Only for students not meeting minimum academic expectations)

**27 weeks:** Quarter Three Report Card

**32 weeks:** Progress Report (Only for students not meeting minimum academic expectations)

**36 weeks:** Semester Two Report Card

#### **PARENTAL/GUARDIAN NOTIFICATION REGARDING STUDENT'S FAILURE TO MEET ACADEMIC EXPECTATIONS**

If a student is not meeting minimum academic expectations, it is the teacher's responsibility to communicate with the parent/guardian in a timely manner.

##### **Minimum Academic Expectations:**

-Minimum academic expectations in the PYP is defined as an average of a 3 (Meeting expectations) or higher. If a student is in danger of receiving below a 3 on their report card (quarter or semester), teachers must make contact with the student's parent or guardian through an interim progress report. In addition to classroom assessment, SBA, MAPs and other data should be included in your consideration.

-Minimum academic expectations in the MYP (including 5th grade) is defined as a C or higher. If a student is in danger of receiving a C- or lower on their report card, teachers must make contact with the student's parent or guardian. In addition to classroom assessment, SBA, MAPs and other data should be included in your consideration.

##### **Communication Procedure and Timeline**

All teachers are required to adhere to the regular reporting expectations. These regular reporting expectations are defined under CIS Reporting Dates. If a student fails to meet the minimum academic expectation between these dates, teachers will provide parents with a progress report 4 weeks prior to the quarter or semester report card.



This progress report will include specific information on the strengths and weaknesses of the students. Teachers should document written communication with the parent or guardian. If there is no response to written communication, teachers should make verbal contact with the parent and document this contact. If teacher is unable to make contact with the parent or guardian, teacher will notify the Head of School or vice principal. PYP teachers will contact the Head of School and MYP teachers will contact the Vice Principal.

Any interim progress report must be reported to the Head of School/vice principal

### **Support Conference**

A support conference will be held for all students who continue to struggle to meet the minimum expectations in the areas of academics, behavior, attendance, etc. This is not a SAT meeting, but will inform a SAT meeting in the future if one is held. A minimum of one support meeting should be held before a student is referred to the SAT team. A support conference must consist of a minimum of 2 staff members, a parent, and the student. Notes/minutes of the conference must be kept and copies of these notes or minutes must be made available to the parents.

### **Semester Failure**

Before a student can fail for a semester, 2 support meetings must have been conducted. Teachers must document all the intervention strategies and their attempts to arrange these meetings. A meeting with the Head of School or the Vice Principal must be held to provide this documentation and recommendation.

### **Potential Retention**

**Any potential retention recommendation must be completed at least 6 weeks prior to the end of school.**

### **F. Retention and Promotion of Students**

Decisions regarding retention and promotion of students are the responsibility of the Corrales International School Administration and parent/guardians. When considering retention of a student, the school will involve the parent(s), teacher(s), and Head of School. Whenever a teacher or teachers recommend retention, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the school's appeal process. The appeal process will begin with a written appeal to the Head of School. The Head of School will convene a committee consisting of teachers. This committee will consider grades, attendance, achievement, effort, parental input, and other factors relevant to the decision. The Head of School will provide a written response indicating the committee's decision to the parent.

If the parent disagrees with this committee's recommendation, the parent can appeal directly to the Governing Council who will hear the appeal at its next regularly scheduled

meeting or at a special meeting at the discretion of the GC. The decision of the Governing Council shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Council.

### **1. Proficiency Based Promotion**

The parent of any student enrolled at Corrales International School may request proficiency-based promotion by submitting a request to the Head of School.

Before a student is double promoted from one grade to another at the elementary and middle school levels, the following process is to be pursued by the school personnel and parents:

a. A written rationale for considering double promotion must be prepared which takes into consideration the following

i. Maturity level/age

ii. High achievement

iii. Attendance

iv. Student program needs

a. The teachers, Head of School/Assist Principal, and parents will meet to assure that the promotion of the student is the best alternative for the student.

b. All available alternatives at the school will be considered prior to double promotion and could include:

i. Individualized instruction

ii. Enriched programs

iii. Gifted programs

a. If double promotion is felt to be educationally appropriate for the student, a case conference involving the parents and school personnel listed above must be held. The school must send written notification about the conference to the parents.

b. Double promotion forms will be completed at this conference and inserted into the student's cumulative folder.

c. If a parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect, and the statement will be included in the permanent file of the student.

### **G. Student Fees**

New Mexico statute states that no fees can be charged to the student except replacement costs of lost texts. All texts will be provided by the school with operating funds or through fundraising efforts.

#### **H. Unattended Classrooms**

Teachers are to be with their students at all times and not leave their class unattended. While students are on Corrales International School grounds, they must always have adult supervision.

#### **I. Uniform Grading Scale**

A system-wide grading scale will be employed by Corrales International School.

### **VI. PURCHASING PROCEDURES.**

#### **A. Operational Fund Purchases**

All operational expenditures must be approved by the Head of School. Requests for purchases must be submitted to the secretary for Head of School approval. Upon approval, the goods or services will be ordered by the secretary. The school will not be liable for unapproved purchases made by staff or students.

#### **B. Instructional Supplies and Equipment**

Instructional supplies will be purchased annually. Only essential items will be purchased during the school year. Teachers and other staff must fill out a requisition form before ordering any instructional supplies or materials. CIS staff and faculty are encouraged to seek out items that are the most cost effective and ordered locally to avoid shipping costs.

Once a requisition is approved by the Head of School, the school secretary will create a purchase order. *Do not pick up a purchase without a Purchase Order (PO).* Purchases made without an approved purchase order will be considered unapproved purchases and will not be honored by the school.

**CORRALES INTERNATIONAL SCHOOL**

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

This will acknowledge that I have received a copy of the Corrales International School Employee Handbook and that I will read it and familiarize myself with its contents.

I understand that this Handbook is a summary of Corrales International School’s current policies, procedures, rules and benefits, and that any or all of these policies, procedures, rules and benefits can be changed, added to or deleted by action of the Corrales International School Administration, or by changes in law or regulation. I understand that certain of the policies and guidelines set forth are required by federal or state law, and that others are adopted voluntarily by the Governing Council.

The Handbook itself is not intended to give rise to or imply any contractual rights or obligations and is not to be construed as a guarantee of any rights or obligations.

**I acknowledge and understand that all legal rights, duties and obligations arise independently from their legal sources under federal and state law and regulations, and not from any provisions of the Employee Handbook. I understand and acknowledge that Corrales International School reserves the right to interpret, amend, modify or cancel any of the provisions or terms of the Employee Handbook pursuant to their lawful authority.**

I have read, understand, and agree to be bound by the above terms.

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

PLEASE PRINT FULL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_