



SIEMBRA LEADERSHIP
HIGH SCHOOL

POLICIES AND PROCEDURES

MANUAL

02/21/2020



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10/16/2020

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1.0 PURPOSE

The purpose of this policy is to define what constitutes a year's worth of experience and allowable college credit hours for salary determination.

2.0 SCOPE

This policy applies to classified and licensed personnel.

3.0 REFERENCES/RELATED PROCEDURES

NM PED Training and Experience Manual of Procedures

NM PED T&E Manual of Procedures

NMSA 22-8-24

4.0 RESPONSIBILITIES

4.1 It is the responsibility of employees to provide written verification of work experience from previous employers.

5.0 DEFINITIONS

5.1 Not Applicable

6.0 POLICY

6.1 Allowable Work Experience

- 6.1.1 SLHS will credit one full year of experience for salary placement for service that was at least half of an academic year, and completed within a single span of time. For example, an individual working at half time for one year will receive a full year of credit for salary placement.
- 6.1.2 Teachers may receive a maximum credit of 10 years of experience outside of SLHS for salary schedule placement.
- 6.1.3 Teachers may receive a maximum of 6 years of experience from outside of the United States for salary schedule placement.
- 6.1.4 SLHS will not credit a full year of experience for a series of unconnected work experiences. For example, an individual working quarter time one school year, and quarter time another school year cannot combine those two work experiences into one year.



- 6.1.5 For college instructors who carry a full load as defined by that college (usually 9-12 hours), experience is credited if they worked for the full school year. Adjunct college instructors are credited for a full year of teaching experience for every 9 credit hours taught at the same institution and this may be accumulated over time.
- 6.1.6 For instructionally related and support positions, experience will be allowed as described in the NM PED T&E Manual of Procedures.

6.2 College Credit Hours

- 6.2.1 The following post-degree college credit hours will be counted:

- Related to education or field of work at SLHS
- Not related to education or field of work at SLHS
- Undergraduate level courses

ATTACHMENTS

Forms	
Form Titles	
Work Experience Verification Form	

Other Attachments	
Type	Title of Attachment
Not Applicable	

7.0 REVISION HISTORY

Version Number	Effective Date	Description of Document Revision

STATEMENT OF ACCEPTANCE

This document was approved by the Board of the New Mexico International School on October 27, 2016. The effective date of this Policy is October 28, 2016. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



1. PURPOSE

- 1.1. It is the policy of the Board of Siembra Leadership High School to maintain a safe environment for the children of the school. Individuals seeking employment at SLHS must demonstrate a background free of criminal activity. The SLHS office will keep up-to-date records of all employees by maintaining personnel files on all employees.

2. SCOPE

- 2.1. This policy applies to all employees and applicants for positions of employment at Siembra Leadership High School.

3. REFERENCES/RELATED policies

- 3.1.1. NMSA 1978, §22-10A School Personnel Act
3.1.2. NMSA 1978, §61-5A-27 Criminal Offender Employment Act

4. RESPONSIBILITIES

- 4.1. It is the responsibility of the SLHS office to maintain personnel records.
4.2. It is the responsibility of SLHS employees to provide clear background checks.

5. DEFINITIONS

- 5.1.1. None

6. POLICY

- 6.1. Personnel Background Checks
6.1.1. Pursuant to the New Mexico School Personnel Act NMSA, 1978, § 22-10A-5 Siembra Leadership High 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, and temporaries. 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.



6.1.2. 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 New Mexico International School, but pursuant to NMSA 1978, § 61-5A-27 "Criminal Offender Employment Act", may be the basis for refusing employment.

6.1.3. Criminal background checks, as described in 6.1.1, shall also be conducted upon each contractor who uses SLHS space per an SLHS Site Use Agreement or contractor's employee when students are present, 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.

6.1.5. Prior to an employee reporting to work, a background check must be completed at their own expense using the Cogent or other SLHS approved system, results must be received by the school, and any exceptions must be approved by the Head Administrator.

6.1.6. School office staff shall investigate any subsequent criminal findings reported by Cogent or other SLHS approved system.

6.1.7 If SLHS accepts an FBI background check conducted within the last calendar year from another agency, the employee must conduct a background check using Cogent or other SLHS approved system at their own expense within two calendar years of the date of this background check.

6.2 Employee Personnel Files

6.2.1. The employee's official file shall be maintained in the school's office. Material that may adversely affect an employee's employment status may not be placed in the official file until the individual has had the opportunity to read the material and to sign and date the actual copy to be filed. The employee shall receive a copy of said material, at no cost to the employee, at the time of filing. The employee 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 an individual's employment status.

6.2.2. An employee may review the contents of his/her official file during normal business hours, but only during the employee's duty free time. The employee is entitled to receive a copy of any documents contained therein with the employee paying the cost of reproduction.



Forms
Form Number
n/a

Other Attachments	
Type	Title of Attachment
n/a	

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision

STATEMENT OF ACCEPTANCE

This document was approved by the Board of the Siembra Leadership High School on October 26, 2016. The effective date of this Policy is October 27, 2016. This Policy is effective and enforceable immediately.

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Siembra Leadership High School
Bullying Prevention Policy
Approved by the Governing Board 12/18/2019

Siembra Leadership High School (SLHS) shall comply with NMAC 6.12.7 which provides for the implementation of the Safe Schools for All Students Act. SLHS has chosen to include staff, volunteers and families in this policy. SLHS will provide a work and educational environment for school personnel and students free from harassment, intimidation and/or bullying. SLHS will support a total working and learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. SLHS will not tolerate harassment, intimidation, bullying, or dangerous and disrespectful behavior.

Definitions

Bullying: Any severe, pervasive, or persistent act or conduct that targets a student or a school personnel, whether physically, electronically, or verbally, and that:

1. May be based on actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability, or any other distinguishing characteristic; or an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics; AND
2. Can be reasonably predicted to:
 - a. Place a student or a school personnel in reasonable fear of physical harm to person or property;
 - b. Cause a substantial detrimental effect on a person's physical or mental health;
 - c. Substantially interfere with a student's or a school personnel's attendance or a student's academic performance or participation in extracurricular activities; OR
 - d. Substantially interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school or school-affiliated entity.

Cyberbullying: Any bullying that takes place through electronic communication.

Electronic communication: A communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager, or video or audio recording device.

Gender identity: a person's self-perception, or perception by another, of the person's identity as a male or female based upon the person's appearance, behavior, or physical characteristics that



are in accord with, or opposed to, the person's physical anatomy, chromosomal sex, or sex at birth.

Harassment:

1. Harassment: A pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person or group of people.
2. Disability Harassment: Intimidation or abusive behavior toward a person based on disability that creates a hostile environment. If a student, this hostile environment could be created by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school.
 - a. Harassment and Disability Harassment include but are not limited to:
 - i. Verbal acts, teasing, use of sarcasm, jokes;
 - ii. Name-calling, belittling;
 - iii. Nonverbal behavior such as graphic or written statements;
 - iv. Conduct that is physically threatening, harmful, or humiliating;
 - v. Inappropriate physical restraint by adults.
3. Racial Harassment: physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 - c. Otherwise adversely affects an individual's work or academic opportunities.
4. Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining a work position or a student's education;
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's work position or a student's education;
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work or student's education, or creating an intimidating, hostile or offensive work or educational environment.

Hazing: committing an act against a person, or coercing a person into committing an act, that creates a risk of harm to a person, in order for that person to be initiated into or affiliated with an organization, or for any other purpose. Hazing includes, but is not limited to:



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1. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body;
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
4. Any activity that intimidates or threatens the person with ostracism, that subjects the person to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the person or discourages the person from remaining in the school;
5. Any activity that causes or requires the person to perform a task that involves a violation of state or federal law, or school policies.

Physical or cognitive disability: A physical or cognitive impairment that substantially limits one or more of a person's major life activities.

Progressive discipline: Disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a person's specific misbehavior while retaining a student in class or in school, or restorative school practices to repair the harm done to relationships and other person's from the person's misbehavior, and my include:

1. Meeting with the person and, if the person is a student, the student's parents;
2. Reflective activities, such as, if a student, requiring the student to write an essay about their misbehavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling or intervention;
7. Participation in skill-building and conflict resolution activities;
8. Community service; and
9. If a student, in-school detention or in-school suspension that is for a constructive purpose and may take place during lunchtime, recess, after school, or during weekends.

Regular volunteer: Those persons, including relatives of students who commit to serve on a regular basis at a school district, charter school, or other educational entity without compensation.



School Personnel: All administrators, principals, teachers, counselors, social workers, speech therapists, psychologists, nurses, librarians and other support staff who is employed by a school, or who perform services for the school on a contractual basis. At SLHS, this definition also includes persons who volunteer without compensation.

Sexual Orientation: heterosexuality, homosexuality, or bisexuality, whether actual or perceived.

Spontaneous Volunteer: Those persons, including relatives of students or school personnel, who volunteer for a one-time event.

Application of this policy

This policy applies to all school personnel, students, regular volunteers, spontaneous volunteers, and visitors (including family members) while on school property. This policy also applies to school personnel, students, regular volunteers and spontaneous volunteers at school-sponsored activities away from school property and on any school-sponsored transportation vehicle. Additionally, this policy applies to school personnel, students, regular volunteers and spontaneous volunteers during non-school hours.

Policy enforcement and consequences of violating this policy

Consequences and policy enforcement will be determined by SLHS Student Support Director.

Reporting violators of this policy

Any school personnel who in good faith reports any known or suspected bullying shall not be held liable for any civil damages as a result of such report or efforts to enforce this policy. Additionally, retaliation against persons who report or witness incidents of bullying is prohibited.

Communication of this policy

SLHS will include the Bullying Prevention Policy in The Student Handbook, The Staff Handbook, The Volunteer Handbook and any other school developed publications that are deemed appropriate to include the policy.

Establishment of Positive Youth Development practices and psychologically safe schoolwide culture.



SLHS will establish a bullying prevention program.

1. Following the adoption of this policy, SLHS shall:
 - a. Establish an annual bullying prevention program for students and will be aligned with New Mexico's health education content standards. The program will contain benchmarks and performance standards;
 - b. Provide annual training beginning with the 2020-2021 school year and each school year thereafter. This bullying prevention program will be given to all school personnel and regular volunteers who have significant contact with students;
 - c. Incorporate information on the bullying prevention policy into new employee training.
2. SLHS shall develop a plan for the way in which the policy is to be publicized, including:
 - a. Making the bullying prevention policy developmentally, culturally and linguistically appropriate variants of the policy, available on the school's website;
 - b. Identifying a point of contact for bullying-related concerns;
 - c. Informing parents and students about the policy at least annually through student handbooks and other resources.

Reporting requirements

1. Beginning with the 2020-2021 school year, SLHS shall annually submit the following to the (Public Education) department, in a method prescribed by the (Public Education) department, and in a timeframe determined by the (Public Education) department:
 - a. A status report on the implementation of the provisions of this rule;
 - b. Data elements on the implementation of this rule, including:
 - i. The aggregate number of bullying incidents of students within the school;
 - ii. The aggregate number of harassment incidents of students at the school;
 - iii. The corresponding responsive action or disposition taken by the school, by type of action, for each bullying incident of a student and for each harassment incident of a student.
2. The school shall include, in its reporting, when known, a tabulation of the number of bullying incidents of students and the number of harassment incidents of students associated with each of the following actual or perceived distinguishing characteristic:
 - a. Race;
 - b. Color;
 - c. National Origin;
 - d. Ancestry;
 - e. Sex;



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- f. Sexual orientation;
- g. Gender identity;
- h. Spousal affiliation;
- i. Physical or cognitive disability; OR
- j. An association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics.



Siembra Leadership High School Cash Receipts Policy

All cash received is to be deposited within 24 hours of receipt in accordance with the NMAC 6.20.2.01.

Cash Receipt Log

The school will purchase pre-numbered 3-part receipt books. These receipt books will be used to receipt all cash and checks received at the school and deposited to the school's bank account with a deposit slip. These receipt books will be considered cash receipt logs.

Segregation of Duties

The school will secure and safeguard their cash assets through Segregation of Duties for Cash Receipts.

Staff positions that are responsible to receipt money, take deposits to the bank and post deposits into the school financial software system are detailed below.

Staff members holding the stated positions will be trained by the Finance Director on how to complete their duties.

Employees holding the positions noted in the Segregation of Duties list below will cross-train in all of the duties mentioned under Segregation of Duties. This will assure that money can be received and receipted and that deposits can be made in the absence of a person holding the position charged with any of the duties under this policy.

The Employee holding the position of Executive Director will serve as an alternate for certain duties noted under "Executive Director." In substituting for the absence of the employee in the position that normally performs the duty, this will keep the integrity of Segregation of Duties.

The Finance Director Position will not participate in the cash receipting, depositing, or posting of cash receipts as the Finance Director Position is responsible for reconciling the monthly bank statement.

Segregation of Duties by Position:

- Receptionist:



- o Prepares all deposit packages
 - o Batches out all credit card receipts
 - o Verifies all written receipts are accounted for in numeric order when preparing deposits
- Office Manager:
 - o Receipts all funds received physically at the school or at a school function
 - o Processes all debit/credit card payments
 - o Receives the bank deposit receipt and verifies it for accuracy against the deposit package
 - o Posts deposits into the financial software system after they are deposited at the bank
- Pillar Director(s):
 - o Takes deposit/s to the bank
 - o Provides all paperwork to Office Manager to be filed
- Finance Director
 - o Reconciles the bank statement
- Executive Director
 - o Alternate to taking deposits to the bank
 - o Alternate to receipting cash received at the school

Segregation of Duties by Task:

- Receipt money received physically the school or school function: Office Manager
- Process debit/credit card payments: Office Manager
- Prepares the deposit package: Receptionist
- Batches out debit/credit card payments: Receptionist
- Takes the deposit to the bank: Registrar.
- Receives the bank deposit receipt, verifies it, posts deposit: Office Manager
- Files paperwork: Registrar
- Reconciles bank statement: Finance Director

Receipting Money

Receipts will be issued for all money received by the school through cash or check.

Money received by debit/credit card will not be required to have a receipt written as these payments have unique receipt numbers printed on the debit/credit card receipt printed at the time of payment.



Money received through direct deposit into the school's bank account will not be required to have a receipt written. There is no direct handling of the money thus minimizing the risk of theft by staff handling money. The staff member holding the position charged with receipting funds does not have access to the school's bank account to know when the money is received.

Accounting for Receipts

The Finance Director will audit receipt books weekly to assure that all receipts are accounted for in deposit packages. Receipt books will be returned to the Finance Director when they are empty or at the end of the school year, whichever comes first.

Activity Funds

Individual receipts for student activities such as bake sales and prom fundraiser and ticket sales as well as the lunch line sales (lunch line sales are not a student activity but fall within these procedures) are not required to be issued. In these cases, one receipt will be written for the total amount of money collected for the activity.

A subsidiary ledger for student activities will be kept for the student activity bank account. All cash receipts pertaining to student activities will be posted to the subsidiary ledger.

Periodic Review

The person holding the position of Finance Director will review the revenue detail report (AptaFund's Period Activity Detail Report, Revenue), to assure that all deposits were recorded accurately. Journal entries will be created to make any corrections to receipt posting. The periodic review will be completed, at a minimum, before submitting the NM PED Cash Report and Revenue and Expenditure Report for the PED reporting period.



COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES HANDBOOK

Approved by: Governing Council

Approved at Governing Council Meeting on: February 3, 2021

Revised on: _____

COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES HANDBOOK

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at School, in addition to the policies and procedures contained in the School's Student/Family and/or Employee Handbooks, and other School policies/procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the School's Student/Family Handbook, Employee Handbook, or other School policy/procedure, the policy in this Guidebook shall control.

Violation of these policies/procedures may subject students/staff to disciplinary action. Parents/guardians, visitors and other persons who refuse to adhere to School policies and procedures shall be required to immediately leave School premises.

School will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order, the public health/executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's guidance shall control.

RE: MASKING.

Any person entering the School premises, who uses School transportation, or who is participating in or attending a School-related activity must wear a mask or similar protective face covering, covering the nose

and mouth, at all times, except while eating or drinking during allowed times. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) disposable masks for people who forget to bring their masks to school; (3) face masks with a clear plastic window or that are made of clear material; or (4) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/neck fleeces; (e) face shields.

Students who cannot bring their own face coverings for use at School should notify their school advisors, who will arrange for face coverings to be provided. The School will have a sufficient quantity of masks on hand, as well as PPE (for staff in close contact assignments) to start the school year prior to students returning for in-person learning, following applicable PED guidance and requirements.

Students who take off their masks outside of permitted food/drink times shall be given a disciplinary warning; those who refuse to wear a mask must be immediately picked up from school and taken home. After two such warnings, the student shall be subject to further disciplinary measures, including but not limited to required remote learning (if available), suspension or expulsion, depending on the circumstances. School's disciplinary policies and procedures shall apply.

General Exceptions. This masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or exacerbate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency.

Students who do not have and are not eligible for an IEP or 504 Plan **MUST** wear a face mask in order to attend school in person. The alternative is fully remote learning, if offered by the school.

Students with IEPs/504 Plans. Students who cannot wear a face mask and have an IEP or 504 Plan shall meet with the IEP/504 Team to make a determination about possible accommodations based on the totality of needs, including the student's needs and the community's public health needs. In most cases, the IEP/504 team will consider fully remote learning as the appropriate accommodation, per PED guidance. The IEP/504 team may request medical documentation and may determine whether a face shield could be substituted for a face mask. In the event the IEP/504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/504 team will convene to develop a fully remote learning option and a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible.

School Employees/Staff/Contractors. The face mask requirement is considered a lawful condition of employment during the public health emergency. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for the staff member, the staff member will provide medical documentation to support a request for alternate work as a reasonable accommodation, if feasible; these requests shall be treated pursuant to the process for staff requests for a workplace accommodation. Staff who work with students under an IEP/504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/or other PPE. The use of a mask is not required by a School employee when in that person's private office with no one else present.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to the School community, or when it presents an "undue burden" involving a "significant difficulty or expense", as described/set forth in ADA regulations. During the public health emergency, all people's health and safety must be considered.

Re: HEALTH SCREENING AND SELF-ISOLATION PROCEDURES

Screening. In addition to the School's regular security and other visitor screening procedures, the School shall screen any person (including students and employees) wishing to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny on-campus access to anyone, including any School employee, volunteer, student, parent, visitor, contractor, or any other person, as appropriate, based on the person's answers to the screening questions required by the School for entry to School property/events. These questions are available at https://www.ahcancal.org/facility_operations/disaster_planning/Documents/COVID19-Screening-Checklist-SNF-Visitors.pdf.

Further, School shall conduct temperature checks for all persons seeking to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny entry to anyone with a temperature of 100.4 degrees Fahrenheit or higher.

The School shall maintain a daily log of all persons entering the School who is not a student at the School, or a School employee. The name, telephone number, and date of entry shall be logged for each School visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at the School, or a School employee. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by the Finance Director

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with NMDOH will be launching a statewide surveillance testing program to ensure that all educators have access to critical testing resources as school reopen for in-person learning. The School will participate in and cooperate with that program as required by PED/NMDOH, once implemented. A

5% surveillance testing requirement will be required for faculty and staff each week when students are present on campus. Access to testing will be provided by the PED/NMDOH at no cost to staff under this program.

Self-Isolation/Quarantine Procedures. Any person who is denied access to School premises or in-person events because of the results of the screening or temperature check requirements herein or as required by the State of New Mexico, OR any person experiencing any symptoms of COVID-19, shall be required to do the following before further attempting to access School premises or in-person events:

- (a) Engage in a period of self-isolation/quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the School's Head Administrator, which results shall be kept in confidence by the School to the extent such does not conflict with orders and directives of the DOH and/or New Mexico Public Education Department (PED); and
- (c) Attend School from home, or work from home to the extent that work can be performed remotely with the permission of the Head Administrator. Any School employee engaged in a period of self-isolation required under this Policy/Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act. *See related policy*
- (d) If the result of the COVID-19 test is NEGATIVE, you may return to the school site 24 hours after you no longer have symptoms and have been fever-free without medication. If the result of the COVID-19 test is POSITIVE, you must stay home until you are released from isolation (10 days after symptom onset, 24 hours fever free, and improving symptoms). See Confirmed COVID-19 Cases and "Close Contacts", below.

Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.

School shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.

Paperwork/records relating to employee/student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

Re: IF YOU FEEL SICK AT SCHOOL

If you feel unwell before school or work, you must stay home and follow attendance notification requirements. Students/staff who become unwell while at School must do the following:

- Students must notify a staff member that they feel unwell. Staff must notify Administration.
- Persons who feel unwell on campus shall immediately be taken to an isolation room or area to separate them from others. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance
- Parents/guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, the School shall call for ambulance transportation to a healthcare facility. Ill students/employees shall not be allowed to drive themselves home.
- Students/staff feeling unwell with symptoms consistent with COVID-19 will be required by School to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform the School of the date(s) of testing and the results of any testing. School shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
-
- Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met DOH criteria to discontinue home isolation.
-

RE: CONFIRMED COVID-19 CASES AND “CLOSE CONTACTS”

Confirmed COVID-19 positive individuals who are members of the school population must notify the School immediately of that result, and the date of the test. Notification should be provided to: Diane Gunn Miles at 505 980-9081.

- Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activities at the time they are notified of positive testing, and shall be sent home. Students/staff who are confirmed infected individuals must participate in an online or remote-only program until they have completed their period of home isolation and are cleared to return to school, see below.
- Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an

employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with

- this directive for employees with a known COVID-19 positive result.
- Within four (4) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families and staff in writing that a positive case has been identified at the school site. The School shall not specifically identify the infected student/staff member in such notifications.
- School administration shall follow NMPED and NMDOH protocols with respect to reporting to/notifying those entities of a positive result at the school site or within the school population.
- The School may share information relating to the infected individuals with NMPED and/or NMDOH, consistent with applicable FERPA exceptions.
- **COVID-19 confirmed positive individuals with symptoms must self-isolate for ten (10) days from the onset of symptoms and be fever free for three consecutive days before returning to the school site/school activities; asymptomatic COVID-19 confirmed positive individuals must self-isolate for 10 days from the date of the test before returning to the school site/school activities.**
- **Close contacts at School** (someone who was exposed for three minutes or longer within six feet of a confirmed COVID-19 case, with or without a face covering, **or** who was in the same class or cohort as a confirmed COVID-19 case) must be tested for COVID-19 and must quarantine for 14 days. The School will notify close contacts of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the requirement to quarantine for 14 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population.
 - Testing for COVID-19 is only required for those individuals identified as “close contacts” of a confirmed COVID-19 case.
 - Students and staff who are close contacts shall participate in an online-only program until they have completed their 14-day quarantine.
 - Even if a close contact’s COVID-19 test is negative, the 14-day quarantine must be adhered to.
 - Once the 14-day quarantine period for close contacts is completed without symptoms, the close contact staff member/student may return to school; a negative test is not needed in order to return.
- **Close contacts away from School:** Students and staff must notify the Head Administrator if they know that they have been exposed to others who have tested positive for COVID-19. The School will keep this information in confidence to the extent such does not

conflict with orders and directives of the DOH and/or PED. If a School student or employee is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the student or employee shall get tested AND shall engage in a fourteen (14)-day quarantine period from the date of last close contact with that person before returning to the School and/or participating in School-related in-person events. Test dates and results shall be reported to School administration. The School may seek confirmation of the contact’s/household member’s positive COVID-19 testing and nature of the contact for staff members.

Re: TRAVEL

Travel. **School employees shall not travel out of state for School-related business until further notice.**

All students, families, and School employees are strongly discouraged from traveling out of state on personal business. Any School employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Head Administrator before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. For so long as executive/DOH order 2020-054 or similar order remains in place, any student or employee who engages in or returns from out of state or international travel shall engage in a fourteen (14)-day period of quarantine upon return to New Mexico before returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms. Staff quarantining after out of state travel for personal business shall not be eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.

Re: SCHOOL FACILITY CLEANING/CLOSURE

Cleaning. All School facilities and buildings operated by the School must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. See, e.g., <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Staff shall be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with all applicable DOH guidelines. Staff further shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA).

Closure. School site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with NMDOH and CDC guidelines. In consultation and partnership with the NMPED and NMENV, the school will determine when it is safe to reopen the portions of the school

facilities impacted by the initial closure. Decisions to reopen will be based upon appropriate completion of required action steps related to the positive case.

Re: SOCIAL DISTANCING ENFORCEMENT

Social Distancing. All large group gatherings shall be avoided on School premises or during School-related events. Outside of class, students/staff/visitors shall not congregate in groups larger than 5, or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the School's area.

Students/staff/visitors must maintain proper social distancing measures at all times (minimum 6 feet between individuals, whether or not a mask is worn).

Thoughtful consideration for safety during times of transition has been developed to include:

Students being scheduled in project cohorts for all students to keep their same seat and teachers rotate to cohort.

On-site leadership team will monitor bathroom break requests to ensure no more than 3 students in the bathroom at any given time.

Pathways will be marked out on the floor to direct traffic flows and adhere to safe social distancing.

These practices are subject to change based on ever evolving public health orders provided by the Public Education Department.

Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.

Staff shall closely monitor and enforce social distancing requirements.

Re: TRANSPORTATION

Transportation. All staff and students must wear protective face coverings covering nose and mouth on School-provided transportation. Students will be assigned to certain seating. All reasonable steps shall be taken to limit bus seats to one student per seat, with a maximum of two per seat. Hand sanitizer will be provided and required. School vehicles shall be thoroughly cleaned and disinfected before and after each use.

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

Re: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS

Students and employees with underlying medical conditions as defined by the CDC, https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html, and/or employees over the age of 50, and/or those who live with someone who is in a high-risk category, should contact Diane Gunn Miles prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. School will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures. Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements. *See also Emergency Paid Sick Leave and Extended Family Medical Leave Policy.* The School aims to be as flexible as possible in making alternative arrangements.

Re: FIELD TRIPS

Until further notice, School field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by School administration and parents/guardians.

Re: MEALS/FOOD ON CAMPUS

During remote learning days, meals will continue to be provided to eligible students through the School's designated food distribution site: Albuquerque Public Schools. Please contact Roxanne Medina for further information. Masks must be worn, and social distancing must be maintained, during meal distribution.

During mealtimes on campus, students and staff are required to maintain social distancing requirements and to wear masks when finished with their meal. Cleaning/disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day. Meals will be provided by staff.

Re: EXTRACURRICULAR ACTIVITIES

School shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. All members of the coaching staff will be tested for COVID-19 shortly before the start of the season for any sport or activity that they coach, and the coaching staff members will provide the results to a school official named by the School. Each student participating in an NMAA sport or activity will be tested for COVID-19 shortly before each competitive season in which the student participates and will provide the results to a school official named by the charter school. Coaching staff will self-monitor and screen students prior to all workouts, practices, and competitions.

Re: RECESS

Time for recess shall not be reduced or eliminated, and withholding of recess shall not be used as a student disciplinary measure. Students must utilize masks, and maintain social distancing requirements, during recess. Playground equipment shall be regularly cleaned and disinfected.

All current social distancing and PPE requirement outline by our State will be adhered to and implemented during recreational times in our community to include breaks, lunch and work in the community.

These practices are subject to change based on ever evolving public health orders provided by the Public Education Department

Re: ATTENDANCE FOR SUCCESS

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Attendance will be officially recorded and reported to PED, whether school is conducted online or in-person. The school further will track online participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Hybrid Model: For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, attendance shall be taken by teachers for both in-person and remote instructional classes and school programs. Accurate attendance data shall be documented and reported by the School, in accordance with the Attendance for Success Act. Teachers will track student engagement and whether or not students are logging on to online instructional activities or otherwise using other means to participate in a class/activity, and the School will maintain this data. The School will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.

There are no changes in capturing attendance during COVID-19. Siembra remains committed to a supportive engagement strategy. This practice transcends COVID-19, remote learning, hybrid learning and brick & mortar learning. This strategy is practiced and led by Siembra's comprehensive Student Support Team.

Please contact Roxanne Medina if you/your student requires assistance with remote participation/engagement methods.

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Failure to attend and/or participate in instructional classes and school programs shall result in processes being implemented pursuant to the School's Attendance Policy and the Attendance for Success Act (see student/parent handbook). Meetings that need to be held with parents/guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences: Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing School attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

Optional Online-Only program: For optional online instructional programs that the school may employ to better meet the needs of some families, and in which families may choose whether or not to participate, attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.



1. PURPOSE

To comply with the requirements of the NM Dept of Public Safety regarding Criminal History Record Information

2. SCOPE

2.1 This policy applies to all SLHS staff members that have access to CHRI

3. REFERENCES/RELATED policies

SLHS Background Check Policy

SLHS Non-Employee Clearance Policy

4. RESPONSIBILITIES

4.1 Staff- for implementation of this policy

5. DEFINITIONS

n/a

6. POLICY

6.1 Background check results may be released only to the person who the CHRI was conducted on.

6.2 Background check results may only be viewed by and shared with the Head Administrator and persons with access to Cogent.

6.3 Record Storage

All background check results must be filed in a locked drawer, accessible only to the Head Administrator and persons with access to Cogent

Cogent passwords may not be shared.

Proper internet security software must be in place on the computers used to access the Cogent website

CHRI student family files shall remain on record until the later of their expiration per SLHS policy or when the related student no longer attends SLHS. CHRI personnel files shall be retained as required by NMAC 1.15.4. Records shall be stored for extended periods only when they are key elements for the integrity



and/or utility of case files. CHRI files no longer needed shall be destroyed using paper shredding.

6.4 Personnel Security

Personnel with access to CHRI must have approval by the Head Administrator after review of their background check, per the SLHS Background Check policy.

Using CHRI for any purpose other than that allowed by state statute or federal code is considered misuse/

Intentional misuse of CHRI is grounds for reprimand, suspension and/or termination and shall be reported to the Department of Public Safety.

6.5 Basic Security Awareness Training

All authorized personnel who have access to CHRI shall be knowledgeable regarding basic security awareness and the content of this policy.

7. ATTACHMENTS

Forms	
Form Number	Form Titles
	n/a

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision



STATEMENT OF ACCEPTANCE

This document was approved by the Governing Council of the New Mexico International School on October 26, 2016. The effective date of this Policy is October 27, 2016.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



Siembra Leadership High School
Civil Rights Assurance Policy
Approved by the Governing Board: January 8th, 2020

Programs Available

1. Nutrition Program

- Breakfast - Siembra Leadership High School offers nutritious breakfasts to children to promote learning and healthy eating behaviors. All students eat for free.
- Lunch - Siembra Leadership High School serves a variety of healthful, balanced lunches that prepare students to learn. All students eat for free.
- Nutrition Support - Siembra Leadership High School will make modifications to the regular school meals for a student with a disability that restricts his/her diet. This service requires a diet prescription form to be completed that is available at the front office.

2. Title I

- Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Technology Leadership High School is a school wide Title I to upgrade the instructional program for the entire school.

3. Title II

- Provides funds for preparing, training, and recruiting High Quality Teachers, Principals, or other School Leaders

4. McKinney Vento

- “Children and youth in transition” means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including the below. A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.
 - Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
 - Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.



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- ☐ Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- ☐ Migratory children and youth who are living in a situation described above.

Nondiscrimination Policy

In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity, sexual orientation, religious creed, disability, age, political beliefs, marital status, family/parental status, income derived from public assistance or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, or at the front office of Technology Leadership High School, and at any USDA office, or call (866) 632-9992 or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY). This institution is an equal opportunity provider.

School Complaint Procedures

Siembra Leadership High School takes all concerns and complaints seriously. The school values the concerns of our parents/guardians, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible. In the instances when that is not possible, a formal process is in place:



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Step 1: Informal Resolution with Executive Director

Step 2: Filing a Written Formal Complaint to the Executive Director and to the appointed Board Designee

Step 3: Requesting a Governing Board Hearing within 5 working days; written response within 10 working days of review



Siembra Leadership High School
Complaint & Grievance Policy
Approved by the Governing Board: January 8th, 2020

1. **Purpose.** The purpose of this Policy is to provide a process for grievances made against the School or its personnel by any employee, student, parent, or legal guardian of a student against.
2. **Employee Grievances.**
 - A. An employee must deliver a written statement to his/her immediate supervisor stating the pertinent facts relating to or regarding the problem within ten (10) working days of the act or occurrence out of which the problem arose. In cases involving employee groups, the written statement must be filed within fifteen (15) working days of the act or occurrence out of which the problem arose. If the immediate supervisor is the reason for the complaint or grievance the employee or employee group may go directly to the Executive Director.
 - B. Grievances will be heard by the supervisor or Executive Director at a reasonable time agreeable to both parties but in no event more than five (5) working days after the written statement has been delivered to the supervisor or Executive Director.
 - C. An employee may discuss the matter personally with the supervisor or Executive Director or the employee may be accompanied by a representative of his or her choice. The supervisor or Executive Director may also be accompanied by a representative of his or her choice.
 - D. Following this meeting the employee making the complaint and, if applicable, the person who is the reason for the complaint (respondent) will receive written notification of the supervisor or Executive Director's decision.
 - E. If the employee is aggrieved by a decision of a supervisor the employee may appeal to the Executive Director.
 - F. If the employee is aggrieved by a decision of the Executive Director the employee will have ten (10) working days from the date of the decision to submit an appeal in writing to the Governing Board. The Governing Board will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant of the decision in writing.



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- G. If the Executive Director is the subject of or reason for the complaint the employee may bring the complaint directly to the Governing Board via any of its members. The Governing Board member in receipt of the complaint shall immediately relay the complaint to both the President of the Governing Board and the School's legal counsel.
- H. All meetings and hearings shall be conducted in accordance with the Open Meetings Act.
- I. No member of the Governing Board and no member of the administration shall retaliate against any employee because the employee instituted a grievance proceeding by doing any act which affects the employee's employment status, detrimentally affects or damages a party in interest, any professional organization representative or any other participant in the grievance procedure.

3. Student, Parent, and Legal Guardian Complaints.

- A. Any student, parent, or legal guardian of a student may file a complaint of any nature with the Executive Director. The Executive Director or her designee will conduct an investigation into the complaint. This investigation may consist of interviews of the complainant and any witnesses who may have knowledge of the wrongdoing. Additionally, other method(s) or documents may be used. Complaints must be filed within 180 days of any wrongdoing.
- B. An investigation will generally be completed within forty-five (45) calendar days. In some cases, the investigation may take longer. However, Tech will make every reasonable effort to complete investigations within appropriate timelines.
- C. At the conclusion of the investigation, the complainant and respondent (if applicable) will receive written notification of the outcome.
- D. When the investigation is concluded by Tech, the complainant and respondent (if applicable) will have ten (10) working days from the date of the written notification to submit an appeal in writing to the Governing Board. The Governing Board will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant or respondent of its decision in writing.
- E. If the Executive Director is the subject of or reason for the complaint the student, parent, or legal guardian may bring the complaint directly to the Governing Board via any of its members. The Governing Board member in receipt of the complaint shall immediately relay the complaint to both the President of the Governing Board and the School's legal counsel.

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Conflict of Interest Policy

Public office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of the Governing Board to maintain public confidence and prevent the use of public office for private gain. In order to avoid conflicts of interest, it is the policy of the Governing Board not to employ Governing Board Members or engage in any action that would result in an economic gain for an individual Governing Board Member. Governing Board Members shall notify the Governing Board of any potential conflict of interest prior to the time set for discussion on any such transaction. The written disclosures will be attached to the minutes of the meeting in which Governing Board action occurred relating to the matter disclosed. Failure to provide prior notice of any conflict of interest is grounds for removal.



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Siembra Leadership High School
Teaching of Controversial Issues Policy
Approved by the Governing Board: January 8th, 2020

The Siembra Leadership High School Governing Board recognizes the role of public education in preparing students for effective citizenship. The Board also recognizes that as students prepare for effective citizenship, they often encounter issues that may be considered controversial.

Purpose.

The purpose of this policy is to establish guidelines for the teaching of controversial issues at Siembra Leadership High School.

Definitions.

“Controversial Issue” for the purpose of this Policy means a point or matter about which there exist significant opposing viewpoints and/or multiple perspectives.

“Curriculum” for the purposes of this Policy means the prescribed elements of programs and courses which state clearly and specifically what students are to know and be able to do, how well they will be able to do it, how they will meet the learning objectives and by what means they will be assessed.

Standards.

A controversial issue may be considered as part of Curriculum when the following conditions are met:

- The issue has political, economic, or social significance and is presented within appropriate curricular guidelines;
- Students are provided access to relevant and credible information pertaining to the issue under study;
- The issue is presented in an atmosphere free from bias and prejudice;
- Students are able to form and express their own opinions on the issue without jeopardizing their relationship with teachers or the school; and
- Controversial issues must be presented in an impartial and objective manner.

Compliance.

Teachers are responsible for ensuring that information from all views on a controversial issue is presented in an appropriate manner. Any complaints alleging a violation of this Policy are to be filed with the School’s Executive Director.



1. PURPOSE

To ensure compliance with NM Statutes and Rules regarding capital assets to maintain an accurate accounting of assets, thereby protecting school assets.

2. SCOPE

This policy applies to all inventoried items and capital assets at SLHS.

3. REFERENCES/RELATED policies

2.20.1.15, NMAC

Article 9, Section 11 of the constitution of New Mexico

EDGAR

FIN6.5 Asset Management MAP, GSD

GASB 34

OMB publication Circular 87, subsection 15

PSAB Supplement 13, Purchasing

PSAB Supplement 3, Accounting/Fund Accounting/General Ledger

Rule 88-101, "Standard Fixed Asset Control and Accounting Regulations"

Section 13-6-1, NMSA, 1978

Section 13-6-2, NMSA, 1978

Section 15-3B-16, NMSA, 1978

Section 22-26A.2, NMSA, 1978

Section 6-5-2, NMSA 1978

Section 74.139 - Disposition of Equipment

Section 12-6-10, NMSA, 1978

Sections 13-1-1 through 13-1-199, NMSA, 1978

PSAB Supplement 12- Capital Assets

PSAB Supplement 2- Internal Controls

SLHS Internal Controls Policy

4. RESPONSIBILITIES

Executive Director- Monitoring use of capital assets.

Staff- Notification of changes to location and use of items covered in this policy and responsibility for items included in their classroom and/or on their inventory list



Finance Director- Ensuring proper recording of capital assets and depreciation schedule. Oversight of purchasing and processing of disposal of assets.

Office Manager- Ensuring assets are maintained and tracked by user, annual inventory and updating inventory lists.

5. DEFINITIONS

“Capital Asset” is any item purchased for more than the capital asset threshold set by NMSA.

“Equipment” is any piece of electronic or computer-related property valued at over \$100 and less than \$5,000. This also includes property that is considered valuable and susceptible to high risk and/or ease of theft.

6. POLICY

6.1 Annual Capital Assets Inventory

- Capital Assets must be inventoried each year by Office Manager and appropriate staff, noting any damage not documented during the prior inventory
- Capital Assets inventory must be verified by the Board

6.2 Capitalization Policy

- SLHS shall record items as capital assets that are purchased for more than \$5,000, including taxes, installation, and other directly related costs.
- Purchases of Capital Assets less than \$60,000 shall follow the same process as outlined in the Internal Control Policy
- Purchases of Capital Assets greater than \$60,000 shall follow the same process as outlined in the Internal Control and Procurement Policies

6.3 Recording of Capital Assets

- Capital assets shall be recorded in the financial management system.
- All relevant documentation (Requisition, PO, Bill of Sale, Shipping Documents, Title, etc.) shall be maintained in a continuously accessible (permanent) Capital Assets file (along with purchasing files of the year the capital asset was purchased). Special insurance, maintenance, and repair instructions, changes, maintenance, repairs, and damages shall be documented in capital asset file.

6.4 Use and Maintenance of Capital Assets

- Use of capital assets shall be primarily monitored by Executive Director.
- The head of the SLHS ‘Department’ (ex: classroom instruction, admin office) that primarily uses the capital asset or the Executive Director, if used by the



school in general, shall be responsible for the care and maintenance of the capital asset.

- The Office Manager shall be notified of any maintenance or repairs needed to assets.

6.5 Sale and Disposition of Equipment

- Prior approval of the sale, exchange, or disposition of capital assets and equipment shall be obtained from the Executive Director and Finance Director.
- Loss of assets and equipment shall be reported immediately to the Finance Director.
- SLHS shall follow NMSA 74.139 and PSAB 12 regarding the sale and disposition of equipment.

7. ATTACHMENTS

Other Attachments	
Type	Title of Attachment

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision

STATEMENT OF ACCEPTANCE

This document was approved by the Board of the Siembra Leadership High School on **October 27, 2016**. The effective date of this Policy is **October 28, 2016**. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



1. PURPOSE

The Board of Siembra Leadership High School recognizes that to maintain a healthy and well-functioning school, the school's employees must have access to paid and unpaid leave opportunities in order to take care of their own health, emergencies, personal, and family matters. The Board thus provides the following Employee Leave Policy.

2. SCOPE

2.1 This policy applies to all regular employees of SLHS. It does not apply to contracted employees

3. REFERENCES/RELATED policies

Worker's Compensation Policy

NMSA 10-7-22

Leave Donation Policy

4. RESPONSIBILITIES

4.1 See policy (section 6) for specifics on responsibilities.

5. DEFINITIONS

5.1 "School employee" means a teacher or any full-time employee of the school. Whether an employee is a "full-time employee of the school" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee.

5.2 "Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

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



- 5.4 “Household members” means those persons who reside in the same home, who have reciprocal duties to and provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
- 5.5 “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 personal (sick) leave.
- 5.6 “Severe” or “extraordinary” means serious, extreme or life-threatening; including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from.

6. POLICY

6.1. All leave types are to be taken in half day increments

6.2. Personal (Paid) Leave

- 6.2.1. Personal leave is time taken that the employee is paid for at their per diem rate.
- 6.2.2. Employees will accrue up to ten (10) days of personal leave over the course of a full year of employment, depending upon their date of hire relative to their full contract. Thus, an employee hired half way through the school year will begin accruing leave upon hire, but will accrue only half of the ten days for that school year. This leave is for the employee to use for personal reasons, including illness.



6.2.3. All leave requests must be submitted to the school director prior to the absence. Employees may only request leave up to leave that has accrued. The amount of leave that has accrued can be requested from the office manager. Up to two days per year may be requested without giving a reason. For the other days, a reason must be given so the school director can determine if the absence request will be approved. Since approval is required, it is recommended that an absence request be turned in prior to personal plans being made.

6.2.4. At the end of a school year, each employee may opt to roll over any unused personal leave to the following year, and/or may request that the school “buy back” unused personal leave at \$100 per full day, or \$50 per half day. This is subject to the following:

6.2.4.1. No employee may have more than 20 personal days accrued.

6.2.4.2. Requests for buy back must be made by the employee by the last workday or his/her contract

6.2.4.3. Employees must have worked three full consecutive contractual years to be eligible to request unused personal leave buy back.

6.2.4.4. Employees being discharged are not eligible to request unused personal leave buy-back.

6.2.4.5. Employee that have been placed on paid administrative leave during a school year are not eligible to request unused personal leave buy back.

6.2.5. Part time employees will receive prorated personal leave based on their full time equivalency.



- 6.3. **Donation of leave** - Employees may donate leave to another employee only for a medical emergency.

6.3.1 The amount of leave that an employee may donate is up to the amount of leave accrued, less 2 days. Unaccrued leave may not be donated.

6.3.2 Leave may be donated to/from SLHS employees only

6.3.3 Employee requesting approval of leave to be donated to him/her must fill out an Application to Accept Donated Leave and must be approved by School Director.

- 6.4. **Accident or Injury-** see SLHS Policy F-18 Worker's Compensation

6.5. Bereavement Leave

6.5.1. Employees may be granted with up to five (5) paid days leave due to a death in their immediate family without loss of salary, or use of personal days. For purposes of bereavement leave only, the immediate family will include a spouse, child, child's spouse, parents, brother, or sister.

6.5.2 Employees may be granted up to two (2) paid days leave due to a death in their family without loss of salary, or use of personal days for the following family members: grandparents, grandchildren, aunts, uncles, nieces, nephews, grandchildren, and corresponding relatives of spouse.

6.5.3. An employee may request bereavement leave only twice per school year.

6.5.4. An employee may be required to present proof of death of family member to qualify for this leave.



6.6. Family Medical/Disability Leave (“FMLA”)

6.6.1 Because SLHS is a public school, the federal Family Medical Leave Act provides that it is a covered employer. If an employee is eligible to receive FMLA under the criteria of the law, an employee could be entitled to unpaid leave to attend to family and medical needs. To be *eligible* for FMLA coverage, however, the following criteria must be met:

- The employee has been employed by SLHS for the past 12 months;
- The employee has worked for at least 1,250 hours of service during the 12-month period immediately preceding commencement of the leave, **and**
- The employer has more than 50 employees.

6.6.2 Nothing in this policy shall prohibit or preclude Administration from having the authority to grant leave, paid or unpaid, for any length of time, on a case by case basis.

6.6.2.1 If leave is granted for reasons that would qualify under FMLA if SLHS had more than 50 employees, Administration may use all or a portion of the FMLA rules as a guideline at their own discretion based on the needs and resources of the school, students, and staff.

As of the date of this policy adoption, SLHS employs less than 50 employees.

6.7 Family Bonding Leave

6.7.1 Maternity leave may be requested to be used in writing to the Executive Director at least six months in advance of expected leave start date if all of the following conditions apply:

- For full time employees that have been employee at SLHS for at least six continuous months.
- For birthing and non-birthing parents, including adoptions. This is limited to children adopted three years old or younger.
- May be taken up to one time per school year.

6.7.2 If approved, employee will be paid up to 80% of their salary for up to 6 weeks, which may be taken in half day increments. Up to an additional 6 weeks of unpaid maternity leave may also be granted. The maternity leave schedule must be approved in advance by the Executive Director and leave committee.



6.7. Jury Duty

6.7.1. SLHS 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.

6.7.2. 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 School Director and School director presenting any "special circumstances" which are to be considered.

6.8. Leave Without Pay

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

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

6.8.3 The employee is responsible for paying the pro-rated amount of the employer health insurance costs (health, medical, dental), based on the number of non-FMLA unpaid leave days and the number of days in a month, in addition to the employees normal share of health and other insurance costs

7. ATTACHMENTS

Forms	
Form Number	Form Titles



	Absence Request Notice of Accident Report Application to Accept Donated Leave
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8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision
2	6/27/17	6.2.4
3	12/19/18	Amendment of FMLA Section

STATEMENT OF ACCEPTANCE

This document was approved by the Board of the Siembra Leadership High School on June 27, 2016. The effective date of this Policy is June 28, 2017.

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SIEMBRA LEADERSHIP
HIGH SCHOOL

Executive Director written summative feedback which shall consist of the completion of a formal written evaluation using the evaluation form that is adopted as an addendum to this policy. Also, during this executive session, the Governing Board shall identify for the Executive Director the S.M.A.R.T (specific, measurable, attainable, realistic, and timely) goals it wishes to have the Executive Director address during the following year.

The Executive Director at the April Governing Board meeting shall provide the Governing Board a copy of the Executive Director's PDP (professional development plan), indicating the attainable results the Executive Director anticipates accomplishing during the year in response to the goals approved by the Governing Board in March.

The Governing Board at the June Governing Board meeting shall conduct an informal first quarter formative review of the Executive Director's PDP. This meeting shall be an executive session.

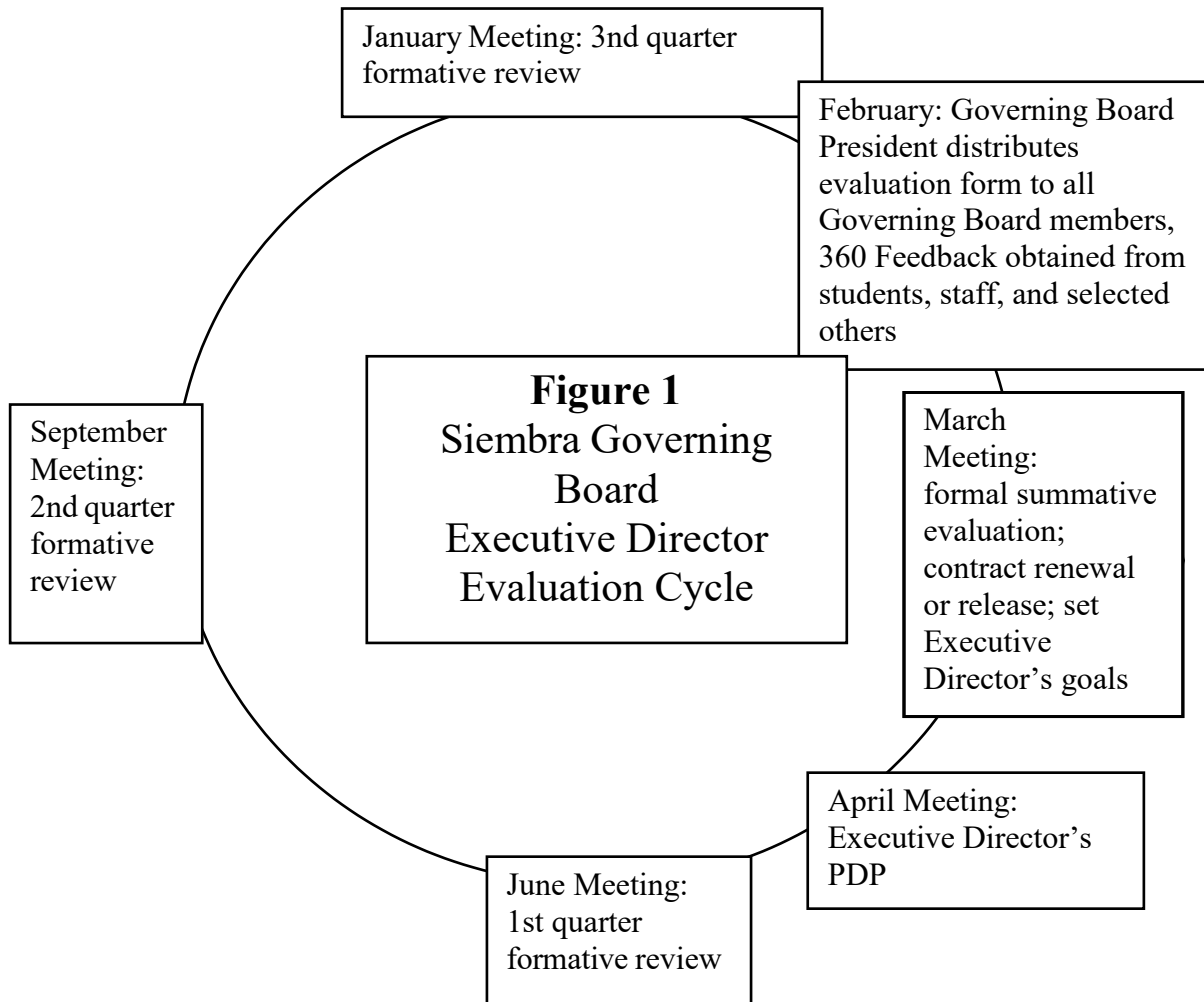
At the September Governing Board meeting shall conduct an informal formative second quarter review of the Executive Director's PDP. This meeting shall be an executive session.

The Governing Board at the January meeting shall conduct an informal formative third quarter review of the Executive Director's PDP. This meeting shall be an executive session.

In February, the President of the Governing Board shall distribute to all Governing Board members a copy of the Executive Director's evaluation form for each Governing Board member to individually complete and return to the Governing Board President. At the same time, feedback shall be obtained from a randomly selected sample of staff, students, and relevant community members as identified by the Board. The President of the Governing Board shall have these materials compiled, and these shall form the basis for the Executive Director's formal summative evaluation in March, where they shall be reviewed in executive session with the Executive Director. and where the goals for the coming year are developed and reemployment decisions are determined. The cycle is represented graphically below in Figure 1.



SIEMBRA LEADERSHIP
HIGH SCHOOL



Approved:

Amended:



Executive Director's Evaluation Form

PART I Job Responsibilities

The job responsibilities are the broad, general categories of job performance which the Siembra Leadership High School Board expects of the Executive Director.

Category 1: Board Relations

The Executive Director provides leadership to accomplish the Board's goals and actively communicates progress on those goals to all members of the Board. The Executive Director works effectively with the Board to formulate charter school policy, defining mutual expectations of performance with the Board and demonstrates good school governance to the Board. The Executive Director works effectively with the Board to administer all policies established by the Board.

Performance indicators:

- 1.1 Effectively communicates with all members of the Board
- 1.2 Anticipates events which may require Board awareness and attention
- 1.3 Effectively works with the Board at all Board meetings
- 1.4 Recommends appropriate policy issues to the Board for their consideration

Supporting Evidence: _____	Summary Rating (Circle one)
_____	Satisfactory
_____	Needs Improvement
_____	Unsatisfactory



Executive Director's Evaluation Form

Category 2: Communications

The Executive Director demonstrates and utilizes the skills necessary to establish effective two-way communications not only with students, staff and parents, and the community as a whole including beneficial relationships with the media. The Executive Director responds appropriately to community feedback and builds community support for the charter school.

Performance indicators:

- 2.1 Develops formal and informal techniques to gain external perceptions of the charter
 - 2.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments)
 - 2.3 Promotes and invites involvement of all stakeholders to fully participate in the process of schooling
 - 2.4 Understands the role of media in shaping and forming opinions as well as how to work with the media
 - 2.5 Seeks and values input from a wide range of sources
-

Supporting Evidence: _____ _____ _____ _____ _____ _____	Summary Rating (Circle one)
	Satisfactory
	Needs Improvement
	Unsatisfactory



Executive Director's Evaluation Form

Category 3: Staff Relations

The Executive Director works effectively with staff to develop a strong school-wide team. The Executive Director is visible and accessible to staff and communicates effectively with them. The Executive Director demonstrates respect for all levels of staff within the district and works to support the development of all members of the district team. The Executive Director delegates and holds administrators accountable for decisions, progress of students, or lack thereof with appropriate consequences in accord with applicable legal/procedural due process standards.

Performance indicators:

- 3.1 Knows and interacts with staff members who serve the district in a variety of roles
 - 3.2 Visits staff work spaces while staff are engaged in work on a regular basis.
 - 3.3 Meets with staff regularly formally and informally.
 - 3.4 Values and solicits staff input prior to making decisions affecting staff
 - 3.5 Supports professional development for all staff
 - 3.6 Fosters pride in our charter school and high morale among faculty and staff
-

Supporting Evidence: _____ _____ _____ _____ _____ _____	Summary Rating (Circle one)
	Satisfactory
	Needs Improvement
	Unsatisfactory



Executive Director's Evaluation Form

Category 4: Community Relations

The Executive Director promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Performance indicators:

- 4.1 Provides leadership for improving parent/student/community involvement in the schools
 - 4.2 Establishes effective school/community relations, school/business partnerships and public service
 - 4.3 Provides community service and leadership for developing a positive rapport between the school and the community.
 - 4.4 Demonstrates respect for the diversity in the school community
-

Supporting Evidence: _____ _____ _____ _____ _____	Summary Rating (Circle one)
	Satisfactory
	Needs Improvement
	Unsatisfactory



Executive Director's Evaluation Form

Category 5: Instructional Leadership

The Executive Director promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all members of the school community. The Executive Director supports the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

Performance indicators:

- 5.1 Sets priorities in the context of improving student achievement
 - 5.2 Articulates and promotes high expectations for teaching and student learning
 - 5.3 Develops, communicates, and implements a collective vision of comprehensive school improvement through the NM-DASH process
 - 5.4 Formulates procedures for gathering, analyzing and using charter school data for decision-making
 - 5.5 Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes
 - 5.6 Collaboratively develops, implements, and monitors change process to improve student and adult learning
-

Supporting Evidence: _____	Summary Rating (Circle one)
_____	Satisfactory
_____	Needs Improvement
_____	Unsatisfactory



Executive Director's Evaluation Form

Category 6: Organizational Management

The Executive Director gathers and analyzes data for decision making and for making recommendations to the board on the operations of the charter school. The Executive Director demonstrates the skills necessary to meet internal and external customer expectations and to effectively allocate resources to maintain a clean, safe, and healthy working environment for staff and students.

Performance indicators:

- 6.1 Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring, purchasing, and budget development
- 6.2 Develops and monitors long range plans for school and charter school technology and information systems making informed decisions about computer hardware and software and staff development and training needs
- 6.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs.
- 6.4 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

Supporting Evidence: _____ _____ _____ _____ _____ _____	Summary Rating (Circle one)
	Satisfactory
	Needs Improvement
	Unsatisfactory



Executive Director's Evaluation Form

Category 7: Values and Ethics

The Executive Director is an educational leader who promotes the success of all students by acting consistently with integrity and fairness. The Executive Director understands and models an appropriate value system, ethical behavior, and moral leadership. The Executive Director exhibits multi-cultural and ethnic understanding and coordinates with social agencies and human services to help all students grow and develop as caring, informed citizens.

Performance indicators:

- 7.1 Models a high standard of moral and ethical behavior in all interactions
 - 7.2 Demonstrates integrity in all actions
 - 7.3 Manifest a professional code of ethics
 - 7.4 Explores and develops ways to find common ground in dealing with difficult and divisive issues
 - 7.5 Promotes the value that moral and ethical practices are established and practiced in every classroom and throughout the charter school
-

Supporting Evidence: _____ _____ _____ _____ _____	Summary Rating (Circle one)
	Satisfactory
	Needs Improvement
	Unsatisfactory



Executive Director's Evaluation Form

PART II – Annual Goals

The annual goals developed jointly by the Board and Executive Director in March are listed below. These are updated annually and are the basis for the Executive Director's Professional Development Plan which shall be submitted to the Board in April.

Executive Director's Goals for 2019-2020

Goal 1 : the Executive Director will....

Goal 2 : The Executive Director will....

Goal 3: The Executive Director will

Goal 4 : The Executive Director will....

Goal 5 : The Executive Director will....



Executive Director's Evaluation Form

PART III – Overall Summary [Check (✓) one in each row]

Job Responsibilities:

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

Category 7

Job Targets:

Summative Rating:

Satisfactory	Needs Improvement	Unsatisfactory

Significant Achievements:

Areas for Growth:

Executive Director Comments:

Board Comments:

Executive Director's Signature: _____ Date: _____

Evaluation Period: March, 2019 to February, 2020

Board President's Signature: _____ Date: _____



1. PURPOSE

The Board of Siembra Leadership High School recognizes importance of staff improvement. SLHS encourages self-improvement that benefits the collective growth of the school through seminars, conferences workshops, additional certifications and site-based learning in the community. The Board thus provides the following Employee Professional Development Policy.

2. SCOPE

- 2.1. This policy applies to employees of SLHS. This funding is not available to persons who provide services to the school under professional services or other contract as they are not school employees.

3. REFERENCES/RELATED policies

- 3.1. SLHS Internal Controls Policy (Purchasing process)

4. RESPONSIBILITIES

- 4.1. Staff- for completing Request for Funding of PD, License, and/or Certification Expense and following purchasing process.
4.2. Administration- approval or denial of Request.

5. DEFINITIONS

- 1.1. "Funding" means payment of expenses mentioned in this policy upon proof of completion of PD or receipt of license or certification by:
1.1.1. Reimbursement to employee upon proof of prepayment
1.1.2. Payment by school check to applicable vendors upon receipt of invoice.
1.2. "Employed" means any full time or part time employee employed at the time that the activities in this policy took place or licensing/certification was obtained.

6. POLICY

- 6.1 In order to be considered for funding, professional development activities, classes, trainings, license fees and certifications while employed at SLHS requests must be submitted on the required request form to the leadership team of the school. The leadership team will evaluate each request based on the following criteria:
6.1.1 Is the professional development an allowable expense by an applicable funding source
6.1.2 Does the knowledge or skills acquired support the mission, vision and values of the School



**FUNDING OF EMPLOYEE PROFESSIONAL
DEVELOPMENT, LICENSE AND
CERTIFICATION EXPENSES**

Revised: 10/7/2020
Effective: 10/7/2020

Page **2** of **2**

6.1.3 Does the training support the four school-wide goals and three pillars of SLHS

6.1.4 Is the training required to maintain the licensure of the employee

6.1.5 Transferability – Knowledge or skills acquired must benefit the greater school community.

6.1.5.1 Improve curriculum development

6.1.5.2 Develop greater capacity to serve diverse learners, such as increasing in level of licensure, allowing the employee to take on more responsibilities and hence, give back to the school community in a greater way.

6.1.5.3 Increase capacity and expertise in the execution of “learning by doing.”

6.1.6 Is available funding for professional development being utilized equitably for staff

6.1.6.1 How many requests are received per year by each employee

6.1.6.2 If multiple requests are received the committee may decide to pay a portion of the costs of each training

6.2. License and/or Certification Applications and related expenses approved by Administration may only be initiated or completed upon notification that a Purchase Order has been issued by the Director of Finance.

7. ATTACHMENTS

Form Titles
n/a

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision
Revision 1	10/7/2020	Clarification of approval process and additional criteria for
Original	12/18/2018	Consideration of eligibility of training

STATEMENT OF ACCEPTANCE

This Revision was approved by the Board of the Siembra Leadership High School on 10/7/2020. The effective date of this Policy is 10/7/2020.

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Siembra Leadership High School

GASB-54 Policy

Governing Board Approved

Approved: October 7, 2020

This Policy replaces GASB 54 Policy approved on September 3, 2020.

Siembra Leadership High School will follow GASB-54 guidelines when classifying fund balances on their Financial Statements.

GASB-54 requires that fund balances be categorized into 5 areas. The hierarchy of these categories are:

Non-spendable Purposes: amounts that are in a non-spendable form. Items in this category include prepaid items (example: damage deposits for a leased facility).

Restricted Purposes: amounts that can only be used for specific purposes stipulated by external resource providers (Grants), constitutionally, or thru enabling legislation. Restrictions can be changed or lifted only with the consent of the resource provider.

Committed Purposes: amounts that can be used only for a specific purpose as determined by the Governing Board in an open meeting. For any given fiscal year, the meeting must be completed by the last day of the fiscal year. The Governing Board must specifically designate these funds as committed for a named specific purpose. The committed purpose can be changed or lifted only by the Governing Board in an open meeting.

Assigned Purposes: amounts intended to be used for a specific purpose. Intent can be expressed by the Governing Board or by an official or body that his designated by the Governing Board as having authority. In funds other than the operating fund, assigned fund balances are amounts not restricted or committed. Funds are intended to be used for the purpose of that fund.

Unassigned Purposes: the residual classification for the general fund for amounts not contained in the other classifications. Amounts are technically available for any purpose.

For New Mexico Public Schools, all funds in the General Fund (Fund 11000) are considered unassigned unless portions are purposely categorized as assigned or committed. Federal Funds, Local Grants and State Grants and Special Revenue Funds are considered Restricted Grants. Private Grants are categorized based on the intent of the funder, and can be included in any of the categories.

Siembra Leadership High School Grading and Credits Policy

Siembra Leadership High School employs a Mastery Learning model

At Siembra High School, assessment and grading look different than they do in most traditional schools; we employ a mastery approach to learning. This means that students have multiple opportunities to prove that they have met the learning outcomes of the project.

Students demonstrate mastery in many ways: group discussions, presentations, learning logs, products/deliverables, mini-exhibitions and the final exhibition. Mastery is measured by both formative and summative assessments which are performance based.

Performance assessments are long-term, public, and relevant assessment methods that provide the opportunity for students to demonstrate what they have learned through their experiences. Exhibitions are a required student performance assessment.

Throughout a project, student work and assignments are aligned to one or more student learning outcomes. Teachers use a standards based grading approach to determine whether the student's performance on the assignment reflects proficiency or not. Teachers indicate how well the assignment demonstrates proficiency by assigning a descriptor from the grading scale (see below) and providing additional comments to help students understand the assessment and how to improve.

Students can earn different course credits in a project. Credits are earned through demonstration of mastery of Common Core, National and State Standards. Each course credit that is available in a project will have at least 3 major learning outcomes that align to those standards. At the end of each trimester, teachers look over all of the evidence collected regarding how a student has performed on each objective. A student's final grade and whether they have earned credit for each course aligned to the project is determined by whether or not they were demonstrating proficiency on learning outcomes for each course. This is important; in a Mastery Learning model, students are not penalized for not being proficient on every assignment from the very beginning of the project. We recognize that students will learn and grow and become more proficient throughout a project.

We calculate final grades by converting learning outcomes aligned to each for course to a course grade:

Course Grade	Criteria
A	Student demonstrates Meets Proficiency or Mastery in ALL learning outcomes
B	Student demonstrates Nearing Proficiency in any one learning outcome AND Student demonstrates Meets Proficiency or Mastery in the remaining learning outcomes
F	Student does not produce enough evidence to demonstrate mastery of learning outcomes.
I	In some cases, students can earn an 'I' for incomplete, which means work toward mastery is still in progress. Students will have the opportunity to show progress toward mastery. With sufficient progress, students can earn either an A or B. If students show insufficient progress, a grade of 'F' will be entered in place of the 'I'. All incompletes will be converted into a lettergrade of A, B or F at the end of each school year.

**Siembra Leadership High School
Standards-Based Assessment Scale**

Mastery	Your performance indicates that you can demonstrate this learning outcome beyond what was taught and expected throughout the project.
Meets Proficiency	Your performance indicates you can consistently demonstrate your understanding and application of this learning outcome.
Nearing Proficiency	Your performance is not at the expected level <i>yet</i> , but you are the showing signs of growth.
Beginning Steps	Your performance shows that you are in the early stages of learning. You need the support of your teachers, peers, and other experts to successfully complete tasks to demonstrate understanding and application of the learning outcome.
Not Assessable	The product or performance is not suitable for assessment.



Siembra Leadership High School
Gun Free School Policy
Approved by the Governing Board December 18, 2019

Siembra Leadership High School (SLHS) shall comply with NMSA 30.7.2.1 which provides for the unlawful carrying of a deadly weapon on school premises, NMSA 30.7.2.2 which provides for exceptions to and penalties for carrying a deadly weapon on school premises, and NMSA 32A.2.33 Child in possession of a firearm on school premises detention and hearing and NMSA 22.5.4.7 Additional student discipline policies, weapon-free schools. SLHS will provide an educational and work environment for all students and school personnel. SLHS will not tolerate a student or a staff member bringing or carrying a deadly weapon on school premises unless it fits into one of the exceptions stated in law.

Definitions

Firearm: any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosion, the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. “Firearm” includes any handgun, rifle or shotgun.

Handgun: a loaded or unloaded pistol, revolver or firearm which will or is designed to or may readily be converted to expel a projectile by the action of an explosion and the barrel length of which, not including a revolving, detachable or magazine breech, does not exceed twelve inches.

Person: unless otherwise defined in other areas of this policy, an individual who is less than nineteen years old.

Regular Volunteer: Those persons, including relatives of students who commit to serve on a regular basis at a school district, charter school, or other educational entity without compensation.

School Personnel: All administrators, principals, teachers, counselors, social workers, speech therapists, psychologists, nurses, librarians and other support staff who is employed by a school, or who perform services for the school on a contract basis. At SLHS, this definition also includes persons who volunteer without compensation.

School Premises:

1. The buildings and grounds, including playgrounds, playing fields and parking areas and any school bus of any public elementary, secondary, junior high or high school in or on



SIEMBRA LEADERSHIP
HIGH SCHOOL

which school or school-related activities are being operated under the supervision of a local school board; OR

2. Any other public buildings or grounds, including playing fields and parking areas that are not public school property, in or on which public school-related and sanctioned activities are being performed.

Spontaneous Volunteer: Those persons, including relatives of students or school personnel, who volunteer for a one-time event.

Weapon:

1. Any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion; AND
2. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device.

Unlawful carrying of a deadly weapon on school premises consists of carrying a deadly weapon on school premises except by:

1. A peace officer;
2. School security personnel;
3. Student, instructor or other school-authorized personnel engaged in army, navy, marine corps, or air force reserve officer training corps programs or state-authorized hunter safety training instruction;
4. A person conducting or participating in a school-approved program, class or other activity involving the carrying of a deadly weapon; OR
5. A person older than nineteen years of age on school premises in a private automobile or other private means of conveyance, for lawful protection of the person's or another's person or property.

Whoever commits unlawful carrying of a deadly weapon on school premises is guilty of a fourth-degree felony.

Unlawful possession of a handgun by a person consists of a person knowingly having a handgun in his/her possession or knowingly transporting a handgun, except when the person is:

1. In attendance at a hunter's safety course or handgun safety course;
2. Engaging in the use of a handgun for target shooting at an established range authorized by the governing body of the jurisdiction in which the range is located or in an area where the discharge of a handgun without legal justification is not prohibited by law;



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3. Engaging in an organized competition involving the use of a handgun;
4. Participating in or practicing for a performance by an organization that has been granted exemption from federal income tax by the United States commissioner of internal revenue as an organization described in Section 501(c)(3) of the United States Internal Revenue Code of 1954, as amended or renumbered;
5. Legal hunting or trapping activities;
6. Travelling, with an unloaded handgun in his/her possession, to or from an activity described in 1, 2, 3, 4, or 5 of this section; OR
7. On real property under the control of the person's parent, grandparent or legal guardian and the person is being supervised by his/her parent, grandparent or legal guardian.

A person who commits unlawful possession of a handgun by a person is guilty of a misdemeanor.

If a public school administrator or employee has reasonable cause to believe that a child is in possession of or has been in possession of a firearm on school premises in violation of NMSA 30.7.2.1, the administrator or employee shall immediately report the child's actions to a law enforcement agency and the children, youth and families department (CYFD).

Upon receipt of a report pursuant to the paragraph above, the law enforcement agency may conduct an investigation to determine if there is probable cause to believe that the child possessed a firearm on school premises.

If the law enforcement agency determines there is probable cause to believe that the child possessed a firearm on school premises, the law enforcement agency may take the child into custody and deliver the child to a detention facility licensed by the department. After the child is delivered to a detention facility, the department shall comply with the notification provisions set forth in NMSA 32A-2-10 Subsection C. The child shall be detained in the detention facility, pending a detention hearing pursuant to the provisions of NMSA 32A.2.13.

Siembra Leadership High School will expel any student in which it has been determined has knowingly brought a weapon to school for a period of not less than one year. The Siembra Leadership High School Governing Board or Executive Director may modify the expulsion requirement on a case-by-case basis.

A student with a disability in which it has been determined to have knowingly brought a weapon to school will be placed in an alternative education setting for not more than forty-five (45) days. If a parent or guardian of the student requests a due process hearing, then the student shall



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remain in the alternative educational setting during the pendency of any proceeding unless the parent or guardian and the Siembra Leadership High School agree otherwise.



Siembra Leadership High School
Homeless Education and Assistance
McKinney-Vento Homeless Education Policy
Approved by the Governing Board on December 18, 2019

Siembra Leadership High School (SLHS) shall comply with The McKinney-Vento Act, NMAC 6.10.3, and Title IV, Part A of Every Student Succeeds Act (ESSA) which provides for the education of students who meet the definition of Homeless.

Definitions

Homeless: a lack of permanent housing resulting from extreme poverty, or, in the case of unaccompanied youth, the lack of a safe and stable living environment.

Homeless Children and Youth: As defined in 42 U.S.C 11434a(2)

1. Individuals who lack a fixed, regular, and adequate nighttime residence AND
2. Includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
 - b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; AND
 - d. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described a-c above.

McKinney-Vento Homeless Assistance Act: a homeless assistance program and federal law that ensures immediate enrollment and educational stability for homeless children and youth. The Act mandates that school counselors provide services for children who are homeless.

School of Origin: the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Unaccompanied Youth: includes youth in homeless situations who are not in the physical custody of a parent or guardian. Included in this definition are preschool children, migrant



children, and youth whose parents will not permit them to live at home or who have run away from home (even if their parents are willing to have them return home).

Services for Homeless Students

SLHS will disseminate public notice of the education rights of children and youth in locations frequented by parents and guardians of homeless children and youths and unaccompanied youths. This public notice will be in a manner and form understandable to the families and youth. Identification and outreach strategies will be conducted sensitively and without stigma, to create an environment in which families, children and youth will be comfortable seeking support. Families have the discretion to accept or reject the assistance allowed under this act. Children are to be identified as homeless even if services are not provided.

The SLHS Executive Director will designate a staff member who will be the liaison for students experiencing homelessness. This staff member must be able to carry out the duties under the law (42 U.S.C. §11432(g)(1)(J)(ii) which requires liaisons to ensure that homeless children and youth are identified by school personnel through outreach and coordination with other entities and agencies in order to provide support and offer appropriate services to the family, child and/or youth. These agencies will include the New Mexico Public Education Department (PED) Homeless Education Coordinator, as well as homeless service providers, the parents/guardians of homeless students, advocates for homeless families and the students themselves.

Homeless students shall be provided the same free, appropriate public education and related services are provided to other students, including special education services, tutoring, transportation and meals through school meal programs, if available.

Residency Requirements for Homeless Students

SLHS shall enroll homeless students in the same manner it enrolls any other student, except that homeless students may be enrolled with or without records of residency.

Student Records for Homeless Students

Records are not required for a homeless student to attend SLHS. Records are important for health and school information. However, SLHS will enroll homeless students promptly with or without school records. The SLHS school liaison can assist parents of homeless students in acquiring students records from previous schools.

Additional Services for Homeless Students



Homeless students may be eligible for additional services provided by SLHS such as assistance with school materials. SLHS may help with food, clothing and medical assistance by providing referral information for these services.

Waiver of School Fees for Homeless Students

SLHS may waive any school fees for homeless students who cannot afford to pay. A form will be developed for parental requests for waiver of student fees.

Dispute Resolution

A dispute pursuant to the McKinney-Vento Education for Homeless Children and Youth Act may be initiated directly with the designated Liaison, and the resolution process at the school level shall be as informal and accessible as possible. In the case of a complaint pursuant to the McKinney-Vento Education for Homeless Children and Youth Act, SLHS will create a provide a simply stated notice of rights and provide that notice of rights to the student,, parent or guardian, in a language the student, parent or guardian can understand, that complies with NMAC 6.10.3.9 D (c). The notice of rights shall contain:

1. Contact information for the LEA homeless liaison and the state coordinator, with a brief description of their roles;
2. A step by step description of how to make use of the dispute resolution process;
3. Notice of the right to immediately enroll in the school of choice pending resolution of the dispute and notice that immediate enrollment includes full participation in all school activities;
4. Notice of the right to obtain the assistance of advocates or attorneys;
5. Notice of the right to appeal to the NM Public Education Department (PED) if the school-level resolution is not satisfactory;
6. The timelines for resolving school and PED-level appeals;
7. Notice of the right to provide written or oral documentation to support their position;
AND
8. A simple form that parents, guardians or the student can complete and return to the school to initiate the process.

Appeal Procedure

A parent or guardian may appeal the decisions regarding a homeless child's education to the Executive Director. SLHS will use the PED's dispute resolution process form, which requires the following information:

1. School name, address, phone and fax numbers;
2. Student's name, address, identification number, and grade;



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3. Parent, guardian or complaining party's name, relationship to the student, address and phone number;
4. Whether the student lives in a shelter;
5. Name of the school the student chooses to be enrolled in pending resolution of the dispute;
6. Whether the school enrolled in is the student's school of origin;
7. Reason for the complaint;
8. Signature of the parent, guardian or complaining party; AND
9. The Executive Director's actions on the complaint.

The Executive Director will have 10 calendar days to review its initial determination and make a final decision as to the position taken. This decision must be in writing and must state all factual information upon which it is based and the legal basis in support thereof. If the final decision of the school is averse to the parent, guardian or student, the decision, along with the school's dispute resolution process form, must be forwarded by the school's homeless liaison to the PED's homeless liaison within 5 calendar days of issuing its final decision.

The filing of these documents shall satisfy the following requirements:

1. Be written;
2. Be signed by the complaining party of his or her designated representative;
3. Contain a statement that the PED or an agency or consortium of agencies has violated a requirement of a federal statute or regulation that applies to the program; AND
4. Contain a statement of the facts on which the complaint is based and the specific requirement alleged to have been violated.

The parent, guardian or student may also initiate the appeal by providing copies of these documents to the PED's homeless liaison.

Financial Policies, Oversight, Compliance and Sustainability

The purpose of this document is to define the financial responsibilities and requirements of the SLHS Board members and employees. It is the purpose of these requirements and policies to create an atmosphere of good stewardship and fiscal responsibility to ensure the long-term success and viability of SLHS.

Related Policies:

New Mexico Procedures for Public School Accounting and Budgeting

Board Responsibilities – The following detail the responsibilities and requirements of the SLHS Board. These policies and procedures are designed to create an atmosphere of oversight that, while not requiring daily review and responsibility, will ensure that necessary procedures are being followed:

1. The Board will elect or appoint a Finance Committee to oversee the financial aspects of the SLHS Operations. There should be at least two members appointed to the committee and one from the public.
2. Annually the Board will approve the fiscal budget, which should include both expected revenues and approved broad spending categories. It is understood, especially in the first year of operations that the budget will have to be reviewed on an ongoing basis (see responsibilities of the Finance committee below) and update the budget to adjust to changing conditions (i.e. unexpected funding sources, funding not received, etc.).
3. Review and approve the monthly financial statements that are presented by the Finance committee and Principal.
4. Review the recommendation of the Finance Committee and Principal for the Accountant/Controller position (in the event that such a position is approved and hiring proceeds).
5. Review and approve of the recommendation of the Finance Committee and Principal for the investment policies of any held funds. Additionally, review and approve the recommendation of the Finance Committee and Principal for the hiring and retention of financial advisors to oversee the investment of held funds.
6. Approve the initial and any future revisions of the Fiscal Policies and Procedures of SLHS. Revisions will be reviewed and recommended at least quarterly by the Finance Committee.

Finance Committee Responsibilities – The Finance Committee will consist of two members of the Board and the Principal. The duties of this committee will be to perform the detailed interaction with the Principal and oversight of the financial policies and procedures of SLHS. The responsibilities of this Committee will be the following:

1. On an ongoing basis to review the Fiscal Policies and Procedures of the SLHS to ensure that safeguards and controls are adequate and effective. In those situations where improvement or changes are appropriate, the Committee will propose and recommend such changes to the Board.
2. Especially in the first years of operations, the annual budget will need to be reviewed for reasonability and adjustments or changes that appear will need to be recommended to the Board for their approval. It will be the duty of the Committee to ensure that the Principal is holding to the budget approved by the Board and to discuss and bring to the attention of the Board any perceived shortfalls or problems with the actual versus budgeted results.
3. At least quarterly the Committee will review the monthly reports from the Principal and accounting personnel. As indicated above, the review should include any concerns about budget, review of bank reconciliations and any other elements the Committee deems relevant to helping oversee fiscal responsibility and reporting accuracy. The Director of Finance should on a monthly basis submit to the Committee the following information for review and approval:
 - a. Review of the monthly bank reconciliation and bank statement.
 - b. Review bank statements and cancelled checks to ensure that proper signatures and required authorizations are being followed.
 - c. Review a list of disbursements with supporting documentation to ensure that proper authorization and approvals are being obtained.
 - d. Review and approval of the cash receipts and disbursements statement and comparison to budget.
 - e. Review and approval of the monthly accrual income statement and balance sheet and comparison to the budget.

- f. Review of Requests for is prepared by Finance Director, prior to submission to PED.
 - g. Review of the monthly investment statements and investment results.
 - h. Approval of overall monthly package to be submitted to the Board.
4. The Committee shall be made up of at least two board members, who will also serve on the Audit Committee.
 5. At least quarterly, the Committee will review the investment results and reports to ensure that invested funds are being held according to the investment policy and are performing in the expected manner. Any concerns or suggested changes will be forwarded to the Board for their consideration, and if required, changes to the investment policy and / or investment advisors.
 6. Work with the Principal and/or Finance Director to secure proper assistance to see that annual IRS statements are prepared and filed timely.
 7. Review and approve with the Principal any proposed hiring decisions and ensure that such decisions are within the budgetary requirements. This responsibility will likely need to be diminished once the school is established as it is not anticipated that the Principal will need to involve the Board for hiring decisions, unless they involve the controllership position.

Fiscal Procedures

Salary Schedule and Salary Increases

- Minimum salaries for teachers and Principal are determined by the Legislature of the State of New Mexico. Yearly a salary schedule is approved by the Board for teaching staff and support staff. Teaching and support staff are paid strictly by licensure level and years of allowed experience. A copy of the salary schedule will be provided in the staff handbook. Salaries for all other staff are determined at the time of hire and are based on qualifications and experience for each position. Salary increases are determined by the Legislature of the State of New Mexico and are passed during the January/February legislative session regarding the *on average* percent increase for the following school year. The *on average* percent increase is distributed via the salary schedule.

Purchasing

Purchases are defined as any tangible object such as books, classroom supplies and services. All purchases require an approved purchase order before the purchase can be made. Initiating agreements to procure goods or services is not allowed until an approved purchase order has been executed. SLHS shall follow NMSA 13.1 and PSAB Supplement 13. See Internal Controls Purchasing Flow Chart.

Procurement Card (PCard)

May be used in the following circumstances:

When a vendor does not take purchase orders and payment may be made with the card by one of the following employees:

- Executive Directors
- Pillar Directors
- Business Manager
- Office Manager
- If the purchase cannot be made by one of these persons the purchase will be handled by employee reimbursement, following the normal Purchasing Process.

Check-out process:

- The PCard shall be under the responsibility of the office manager unless it is checked out by another authorized person.
- PCards may only be checked out after a PO has been issued by the CPO for the specified vendor purchase.

- Signature must be obtained on PCard check out log by the person taking the card and another one of the above persons and must be returned by 10am the next businessday
- Only items/services on the PO may be purchased from the specified vendor.
- A detailed receipt must be provided to the office manager for all purchases upon the return of the PCard.
- Items purchased must be signed off on as received by someone other than the purchaser.

Travel Expenditures

- As a policy, SLHS will comply with all the standards set for in the NM Per Diem and Mileage Act, 10-8-4, NMSA 1978 including reimbursable mileage at a rate of 80% of the standard IRS approved rate from the prior. A pre-travel authorization, policy and procedures form must be signed before leaving on professional development trips. Staff members will be reimbursed for actual costs of meals, taxi, shuttle and mass transit costs and airport parking; dollar limits apply to meals and those limits depend on whether travel is in-state or out-of-state. Over the limit costs will not be reimbursed. Costs for a traveling companion or any non-school employee will not be reimbursed. Original, itemized receipts must be turned in with a travel reimbursement request form. Non-itemized receipts, alcoholic beverages and entertainment expenses will not be reimbursed. When several diners share a receipt, each diner must identify their food/drink items. Splitting a check evenly between all diners is not acceptable. Non-original copies of receipts will only be accepted when separate checks are not issued by a restaurant; however one person must turn in the original receipt. Restaurant tip reimbursement is limited to 15% of the allowable reimbursable purchase unless the restaurant adds a larger gratuity. In this instance the larger gratuity must be itemized on the restaurant receipt. If you are driving to your destination a mileage reimbursement form must be completed. You will be reimbursed for mileage, not for gas receipts (exception is if you are driving a school arranged rental car). If traveling in a group only one person will be reimbursed for mileage. Reimbursement requests must be turned in within 2 weeks of returning from your travel to guarantee reimbursement.

Receiving Cash from Students or Parents

- A receipt book will be supplied to staff members who collect money from students and parents for any purpose. When collecting money fully complete the receipt form with the following information: student name, amount collected and what the money was collected for. Please note if the payment was cash or check. The original receipt goes to the student or parent. The first copy of the receipt gets clipped to the cash/check and turned in to the Office Manager. The second copy stays in the receipt book. If the money collected is for a lost book, DVD or piece of equipment please check with the Finance Director for the replacement cost of the lost item (see below). The Office Manager will not accept cash or checks without a completed receipt. Receipt books must be turned into the Finance Director when it is full or at the end of the school year, whichever comes first. If money is being collected from fundraisers (bake sales, etc), individual receipts do not need to be written. Collect the cash for the event and count the cash using a cash collection form. Turn the cash into the Office Manager, who will count the cash to verify the amount and issue a receipt. Money must be turned in to the Receptionist at the end of every day, no matter how much was collected.

Deposits

- The Receptionist will verify all cash receipts against the cash collection form and/or receipts on a daily basis. The Receptionist will prepare a deposit ticket listing the total cash/coin and checks to be deposited. A photocopy of all checks shall be kept with the cash collection form and copy of the deposit ticket and receipt(s). The Receptionist will make the deposit at the bank, sign/initial the bank deposit receipt and return it the Finance Director with the cash collection form, receipts, and photocopies of all checks. The Finance Director will post the deposit to the General Ledger, indicate on the deposit documentation that it was posted and file it in a Cash Receipts file or binder.

Computer and A/V Equipment

- All mobile/portable electronic equipment is available for presentations or instructional purposes. Equipment includes laptops, cameras, projectors, and any other electronic or multi-media devices that are mobile in nature. Staff members are required to reserve equipment through the appropriate staff member

1. Checking Out & Checking In Equipment

- a. Staff members must contact appropriate staff member on the day of the equipment reservation and sign for the equipment.
- b. Enter the date, time of check out and your name on the equipment log.
- c. The equipment will then be placed in your possession including any keys or accessories that go along with the equipment.
- d. Keys shall remain on your person at all times. Do not give a key to any other staff member or student for any reason.
- e. Laptops/cameras or other devices that are distributed to students shall be documented through permanent student logs. This equipment is only available to the class of the instructor who reserved it. Students from other classes cannot check out a computer and take it to another class.
- f. Students are required to sign out and in for their machine.
- g. Students are not allowed to take a device outside the classroom or leave the class/group with the device for any reason.
- h. Students are prohibited from logging in with other students' or teachers' credentials. If they forget their login information the student needs to ask their teacher.
- i. Instructors will verify by initialing next to each student's name as the device is returned to the cart.
- j. Students will not be allowed to leave the classroom until all equipment is accounted for.
- k. Staff member must ensure that all equipment/keys/accessories are accounted for and are ready to be checked back in.
- l. Return equipment to appropriate staff member and enter the time of check in on the equipment log.
- m. Only the staff member that checked out the equipment can check it back in.

Lost/Broken Items

If a student loses or breaks any school property, please follow these procedures: Notify the Finance Director and the Registrar via email of the event. The Finance Director will let the staff member know the replacement cost of the item and the staff member is responsible for giving the student and/or parent the information. The Registrar will note the student's record that the student owes for the item. When the student pays or turns in the found item, notify the Registrar so that the note will be removed from the student's record. If the student has paid, please follow the procedures above, Receiving Cash from Students or Parents. If a staff member loses or breaks any school property, the staff member is responsible for payment of repair or replacement cost.

Inventory

The Office Manager is responsible for maintaining the book inventory, the Technology Director is responsible for maintaining all technical inventories and the Facilities Director is responsible for maintaining all furniture, equipment and other building related inventory. Physical inventories are conducted each year.

Journal Entries

Non-standard journal entries are prepared by the Finance Director and are reviewed and signed by the Principal on a monthly basis.

Responsibilities

- The Principal will ensure that there is an adequate number of staff to ensure the necessary segregation of duties with regard to payroll, cash receipts, cash disbursements, purchasing, banking and other financial reporting requirements. Each position is described below:

Principal Responsibilities – The Principal will be administratively certified and act as the instructional leader of the school and will be directly responsible for the business functions and overall long-term viability of the institution. The Principal will directly supervise the teachers and administration. In addition, the Principal will be responsible for the day-to-day operations of the school to include:

1. Initiation of disbursements if they are within the approved budget guidelines set forth by the Board. Any checks will have to be signed by the Principal. The Finance Director will be responsible for receiving all invoices and preparing the check and forward it to the Principal for signing.
2. Principal and Finance Director will be responsible for preparing the annual budget and reviewing with the Finance Committee for their approval and recommendation to the Board. The Principal understands that, especially in the first several years of the SLHS, there will need to be flexibility and close scrutiny to be maintained over the budget to ensure that fiscal solvency can be maintained.
3. The Principal will be responsible for the hiring of the Finance Director position.
4. The Principal will be responsible for reviewing any hiring decisions and purchases over \$1,000. All such decisions should be within the constraints of the overall budget approved by the Board.
5. At least quarterly the Principal will review all financial information with the Finance Committee. At least quarterly the Committee will approve and submit to the Board; financial package including monthly income statement and budget to actual comparison.

Finance Director -To assure proper and appropriate financial controls over public funds, the Principal will hire a licensed business official in accordance with 6.63.12 NMAC. The Finance Director will also be responsible for the duties of the Office Manager until that position is filled in year three. This position requires a bachelor's degree in business administration or accounting with at least 24 hours in accounting and/or business.

Under the general direction of the Principal, the Finance Director oversees all operations in connection with financial matters, including accounts receivable, accounts payable, payroll, purchasing, asset management, periodic financial and budget reporting to NMPED, and auditing; trains and supervises business office staff. The Finance Director develops and implements all internal control procedures and policies to ensure that the school's financial system is accurate, efficient, and aligned with all state and federal laws and regulations. **The Finance Director will do 'spot checks' of work of other office staff to test the adherence to internal control procedures.** The Finance Director is expected to demonstrate professional excellence and adhere to standards of quality at all times. Other related duties may be directed by the Principal.

1. The Finance Director will be responsible for submitting accounting packages to the Finance Committee for their review and submission to the Board.
2. The monthly bank statement of SLHS will be submitted by the Finance Director to the Office Manager for review. The Office Manager will prepare on a monthly basis:
 - a. The bank statement and cancelled checks.
 - b. The bank reconciliation.
3. **Finance Director will verify monthly that pledged collateral is sufficient.**

Office Manager - The responsibilities of the Office Manager are to carry out the functions of the business office, assist in the schools efforts to comply with all applicable state and federal statutes and regulations, accounting standards and principals. The Office Manager is directly responsible to the Finance Director and has the following specific responsibilities and those in the Internal Control Flow Chart and the employment contract:

1. Food Service Administration – Monthly reconciliation of student lunch accounts. Preparation of invoices for student unpaid balances. Preparation of monthly USDA reimbursement reports for approval.
2. Budget – Entering approved Budget Adjustment Requests (BARs) into the school's budget system. Preparing BARs for executive and governance council approval.
3. Internal Controls – Maintaining adequate segregation of duties for cash handling, purchasing, payments, banking, and payroll. Support of control system that manages the schools assets, including equipment, inventory and supplies, inventory lists and property dispositionschedules.

4. Payroll – With new/updated employment contracts, verifying contract amounts in FMS match contract amounts. Preparing payroll registers for approval. Entering payroll deductions and employee leave in the school's payroll system. Preparing payroll vouchers for staff and payroll vendors including NMPSIA, ERB, NMRHCA, IRS, NM Taxation and Revenue, NM Dept. of Workforce Solutions
- In addition to the above duties, the Office Manager will participate in the school's budget preparations, to include: Revenue projections-State Equalization Guarantee (SEG) and other operating budget analysis and forecasting, Federal Education Grant budget, Private donations and grant budget, and Capital Projects budget.

Registrar – The registrar will have limited financial responsibilities with regard to cash receipts and deposits, along with opening and receiving mail/parcels. The position requires a High School Diploma and 5 years' experience with student records, transcripts and other student data. Excellent computer skills are necessary.

1. Cash Receipts – The registrar will collect cash from students and parents and submit cash, cash collection ticket and pre-numbered receipt to the Finance Director.
2. Cash Deposits – On occasion, the registrar will make the deposits at the bank.
3. Mail – Registrar is responsible for opening mail, recording in the mail log and distributing mail to the appropriate staff member.

Revised and approved by the board on June 6, 2016

Revised and approved by the board on May 9, 2018

Revised and approved by the board on December 19, 2018

Revised and approved by the board on February 20, 2019



Siembra Leadership High School
Instructional Materials
Governing Board Approved Policy March 11, 2020

Siembra Leadership High School uses a variety of curriculum materials and other classroom materials as well as on-line and software materials. In all instances every SLHS student will have access to all required books and/or instructional materials for each class that conform to curriculum requirements. These materials will be available in sufficient number to allow every student to take the book/materials home should this be required.

Books and other classroom materials that are taken home are checked out/in through the classroom by the classroom teacher. Teachers will record the book number checked out to each student. Students must return the book and/or classroom material that has been checked out to them or pay the replacement cost for said book/material before the student's transcripts are released. If a graduating senior has outstanding books or other classroom materials, the school will hold the student's transcripts and their diploma until these items are either returned or payment is made to the school.

Supplies, materials and equipment we use are aligned with the projects we do and our community engagement model.

Siembra Leadership High School will obtain community input for classroom materials in a number of ways. The first is in school wide events that occur twice a year. First is at the beginning of the school year and is called "Jump Start." This is where students, parents and community members come together to learn about our school, our program and projects and about the curriculum and use of title 1 funds. The community will be able to provide input regarding instructional materials the students will be using for these projects. We also have a meeting toward the end of the year entitled "Open House." Once again community members, students and parents are informed of our program, and projects and can give input regarding the use of instructional materials.

Next, we have events during the year called "Ed Cafes." These are events where community members pitch project ideas to the school for involving the students in real life programs and business ideas and partnerships. This will occur three times per year and community members, students, parents, teachers and staff members are able to give input on materials needed for various projects which will be selected in upcoming trimesters. Projects are chosen based on learning potential, credits student can earn by participating in these projects and community need. All materials are selected carefully after input is received, credits are determined and projects are selected.



1. PURPOSE

The Board of Siembra Leadership High School is aware that certain work related obligations will take place off campus. It is the view of the Council that such travel expenses not be incurred by the employee. As such, the Council sets forth this policy, in accordance with IRS tax code and NM statute and notwithstanding any other regulation issued by the state of New Mexico.

2. SCOPE

This policy applies classified and licensed personnel of Siembra Leadership High School

3. REFERENCES/RELATED PROCEDURES

NMSA 10-8-4 "Per diem mileage rates; in lieu of payment"

4. RESPONSIBILITIES

- 4.1 It is the responsibility of employees to receive prior approval from School Director for mileage and per diem expenses to be covered.

5. DEFINITIONS

- 5.1 Not Applicable

6. POLICY

- 6.1 Each employee must document the date of travel, beginning mileage, beginning location, ending mileage, ending location and purpose of trip.
- 6.2 Standard Mileage Rate
 - 6.2.1 With prior written approval, every public officer or employee shall receive up to 80% the Internal Revenue Service standard mileage rate set January 1 of the previous year for each mile traveled in a privately owned vehicle if the travel is necessary to the discharge of the officer's or employee's official duties, and if the private conveyance is not a common carrier;
 - 6.2.2 Only one person shall receive mileage for each mile traveled in a single privately owned vehicle, except in the case of common carriers, in which case the person shall receive the cost of the ticket in lieu of the mileage allowance. Nonetheless the school administrator or governing board may approve a lower reimbursement amount due to



budgetary constraints; under such instances the employee or non-salaried public officer may report the difference in accordance with IRS tax code.

6.3 Per Diem Expenses

6.3.1 With prior written approval of the Administrator or governing body, a non-salaried public officer or a salaried employee of Siembra Leadership High School is entitled to reimbursement of expenses using per diem by default or actuals as required per NMSA and NMAC at the set rate in accordance with NMSA 10-8-4. Nonetheless the school administrator or governing board may approve a lower reimbursement amount due to budgetary constraints; under such circumstances the employee or non-salaried public officer may report the difference in accordance with IRS tax code.

6.4 Travel costs must be reasonable, consistent, and necessary for program or project.

6.5 Documentation (requisition, travel form, PO, documentation of participation in training/conference and proof of payment) must be retained for five years.

6.6 With use of federal funds only: Reimbursement of costs above and beyond the regular dependent care costs related to travel associated with required training and/or professional development.

6.6.1 Employee must provide proof of invoice(s) and payment for dependent costs for the last three months and of invoice(s) for dependent costs while employee was traveling.

ATTACHMENTS

Forms	
Form Number	Form Titles
	Mileage Reimbursement and Per Diem Expense Request Form

Other Attachments	
Type	Title of Attachment
Not Applicable	

7. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision



STATEMENT OF ACCEPTANCE

This document was approved by the Board of the Siembra Leadership High School on October 26, 2016. The effective date of this Policy is October 27, 2016. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



1. PURPOSE

It is the policy of the Board of Siembra Leadership High School to provide for the safety and well being of the students of the school. As such, the Council believes all individuals on campus must have a background free from arrest for violent crimes.

2. SCOPE

This policy applies to all individuals who are not SLHS employees who wish to volunteer/work interact with the students of SLHS either on campus or during an SLHS sponsored event off campus.

3. REFERENCES/RELATED POLICIES

n/a

4. RESPONSIBILITIES

- 4.1 It is the responsibility of SLHS school administration to ensure that all individuals working/volunteering on campus have the appropriate level clearance.
- 4.2 It is the responsibility of persons with clearances to renew before expiration.

5. DEFINITIONS

- 5.1. Clearance means permission officially granted by SLHS administration to work/volunteer on or off campus.

6. POLICY

- 6.1. A Clearance is required for all volunteers
 - 6.1.1. Persons seeking a Clearance shall undergo a background check prior to receiving clearance to be on campus. This background check shall meet the following requisites.
 - 6.1.1.1. National database search based upon volunteer's fingerprints
 - 6.1.2. Previously conducted background checks used to apply for Clearance must be less than one year old.

Persons who use a previously conducted background check must have another background check done, per school policy, within two years of the date of the previously conducted background check results date.



6.1.3. The School Director will review the results from background check determine whether to grant the individual a Clearance.

6.1.3.1. Appeals to the School Director's decision may be made in accordance with the school's Concerns and Complaints Policy

6.1.4. Persons seeking Clearance shall do so at their own expense

7. ATTACHMENTS

Forms	
Form Number	Form Titles

Other Attachments	
Type	Title of Attachment

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision

STATEMENT OF ACCEPTANCE

This document was approved by the Board of the Siembra Leadership High School on October 26, 2016. The effective date of this Policy is October 27, 2016. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



Siembra Leadership High School

Payroll Policy

Approved: July 31, 2019

Salary Determination

As provided in statute, the annual salary for the Executive Director/Principal will be determined by the Governing Board.

The annual salary for all Teachers, Counselors and Social Workers will be based on the salary schedule for these positions that has been approved by the Governing Board.

The annual salary for the Special Education Coordinator will be based on the salary schedule for this position that has been approved by the Governing Board.

The annual salary for all Pillar Directors will be based on the salary schedule for these positions that has been approved by the Governing Board.

Initial salaries or hourly rates for all other positions that are not covered by a salary schedule will be based on education, experience, "market competition", and available budget. The Executive Director, under the guidance of the Governing Board, will determine these initial salaries or hourly rates.

The subsequent annual salaries or hourly rates for all other positions that are not covered by a salary schedule will be determined by the Executive Director and based on any mandates from the NM State Legislature as stated in the next paragraphs.

Annual increases will be based on any annual increase mandated by the NM State Legislation through the HB-2 Budget Bill.

In years when there is not a mandated or funded salary increase in the annual HB-2 Budget Bill, the school will increase the salaries of all positions covered by the TCI/T&E Index by an amount determined by the Governing Board that will allow for a step increase and that can be afforded in the budget. Increases for all other positions will be determined by the Executive Director, under the guidance of the Governing Board, if increases can be afforded in the annual budget.

Contracts

All employees hired for a position that requires a license issued by the NM Public Education Department Licensure Bureau will be issued an annual Employment Contract.

An initial Employment Contract will be issued once a candidate accepts an offer of employment and passes a background check. New employees will not commence work until their signed Employment Contract is returned to Human Resources. Once the signed Employment Contract is returned, the Executive Director will sign the document and the employee can begin work on the start date noted in the Employment Contract.

Licensed employees who will be offered employment in the subsequent school year will be issued a Notice of Reemployment in the spring of the current school year for the subsequent school year. By State Statute, the employee will have 15 calendar days to either accept or refuse the offer by signature on the form.

An employee who accepts the Offer of Reemployment for the subsequent school year will be issued a new Employment Contract for the subsequent school year. By statute, the employee has 15 calendar days to return the signed Employment Contract. If an employee does not return the signed Employment Contract within the 15 days allowed by statute, the Contract can be rescinded.

Memorandum's of Employment

All employees hired for a position that does not require a license issued by the NM Public Education Department Licensure Division will be issued an annual Memorandum of Employment.

An initial Memorandum of Employment will be issued once the candidate accepts an offer of employment and passes a background check. New employees will not commence work until their signed Memorandum of Employment is returned to Human Resources. Once the signed Memorandum of Employment is returned, the Executive Director will sign the document and the employee can begin work on the start date noted in the Memorandum of Employment.

Unlicensed employees who will be offered employment in the subsequent school year will be issued a new Memorandum of Employment in the spring of the current school year for the subsequent school year. The employee will have 15 calendar days to accept the new Memorandum of Employment by signing and returning the document. If an employee does not return the signed Memorandum of Employment within the 15 days, the Memorandum of Employment can be rescinded.

Compilation of Payroll Information for Payroll

Human Resources will compile a Master Payroll List that contains all salaries, both annual and per payroll, and hourly rates by employee. This list will be given to the Executive Director, who will use this list to verify the accuracy of payroll each pay period. This Master Payroll List will be updated each time there is a change in salaries, hourly rates, or personnel.

Time Sheets

All hourly employees will be required to complete a time sheet every pay period. Completed time sheets must be approved by the employee's supervisor before they can be submitted for payroll. Once approved, time sheets must be submitted to the Finance Director.

Hourly employees will be paid only for the hours that they work during the pay period. If an hourly employee does not work during a pay period, no paycheck will be processed unless the employee is requesting payment for paid time off.

Paid Time Off

Every full-time employee will be allowed 10 days of paid time off each year. Employees who work less than full time will be allowed a pro-rated number of days of paid time off, based on their computed FTE (Full time equivalent). Paid time off can be used to replace hours or days normally worked. Paid time off cannot be used to replace hours or days not normally worked (such as unpaid holidays, unpaid breaks).

Pay Day Schedule

Pay day for all employees will be the 15th day of the month and the last day of the month. If the pay day lands on a weekend or on a bank holiday, employees will be paid on the Friday before the weekend or the day before the bank holiday. Contract employees will be paid 1/24th of their contracted salary each pay day. Hourly employees will be paid for hours worked during the established pay period. The school will develop a pay period schedule for all hourly employees.

Method of Payment

Employees are encouraged to participate in the school's direct deposit payment program. However, an employee may opt to receive a paper check if they chose.

Payroll Deductions

All employees will be subject to the following payroll deductions:

- Social Security (FICA)
- Medicare
- NM Educational Retirement Contributions (ERB)
- NM Retiree Healthcare Contributions
- Workers Compensation Fee

Optional benefits collected through payroll deductions include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Additional Life Insurance
- Long Term Disability Insurance
- 403B Retirement Contributions

Final Pay for Departing Employees

If an employee terminates before the end of their contract for any reason, voluntarily or involuntarily, a final payment will be calculated.

The Finance Director will determine how many days the employee worked between their first day and their last day of work. That number of days will be multiplied by the employee's effective daily rate (contract salary divided by # days in the contract) to determine what the employee should be paid for their time at SLHS. The Finance Director will then determine the gross pay the employee has been paid to date. If the difference between the actual earned less the paid to date has a remainder to be paid, this will be the employee's final pay. Any optional payroll deductions collected

through previous payrolls that will not be used to pay for the optional benefits will be refunded to the employee in their final paycheck.

Payroll Approvals

The Executive Director will approve all payroll before it is paid by reviewing a gross payroll report generated by the Finance Director and time sheets and comparing these against the Master Payroll List. Additionally, the Executive Director will be the final approver when the payroll direct deposit file is uploaded to the bank's web-site. The Executive Director will also sign all paper payroll checks and all payroll reports.

In the absence of the Executive Director, the Chairperson of the Finance Committee will take on the duties of the Executive Director for payroll purposes with the exception of signing paper payroll checks.

Payroll Tax Payments

Each payroll, payroll tax payments are required to be made to the IRS for Social Security, Medicare and federal income tax withholding via EFT transfer.

No later than the 10th of every month the following payroll tax liabilities will be paid:

- NMPSIA Employee Insurance Benefits
- 403-b Retirement Contributions
- New Mexico Retiree Healthcare Contributions
-

No later than the 15th of every month the following payroll tax liabilities will be paid:

- New Mexico Educational Retirement Contributions (ERB)

No later than the 25th of every month the following payroll tax liabilities will be paid:

- New Mexico State income tax payroll withholding

Quarterly, the following tax payments and tax reports will be made no later than the 25th of the month following the end of the quarter:

- New Mexico Unemployment tax payment and report
- New Mexico Workers Compensation Fee payment and report
- Federal Form 941 report

The Executive Director will approve all payroll tax and benefit withholding payments and receive any payment confirmations generated from the agency receiving the payments.



SIEMBRA LEADERSHIP

HIGH SCHOOL

Siembra Leadership High School
PED Report Submission Policy
Approved: July 31, 2019

The Siembra Leadership High School Governing Board and Executive Director recognize that oversight of financial reporting is essential. Also recognized is that PED imposed deadlines for submitting reports may not always align to dates when the Governing Board Finance Committee or the Governing Board monthly meetings are set.

Every effort will be made to review and approve reports before they are submitted to the PED. However, being sensitive to these deadlines, it is most important that reports are submitted on-time to the PED. Therefore, reviewing reports after submission to the PED will be allowed when necessary.



SIEMBRA LEADERSHIP
HIGH SCHOOL

Siembra Leadership High School
Pledged Collateral Policy
Approved: July 31, 2019

Per NMSA Chapter 6, Public Money, all deposits of public funds in any banking institution must be insured by the FDIC for the maximum required by law, \$250,000.00. Any funds on deposit in excess of \$250,000.00, no less than $\frac{1}{2}$ of the excess must be secured by pledged collateral from the banking institution.

The Finance Director will assure on a monthly basis that any school funds on deposit in their banking institution are secured per the above requirements.



1. PURPOSE

In accordance with NMAC 1.21.2- "Retention and Disposition of Public Records"

2. SCOPE

This policy applies to all records mentioned in NMAC 1.21.2, used and held by SLHS.

3. REFERENCES/RELATED policies

NMAC 1.21.2

4. RESPONSIBILITIES

Staff and Contracted Staff- Staff and contracted staff of departments that use the related documents and records

5. DEFINITIONS

See definitions in NMAC 1.21.2

6. POLICY

6.1 REPORTING ACCIDENTS

All records shall be retained per NMAC 1.21.2. Directors of each department shall develop procedures to ensure proper retention by all staff members in that department.

8. ATTACHMENTS

Forms	
None	

9. REVISION HISTORY



Version Number	Effective Date	Description of Document Revision

STATEMENT OF ACCEPTANCE

This document was approved by the Governing Council of the Siembra Leadership High School on October 17, 2018. The effective date of this October 17, 2018. This Policy is effective and enforceable immediately.

Any future additions, deletions, or amendments of this Policy are to be recorded on the REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.



SIEMBRA LEADERSHIP
HIGH SCHOOL

Siembra Leadership High School

Religious & Holiday Policy

Approved by the Governing Board: January 8th, 2020

Because of the diversity of religious beliefs represented in the Technology Leadership High School community, the following guidelines apply:

- The concepts of joy, giving, camaraderie, understanding, and sharing should not be negated for any child by holiday practice.
- Instructional materials used should neither advance nor inhibit a particular religious belief. The sacred literature of all faiths may be studied only for its historical, artistic, cultural, literary or other secular importance.
- Holiday activities are permissible, but should have a strong instructional/curriculum tie and should not be drawn out over excessive periods of time.
- Classroom/schools should be "religion neutral" (neither promoting nor inhibiting religious beliefs) so as to assure comfort to all students.
- Religious symbols of any denomination should be used only when teaching about religious beliefs and only for brief periods of time during the course of instruction.
- When a symbol has both a cultural and religious significance, it should be considered a religious symbol and be dealt with according to this Policy.
- Religious exhibits, music or display of religious objects or symbols may be permissible only if they are used as learning materials.
- Student initiated inquiry and/or activities related to religious issues and ceremonies should be handled according to this Policy.
- In case of conflict with the School calendar, students shall be allowed excused absences to observe religious holidays and reasonable accommodation made.

The School shall not conduct or sanction any invocations, benedictions, or formal prayers at any school-sponsored activities.



SIEMBRA LEADERSHIP
HIGH SCHOOL

Sabbatical Leave Policy

Approved by: Governing Council

Approved at Governing Council Meeting on: February 3, 2021

Effective Date: February 3, 2021

Revision Date(s): _____

Policy

The goal of the Siembra Leadership High School Leave Policy is to offer employees the opportunity to explore other professional and personal passions while still maintaining their work relationship with SLHS. As a small school, such leaves can present budgetary and personnel challenges. Nevertheless, when possible and prudent, the ability to offer faculty the professional courtesy to re-energize and recommit themselves to the work of the school is a worthy undertaking.

Once a full-time staff member has served five contracted years at Siembra Leadership High School, s/he may request a four week leave of absence with salary or benefits. With ten contracted years at Siembra Leadership High School s/he may request an eight week leave of absence with salary or benefits. Lesser lengths of time may also be requested. If approved for a leave of absence, the nature of the guarantee of return employment offered will be determined by the Executive Director. The Executive Director, may, at his/her discretion, grant a leave in which the employee returns to a partial employment and/or in another department or area within the school. Should the school experience financial hardship and/or undergo a RIF process in the year prior to the leave or during the leave year, the leave employee's position will be considered eligible for elimination in the RIF process regardless of the leave granted. In addition, the person on leave gives up any claims to tenure or years of experience as pertains to their position for purposes of determining staff reduction. Should multiple leave requests occur within one year, the Executive Director will determine how many, if any, will be granted, taking into account the nature of the request and the faculty member's position at the school.

Requests for a leave of absence using the official "Leave of Absence Request Form" must be submitted in writing prior to the start of the 4th week of the 3rd Quarter of the academic year prior to the requested leave. The request shall be submitted to the Executive Director, who will make the ultimate determination granting or denying the request. This determination, when possible, will be available by April 15. Leave requests from Lead Team members and staff in other director level positions, i.e., Finance Director, Curriculum Director, Community Engagement Director, Student Support Director, Office Manager, etc., must be submitted prior to the end of the first semester of school.

For purposes of returning to the school, notice of return must be given in writing to the Executive Director by the start of the 4th week of the 3rd Quarter of the year on leave. For certain positions, including director level positions noted above, the notice of intent to return will be required by the 1st of December of the year of leave. If no notice is given, the school will assume that the staff member is not returning, and the staff member forfeits any rights to be re-employed by the school.

Leave for part-time staff may be negotiated.

An SLHS employee who takes a leave of absence may choose to continue health insurance coverage through the school if s/he elects to pay the school's monthly fee in addition to her/his own.

See below for Leave of Absence Request Form

SLHS Leave of Absence Request

PART I: Name of Requesting Staff:

Date of Request:

WHAT'? <i>What are the general plans for your Leave of Absence?</i>	
WHEN? <i>Dates of anticipated leave?</i>	
BENEFIT'? <i>What do you hope to get out of it? Do you anticipate enhancing the role you currently serve at SLHS (ie, continuing education or increasing your experience in an educational setting) while on your Leave?</i>	
IMPACT? <i>What are your current SLHS roles/responsibilities?</i> <i>Please describe the impact upon the school you predict your Leave of Absence will have. (Please consider developmental factors of your department or area of work, and the ability of other personnel to fill your role, whether they are existing staff or a new temporary hire.)</i>	

PART II: Executive Director fills out this section

CONCERNS? <i>Do you have any concerns about this request?</i>	
INPUT from immediate supervisor or Instructional Leader.	
APPROVE <i>Do you approve this request? Under what conditions?</i>	
UNABLE TO SUPPORT REQUEST? <i>Why?</i>	

Send copies of completed form to:

Staff Member
Curriculum Director/Supervisor
Finance Director



Siembra Leadership High School
Tobacco, Alcohol and Drug Free School Policy
Approved by the Governing Board December 18, 2019

Siembra Leadership High School (SLHS) shall comply with NMAC 6.12.4, which prohibits the use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances, and illicit drugs on SLHS property and by students (both SLHS students and any other student) at any school sponsored activity away from school property.

This prohibition does not include the lawful possession or use by a minor of a tobacco-cessation product approved by the United States food and drug administration.

Definitions

Alcoholic beverage: Any beverage containing more than on-half percent alcohol by volume. This includes all distilled or rectified spirits, potable alcohol or any similar alcoholic beverages, including fermented or blended beverages and dilutions or mixtures of one or more of these alcoholic beverages.

E-C igarette:

1. Any electronic oral device, whether composed of a heating element and battery or an electronic circuit, that provides a vapor of nicotine or any other substances the use or inhalation of which simulates smoking AND
2. Includes any such device, or any part of it, whether manufactured, distributed, marketed or sold as an e-cigarette, e-pipe or any other product, name or descriptor, BUT
3. Does not include any product regulated as a drug or device by the United States food and drug administration under the Federal Food, Drug, and Cosmetic Act, 21 U.S.C. Section 301 et seq.

Illicit Drugs: Prescription and over-the-counter medications used for non-medical purposes or not used as medically prescribed by lawfully authorized practitioners or as directed by the manufacturer's literature, and include all supplemental dietary or nutrition ergogenic aids, stimulants, nootropics, adaptogens, painkillers, sedatives and anxiolytics, blood boosters and other performance-enhancing drugs.

Mood-altering substances: Substance that change, or are capable of changing, a person's emotional state, and include all stimulates, opioids, intoxicative inhalants and hallucinogens.



Nicotine liquid container: A bottle or other container of any substance containing nicotine where the substance is sold, marketed or intended for use in an e-cigarette.

Regular volunteer: Those persons, including relatives of students or school personnel, who commit to serve on a regular basis at a school district, charter school, or other educational entity without compensation.

School Personnel: All administrators, principals, teachers, counselors, social workers, speech therapists, psychologists, nurses, librarians and other support staff who is employed by a school, or who perform services for the school on a contractual basis.

Spontaneous Volunteer: Those persons, including relatives of students or school personnel, who volunteer for a one-time event.

Tobacco Product: Any product made or derived from tobacco that is intended for human consumption, including any component, part or accessory of a tobacco product. This includes, among other products, cigarettes, cigars, pipe tobacco, roll-your-own tobacco, dissolvable tobacco, and smokeless tobacco. Smokeless tobacco means any snuff or chewing tobacco.

Application of this policy

This policy applies to all school personnel, students, regular volunteers, spontaneous volunteers, and visitors (including family members) while on school property. This policy also applies to school personnel, students (both SLHS students and any other student), regular volunteers and spontaneous volunteers at school-sponsored activities away from school property.

Prohibited acts under this policy

Prohibited acts include consuming or using any product listed in the definitions section above.

Policy enforcement and consequences of violating this policy

Policy enforcement will be dictated through Student Support Director.

Reporting violators of this policy

Any school personnel who in good faith reports any known or suspected use, possession or distribution of alcoholic beverages, mood-altering substances or illicit drugs shall not be held liable for any civil damages as a result of such report or efforts to enforce this policy.



SIEMBRA LEADERSHIP
HIGH SCHOOL

Communication of this policy

This policy will be communicated to students, school personnel, regular volunteers, spontaneous volunteers, parents, school visitors and the community through inclusion in the student handbook, inclusion in the staff handbook, inclusion in the volunteer handbook, on the SLHS web-site and through posted notices on school property.

SLHS shall post conspicuous notices on the school premises stating the prohibition of use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs in school buildings, on school property and by students (both SLHS students and any other student) at school-sponsored activities away from school property.



Policy and Procedures for Withdrawing from Siembra Leadership High School

A student must have advisor and/or student authorization and a family meeting prior to withdrawing. Parental permission is required if the student is under the age of 18. If the student is 18, a withdrawal meeting with student's advisor and Student Support is required.

WITHDRAWAL PREVENTION PROCEDURES

1. At least three attempts to call home will be made home by either Advisors, Student Support or other staff members to notify parents/guardians of the student's habitual truancy and to schedule a Family Meeting in order to assess the student's needs. For students that are 18 years of age or older, SLHS staff will call the student directly as well as parents/guardians.
2. If SLHS staff is unable to make contact with the students or their parents/guardians by phone, Advisor or Student Support will mail a letter to the student's home residence and send an email to the students' and parents/guardians emails requesting they call the school to schedule a Family Meeting.
3. If the student and family cannot be reached by phone, email or mail, Student Support will complete a home visit and will take a paper copy of the withdrawal form in case the student and parents/guardians decide to have the student withdraw from the school.

If SLHS staff is unable to make contact with the student and parents/guardians to address the concerns about habitual truancy, SLHS will then consider the option of disenrolling the student.

WITHDRAWAL PROCEDURES

STEP 1: Family Meeting

A family meeting will be scheduled at the discretion and coordination of the student's advisor. During the family meeting, the following personnel must be present.

- Advisor
- Student Support Representative
- Student
- Parent (if student is under 18 years of age)
-

The advisor will facilitate a conversation answering all of the following questions on the attached form. Please enter all information, along with the signature page, so appropriate data may be collected and appropriate accommodations can be made and followed through should we retain the student.

STEP 2a: Retention

If the student is going to stay, all accommodations must be documented in the Withdrawal Form and on the signature page. All accommodations must be followed up with and documented within 3 school days from the time of family meeting. Continued followed up between student and advisor is expected.

STEP 2b: Withdrawal from School

If the student withdrawing from Siembra Leadership High School during the school year and the student is under 18, the parent or guardian must sign the withdrawal form. If the student is over 18, he or she will sign the form.

WITHDRAWAL FAMILY MEETING SIGNATURE PAGE

(Completed by Advisor)

- ☐ Form is Complete
- ☐ Student agrees to stay. Accommodations to be made will be:
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Student will Withdraw (go to withdraw form)

By signing this page, all parties understand the outcome of this meeting.

Advisor Signature _____

Student Signature _____

Parent/Guardian Signature _____

Student Support Signature _____

Director Signature _____



1. PURPOSE

In accordance with applicable workers' compensation statutes, all employees of SLHS who have a work-related injury are eligible for coverage.

2. SCOPE

This policy applies to all employees of SLHS.

3. REFERENCES/RELATED policies

SLHS Employee Leave Policy

4. RESPONSIBILITIES

Staff- Immediately reporting incidents and injuries to School Director and Business Manager

School Director and Business Manager- Having injured employee complete necessary paperwork, completing paperwork themselves, and forwarding to NMPSIA in a timely manner.

5. DEFINITIONS

n/a

6. POLICY

6.1 REPORTING ACCIDENTS

All work-related accidents or injuries must be reported immediately to the injured employee's supervisor by completing and submitting the Employer's First Report of Injury or Illness and Disclosure of Protected Health Information forms, whether or not medical care is needed. The employee's supervisor must complete the Supervisor's Accident Investigation Report form. Both documents are submitted within twenty-four (24) hours from the time the supervisor was informed of the accident to the employer's designated workers' compensation benefit specialist. The workers' compensation benefit specialist will then complete the Employers' First Report of Accident form. All three forms are then forwarded to the employer's insurance carrier or third party administrator within seventy-two (72) hours from the employer's first knowledge of the accident.



6.2 MEDICAL TREATMENT

Emergency Medical Treatment: When an injury or illness is life threatening in nature, the injured worker shall seek emergency treatment at the nearest emergency facility or by calling 911. After the emergency has abated, the injured worker will notify in writing the employer of the work related injury and present any disability or return to work notices. Upon such notice, the employer shall notify the worker in writing at that time whether the employer has elected to direct medical care to a selected health care provider or permit the worker to initially select the health care provider.

6.3 INITIAL SELECTION OF HEALTH CARE PROVIDER: The New Mexico Workers' Compensation Statute allows SLHS to either select the initial health care provider or to permit the worker to initially select the health care provider. The party who did not select the initial health care provider has the right to change to a different health care provider sixty (60) days thereafter.

- **Employer Elects to Make the Initial Selection of Health Care Provider:** Employer (*Insert name of school district, charter school or other educational entity*) elects to have injured workers treated at:

Concentra Urgent Care
801 Encino Place NE, Ste E12
Albuquerque, NM 87102

6.4 WORKERS' COMPENSATION BENEFITS

Medical Benefits: These benefits include all medical, surgical, and drug expenses that are reasonable, necessary and related to the work injury.

Lost Wage Benefits (indemnity payments): When an employee has been removed from work by an authorized health care provider and cannot earn wages, workers' compensation provides payments based on a portion of his or her average weekly wage up to a maximum limit set by the New Mexico Workers' Compensation Statute. The first seven (7) days (consecutive or non-consecutive) of disability is considered to be the waiting period and no indemnity benefits are due. Indemnity payments will be calculated and issued in accordance with applicable statutes and laws.

6.5 USE OF SICK LEAVE FOR WORK RELATED INJURY:

When an absence is due to a work-related occurrence, the initial seven (7) days are the statutory waiting period in which no indemnity benefits are paid under the



workers' compensation claim. The seven (7) day period can be consecutive or non-consecutive days and must be charged to Leave (Sick, Vacation or PTO).

If the worker continues to be disabled after the seven (7) day waiting period, the worker may be entitled to workers' compensation indemnity benefits at an amount equal to 66 2/3% of the worker's average weekly wage or up to the statutory maximum allowed at the time of the injury.

In order to allow the worker to maintain other employment benefits such as 401 (k) contributions and health insurance premiums for family members and dependents, the worker is permitted to use Leave (Sick, Vacation or PTO) in addition to workers' compensation indemnity benefits to equate to 100% of the worker's gross wage. The worker will not be paid in excess of 100% of gross wage when both Leave (Sick, Vacation or PTO) and compensation benefits are combined. The worker will not be entitled or permitted to any advancement of additional paid sick leave that the worker might potentially accrue during the balance of the fiscal year.

If the worker's disability extends past 28 days, the worker will then be paid workers' compensation indemnity benefits for the initial seven (7) days of absence. If this occurs, then the worker is required to notify SLHS in writing for proper reimbursement of Leave (Sick, Vacation or PTO).

6.6 PAYMENT OF INSURANCE PREMIUMS WHILE DISABLED FROM WORK

When an absence is due to a work-related occurrence, the worker will not receive wages from the employer. At the time of a qualifying disability, it will be necessary for the worker to pay their portion of any insurance premiums directly to the employer, or, if the worker uses Leave (Sick, Vacation or PTO), the worker's portion of the insurance premiums will continue to be deducted from the checks issued by the employer.

SLHS will continue payment of its matching portion of the insurance premium until the worker returns to work from the qualifying disability or through the end of the current fiscal year (June 30th), or for as long as the worker pays their portion of the premium – whichever occurs first.

6.7 FAMILY MEDICAL LEAVE ACT (FMLA): FMLA benefits will run concurrently with the employee's time off for a work related injury.

6.8 RETURNING TO WORK: Employees returning to work from a Workers' Compensation related accident shall:



1. Submit a written medical statement from the treating physician to the workers' compensation benefit specialist that they are physically able to return to perform the essential job functions of the original position; and
2. If physically unable to return to performance of the essential job functions of the original position, the employee shall submit a written medical statement from the treating physician for review by the supervisor, human resources and workers' compensation benefit specialist detailing what specific functions of the original position that they are physically able to perform and what they cannot. Such written medical statement shall specify the employee's physical capacity in the terms outlined by §52-1-26.4, NMSA 1978. Within five(5) days of receiving this written notification, the employer shall advise the employee in writing of the availability of accommodating work and the start date on which the employee is expected to fill the accommodating position; and
3. If physically unable to perform even marginal job duties, employee will submit a written medical statement from the treating physician to the workers' compensation benefit specialist to that effect for review by the supervisor, human resources and workers' compensation benefit specialist, and
4. Present themselves for work within one (1) working day after being released to return to work by his or her treating physician, or being notified of accommodating work by SLHS.

8. ATTACHMENTS

Forms	
Employer's First Report of Injury or Illness form	
Supervisor Accident Report form	
Disclosure of Protected Health Information form	

9. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision



STATEMENT OF ACCEPTANCE

This document was approved by the Governing Council of the New Mexico International School on October 26, 2016. The effective date of this October 27, 2016. This Policy is effective and enforceable immediately.

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