

2021-2022

Eunice Public

Schools

Employee Handbook

EUNICE PUBLIC SCHOOL DISTRICT
EMPLOYEE HANDBOOK
SY 2022

TABLE OF CONTENTS

Introduction	Page 1
District Administrative Organization	Page 2
Building Information	Page 3
Emergency Contacts	Page 4
District Programs & Contacts	Page 5
School Board Policies	Page 6
Central Office Hours	Page 7
Parking	Page 8
Keys & ID Cards	Page 9
School Calendar	Page 10
Salaries	Page 11
Personnel Files	Page 12
Employment Conditions	Page 13
Chain of Command	Page 14
Accident Reports	Page 15
Classroom Parties	Page 16
Drug Free/Tobacco Free	Page 17
Paraprofessionals	Page 18
Personal Property / Inventory	Page 19
Personnel Files	Page 20

Fire / Natural Disaster Drills	Page 21
Child Protective Services Referrals	Page 22
Law Enforcement	Page 23
Confiscated Items	Page 24
School Board Policies	Page 25
Professional Behavior / Dress Code	Page 26
Attendance & Punctuality	Page 27
Performance Evaluation	Page 28
Professional Development / Stipends	Page 29
Staff Meetings	Page 30
Classroom Management	Page 31
Substitutes	Page 32
Parent-Teacher Conferences	Page 33
Confidentiality	Page 34
Supplies / Equipment	Page 35
Textbooks	Page 36
Electronic Communications (Cell Use)	Page 37
Electronic Communications (Media)	Page 38
Electronic Communications (Frivolous Use)	Page 39
Equipment & Vehicles	Page 40
District Property	Page 41
Safety	Page 42
Safety Standards	Page 43
Last Page	Page 44

INTRODUCTION

Vision Statement

Inspiring all students to be lifelong learners and global citizens.

Mission Statement

Our Mission is to provide high quality challenging educational experiences in a safe environment.

Board of Education

Board of Education meetings are scheduled for the third (3rd) Monday of each month, at 4:00 P.M., MST in the Maurice Hughes Administration Building. All meetings are open to the public unless a request is made for a closed session.

Purpose and Use of this Manual

The policies and procedures in this manual are intended to provide employees with a convenient source of reference information concerning work rules. The document should not be considered a contract of employment, but an overview of general rules and office procedures.

Information in this manual may be reviewed and amended by the Eunice Public School Administration. However, policy changes will become effective immediately upon their issuance. Policy changes are subject to change without notice at the Eunice Public School Board's discretion. If you have questions, contact the School Principal.

Equal Opportunity Employer

The Eunice Public School District is an **Equal Opportunity Employer**. The Board and its agents, officers, and staff members shall not discriminate on the basis of race, age, handicap, color, religion, sex or national origin in making decisions regarding staff members or students.

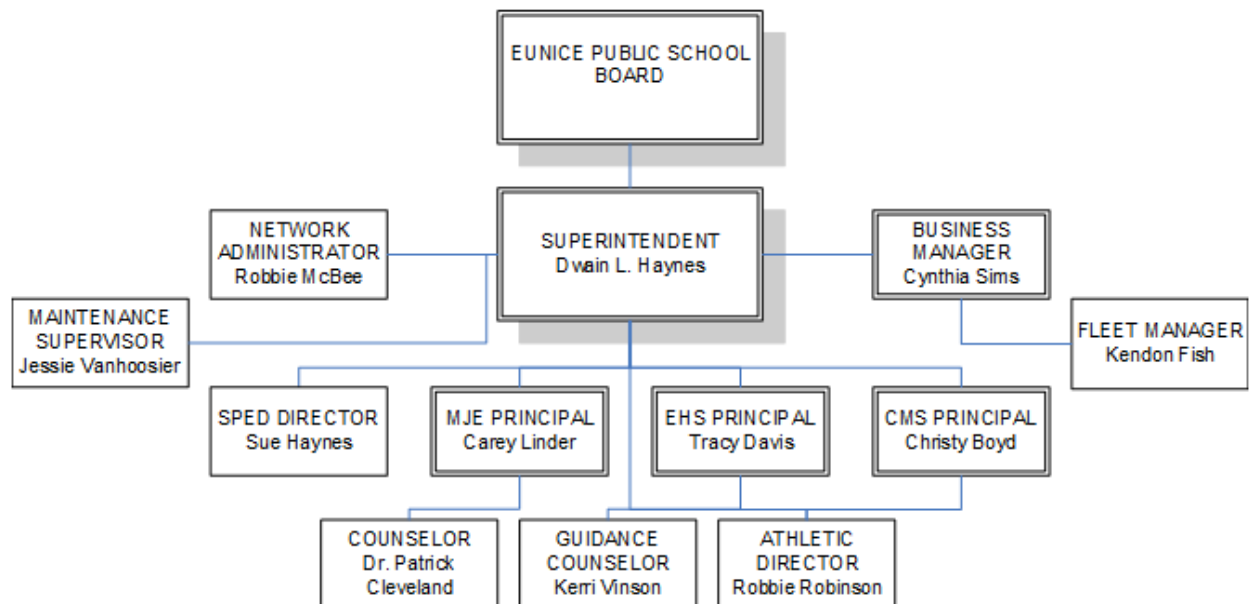
Notice

Any individual who is in violation of New Mexico State Statutes, federal regulations and/or district policies will be subject to disciplinary action which may include termination.

The Eunice Public School District reserves the right to amend its Staff Handbook during the school year.

DISTRICT ADMINISTRATIVE ORGANIZATION

<u>POSITION</u>	<u>NAME</u>	<u>PHONE</u>	<u>EXTENSION</u>
Superintendent	Dwain L. Haynes	394-2524	202
EHS Principal	Tracy Davis	394-2332	302
CMS Principal	Christy Boyd	394-2524	402
MJE Principal	Carey Lindner	394-2440	502
SPED Director	Sue Haynes	394-3154	507
Athletic Director	Robbie Robinson	394-2332	
Network Administrator	Robbie McBee	394-2524	601
Maintenance Supervisor	Jessie Vanhooshier	575-318-1660	701
Business Manager	Cynthia Sims	394-2524	203
Fleet Manager	Kendon Fish	394-2363	
Guidance Counselor	Kerri Vinson	394-2929	309



BUILDING INFORMATION**Mettie Jordan Elementary**

Office Phone	394-2440
Office Hours	7:30 am to 3:30 pm
Carey Lindner, Principal	Extension 502
Sue Haynes, SPED Director	Extension 507
Martha Armendariz, Secretary	Extension 501
Nicole Acosta, School Nurse	Extension 503

Caton Middle School

Office Phone	394-3338
Office Hours	7:30 am to 3:30 pm
Christy Boyd, Principal	Extension 402
Nellie Franco, Secretary	Extension 401

Eunice High School

Office Phone	394-2332
Office Hours	7:30 am to 3:30 pm
Tracy Davis, Principal	Extension 302
Ruby Aguilar, Secretary	Extension 301
Kerri Vinson, Counselor	Extension 309
Robbie Robinson, AD	Extension 301

EMERGENCY CONTACTS & STAFF INFORMATION

Maintenance & Technology

Robbie McBee 394-2388 (H)
Jessie Vanhooshier (575) 318-1660 (C)

Mettie Jordan Elementary

Carey Lindner 575-704-9450 (C)
Martha Armendariz 575-263-6829
Sue Haynes 575-631-4303

Caton Middle School

Christy Boyd 575-513-0035 (C)
Nellie Franco 575-390-0554
Danna Treat 394-0515

Eunice High School

Tracy Davis 575-390-9535
Ruby Aguilar 394-3080

Superintendent & Business Office

Dwain Haynes 394-2942 (H) 390-5421 (C)
Cynthia Sims 394-3412

DISTRICT PROGRAMS & CONTACTS**Information**

Athletics	Christy Boyd, Tracy Davis, Robbie Robinson,
Elementary Fine Arts	Carey Lindner
Mentoring Program	Malissa Sisk
Special Education	Sue Haynes
Title I	Christy Boyd
Title II	Dwain Haynes
Title IX	Robbie Robinson, Tracy Davis, Christy Boyd
Technology Programs & Funds	Robbie McBee; Christa Batchelor; Andy Reynolds
NMDASH	Administration Team
Safety Program	Dwain Haynes
Cheerleading	Adrienne Thompson

Eunice Public School Board Policies

All school district personnel, employees and school volunteers are directed to make themselves aware of and follow federal and state laws. They are to further read, know, and understand the school board policies, procedures and regulations.

Eunice Public School Board Policies, procedures and regulations are located on the district website: www.eunice.org

CENTRAL OFFICE HOURS & OTHER APPOINTMENTS

Information

- ▶ Central office hours are from 7:30 am to 4:00 pm, Monday through Friday.

- ▶ Appointments for parents, staff, and community members may be scheduled at additional times as necessary.

PARKING

Information

- ▶ Parking is available on one of the following lots;
 - The parking lot south of the Administration Office
 - There will be no student or faculty parking on Avenue K or on 19th Street.
 - The grassed area on the north and west sides of the high school is not to be used for parking other than when there is an athletic event being held in the football stadium.

- ▶ As a general rule, cars are not to be driven from the time the student arrives on the school grounds at 8:00 a.m. until their lunch break at 12:40 p.m., and from 1:20 p.m. until school is dismissed at 3:10 p.m.

- ▶ Students and staff will not park their cars in such a manner as to block the use of sidewalks and driveways.

- ▶ The lot northeast of the CMS building may be used for parking.

KEYS & STAFF IDENTIFICATION CARDS

Procedures

- ▶ School keys and Staff Identification Cards (ID) **are the responsibility** of each individual employee. If a key is lost or stolen, **the person to whom the key is assigned will be held responsible** if re-keying doors is necessary.
- ▶ Employees who lose keys or Staff ID Cards must report the items as missing immediately.
- ▶ Loaning keys or Staff ID's to students and/or non-school related personnel is prohibited.
- ▶ Teachers must sign, on an annual basis, for all keys and Staff ID issued to them.
- ▶ All school keys must be turned in at the end of each school year or logged as being kept during the summer. The building principal will determine if keys can be kept during the summer.
- ▶ **There are times when the identification cards wear out and become inoperable. Each staff member will be provided one (1) replacement card per contract year free of charge. Any other replacement ID cards will be subject to a fee.**

SCHOOL CALENDAR

The Eunice Public School District operates on the number of calendar days and educational hours as required by the New Mexico Public Education Department (NMPED).

Calendar Development

- ▶ Staff members are asked to submit ideas in writing to the office of the superintendent.

Holidays

- ▶ Regularly designated holidays throughout the year are listed on the school calendar.

School Closure

- ▶ Please see the “Inclement Weather” addendum in the appendix.

Adjustments

- ▶ Adjustments to the school calendar may be made during the school year at the discretion of the administration and school board.

[See 6.10.5 NMAC]

SALARIES

Professional Staff Salaries

- ▶ Salaries for Professional Staff are based on the current salary schedule and are available upon request from the Administration Office.

Support Salaries

- ▶ Salaries are commensurate with experience, position, and current salary schedule.

Supplementary Salaries

- ▶ Employees who perform extra-curricular duties may be granted supplementary salary to be added to their regular wages. The rate of pay will be commensurate with experience and expertise in their particular job area.

PERSONNEL FILES

Employee Personnel File

By law, employees have the right to review their own employee file. *No materials shall be placed in an employee's file employment history without providing the employee with a copy.*

Employees may submit written rebuttal to any material placed in their employment history. Employees seeking copies of their personnel file shall use the following procedure.

[See NMAC 1.7.1.12 (A)]

- ▶ Inform the Superintendent's secretary at the front desk that you wish to make a request for your personnel records.
- ▶ The secretary will provide you with a form to complete, which lets this office know the precise personnel documents you seek and assists us in processing your request in an expeditious manner.
- ▶ Each request shall be processed within three business days.
- ▶ The District will charge twenty-five cents per page.

See "New Mexico State Personnel Board – Rules and Regulations" in the appendix.

EMPLOYMENT CONDITIONS

Abandonment of Job

An employee who is absent from his/her employment and who has not informed his/her principal/supervisor shall, after two consecutive days of such unauthorized absence, be considered to have abandon the position. This behavior will be considered as grounds for termination, unless it is shown by the employee that special circumstances prevented him/her from reporting to the place of work.

Assignments

The Superintendent shall be the final authority involving assignment and transfer of teachers within the school district. A teacher's contract is with the Eunice Public School Board. The contract is not for a particular school, particular grade, or particular subject.

Renewal of Licensed Employees

On or before April 15th of each year, the principal of each school building shall recommend to the Superintendent of the school district the teachers and other professional educators to be reemployed for the school involved.

Reduction in Force

If it should be necessary for the Eunice Public School District to reduce the number of teacher units (a teacher is defined as an employee whose salary is determined by placement on the teacher salary schedule) because of insufficient funds, decline in enrollment, or the elimination of subjects, programs and positions, the reductions shall be in accordance with district board (*Reference: EPS Policy G-5800 & G-9150*)

RESIGNATION OF EMPLOYEES

Certified/administrative employees shall provide the Superintendent or designee with at least thirty (30) days written notice of the intent to resign. Non-certified employees shall provide at least fifteen (15) days written notice of the intent to resign. Under extenuating circumstances, the Superintendent may waive notice requirement or may accept a verbal resignation.

(*Reference: EPS Policy G-5900 & G-9200*)

ADMINISTRATIVE AUTHORITY, CHAIN OF COMMAND, and COMMUNICATION

Purpose

- ▶ Enable decisions to be made in an efficient manner for the health and safety of students.
- ▶ Ensure that problems are addressed at the most appropriate level first.
- ▶ Ensure that staff input is systematically considered in the decision-making process; and
- ▶ Ensure that staff input is used to continuously improve the district.

Administrative Authority

- ▶ During the days in which students are in attendance, herein known as school days, a licensed administrator will be in charge at all times.
- ▶ The Eunice Schools has six authorized and licensed administrators, Mr. Dwain Haynes, Mrs. Tracy Davis, Mrs. Christy Boyd, Mrs. Carey Lindner, Ms. Robbie Robinson, and Mrs. Sue Haynes.
- ▶ If the superintendent leaves Lea County on a school day, one of the administrators will have the authority to make decisions.
- ▶ The order in which the principals will assume the duty of being in charge is as follows: Mrs. Boyd, Mrs. Davis, Mrs. Haynes, Ms. Robinson, and Mrs. Lindner.

Chain of Command for Parental or Community Concerns

- ▶ If the concern is classroom or school related, the parent should be directed to first discuss the concern with the teacher, then principal, and then the superintendent.
- ▶ If the concern is related to athletics, the parent or community member should be directed to first discuss the concern with the coach, then athletic director, then principal, and then the superintendent.
- ▶ If the concern is district related, the parent or community member should be directed to discuss the concern with the superintendent.
- ▶ Upon parental request, joint meetings can be scheduled.
- ▶ Teachers will keep an ongoing, yearly log of contact with parents, both positive and negative, concerning student progress and behavior.

Chain of Communication for Staff Members

- ▶ Chain of communication should be used by staff members to voice concerns, to relay information, to seek clarification, to make suggestions, and/or to initiate new activities.
- ▶ A staff member or members should begin the process of communication with his or her immediate supervisor.
- ▶ If necessary, other administrators or supervisors may participate in staff decisions.
- ▶ For district-level matters, staff input will be solicited and considered. Staff input may be gathered by staff meetings, by representative meetings, by small group meetings, by electronic or hard copy survey, etc.
- ▶ Management related issues should be brought to the attention of the district's administrators and supervisors. Examples of management related issues include; utilization of personnel, program effectiveness, facilities, implementation of board policies, etc.
- ▶ Staff can also bring policy related issues to the attention of the board through the superintendent. Examples of policy related issues include; student discipline policies, leave policies, other personnel policies, etc.

ACCIDENT REPORTS

Students

- ▶ An accident form must be filled out by the supervising teacher or coach for each accident which takes place during school hours, as well as those which result from school sponsored activities regardless of the time or place where said accident occurred. This form is to be completed, signed by the building principal, and turned in to the office immediately. This must be done on all injuries, even if it is considered minor and a doctor or school nurse was not contacted.
- ▶ In the event that it should be necessary to transport the student to the doctor or medical facility, the parents of said student should be contacted and advised of the injury and consulted as to where the student should be taken. Even if an injury is minor, it is appropriate to contact parents.
- ▶ Teachers/coaches who have doubts concerning the extent of the student's injury should contact the school nurse, or, when necessary, **the Emergency Medical Services.** *Unless the child is in danger or could be placed in danger, no one is to move the child from the place of the accident.*
- ▶ In the event this cannot be done, the teacher/coach should refer to the emergency number listed on the student information sheet in the office.
- ▶ In all cases, the report of the accident must be rendered the same day as the accident and filed in the office. Please remember that accident reports may be vital to insurance claims or in trials which may result. Care when filling out these forms is, therefore, necessary.
- ▶ Coaches must also be careful to report any accident occurring when teams representing Eunice Schools are away from home and continue to follow the above procedure of filling-out the required accident reports
- ▶ The parents/guardians should always be contacted when a student is injured, even if the injury is considered minor.

Staff

- ▶ All accidents must be reported to the staff member's supervisor or the building office immediately.
- ▶ An accident form must be filled out by the staff member for each accident which takes place during school hours, as well as those which result from school sponsored activities, regardless of the time or place where said accident occurred. **The form must be submitted to the insurance company within 24 hours.**

CLASSROOM PARTIES

Rule

Classroom activities or parties must support instructional goals/objectives, the EPS Wellness policy, and may be held **only with prior approval from the principal.**

Video Use in the Classroom

Videos and other media resources may be used to supplement and/or enhance the Common Core State Standards curriculum followed by the district and are documented in each teacher's lesson plans. In the event a video is rated above G, parent permission, in addition to principal approval will be required before the video is shown.

Each school will develop a plan of action regarding the use of videos in the classroom and document the plan in each of their respective handbooks.

No video shall be shown without prior authorization of the principal or his/her designee.

DRUG FREE/TOBACCO FREE (NMAC Title 6 Chapter 60)

Alcohol and drug abuse rank as one of the major health problems in the United States. Because employees are one of our most valuable resources and their health and safety is of paramount concern, the District is committed to providing a safe working environment. No employee of the Eunice Public School District shall unlawfully manufacture, distribute, dispense, possess, be under the influence of a hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in *Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812)* and as further defined by regulation at *21 CFR 1300.11 through 1300.15*. In addition, school employees shall not distribute, dispense, possess, be under the influence of, or use beverage alcohol in the work place. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

As a condition of employment in the District, each employee shall notify his or her supervisor of any criminal drug related conviction occurring in the work place as defined below, no later than five (5) days after such conviction. Also as a condition of employment in the District, each employee shall abide by the terms of the school district policy regarding a drug free work place. If an employee is suspected of drug abuse, the District may have the employee tested at the District's expense. If additional testing is necessary, it may be at the employee's expense. In other words, an employee shall be required to undergo a drug/alcohol screening/testing if there is reasonable suspicion that the employee's alcohol and/or drug use could impair job performance and/or affect safety. Where appropriate, the District reserves the right to search all areas of the work site, personal articles at the work site and vehicle on school grounds. A site supervisor will conduct searches with assistance from Central Office. The District reserves the right to use canine drug detection services in areas permitted by policy and regulation.

PARAPROFESSIONALS

The immediate supervisor is responsible for the work assignments and ultimate supervision of all educational assistants and their duties. When educational assistants are assigned to work directly with a certified staff member, that certified staff member will, in conjunction with the site supervisor, direct the work of the educational assistant.

PERSONAL PROPERTY

The school district does not carry insurance which will cover replacement of, or repairs to, lost, stolen or damaged property belonging to individuals. Individuals must carry their own insurance on these items, if they are to be insured.

INVENTORY

Any item in your room that has a "bar code" label cannot be moved without a written request to an Administrator with present room number and new room number stated. Administrative approval must be attained before any of these items are moved.

PERSONNEL FILES

There shall be one (1) official file for each employee, including the Superintendent that shall be maintained in perpetuity in the Human Resources Department, except for files provided in the *Grievance Procedure* or as required by the *Family Medical Leave Act*.

Each supervisor may maintain one single unofficial working file for each employee at the worksite. A document will not be kept in the working file for more than twelve months after the last incident of concern. The contents of this unofficial file will not be shared outside the certified employee's workplace, or with other certified or classified employees, and will contain no anonymous or unsigned complaints. Whenever the supervisor or certified employee leaves the worksite, the unofficial file will be shredded in the presence of the employee, if requested.

FIRE / NATURAL DISASTER DRILLS

Procedures

Throughout school year 2022 emergency drills shall be conducted in each one of the campus buildings. These emergency drills shall consist of fire drills, shelter-in-place drills and at least one evacuation drill. Teachers are expected to take roll-call immediately once all their students are outside the building. Evacuation plans are posted within each room of the school. (6-29-1-7(AP) NMSA 1978

Fire Drills

- ▶ Shall be conducted nine times per year. The first four shall occur during the first four weeks of school. (6-29-1-9(N)(1)(a)(d) NMSA 1978

Shelter-In-Place Drill

- ▶ Shall be conducted twice during the year. Teachers and students will be instructed as to how they are to respond. (6-29-1-9(N)(1)(a)(d) NMSA 1978

Evacuation Drill

- ▶ Shall be conducted once during the year. Teachers and students will be instructed as to how they are to respond.

Child Protective Services Referrals

According to New Mexico State Law, reports of actual or suspected child abuse or neglect are to be reported.

- ▶ All employees are considered mandatory reporters of children you suspect or know are victims of abuse or neglect.
- ▶ All referrals are strictly confidential and are not to be discussed with anyone.

LAW ENFORCEMENT

Procedure

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The principal or designee will be present during interviews unless otherwise requested by law enforcement. Every attempt should be made for parents to be notified by the school prior to interview or interrogation by law enforcement unless otherwise requested by law enforcement.

CONFISCATED ITEMS

Procedure

If a staff member confiscates an item from a student, the staff member is responsible for that item, regardless of the fact that the student should not have brought the item to school.

- ▶ Any confiscated item of value should be placed in a locked area until it can be brought to the office.
- ▶ Write the student's name, along with the date confiscated, on an envelope and give it to an office staff member to place in the vault.
- ▶ Items will be returned to the student or parent depending on the item confiscated.

SCHOOL BOARD POLICIES

Each policy is located on the Eunice Public Schools Website at www.eunice.org . Click on “School Board” then click on the “School Board Policies” link.

PROFESSIONAL IMAGE & BEHAVIOR

The Eunice Public School District expects all employees to present a professional, well-groomed appearance, and maintain an image that is courteous and respectful to peers, students, and the general public.

The use of profanity, jokes, and any other adverse behaviors is inappropriate in an educational setting.

EMPLOYEE DRESS CODE

The Eunice Public School Board believes that employees of the School District can more effectively carry out their respective functions and responsibilities when staff members dress in a professional manner which helps the School District's primary function of educating students.

On one hand, clothing that presents or causes a disturbance or distraction is unacceptable. On the other, students, parents, and other community members who interact with staff members are more likely to respond favorably to a staff member who dresses professionally. Students are more likely to show respect and follow directions from a staff member who dresses professionally. [See EPS Board Policy G-0770].

Supervisor Responsibility

Supervisors reserve the right to make determinations as to the appropriateness of employee appearance and will do so in a non-discriminatory manner. They may ask an inappropriately dressed employee to leave work and return with proper attire. Violation of the employee dress code policy may subject an employee to disciplinary action.

ATTENDANCE & PUNCTUALITY

Rule

For the school to operate efficiently, employees are expected to be prompt and consistent in attendance.

- ▶ Employees are expected to maintain an acceptable attendance record by reporting to work as scheduled and remaining at work until the end of the work day. Employees are expected to follow established departmental procedures for reporting absence, tardiness or early departure from work, requesting paid and unpaid time off, and returning to work after an approved leave of absence.
- ▶ All instructional employees are required to report to work by 7:45 A.M. Instructional staff are required to be in school during the hours of 7:45 A.M. until 3:30 P.M.
- ▶ As soon as an employee knows that he or she will be absent or late to work, the employee must notify his or her primary/immediate supervisor to report the absence or tardiness. This should be done within two hours of the scheduled starting time. Failure to promptly report the absence will result in an unexcused absence. If the employee anticipates that he or she will require an extended period of time off, he or she must communicate to the supervisor as to how many days expected to be off.
- ▶ All employees are to refrain from conducting personal business during contract hours. If you have an appointment or business, which is scheduled during your regular work time, check with your respective administrator and communicate whether it is personal or business. Whenever possible, please make appointments for after school hours.
- ▶ An employee's attendance record may be considered unacceptable under the following circumstances: 1) a pattern of absence(s), tardiness or early departures that adversely impacts district operations and/or the employee's overall performance, as determined by the employee's immediate supervisor; 2) the employee has a history of not following established procedures for reporting absence(s); 3) the employee has a history of absences suggesting the employee is using sick leave for purposes not allowed.
- ▶ An immediate supervisor may consider an employee's attendance record as a contributing factor in the rating of an employee's overall job performance.
- ▶ Unexcused or excessive absences or tardiness may result in disciplinary action, up to and including, termination.
- ▶ On days of bad weather, the Superintendent will evaluate the conditions in order to determine whether or not school should be delayed or canceled. Employees are required to be at school at the regular starting time. If a delay is ordered, employees will use the time to arrive at school as soon as they are safely able to. The delay in start time will allow for safe driving during bad weather. Custodians are expected to be on regular schedule during the days of school delays. They will make preparations to clear and remove hazards from the paths of our staff and students.

PERFORMANCE EVALUATION

Evaluation of Licensed Personnel (Formal and Summative)

The Eunice Public School District utilizes both formative and summative evaluation of its licensed employees. The citations in this section are not exhaustive. Administrators shall follow *EPS Board Policy G-8900*

- ▶ **Formative** evaluations may be viewed as growth-oriented supervision and are designed to help teachers and other licensed personnel improve their instructional skills. The purpose is primarily developmental.
- ▶ **Summative** evaluations, on the other hand, assess competency and are used for accountability purposes.

Formal Evaluation

Each licensed teacher shall be formally evaluated once during each school year.

- ▶ All teachers shall be observed at least two times each year.
- ▶ At least one of the observations shall be done during the first semester.
- ▶ A post conference shall be held following each formal observation.

PROFESSIONAL DEVELOPMENT

Procedures

All teachers are encouraged to attend professional conferences/workshops in their area of study.

- ▶ The school or specific program will assume the cost, if approval is given by the administration prior to the conference.
- ▶ A two-week advance notification is necessary in order to obtain prior approval by the principal and then arrangements can be made for a substitute teacher.
- ▶ “Travel Request Forms” and “Per Diem” forms are to be completed and returned to the employee’s respective office.
- ▶ The employee shall return to the Administration office proof of attendance. (i.e. agendas, sign-in sheets, etc.)
- ▶ Staff members are encouraged to take college master level courses. If financially possible, the school will pay for up to six (6) credit hours per year, depending on the college being attended.
- ▶ A record of completed training programs, seminar attendance, and educational courses relating to employment, may be maintained in the employee’s personnel file. It is the responsibility of the employee to supply the documentation.

STIPENDS

Procedures

All teachers requesting a stipend for work conducted beyond the normal workday shall:

- ▶ Receive written approval from the respective principal at least two weeks prior to the event.
- ▶ Provide the principal or supervisor with an agenda of the event.
- ▶ Provide the principal or supervisor with the minutes or other documentation of the event. *[This includes sign-in sheets.]*
- ▶ Provide the principal or supervisor with a written summary of what was learned during the event.

No stipend will be provided to staff members who receive a stipend from the offering entity or for work performed during regular working hours.

STAFF MEETINGS

Expectations of the District

The principal of each building will decide when their staff meetings will be held. Teachers are expected to attend all staff meetings. Teacher's assistants are also to attend all staff meetings and Professional Development opportunities as scheduled.

Meeting Procedures

All meetings shall have an agenda, a sign-in sheet, and written minutes.

CLASSROOM MANAGEMENT

Expectations of the District

- ▶ Teachers are expected to maintain a classroom and work area that is conducive to learning.
- ▶ Teachers will be in their classrooms during the scheduled class times.
- ▶ Beginning instruction on time indicates to students the importance of the knowledge you have to share with them.
- ▶ Teachers will submit to their immediate principals a list of their own classroom rules concerning student conduct and behavior. These rules cannot exceed those established by the Board of Education or be in violation of any laws.
- ▶ Classroom rules should be in place no later than the second week of school.
- ▶ Between classes, teachers shall position themselves outside their classroom door to assist in monitoring student behavior in the hallways.

SUBSTITUTES

Information

- ▶ Substitutes are assigned by the building secretary, from the available list.
- ▶ Substitutes can be difficult to schedule. Therefore, advanced notification is always beneficial.
- ▶ Inform the building principal or secretary as soon as possible, but no later than 6:15 a.m., if a substitute is needed for that day.
- ▶ Inform the building principal or secretary by 2:00 p.m. if a substitute is needed for any additional days.

SUBSTITUTE LESSON PLANS

Procedures

Lesson plans for substitute teachers must be available in school at all times and in a plainly marked folder(s)*. The following procedures will be followed regarding unit plans & substitute teacher plans:

- ▶ Complete, concise, and clear daily lesson plan(s) for each class/grouping.
- ▶ Clear access to location of attendance books and description of relevant procedures.
- ▶ Clear access to location of specific student materials, texts, etc.
- ▶ A complete and current listing of the number of students at any given time & class times.
- ▶ Complete listing of special needs of any student.
- ▶ A complete description of clear directions to student recess times, student/teacher lunch times, extra duties, computer access codes/passwords (as needed), reinforcement/reward menu (if applicable), disciplinary procedures/process/referral slips, and hall passes.
- ▶ The substitute folder will be placed or kept by the principal at his/her discretion.

*** Emergency Teacher Absence**

In the event of an emergency teacher absence; the folder(s) also needs to contain a minimum of two complete days of alternative lesson assignments/worksheets (*relative to standards and benchmarks*) due to the possibility of changed, un-submitted, or carried forward lesson plans. Two days of alternative assignments (described above) must be replaced within two days of your return from an emergency/unforeseen teacher absence.

PARENT-TEACHER CONFERENCES

Information

- ▶ The purpose for parent-teacher conferences are to:
 1. Review each student's progress,
 2. Provide an opportunity for positive interaction with parents, and
 3. Schedule individual meetings with parents as needed.
- ▶ Parent-Teacher Conferences are held once per year.
- ▶ Parent involvement and participation in the educational process is critical for student success.
- ▶ Parents can be provided information regarding grades, testing results, classroom activities, and daily behavior as it relates to classroom rules.
- ▶ The teacher should be aware and respect the privacy rights of the parent and the student. IEP information should be shared only at the IEP meeting or at an additional meeting.
- ▶ If a parent has a concern that cannot be properly addressed during the conference, an additional appointment should be scheduled.
- ▶ As always, parents should be treated in a professional and respectful manner. It is our responsibility to model the expected behavior. However, ***if individuals or a pair of individuals exhibit inappropriate or threatening behavior, the teacher should leave the conference and report the incident to his/her principal.***

CONFIDENTIALITY

Teacher Responsibility

Teachers must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student or other staff except under judicial process.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

SUPPLIES, MATERIALS & EQUIPMENT

Supplies & Materials

- ▶ Each school has a teacher representative on the district's Supplies and Materials Committee. The committee has the responsibility to:
 1. Inventory supplies in each building.
 2. Redistribute as needed.
 3. Identify all needs for the next fiscal year.
 4. Prioritized and/or cut items to be purchased based upon allocated budget, and
 5. Make recommendations on all supplies and materials to be purchased.
- ▶ This committee is known as the "Mission Impossible Team" because its members must find ways and make recommendations that allow the district to "live within its means" and not over or under-spend on needed teaching supplies. Teachers should assist the team by identifying "needs", not "wants."
- ▶ If the teacher has a supply need that was not identified the previous spring, the teacher should discuss his/her needs with the building principal and the committee representative.

Equipment

- ▶ Equipment needed for instructional purposes will be checked out with the building librarian.
- ▶ Equipment needs should be discussed with the principal in order to identify them in the next budget cycle.
- ▶ If the needed equipment is technology-related, the request must be routed to the Technology Committee and be consistent with the district's Technology Plan.

TEXTBOOKS

Information

- ▶ Textbooks are furnished by the State and are loaned to the students each year.
- ▶ Fines and charges for damaged books should be discussed with the students during the first week of school.
- ▶ If a student loses a textbook from an unlocked locker it is still that student's responsibility to pay for the lost book.
- ▶ The district can withhold the grades, diploma, and transcripts of the student responsible for damage or loss of the textbook until the parent, guardian or student has paid for the damage or loss. *If a parent is unable to pay, the school will work with the parent on an alternative.*
- ▶ Each book is checked out through the library and is coded into the computer at the beginning of the school year with the student's name along with the condition of the book. Students are to have their books covered; there will be no exceptions to this.

ELECTRONIC COMMUNICATIONS (Telephone Use)

School Telephone Usage	
Telephones are an integral form of communication within our District.	
	▶ Telephones should be used primarily for school business.
	▶ Personal calls are permitted to a reasonable extent; however, they must be limited. This procedure is a privilege, not a right.
	▶ Personal cell phones of instructional personnel should be turned off or on vibrate during instructional time.

ELECTRONIC COMMUNICATIONS (Electronic Media)

Electronic Media

Employees of the Eunice Public School District have access to a variety of electronic media and services including; computers, networks, electronic mail, fax machines, printers, and internet. These services are made available to employees to help them perform their jobs as efficiently and effectively as possible and shall not be misused. All employees should remember that electronic media and services provided by the District are the property of the District and their purpose is to facilitate and support the District.

- ▶ No right of privacy exists in favor of any employee of the District with respect to information placed on the electronic media systems by such employee.
- ▶ All electronic media including but not limited to; desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks, thumb drives and CDs stored in the District's offices are subject to review by the District.
- ▶ The District has the right to review, audit, interrupt, access and disclose messages created, received, or sent over the electronic media systems of the District.
- ▶ The District has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.
- ▶ The District, or its authorized designee reserves the right to review at any time, all information contained in their systems (even if previously deleted or archived).

Prohibited Uses

Employees are strictly prohibited from using work time, equipment, or technology for personal or entertainment use or for using the voice mail, e-mail or other electronic communications systems/computer network.

*Students are **strictly forbidden** and teachers **shall refrain** from allowing students to use a teacher workstation. [See page 48 regarding FERPA]*

ELECTRONIC COMMUNICATIONS (Frivolous Uses)

Frivolous Uses	
<p>Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, employees must not deliberately perform acts that waste or endanger computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to:</p>	
	▶ Sending mass mailings or chain letters.
	▶ Opening unsolicited commercial e-mail.
	▶ Spending excessive amounts of time on the Internet.
	▶ Playing games.
	▶ Engaging in online chat groups including Instant Messenger or other similar programs.
	▶ Uploading or downloading large files including MP4 files.
	▶ Accessing streaming audio and / or video files.
	▶ Subscribing to non-business related groups, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

USE OF EQUIPMENT & VEHICLES

Using Equipment & Vehicles

Equipment and vehicles owned by the Eunice Public School District are expensive and may be difficult to replace. When using equipment and vehicles essential to accomplishing job duties, employees are expected to:

- ▶ exercise care;
- ▶ perform required maintenance;
- ▶ follow all operating instructions, safety standards, and procedures.

Reporting Issues

If any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair, employees shall notify their immediate supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. The supervisor should be able to answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

USE AND RETURN OF DISTRICT PROPERTY

Employee Responsibility

Employees are responsible for items issued to them by the Eunice Public School District or in their possession or in their control, such as the following:

- ▶ books and educational materials;
- ▶ official grade books and student work needed for grades;
- ▶ equipment;
- ▶ manuals, including this employee handbook;
- ▶ protective equipment;
- ▶ vehicles;
- ▶ tools;
- ▶ written materials;
- ▶ all other items purchased by federal and / or district funds.

SAFETY

Information

The Eunice Public School District is concerned with the safety of all its employees, students and guest. All employees must observe and abide by safety standards and be safety conscious at all times. District policy supports the fact that every employee is entitled to work under the safest possible conditions. The District will make every reasonable effort to provide and maintain a safe and healthy work place, safe equipment, proper materials, and to establish and insist upon safe methods and work practices at all times.

Visitor Management

Public school districts are dealing with an increasing number of custody and court orders, as well as potential intruders and sex offenders. Protecting our campus from unwanted visitors is an important priority of the District's Safety Plan. No one will be allowed to enter a school campus without first interacting with a staff member to confirm they are authorized to be there and are complying with specific school check-in procedure (see below).

Check-In Procedures:

- All doors will have signs directing visitors to the entrance they are supposed to enter.
- All visitors shall pass through the front office area before being allowed into the building.
- Staff will inquire about the visitor's name, person, area or room to be visited, and nature of the visit.
- All visitors are required to sign-in and receive a sticker or other type of identification.
- A visitor meeting a staff member for a conference will be met by the staff member and escorted to the location of the meeting.
- All staff, parents/guardians, students, and school organizations will be informed about the check-in procedures.
- Administrators shall conduct a briefing with all staff and inform them they are expected to question visitors without a badge and escort them to the office to sign in.
- Teachers will educate their students on the importance of reporting visitors without visible identification to them. They should also impress upon them that they do not approach the visitors themselves.

Reporting Accidents

Employees are responsible for immediately reporting all accidents and injuries to his or her primary supervisor, regardless of how minor the occurrences may seem at the time. Any unsafe practice or condition an employee observes should be reported to their supervisor.

Safety Standards

To prevent accidents or injuries, the following safety standards should be followed:

- ▶ Keep classrooms, work areas and floors free from clutter and spills.
- ▶ Do not obstruct doorways, hallways, or stairways in any manner.
- ▶ All heavy objects should be lifted or moved by personnel trained in the use of the proper equipment and techniques for these tasks.
- ▶ Know the location of fire extinguishers and emergency exits in the building.
- ▶ Use tools and equipment only if you have been properly trained in their use and only for the intended purpose of their use.
- ▶ Use of hazardous sprays or liquids should be only used in well-ventilated areas by personnel trained in their proper use.

This is it!

Make the most of every moment.