

**Mescalero Apache Schools
Employee Handbook
2023-2024**



HOME OF THE CHIEFS

249 White Mountain Drive

Mescalero, NM 88340

Phone: 575-464-4431

Fax: 575-464-0053 Administration

Fax: 575-464-4769 Elementary

Fax: 575-464-8100 MS/HS

www.maschiefs.org

Table of Contents

MAS STAFF LIST.....	5-7
WELCOME.....	8
ACCOUNTS PAYABLE/PROCUREMENT PROCEDURES.....	9-11
ANNOUNCEMENTS.....	12
APPLIANCES.....	12
ARRESTS OF EMPLOYEES.....	12
ASSEMBLIES	12
ATHLETIC/ACTIVITY ELIGIBILITY CHECK	12
AUDIO/VISUAL EQUIPMENT/COMPUTERS/MATERIALS	12
BELL SCHEDULE (MS/HS) (ELEM. DISMISSAL BELL).....	12
CAFETERIA MEALS	12
CHAIN OF COMMAND.....	16
CHILDREN OF EMPLOYEES	16
CLASSROOMS.....	16
COUNSELING SERVICES.....	16
CRISIS MANAGEMENT PLAN.....	17-20
DATA	21
DISCIPLINE.....	21
DUTY SCHEDULE	22
EMPLOYEE ABSENCES.....	22, 23
EMPLOYEE CODE OF CONDUCT	24- 27
EMPLOYEE DISCIPLINE.....	28
EMPLOYEE DRESS AND APPEARANCE.....	28
EMPLOYEE SUBSTANCE ABUSE.....	29, 30
EQUIPMENT & MAS PROPERTY CARE.....	31
EXAMINATIONS	31
EXTRA DUTIES	31
FEDERAL LAWS GOVERNING MAS.....	31, 32
FIELD TRIPS.....	33
FIRE DRILL.....	33
FUNDRAISING PROCEDURES.....	34
FURNITURE TRANSFER.....	34
GENERAL LEAVE.....	34-39
GIFTS	39
GRADING PROCEDURES.....	39
MIDDLE SCHOOL/HIGH SCHOOL.....	40
ELEMENTARY.....	40
GRADUATION REQUIREMENTS.....	41-42
GRIEVANCE PROCEDURES.....	42-43
HALL PASS.....	44
HALL SUPERVISION.....	44
HEALTH & SAFETY.....	44
HOMEWORK POLICY.....	45

Revised 7/31/2023

Homework Policy guidelines and Responsibilities for Students.....	46
Homework Policy guidelines and Responsibilities for Parents.....	46
Homework Policy guidelines and Responsibilities for Teachers	46-47
IDENTIFICATION BADGES	47
KEYS	47
LEAVE BANK	47
LEAVING SCHOOL PROPERTY.....	49
LEAVING CLASS UNATTENDED.....	49
LESSON PLANS	49
LIBRARY.....	49-50
LOCKERS.....	50
MAILBOXES.....	50
MASTER SCHEDULE.....	51
MIDDLE SCHOOL/HIGH SCHOOL.....	51
ELEMENTARY.....	51
ORGANIZATIONAL CHART.....	51
PARENT-TEACHER CONFERENCES.....	52
PAYROLL PROCEDURES.....	52
PAYDAY SCHEDULE.....	53
CONTRACT TERM.....	53
PROFESSIONAL DEVELOPMENT.....	54
PROGRESS REPORTS.....	54
PROHIBITION OF CERTAIN BEHAVIOR ON PREMISES AND AT SCHOOL SPONSORED EVENTS.....	54
PURCHASING PROCEDURES/REQUISITIONS.....	55
SCHEDULES.....	55
SCHOOL BOARD MEETINGS (REGULAR MEETINGS).....	55
SCHOOL NURSE.....	55-56
SEXUAL HARASSMENT.....	56-59
SOCIAL MEDIA.....	60-63
SOLICITATIONS.....	63
STAFF INTERNET USE POLICY	63
STAFF PARKING.....	64
STAFF REPORTING HOURS.....	65
STAFF-STUDENT RELATIONS.....	65
STUDENT ASSISTANT TEAM (SAT).....	65
STUDENT ATTENDANCE REPORTING	66
STUDENT HANDBOOK.....	66
STUDENT SCHEDULES MS/HS.....	66
TEACHER'S SUPPLIES.....	67
TERMINATION & DEMOTION.....	67
TESTING	67
TEXTBOOKS/LIBRARY BOOKS/EQUIPMENT.....	67
TRAVEL.....	67-68
USE OF CELLULAR PHONES AND SOCIAL MEDIA.....	68-69
VERBAL ABUSE AND DISRESPECT	69
VISITOR POLICY	69-71

Revised 7/31/2023



SY - 2023/2024 - Staff Members

ADMIN

Bigmouth, Roxanne	Parent Liaison
Cochise, Louann	Payroll Clerk
Comanche, Sutherland	Security
Evans, Angel	Secretary
Gutierrez, Eric	Superintendent
Kadayso, Priscilla	Business Manager
La Paz, Charlotte	Business Assistant
Murphy, Houston	Security/Safety Manager
Pellman, Lindsey	HR Director
Titas, John	Student Resource Officer
Treas, Jan	Attendance Clerk

FOOD SERVICE

Largo, Manuel	Food Service Director
Kanseah, Sheridee	Cook
Rice, Nedena	Cook
Torrez, Valerie	Cook

IT

Herrera, Sybil	Manager
Murphy, Ian	Assistant
Syrus Wheeler	Assistant

APACHE LANGUAGE-1101

Allard, Vivian	Apprentice
Apachito, Kreshna	Apprentice
Balatche, Kevin	Teaching Assistant
Bigmounth, Lynelle	
Blake, Joylynn	
Enjady, Kimberly	Apprentice
Kanseah, Kaylis	
Mendez, Rena	Manager
Morgan, Edith	
Naiche, Lydell	Apprentice
Peganse, Rachel	Apprentice
Sunrise, Beth	Apprentice
Taazah, Sharon	Mentor
Trujillo, Terri	Manager

MID/HIGH

Baeza, Rosalinda	Principal
Bell, Diane	Teacher MS
Beltran, Carlos	Counselor
Botella, Earldina	Apache Teacher
Cordova, Godfrey	Dean of Students
Courtney, Lynn	Teacher HS
Estrada, Jordan	Teacher MS
Gaines, Mike	Teacher
Geronimo, Natell	TA
Grace, Richard	Teacher HS
Grider, Deborah	Teacher HS
Guydelkon, Alexis	TA
Jenkins, Lindsey	Teacher HS
Justus, Judy	Teacher MID/HIGH
King, Carol	TEACHER MS
Lane, Marty	Teacher HS
Lopez, Carmen	TA
Lucero, Una	Mid/High Secretary
Mancito, Joycelyn	TA
Mendoza, Bill	Teacher MS
Milligan, Sean	Teacher MS
Mithlo, Charliandra	TA
Mithlo, Kendall	TA

ELEMENTARY

Affuso, Kimerli	Teacher
Baca, Kristen	Teaching Assistant
Barcus, Allison	Teaching Assistant
Bigmouth, Lynelle	Teaching Assistant
Bob, Alavona	Teacher
Botella, Mary	Teacher
Chambliss, Lynn	Teacher

Chico, Tristine	Teacher	Morales, Lisa	Counselor
Cojo, Spencer	Teaching Assistant	Morgan-Pebeahsy, Sylvalene	Secretary
Comanche, Jessica	Teaching Assistant	Murphy, Wendolyn	Teacher MS
Davila, Jose	Occupational Therapist	Nelson, Barry	Teacher HS
Davis, Darlene	Teacher	Padilla, Sherrie	Teacher

ELEMENTARY

Duran, Sylvia	Teaching Assistant
Enjady, Angelita	Apache Teacher
Enjady, Roslyn	Teaching Assistant
Evans, Birdena	Apache Teacher
Farmer, Anne	Teacher
Flowers, Dawn	Teaching Assistant
Galicia, Tina	Teacher
Gonzales, Karl	Teacher
Gonzales, Monique	Teacher
Grace, Bobbie	Teacher 4th
Graves, Lucinda	Teacher
Hernandez, Carol	Principal
Irion, David	Teacher
Jennings, Dianna	Teacher
Johnson, Sandra	Teacher
Jose, Bryan	Teacher
Kaneseawah, Ida	Teaching Assistant
Kinzhuma, Francis	Teaching Assistant
Maes, Virginia	Teacher
Maez, Jacqueline	Teacher 2nd
Mangas, Kimberly	Teaching Assistant
Mendez, Myra	Secretary
Morgan, Hurley	TA
Nasitima, Theresa	Teacher
Pena, Jennie	Apache Teacher
Platta, Phyllis	Teacher
Prelo, Carmen	Gifted & Talented
Redden, Carolyn	
Rouyer, Loretta	Teaching Assistant
Rubalcaba, Crestina	Teacher
Sainz, Glydia	Counselor
Salazar, Polly	Teaching Assistant
Sanchez, Louwanna	Teaching Assistant

MID/HIGH

Powers, Beth	Teacher
Rapp, Jim	Transition Specialist
Raynor, Nate	Teacher HS
Reiner, Kathlyn	Teacher MS
Reyes-Estrada Ashley	Teacher
Rivera, Paige	TA
Sanchez, Debra	Teacher HS
Sanchez, Tommy	TA
Scott, Anne	Teacher
Sedillo, Alex	Teacher MS
Shaw, Kristina	Teacher MS
Smith, Kellie	Teacher HS
Staski, Jennifer	Teacher
Velasquez, Alice	Teacher HS
Vickery, Cassandra	Teacher MS
Walker, Edith	Teacher MS
Yuzos, Lucille	Apache Teacher

O&M

Barcus, Cedric	Grounds/Maint
Caje-Perez, Gina	Custodian
Cimarron, Max	Custodian
EshBi, Fredrick	Grounds/Maint
Ferguson, Wendy	Custodian
Flowers, Zachary	Director
Hugar, Christopher	Custodian
Kane, Keenan	Receiving Clerk
Klinekole, Eugene	Grounds/Maint
Morgan, Edward	Custodian
Rouyer, Lou	Custodian
Smith, Christopher	Custodian/Lock Smith
Valdez, Aaron	Grounds/Maint
Valdez, Pete	Custodian

Revised 7/31/2023

Sanchez, Pauline	Teacher
Shanta, Chrislyn	Teaching Assistant
Smith, Megan	Teacher
Streck, Ingrid	Teaching Assistant
Swenor, Kire	Teacher
Vasile, Lenore	Apache Teacher
Valliant, Haley	Teacher
Yuzos, Colette	Teacher
Yuzos, Taryn	Teacher

Updated 7.20.23

SPED

Largo, Berdine	Director
Shay, Laura	Assistant

NURSES

Fangman, Karen	RNA
Saenz, Millette	Cert.Nurse.Assist.

LIBRIAN

Kimmell, Karen

Testing Sonya
Coordinator Bob

WELCOME MESCALERO APACHE SCHOOL STAFF

Welcome to a new school year. We have completed hiring new staff that will complement our existing staff. Our goal is to make this a productive year. Together, through staff support, open communication, and the contribution of uniqueness of each staff member we will have a successful year.

This Staff Handbook is provided to employees as a resource in understanding school policies developed by the Mescalero Apache School Board. Please read through the policies and general information provided. It is very important that everyone understands school policies and rules. We are the role model at the school and when we abide by policy then it makes it easier for our students to do the same. With your dedication to the students, Mescalero Apache Schools will be the place where our students can excel knowing that you care.

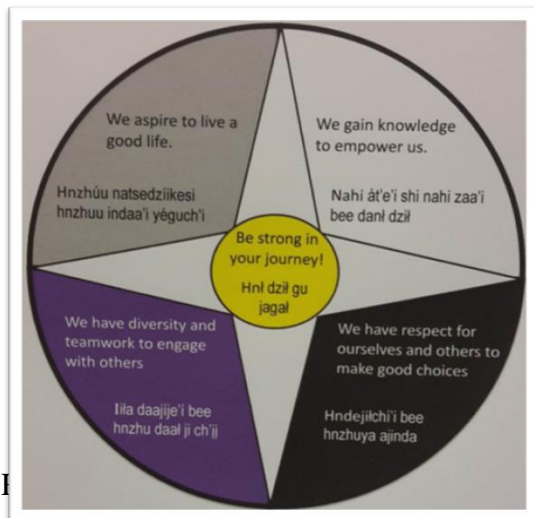
The purpose of this handbook is to provide organization and order on a day-to-day basis. If you have questions or a request about the policy/handbook, you can find the answer or submit the question to the appropriate personnel. School staff is encouraged to attend school sponsored activities and School Board meetings. Mescalero Apache School Board meetings are held the first Tuesday of every month at 5:00 p.m. in the Board room located in the library. If you would like to address the board, please contact the Superintendent's office extension 1122 in advance for guidelines.

Have an excellent school year!

Staff Goals

- ◆ Build youth to be confident in their cultural identities
- ◆ Encourage youth to persevere academically
- ◆ Support physical, emotional and spiritual wellness in youth
- ◆ Prepare youth academically & emotionally for college
- ◆ Strengthen youth to take their role as leaders

Mission Statement



Vision Statement

Every Mescalero Apache School Student will:

- * Respect the past
- * Value culture and language
- * Prepare for a life path of learning

PROCUREMENT PROCEDURES

New Vendors

Utilizing a vendor that are new to MAS, you must complete the following:

- Submit the Vendor Change Form and a completed W-9.
- Ensure the vendor is tax exempt and obtain a tax-exempt form from their company.
- Request a tax-exempt certificate from the Business Office (if necessary) and provide to the vendor.

Purchase Order

Purchase orders are used when a purchase is made **that are not** bills or reoccurring invoices (ie: supplies, admission fees).

- Staff member will submit a request to purchase through the accounting software utilizing the steps outlined in the procurement process.
- Turnaround time for purchase orders is 2 – 3 days so please plan accordingly.

Credit Card Requests

Require an approved purchase order to utilize a credit card.

- Staff member will submit a request for a purchase order utilizing the steps outlined in the Purchase Order section of the procurement process.
- Staff member will bring a copy of the approved purchase order to the business office to sign out an MAS credit card.
- Staff member will make the purchase with the credit card, return the credit card, and receipt to the business office within 24 hours.

Check Requests

Check requests are invoices such as bills, reoccurring invoices, or approved employee travel (ie: utility payments, per-diem).

- Staff member will submit for check through the accounting software utilizing the steps outlined in the procurement process.
- Checks are ran once a week, on Thursday mornings
- Checks are ready to be mailed out or picked up Thursday afternoon.
- Turnaround time for purchase orders is 2 – 3 days so please plan accordingly.

Payments – Purchase orders

Revised 7/31/2023

- Staff member must submit all invoices with the purchase order to the business office for payment.
- It is the staff members responsibly to ensure all items are received, manage any returns and maintain inventory.
- Checks are ran once a week, on Thursday mornings
- Checks are ready to be mailed out or picked up Thursday afternoon.
- Turnaround time for checks is 2-3 days, so please plan accordingly.

15.4 Fundraising

15.4a Fundraising Generally

MAS encourages clubs and other student groups to raise monies for student activities through fundraising events. It is important for clubs and groups to use any monies raised for the purposes stated during the fundraising. This encourages the community to donate or purchase fundraising items or services. It is also important to ensure that monies are handled responsibly to avoid theft or misuse. Therefore, the following rules will apply to fundraising.

Fundraising, whether on or off school premises must be pre-approved. The club's or group's MAS sponsor must submit a written request for approval to the Superintendent at least two (2) weeks prior to the proposed fundraising. The request must detail the activities to be conducted and the proposed uses of any monies raised.

Cash received through fundraising must be handled as required under Section 3.4 of the MAS Employee Policies & Procedures. Checks and other payment instruments must be made payable to MAS and turned over to the Business Office within forty-eight (48) hours of receipt of the same. The Business Office may open up a separate account for the club or other student group on an as needed basis. Otherwise, the money will be deposited into the general MAS account.

15.4b Concession Stand

High School Building Principal will establish a deadline at the beginning of each School Year by which each club and other student group wishing to use the concession stand must submit a request. The deadline will be posted on MAS premises and emailed to all staff members at least two (2) weeks before the deadline. The High School Building Principal will develop a standard request form. The High School Building Principal will schedule each club or group on a first-come first-serve, alternating basis. A club or group that is scheduled to use the concession stand will not be allowed to use the concession stand again until all other clubs or groups that submitted a request have had a chance to do so.

Revised 7/31/2023

The club or group using the concession stand is responsible for ensuring that there are enough volunteers to operate the concession stand during the entirety of each event. Volunteers must arrive at least one (1) hour before the scheduled event. At least one adult, either a parent or MAS employee, must be present at all times. No one under the age of fourteen (14) will be allowed to volunteer in the concession stand. The MAS sponsor is responsible for the behavior of all volunteers. The MAS sponsor must ensure that volunteers sign in and out on a log. Cash and checks collected must be kept in a locked box. The box must be under the supervision of an adult volunteer at all times.

The club or group using the concession stand and the club or group MAS sponsor is responsible for:

- Purchasing all food and drink supplies to be sold from the concession stand;
- Providing any heating or other equipment needed; all equipment must be in good working condition;
- Determining and displaying the price of each item sold;
- Ensuring that all volunteers wear plastic gloves when handling non-packaged food, secure long hair, and wear closed-toe shoes;
- Cleaning up the concession stand (wiping off countertops, sweeping and mopping the floor, disposing of trash, etc.) and removing any excess food and drink supplies;
- Locking the concession stand after an event and returning keys to the High School Building Principal.

The failure to comply with this Section could result in the club or group from losing its ability to use the concession stand for the remainder of the School Year (or if at the end of the School Year, then the following School Year) at the discretion of the High School Building Principal.

ANNOUNCEMENTS

Staff wishing to have items announced during daily announcements should have the announcement written and placed with the secretary no later than 7:50 a.m. **(No Exceptions)**

APPLIANCES

A work room/lounge equipped with microwave, refrigerator and coffee pot is provided for teacher use. Please clean up after using the lounge. Do not leave food in the refrigerator for more than 3 days. Never leave open containers of food in the lounge as this may bring unwanted bugs and rodents. Please do not have coffee pots, microwaves or refrigerators in individual classrooms as these can constitute a safety hazard. The school does not provide coffee supplies.

ARRESTS OF EMPLOYEES

An employee who is arrested or charged with a crime, regardless of the nature of the crime or the location of the arrest or charge, must report such incident in writing to Human Resources within seventy-two (72) hours of the incident. A copy of the final disposition must be provided to Human Resources for background purposes. Traffic citations (with the exception of driving under the influence/driving while intoxicated, reckless driving, driving without a license due to a revoked license, and other more serious offenses) do not have to be reported. The failure to report an arrest or charge in a timely manner is grounds for dismissal.

ASSEMBLIES

Assemblies will be in the Gym or Auditorium. Staff will sit with their classes and monitor student behavior.

ATHLETIC/ACTIVITY ELIGIBILITY CHECK

All students participating in athletics or an activity will be subject to an eligibility check. If a student has one (1) F or two (2) D's on their eligibility check, they will not be able to compete in any athletic competition or participate in any school activity until the grade(s) have been rectified. The student must provide documentation from the teacher(s) verifying their grade improvement and must participate in any tutoring opportunities available.

AUDIO/VISUAL EQUIPMENT/COMPUTERS/MATERIALS

All equipment should be assigned to your room. Any items needed should be requested through the building principal.

BELL SCHEDULE (ELEMENTARY)

8am to 2:45pm for grades k-5th grade

**7/8 MIDDLE SCHOOL
DAILY BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
4th Period	11:00-11:56
LUNCH	12:00-12:30
5th Period	12:34-1:35
6th Period	1:39-2:40
7th Period	2:44-3:45

**7/8 MS 2-HOUR DELAY
BELL SCHEDULE**

First Bell	9:55
1st Period	10:00-10:37
2nd Period	10:41-11:18
3rd Period	11:22-12:00
LUNCH	12:00-12:30
4th Period	12:34-1:19
5th Period	1:23-2:07
6th Period	2:11-2:56
7th Period	3:00-3:45

**7/8 MS EARLY RELEASE
BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:31
2nd Period	8:35-9:06
3rd Period	9:10-9:41
4th Period	9:45-10:16
5th Period	10:20-10:51
6th Period	10:55-11:26
7th Period	11:30-12:00
LUNCH	12:00-12:30

Revised 7/31/2023

**HIGH SCHOOL
DAILY BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
4th Period	11:00-11:56
5th Period	12:00-12:56
LUNCH	1:00-1:35
6th Period	1:39-2:40
7th Period	2:44-3:45

**HS 2-HOUR DELAY
BELL SCHEDULE**

First Bell	9:55
1st Period	10:00-10:37
2nd Period	10:41-11:18
3rd Period	11:22-12:09
4th Period	12:13-12:56
LUNCH	1:00-1:26
5th Period	1:30-2:07
6th Period	2:11-2:56
7th Period	3:00-3:45

**HS EARLY RELEASE
BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:31
2nd Period	8:35-9:06
3rd Period	9:10-9:41
4th Period	9:45-10:16
5th Period	10:20-10:51
6th Period	10:55-11:26
7th Period	11:30-12:00
LUNCH	12:00-12:30

**6th MIDDLE SCHOOL
DAILY BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
4th Period	11:00-11:56
DEAR	12:00-12:30
LUNCH	12:30-1:00
5th Period	1:00-1:50
6th Period	1:55-2:40
7th Period	2:44-3:45

**6th MS 2-HOUR DELAY
BELL SCHEDULE**

First Bell	9:55
1st Period	10:00-10:37
2nd Period	10:41-11:18
3rd Period	11:22-12:00
4th Period	12:04-12:30
LUNCH	12:30-1:00
5th Period	1:04-1:50
6th Period	1:55-2:40
7th Period	2:44-3:45

**6th MS EARLY RELEASE
BELL SCHEDULE**

First Bell	7:55
1st Period	8:00-8:31
2nd Period	8:35-9:06
3rd Period	9:10-9:41
4th Period	9:45-10:16
5th Period	10:20-10:51
6th Period	10:55-11:26
7th Period	11:30-12:00
LUNCH	12:00-12:30

CHAIN OF COMMAND

Each employee should follow the chain of command at all times, except as provide herein, when he or she seeks to communicate with Administration as to any matter. In the event that an employee does not understand a particular communication, it is especially important that he or she seek immediate clarification from his or her supervisor.

The procedure for the communication is:

- Discuss with your supervisor
- Talk to Administrator
- Talk to Superintendent
- Talk to Board of Education

CHILDREN OF EMPLOYEES

Employees may not bring their children to work, or allow their children to be present in their work areas, except in instances in which an employee's child is enrolled in the employee's class.

CLASSROOMS

Teachers will receive a key to their classroom at the beginning of the year. Please make sure that classrooms are locked at the end of each day when you leave. Please make sure that you remember to do the following:

- Please see that your room is attractive, inviting and student-centered. Please display student work when appropriate.
- Please see that your classroom is kept neat and orderly. Have students pick up trash at the end of each period/ end of the day.
- Please have the students place chairs on the tables the last period/ end of the day. Please work with the custodians to maintain your room.
- Please turn off the lights when you leave the room and close the windows at the end of the day.
- Do not leave food items in your classroom unless they are in a sealed container.

COUNSELING SERVICES

The Counseling Offices offers services to students who may have academic, social and/or personal concerns. Teachers/Staff are encouraged to speak with the counselor regarding issues a student may be experiencing. The goal of the counseling program is to provide all students with the opportunity to discuss and learn how to solve problems that interfere with learning and personal development. Middle and High School Students may also want to meet with the counselor for the following needs: test results, course credits, transcripts, scholarships, graduation requirements, college applications/admission requirements, financial aid, Next Step plans, work-study programs and career guidance.

Revised 7/31/2023

CRISIS MANAGEMENT PLAN

MAS has a comprehensive Crisis Management Plan. This plan is located in the orange bucket in every room. If you do not have a bucket, you need to notify you administrator. Included in this handbook is the introduction to the plan. All staff are required to read and become familiar with the contents.

Introduction

Mescalero Apache School Board Policy 12.4 requires that the safety and well-being of our students/children, staff, visitors and members of the community be a constant priority in order to enhance the teaching and learning environment. It is every administrator, teachers, and all employees of the Mescalero Apache School System to be prepared should a crisis or emergency occur. For most major kinds of emergencies, some preparation can be made. Knowing whom to call and how to react can save lives. This booklet is intended as practicable classroom outline and guide of what to do in a variety of emergencies. This booklet does not replace nor is it intended to replace the Mescalero Apache School Board Policy 12.4, and comments for revisions to this booklet are always welcomed. The guidelines in this booklet are only as good as the effort and time that we take to train ourselves to be ever so cognizant to safety and prevention of the smallest of crisis that we might see developing in the total school environment. This Plan is a "Plan in Progress" and will be reviewed and revised with changes made on a yearly basis or as needed as a process of "Lessons Learned", as we continue to practice with table top and functional exercises. A minimum of one exercise with staff, students and or community will be planned on a yearly basis.

Purpose

The purpose of these guidelines is to provide a process that facilitates organized decision making at unique times that might otherwise be quite chaotic and to:

- ◆ Minimize injury or loss of life
- ◆ Focus decision-making on critical issues in a potentially stressful environment, before, during and after a crisis
- ◆ Protect students, staff and property
- ◆ Reduce emotional trauma
- ◆ Assist emotional recovery
- ◆ Minimize injury and damage

Note: The BIA Bureau of Indian Affairs – BIE Bureau of Indian Education Office through our CSRP and Title – IV Safe and Drug Free School require that we have a Crisis Management Plan/Emergency Preparedness Plan/ Continuity of Operations Plan with yearly training provided to our staff and students in collaboration with the community and first responders within the school district.

Revised 7/31/2023

Definitions

1. "Crisis incidents" shall include but not be limited to situations - Involving the death of a student, staff member, or a member of student's immediate family by suicide, illness, or accident. The school principal of each school shall have the authority to determine what a crisis incident is and when to convene the Crisis Management Team with concurrence of the Superintendent.
2. "Critical incidents" shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons /explosives, and the taking of hostages. Such incidents require an interagency response involving law informant and / or emergency services agencies. The decision when to contact those agencies shall be solely made by the Superintendent of the Mescalero School or his/her designee(s).
3. "Crisis Management Team" the crisis management team shall be established to primarily plan procedures that will meet the demands of a "CRISIS INCIDENTS" and consist of an immediately accessible core group who have the knowledge and skills to act in an emergency. The current team for the Mescalero Apache School consists of: The superintendent or his/her designee, the principal of each respective school or their designee, the school psychologist/mental health counselor, the school guidance counselors, the school nurses, a selected teacher from each of the schools (elementary, mid – high, and high schools), the school resource officer, head school maintenance /custodial staff person. The Superintendent will also be the "Communications /Media Person" or his/her designee. A list of the "Crisis Management Membership Team" with their telephone numbers will be posted at each school administrative office and provided to local collaborative inter-agencies.
4. "Communications / Media Contact Person" will be the official person designated to make communication with required emergency agencies, parents, news media, transportation (bus personnel) etc. External communication is crucial to successful response and to community relations and should be delegated to a member of the team who will be able to coordinate and provide clear direction based on fact and act fast and efficiently in order to minimize rumor and chaos from the parents and community. Information to the news media will at all times be cleared or made through the superintendent. Internal communications are even more crucial and a path of internal communication for MAS is our current chain of command.
5. "Relocation Center" means sites designated by administration that are "offsite" and predetermined and transportation may be involved.
6. "Evacuation" removal of students and staff to designated areas near the campus, or "onsite," in preparation for further instruction.

Mescalero Apache School Safety Codes

The Mescalero Apache School Crisis Team has identified that "Colored Codes" are confusing in an actual time of emergency/crisis and in place of Colored Code Warnings. "VERBAL" instructions will be communicated to the desired staff by the designated school administrator. The Mescalero Apache School has designated the following school safety verbal codes:

Revised 7/31/2023

Dangerous Situation (Critical Incident)

- Go immediately to the nearest Classroom or office
- Lock down, Lock all doors! (see lockdown procedures)
- Wait for instructions. If located in the cafeteria, remain there under the tables. If in the auditorium remain there with all doors locked.
- Ignore all Change of Class Bells! Listen to Verbal/Written Instructions provided to you by the administrator(s) in charge via Intercom/PA System, Telephone, and/or e-mail.

Evacuate School– (Critical Incident)

- Fire in the building
- Smoke from fire
- Detection to gas odor or other chemical spill in the school building
- Bomb threat or bomb found, immediate contact of superintendent is required.
- Fire in the community effecting students' families,
- Buses not able to get in or out of school area due to blocked routes.
- Superintendent / designee will make decision to evacuate.
- Close each interior door after the room is clear.
- Teachers are to evacuate their class in an orderly manner and keep class intact in a safe area outside. Teachers are to take their Student Record Books and as soon as possible account for their students (roll call) plus any other student (s) that might have been brought into their classroom at the time of the announcement.
- Building administrator / principal or designee will check all classrooms in the building for students that might have been left behind.

Danger Exists in the Community

Chemical spills, bus or auto accidents, flooding, fire in housing areas are types of dangers that could occur during the school day. (Administrator will provide further verbal instruction over school wide PA system).

A pre-selected code word /phrase, number will be selected by the School Superintendent on a yearly, monthly, semi – yearly basis etc., and will be confidentially communicated to all required and need to know staff which will be used in lieu of the all clear. ALL CLEAR plus the code phrase required to resume normal activity.

Students' Role in Crisis Management

Mescalero Apache School recognizes that the purpose of crisis / emergency planning is for the detection of possible crisis that create emergencies. Early detection or warning signs allow for early planning that can provide protection for students, however there are three areas in which students will be trained for and that is 1) response, 2) response to the crisis, and 3) prevention.

Revised 7/31/2023

Response

Students need ongoing orientation and practice in crisis response procedures such as evacuation and lockdown, including and particularly with older students and disabled students and what actions should be taken in the event of teacher incapacitation.

Response to the Crisis

Students buy-in to intervention activities. Students will be trained and strategically positioned to recognize distress in their peers and to refer them for services. Students will be trained in the expectation to become involved and communicate avenues for referral of their peers who might be experiencing some form of anxiety due to incidents of trauma.

Prevention

Investigations following recent school shootings, gang activity, and vandalism have revealed that in all cases students had key pieces of information which may have assisted in early detection and prevention of the incidents. Students need to and will be involved in training of bullying prevention efforts and to be educated in how to identify early warning signals and to appreciate the significance of what they may be hearing or observing in and out of the school community.

DATA

Teachers will use student data to make instructional decisions to improve student growth throughout the school year.

DISCIPLINE

MAS employees are authorized to institute certain disciplinary measures in accordance with the Student Handbook. When discipline is instituted, each MAS employee shall not engage in unauthorized or inappropriate discipline of a student or corporal punishment in excess of, or contrary to, Board policy, and the employee shall:

- Control anger, de-escalate conflicts and confrontations, avoid losing his or her temper, and refrain from any form of excessive physical discipline or physical or verbal abuse of students;
- Refrain from using derogatory terms, offensive names or nicknames, or vulgar or profane language directed to, in the vicinity of, or when referring to students; employees shall avoid name-calling, racial epithets or racially-insensitive terms, crude anatomical references, racial, ethnic or sexual jokes or slurs, or offensive or pejorative verbal or non-verbal communication, signs or other physical gestures which are likely to elicit a negative response; and
- Decline to permit him- or her-self to be provoked into inappropriate behavior by a student.

Classroom teachers must develop a classroom management plan for their individual room. It must provide a firm, consistent, relevant approach to the classroom. Everyday problems such as tardies, coming to class unprepared, not working in class, not turning in assignments, talking, and other common problems are the professional responsibility of the classroom teacher and not the administration. It is important that each teacher learn to deal effectively with these common problems in order to maintain authority and respect of the students. The administration is always willing to provide information, counseling, support, and ideas to teachers in their efforts to handle these problems, but the primary responsibility lies with each teacher in implementing effective strategies. All documentation from classroom management record must accompany any office referral. All office referrals must be filled out completely with only one student listed. Do not refer to any other student on the form by name. Action taken area needs to be filled out by the principal or his/her designated personnel. Parent contact must be documented before a referral is sent unless the incident falls under the severe clause.

Physical Intervention

Revised 7/31/2023

Physical intervention shall be used only to restrain students actively engaged in or threatening physical violence or harm toward him- or her-self, other employees, or students; instances of such physical restraint shall be reported to the Superintendent as soon as practicable.

DUTY SCHEDULE

A duty schedule has been provided to you. All teachers and staff will be assigned morning and lunch duty. It is imperative that you arrive to your duty station on time. Teachers are assigned duty areas to ensure the safety of our students. If you are absent, please arrange for someone to cover your duty as substitutes are not aware of your duty assignment and procedures.

Morning duty times: 7:30-8:00

EMPLOYEE ABSENCES

Anticipated Absences

In the event of an anticipated absence, an employee shall notify his or her immediate supervisor no later than twenty-four (24) hours prior to the absence. A Request for Leave form must be submitted in connection with all absences from work. A Request for Leave form shall be submitted twenty-four (24) hours in advance of an anticipated absence or as soon thereafter as possible.

Unanticipated Absences

Unanticipated absences shall be reported by telephone to the employee's supervisor no later than 6:00 A.M. on the day of the absence. Where an employee's supervisor is not reachable, then the employee will contact the next higher employee in the chain of command. A Request for Leave form must be submitted for an unanticipated absence immediately upon the employee's return to work. Failure to provide notice, as specified herein, may result in disciplinary action. The employee must make the call himself/herself. In the event that an employee is incapacitated, the next of kin may call.

Teacher Absences

Teachers who will be absent shall leave their Substitute Teacher's Plan Binder and student roster in an easily accessible location. Teachers are required to have at least two (2) days of usable relevant lesson plans prepared for a substitute at all times. Failure to have adequate lesson plans prepared for a substitute may result in disciplinary action.

The contract workday is 7:30a.m. - 4:30 p.m. Tardies and absences detract from the teaching/learning environment of the school. School personnel are expected to be at school and ready to work on time.

Any leave should be requested as soon as possible. If you are ill or have an emergency that will not allow you to attend school, you are required to call by 6:00 a.m. to:
(MS/HS) Bay Morgan (h) 575-464-4871/973-3264 (c) or Rosalinda Baeza.

Revised 7/31/2023

(Elementary) Myra Mendez 575-973-8924/464-4830 or Carol Hernandez.

Mandatory Attendance for Certain Days

Attendance on professional development days, during culture week, and for parent-teacher conference days are mandatory. Each employee must attend work the day before and the day after a holiday unless the employee has obtained prior approval from the Superintendent at least one (1) week prior to the subject holiday

Violations

Tardies and absences detract from the teaching/learning environment. All MAS employees are expected to be on MAS property and ready to work on time. Repeated tardies and absences without prior notice shall result in graduated discipline as follows:

- 1st Violation The employee's supervisor will issue a letter of warning to the employee.
- 2nd Violation The employee will be placed on three (3) days of suspension without pay. Where an employee is salaried and under contract and the contract provides for the following in the case of repeated absences and tardies, then: 1) the employee's salary shall be reduced to account for the absence or tardy; or 2) the employee may be required to take general leave for such tardy or absence.
- 3rd Violation The employee may be terminated.

Job Abandonment

If any employee is absent for a period of three (3) working days without prior notice, then such absence shall be considered job abandonment. Job abandonment shall be grounds for termination.

EMPLOYEE CODE OF CONDUCT

MAS recognizes that there are standards of acceptable ethical behavior and professional conduct in education that are applicable to all professionally licensed MAS employees. However, such standards may not address all of the issues and concerns of MAS. The school setting requires that non-licensed personnel also act professionally and ethically. Therefore, the following code of conduct applies to all employees and establishes standards and expectations for employee behavior.

Association with All Persons

All employees shall treat their fellow employees with courtesy and respect, regardless of personal or professional differences. Although employees may and should seek to work out differences with each other as they arise, employees should avoid expressing complaints of dissatisfactions except to supervisors, or otherwise creating dissension among employees.

Specifically, employees shall:

- Act as to support rather than obstruct other employees in fulfilling their responsibilities;
- Hold themselves responsible for the quality and extent of services they perform;
- Treat other employees with the utmost respect;
- Assume responsibility for sharing pertinent knowledge with other employees;
- Respect the privacy and the human dignity of all persons with whom they have contact.
- Respect to all persons regardless of personal feelings.

Chain of Command

Each employee should follow the chain of command at all times, except as provided herein, when he or she seeks to communicate with Administration as to any matter. In the event that an employee does not understand a particular communication it is especially important that he or she seek immediate clarification from his or her supervisor.

Confidential Information

No employee may disclose or discuss confidential information in the possession of MAS with any person except:

- Other MAS employees in conjunction with, and within the scope of, the official duties of such employees. Such confidential information includes information the source of which is personnel files and records, student files and records, and other information identified as confidential by this handbook; or
- Third parties who are entitled to the information, such as a parent or other party entitled to confidential student information pursuant to the Family Education Rights and Privacy Act (FERPA).

Duty of Loyalty

Employees shall be expected to demonstrate loyalty to the Mescalero Apache Tribe, MAS, its leaders, students, and other employees. Criticism should be directly discussed with those persons involved and not publicly or to other uninvolved employees.

General Conduct

MAS employees shall:

- Not make a false or misleading statement or fail to disclose a material fact in any application for employment or licensure;
- Not orally or in writing misrepresent his or her qualifications for an employment position or promotion;
- Not permit or assist persons that he or she knows to be unqualified in respect to their character, education, or employment history or make a false or misleading statement concerning the qualifications of anyone desiring MAS employment;
- Not knowingly make false or derogatory personal comments publicly about another employee;
- Not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational or employment-related awards, honoraria, plaques, trophies, and prizes;
- Avoid conduct connected with the performance of official duties that is improper, illegal or gives the appearance of being improper or illegal;
- Not engage in inappropriate displays of affection, even with consenting adults, while on MAS property, during school-sponsored activities or events off campus;
- Not use MAS property to conduct personal business or personal affairs while on duty; MAS facilities and property are only to be used for proper purposes related to legitimate MAS business;
- Not discriminate against any other employee, visitor, student or any other person on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- Not, with the intent to conceal or confuse a fact, change or alter any writing or encourage anyone else to change or alter any document in connection with:
 - Official duties or another employee's official duties;
 - Any standardized or non-standardized testing;
 - Any grant application or disclosure process; or
 - Any writing submitted to the New Mexico Department of Education related to initial or continued licensure, including endorsements;
- Not, with the intent to deceive, engage in any conduct or make any statement that would:
 - Breach the security or integrity of any standardized or non-standardized tests;

Revised 7/31/2023

- Ignore portions or the entirety of any standardized or non-standardized testing instructions; or

- Assist students in obtaining services or benefits to which they do not qualify or are not entitled;

- Not, when on MAS property or off campus while representing the MAS or attending an MAS function, engage in abusive, indecent, profane, boisterous, disruptive, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace or interfere with or obstruct the lawful mission, processes, procedures or functions of MAS;
- Respond in a constructive and professional manner to directives, instructions or requests from supervisors; and
- Abide by all applicable laws and all other provisions of this Handbook.

As to Students

- Each MAS employee shall:
- Serve as a constructive role models for students of MAS;
- Not discriminate or permit students within the employee's control, supervision or responsibility to discriminate against any other student, on the basis of race, color, national origin, ethnicity, sex, disability, religion, sexual orientation or serious medical condition;
- Avoid using his or her position as an MAS employee to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject an employee or student to discipline for misconduct whether or not the student actually engages in the behavior;
- Fraternize with or tutor students outside school or school-sponsored activities in accordance with Board policies, if any, and only: 1) after written permission from the student's parent/legal guardian is obtained; and 2) at a place or time approved by MAS and/or the student's parent/guardian;
- Not give a gift to any one student unless all students situated similarly receive or are offered gifts of equal value for the same reason;
- Not lend a student money except in clear and occasional circumstances, such as instances in which a student may go without food or beverage or be unable to participate in an activity without such financial assistance, and shall report all such instances and the reason therefore to the employee's supervisor as soon as practicable after the instance;
- Not violate the sexual harassment policy contained herein;
- Not make any open displays of affection toward mostly-boys or mostly-girls;
- Offering or giving a ride to a student unless absolutely unavoidable, such as instances in which a student has missed his or her usual transportation and is unable to make reasonable substitute arrangements, and shall report all such instances and the reason therefore to the employee's supervisor as soon as practicable after the instance;

Revised 7/31/2023

- Not engage in violent or threatening behavior toward students, regardless of provocation, except when required for the immediate defense from serious physical harm of the employee, another student, employee or other person on MAS property
- Report any instance to the Superintendent where an employee reasonably suspects that another employee, student, or other person associated with MAS has engaged in inappropriate behavior toward a student at school or during any school-sponsored activity.

Political Activity

MAS respects the right of each employee to vote and to express his or her political views. However, certain political activity can be distracting and divisive in the school environment. Therefore, no employee may engage in any political activity during work hours, on MAS property, at school sponsored activities, or in his or her capacity as an MAS employee.

“Political activity” includes:

- Running as a candidate for election to a public office;
- Campaigning for or against a candidate or slate of candidates in partisan elections;
- Making campaign speeches;
- Collecting contributions or selling tickets to political fund-raising functions;
- Distributing campaign material in partisan elections;
- Organizing or managing political rallies or meetings;
- Circulating nominating petitions;
- Working to register voters for one party only; and/or
- Wearing political buttons.

Prohibition on Discrimination

Discrimination on the basis of race, color, national origin, gender, age, religion, disability, or political affiliation is prohibited and employees who engage in discriminatory conduct or speech on such basis shall be subject to discipline.

Outside Employment

Outside employment could have an effect on an employee’s ability to perform his or her MAS duties. Therefore, an employee wishing to obtain outside employment must provide a written request to the Superintendent. The Superintendent will present the same to the MAS Board and recommend approval or disapproval.

All requests shall include:

- The type of work to be engaged in and the task to be performed;
- The hiring organization or employee;
- The hours of work; and

- The reason for desiring such employment.

Approval may be granted if such employment would not result in any of the following:

- Impairment of the employee's ability to perform his or her MAS duties,
- Conflicts of interest, or
- Unfavorable publicity or poor public relations.

Zero Tolerance for Violence/Threats

MAS has a zero tolerance for violence or threats of violence. Any MAS employee that threatens to or causes bodily harm to another employee, a student, parents of student, members of the community, or any other person while on MAS property or otherwise on duty or representing MAS will be terminated immediately.

EMPLOYEE DISCIPLINE

General

Adherence to this Handbook and the Student Handbook has a significant bearing on an MAS employee's competence, turpitude, and or the proper performance of his or her duties. Therefore, the failure to abide by any Section of this Handbook or the Student Handbook may constitute cause for disciplinary action up to and including termination. An employee's supervisor has the authority to and discretion in determining which disciplinary action to impose subject to the restrictions and limitations contained herein.

Termination and Demotion of Certain Employees

Each employee who has been employed with MAS for two (2) consecutive years or less may be terminated or demoted at any time without cause and shall not have the right to grieve the same.

EMPLOYEE DRESS AND APPEARANCE

Restrictions

In order to accurately address professionalism, the attitude and manner in which employees greet the students and community are vital to MAS success. The staff is expected to dress in a professional manner. All guidelines which apply to STUDENTS also apply to staff. Employees will demonstrate professionalism by conforming to the following dress restrictions:

- All clothing worn by employees shall be clean and in good repair; worn or torn clothing is not acceptable;
- Employees may wear comfortable slacks, blouses, dress, skirts, and colored jeans that promote comfort while interacting with students. However, the following items of clothing are prohibited:

Revised 7/31/2023

- T-shirts, tank tops or sweat pants;
- Shorts or cut-offs; and
- Revealing and sexually provocative clothing;
- Visible inappropriate tattoos or piercings in the tongue, lip, nose, eyebrow, or cheek or anywhere other than the ear (except where worn for religious or cultural reasons) are prohibited; and
- Employees may not wear any item that would violate the student dress code contained in the Student Handbook.

Exceptions for Certain Employees

Employees that spend a significant period of time outdoors or performing physical labor may wear jeans and work shoes or boots. Physical education employees may wear tennis shoes and wind suits.

Casual or MAS Color Days

Clothing that does not conform to the above restrictions may be worn on designated days pursuant to the below restrictions:

- Wind suits are allowed where they are in MAS colors;
- Tennis shoes must not be excessively worn or damaged;
- T-shirts with the MAS emblem are allowed; or
- Jeans must be without holes, tears, patches, very worn or faded spots.

Violations

The following actions shall be taken in the case of a violation of this Section:

- 1st Violation: The employee will be given a verbal warning and asked to remediate the violation to the greatest degree possible. For example, the employee may be required to remove a piercing, to wear a jacket that is buttoned, or to turn clothes inside out.
- 2nd Violation: The employee will be asked to go home to remove or change into more appropriate attire. The employee will be required to use personal leave for the time that he or she is not present due to the need to return home.
- 3rd Violation: The employee will be placed on suspension or terminated.

EMPLOYEE SUBSTANCE ABUSE

The prevention of substance abuse in the workplace is necessary to a safe and efficient school environment. Accordingly, possessing, using, distributing, or being under the influence of drugs

Revised 7/31/2023

or alcohol, and possessing, using or distributing drug paraphernalia, while on MAS property and while on school business is strictly prohibited.

Prescription Drugs

If an employee is properly using drugs pursuant to an authorized prescription or properly using an over-the-counter drug, and such use may affect or impair such employee's performance of his or her job duties, such employee shall report such use to his or her supervisor. In appropriate cases, the supervisor may limit, modify, or suspend the employee's duties during the time he or she is using the drug, but such use shall not be considered a violation of this policy.

Medical Marijuana

Pursuant to federal and Tribal law, prescription medical marijuana is strictly prohibited.

Applicable Definitions

The following definitions apply to this Section:

- Alcohol means any liquor, wine, beer, or other beverage containing alcohol.
- Drug means any drug, including any illegal drug, marijuana, inhalant, legal prescription and over-the-counter drug that is used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances.
- Drug paraphernalia means equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.
- Substance abuse means the use of drugs or alcohol in violation of Federal or Tribal law or in violation of this Handbook.

Violations

Employees found to have been in violation of this Section may be subject to discipline, including suspension and termination. In the case of Board Members, the President of the MAS Board or the Superintendent will notify the Tribal President of a positive result as soon as possible. Board Members found to have been in violation of this policy may be subject to removal from the Board by the Mescalero Apache Tribal Council.

- 1st Violation The employee's supervisor will issue a letter of warning to the employee.
- 2nd Violation The employee will be placed on three (3) days of suspension without pay.
- 3rd Violation The employee will be terminated.

The Superintendent reserves the right to terminate an employee for a first violation under this policy in cases that are deemed by the Superintendent to be serious in nature given the specific circumstances involved.

EQUIPMENT & MAS PROPERTY CARE

General Duty

Each employee plays an important role in maintaining a suitable physical environment for learning and for developing good standards of housekeeping and respect for property among students. Needed equipment repairs should be brought to the attention of the Administration Office and a work order should be completed by the respective employee.

EXAMINATIONS

Teachers may administer tests at any time. Tests should be used to evaluate not only what the student has learned, but also determine the necessity for re-teaching. Major examinations such as nine weeks tests and semester exams will count no more weight than 1/5 of the final grade.

EXTRA DUTIES

Supervising students in the classroom, in hallways, in special rooms, on MAS property and at school activities is the responsibility of all employees present. Furthermore, each employee shall be required to perform various regularly scheduled duties, like watching students during lunch, on a rotating basis. If an employee cannot perform an assigned duty, then that employee will be responsible for finding another employee to perform the duty in his or her stead.

FEDERAL LAWS GOVERNING MESCALERO APACHE SCHOOLS

Mescalero Apache School is a Tribally Controlled BIE (Bureau of Indian Education) Grant School. It is owned and operated by the Mescalero Apache Tribe. We serve students from Pre-K through 12th grade. We are Accredited by Advanced Ed – NCA – CASI (AE-NCA-CASI), which is recognized by the New Mexico Public Education Department (NMPED).

- **Tribally-Controlled Schools Act & BIE Regulations**
Arrangements we must follow regarding grants and funding
- **Every Student Succeeds Act of 2015 (No Child Left Behind Act of 2001)**
ESSA includes provisions that will help to ensure success for students and schools. Advances equity by upholding critical protections for America's disadvantaged and high-need students. Requires that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- **Indian Child Protection & Family Violence Prevention Act**
In regards to SCAN and how background checks are conducted
- **Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) ensures students with a disability are provided with an education that is tailored to their individual needs.

➤ **Titles VI, VII, & IX of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color and national origin in programs and activities receiving federal financial assistance. The Federal Transit Administration works to ensure nondiscriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans.

Title VII of the Civil Rights Act of 1964 is a federal law that prohibits employers from discriminating against employees on the basis of sex, race, color, national origin and religion. It generally applies to employers with 15 or more employees, including federal, state and local governments. Title VII also applies to private and public colleges and universities, employment agencies and labor organizations.

Title IX “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” – This was landmark piece of legislation in the United States, that outlawed major forms of discrimination.

➤ **Title II of the Americans with Disabilities Act**

Americans with Disabilities Act (ADA) – Title II Equal Access Information. The Americans with Disabilities Act (ADA) is a federal civil rights legislation signed into law on July 26, 1990, which prohibits discrimination on the basis of disability in both employment (Title I) and in the provision of government services (Title II).

➤ **Family Educational Rights & Privacy Act (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.

FIELD TRIPS

From time to time, a teacher, sponsor, or coach may plan field trips and off-campus extracurricular activities. These trips/activities are invaluable opportunities to supplement classroom learning.

However, MAS believes that trips/activities should not interfere with classroom learning. They will be planned in such a way as to cause minimal loss of time in the classroom. Each grade will be allowed one (1) full day and two (2) half-day field trips. Further, because trips/activities are to supplement classroom learning, they should be age-appropriate and related to classroom curriculum. The Superintendent must approve each trip/activity.

FIRE DRILL

Fire drills will be held twice a month for the first four weeks of school and thereafter, once a month. These drills will occur at different times of the day throughout the year. Teachers are to take time to explain the fire exit routes for each class during the first week of school, and you should post a copy of the fire exit map near the door if it is not posted. Teachers and students should exit the building in an orderly and quiet manner. When exiting the rooms, make sure that all doors and window are closed and lights are turned off.

- At the sound of the alarm, students should stop work immediately, and at the teacher's signal and supervision, evacuate the building. The teacher should be the last to leave the classroom, making sure that all windows and doors are closed and lights are turned off.
- TAKE YOUR ATTENDANCE BOOK AND CRISIS MANAGEMENT PLAN BOOK DURING EACH FIRE DRILL! Teachers are to carry class attendance records with them. It is a good idea to document parent phone numbers in this book in case of an extreme emergency.
- Teachers are responsible for checking the restrooms for students. Physical education teachers are responsible for checking the locker rooms for students.
- Classes are to line up a safe distance from the building. Teachers should take roll. Under no circumstances should teachers and students return to the building until a return signal is given.

FUNDRAISING PROCEDURES

Fundraising monies/donations MUST be turned into the business office within 24 hours. All money must be counted by TWO adult staff members and both must sign the form. Please make sure and get a deposit form before you start the fundraiser. These forms will be available in the business office, front office, secretaries, and there will also be some in the concession stand. This is the record form that should be turned in with any monies/donations REGARDLESS.

All fundraisers at school functions must be counted and turned into Louann Cochise. A school administrator is allowed to take money if the above individuals are not available.

NOTICE: You are not allowed to use monies raised for purchases, or any other reason. All purchases require PRIOR APPROVAL FORM.

FURNITURE TRANSFER

Teachers and staff are required to submit a furniture inventory of their classroom at the beginning and at the end of year the school year. No furniture may be moved from a classroom without a furniture transfer form. This form must be signed by the building principal before removing/receiving any furniture. This will ensure your end of year inventory sheet matches this movement of furniture.

GENERAL LEAVE

Amount of General Leave

Each returning employee will be credited at the beginning of each year with general leave, in the respective amount listed below, to be used for illness or personal business. Employees will accrue leave after the probationary period is completed. The amount of general leave is based on the number of months the employee is expected to work or is contracted to work:

- Nine (9) month employees 12 days or 96 hours of general leave
- Ten (10) month employees 13 days or 104 hours of general leave
- Eleven (11) month employees 14 days or 112 hours of general leave
- Twelve (12) month employees 15 days or 120 hours of general leave

An employee who is hired after the beginning of the school year will receive a pro-rated amount of leave.

Probationary Period

All newly hired Non-Certified staff will be placed on either a 60-day or 90-day probationary period depending on months of employment; such as 60-day probation for 9 & 10-month employees and 90-day probation for 11 & 12-month employees.

Revised 7/31/2023

While an employee is on probation:

- Only leave without pay may be used;
- No Holiday pay will be granted; and
- Substitute pay rates will be used.

After the probationary period has ended, the individual will be properly placed on the pay schedule according to years of experience and the number of verified college hours obtained and a formal contract will be generated. Leave and benefits will be available. No back pay will be made.

Accumulation of Unused Leave

Unused leave may accumulate from year to year up to one hundred and twenty (120) days or nine hundred and sixty (960) hours. Unused leave will not be paid out at termination.

All requests for leave shall be submitted to and approved by the employee's supervisor.

The annual twelve (12) days of personal leave for all employees will be credited on the first day of the school year. This leave is a privilege and must be approved at the discretion of the immediate supervisor.

Any employee who is absent for three consecutive days or more will be required to submit a doctor's statement.

Repeated or chronic absences due to illness may be grounds for the Principal/Superintendent to require that the employee submit a doctor's statement for absences of fewer than three days.

All absences on the day or consecutive days prior to or after a holiday, during orientation or the last day of school MUST have prior approval from the supervisor. **Attendance on professional development days, culture activities, parent-teacher conferences is mandatory.**

Prior Approval

Leave, except where there is an unexpected illness or some other reason outside of the employee's control, must be requested in advance. Failure to turn in a leave slip could cause a reduction of pay which will not be reimbursed. It is the employee's responsibility to fill out all required leave paperwork

Discretion to Approve

Leave will be granted at the discretion of the employee's immediate supervisor. The supervisor may request that the employee disclose the reason for the leave. The supervisor will consider the reason for the request, the attendance record of the employee, the cost for finding a substitute (if needed), and overall staffing needs. Where an employee requests leave for three (3) or more consecutive days due to illness, then the supervisor may request a doctor's note.

Revised 7/31/2023

Where an employee's attendance record is poor, then the supervisor may request a doctor's note for requests for leave of less than three (3) days.

Accumulation of Unused Leave

Unused leave may accumulate from year to year up to one hundred twenty days (120 or nine hundred sixty (960) hours. Unused leave will not be paid out at termination.

Clocking-In & -Out

In order for time and attendance to be recorded properly, all non-certified employees, regardless of whether paid hourly or by salary, must clock-in upon reporting to work and clock-out when leaving work. If a non-certified employee forgets to clock-in or -out, then he or she must notify his or her immediate supervisor as soon as possible to correct the error. Repeatedly forgetting to clock-in or -out may result in disciplinary action. Clocking-in or -out for another non-certified employee is considered to be falsification of records and may result in disciplinary action.

Subpoenaed Leave/Jury Duty

An employee subpoenaed as a witness in court, or appearing as a witness for the MAS Board without a subpoena, or summoned for jury duty, shall be granted paid leave for such absence. However, any amount received as a witness fee or jury fee must be paid to (by check endorsement) to MAS; except that an employee may retain any fee paid for travel and need allowance.

An employee who is the party to a lawsuit or a defendant in a criminal case will not be granted leave under this Section and instead, must use their general leave.

Professional Leave

Employees may request leave to attend workshops, conventions, conferences, and/or meetings in which the content will contribute to and enhance employees' professional development. Such leave shall be paid. A report to other employees will be required from each employee attending any such conference or meeting.

All requests for professional leave must be submitted to the Superintendent for approval or disapproval at least five (5) working days in advance. Each such request shall describe the agenda and content of the conference or meeting and state how the conference or meeting will contribute to the employee's professional development. The employees must attach descriptive literature from the sponsors of the conference or meeting to the request.

Maternity Leave

Maternity leave shall be granted upon written request to the MAS Board at least one (1) month prior to the proposed beginning date for leave. The employee must take leave at the 6th month of pregnancy until one month after the pregnancy unless a doctor's note is provided. A pregnant employee shall be allowed to use accrued PTO for absences related to pregnancy before and after childbirth. When accrued PTO has been depleted the employee may take

Revised 7/31/2023

maternity leave without pay for up to six (6) weeks. Any employee needing additional hours beyond the allotted time for maternity leave can request hours from the PTO Bank. In addition, FMLA can be requested by any employee after all other leave has been exhausted.

Bereavement Leave

A maximum of three (3) working days of paid leave shall be given to an employee upon death of a member of his or her immediate family. A member of an immediate family shall include the employee's husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, and grandparent.

The Superintendent may grant additional days of bereavement leave for travel emergencies outside the control of the employee and related to the death of an immediate family member or for the employee's participation in planning funeral arrangements.

Each employee is entitled to two (2) hours of paid leave to attend a funeral in the community. An employee wishing to take more than two (2) hours to attend a funeral may use general leave or request leave without pay.

Administrative Leave

Administrative leave may be granted to an employee by and shall be with or without pay at the discretion of the President of the Mescalero Apache Tribe. The Superintendent will forward the same to the President. In addition, administrative leave may be granted by the Superintendent for educational purposes, absence from work due to extreme weather conditions, disasters such as floods, or fires, or other natural phenomena which prevents an employee from working or reporting to work, participation in the Tribe's religious ceremonies, or other reasons. The employee shall complete and submit a request for administrative leave form to the Superintendent.

Family Medical Leave Act

Eligible employees may take up to twelve (12) weeks of unpaid, job-protected leave per twelve (12) month period. Each twelve (12) month period begins the first day that the employee uses such leave. There is no carryover of unused leave from one twelve (12) month period to the next twelve (12) month period. Employees may take family medical leave intermittently, in blocks of time or by reducing their normal weekly or daily work schedule.

Family medical leave is permitted for the birth of the employee's child, or placement of a child with the employee for adoption or foster care, to care for the employee's spouse, child, or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job.

Eligibility

Revised 7/31/2023

Employees, who have been employed by MAS for at least one (1) year and worked at least 1,250 hours during the previous twelve (12) months, are eligible for family medical leave. Eligible employees should contact the Human Resources Director for the appropriate forms.

Notice & Documentation

The following procedures shall apply when requests for medical leave are made. If the event necessitating the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for serious health condition of the employee or a family member, the employee must provide advance notice of at least thirty (30) days before the leave is to begin. The employee must consult with MAS regarding the scheduling of any planned medical treatment or supervision of medical treatment so as to minimize the disruption to the operations of MAS. Any such scheduling is subject to documentation of the health care provider for the employee, or the health care provider of the employee's child, parent, or spouse.

If thirty (30) days' notice is not possible, notice must be given as soon as practicable. MAS will require that the employee provides certification as explained below within three (3) days of the employee's request for extended medical leave, unless it is not practicable for the employee to do so. MAS may require re-certification from the health care provider if additional leave is required.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide certification from the health care provider, which states:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time the health care provider will provide care;
- Confirmation that the serious health condition warrants the participation of the employee.

Limitations where Birth, Adoption or Foster Care

In cases where both parents are employed by MAS and the leave requested is for the birth, adoption or foster care of a child, MAS will not grant more than twelve (12) weeks total of family medical leave.

Benefits while on Leave

An employee taking family medical leave will be allowed to continue participating in the health and welfare benefit plans in which he/she was enrolled before the first day of the leave for up to a maximum of twelve (12) weeks, at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

MAS will continue to make the same premium contribution as if the employee had continued working. The employee must pay his/her share of the monthly premium. Such payment will be due the first payday he/she does not have a deduction and then on the first day of the month.

Revised 7/31/2023

MAS may recover premiums paid to maintain health coverage for an employee who fails to return to work following family medical leave.

Reinstatement after Leave

Under most circumstances, upon return from family medical leave, an employee will be reinstated to his/her original or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. That is, if an employee on family medical leave would have been laid off had he/she not been on leave, or if the employee's job has been eliminated during the leave and there is no equivalent or comparable job available, then the employee will not be entitled to reinstatement.

Fitness to Work

An employee returning from medical leave due to a serious health condition must present a doctor's certification showing fitness to work.

General Leave & Family Medical Leave

An employee must use all of his or her general leave at the beginning of his/her family medical leave until it is completely diminished.

GIFTS

Employees shall not accept gifts of significant value from parents, students, or others. Acceptance of minor tokens of appreciation or affection may be accepted. Employees shall not give gifts to any student unless all similarly situated students receive or are offered the same gift for the same reason.

GRADING PROCEDURES

Report cards will be issued every nine weeks. A minimum of two grades per week will be posted for each student. For students failing at any time during the 9 weeks, teachers will notify parents via phone, mail, email, and/or home visit.

Teachers must keep NASIS current as parents are encouraged to check their child's grades throughout each nine weeks on NASIS. NASIS is a form of communication between home and school.

Grades will be reviewed at the discretion of the principal and should correlate with lesson plans. Grades reflected should show all assignments and grades.

Revised 7/31/2023

Middle School/ High School

The grading period shall be 9 weeks. A high school semester examination is required to be given in each course. Grades are figured on the following basis:

A minimum of two grades per week will be posted for each student. For students failing at any time during the 9 weeks, teachers will notify parents via phone, mail, email, and/or home visit. Teachers must keep NASIS current of grades as parents are encouraged to check their child's grades throughout each nine weeks on NASIS. Grades will be reviewed at the discretion of the principal and should correlate with lesson plans. Grades reflected should show all assignments and grades.

Homework

If an assignment is not turned in when due, a student can go into the classroom during the next lunch to finish work for a maximum grade of 75%. If the student does not go in to finish the assignment, a grade of 0 will be recorded for the assignment. Extenuating circumstances will be handled on a case-by-case basis.

Homework When Absent

Upon return to school, 1 school day will be allowed for makeup work per absence. Students who know in advance that they will be absent are encouraged to request assignments prior to being absent.

Nine Weeks Grades

50% Daily Work

50 % Tests/Quizzes

25% Projects/Research Papers

All grades will be recorded as percentages in NASIS.

Grading Scale

A 90%-100%

B 80%-89%

C 70%-79%

D 60%-69%

F 59% and below

Semester Grades

40% 1st 9 weeks

40% 2nd 9 weeks

20% Semester Exam

Elementary

The Pre-K and Kindergarten will use a CCSS skills checklist. Grade 1 grading is based on the child's progress level toward proficiency of the CCSS standards. Progress levels are: 1-Emerging, 2-Nearing Proficient, 3-Proficient, 4-Advanced. Kindergarten will use the Rating Grade of S-Satisfactory or U-Unsatisfactory for PE, Science, Social Studies, Art, Work Habits, and Social Skills.

Revised 7/31/2023

Grades 2-5 will be letter grade for academic courses. A minimum of two grades per week will be posted for each student. Missing work – Students are allowed to make up work. 1 day for each day missed will be allowed for make-up work.

Letter Grade:

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

GRADUATION REQUIREMENTS

A minimum of twenty-four and 1/2 credits (24.5) shall be required for graduation. Note: Course offerings are subject to change as per State requirements.

- ◆ 4 credits in English
- ◆ 4 credits in Mathematics (Algebra I, II, Geometry)
- ◆ 3 credits in Science (2 w/lab)
- ◆ 3 credits in Social Science, which shall include World History/Geography, United States History/Geography, and Government/Economics;
- ◆ 1 credit in Physical Education;
- ◆ All students must take Apache I and Apache II (2014 freshmen-MAS requirement)
- ◆ .5 credit in Health Education;
- ◆ .5 credit in Computer Education;
- ◆ .5 credit in New Mexico History
- ◆ 1 credit of Dual Credit
- ◆ 80 hrs. of Community Service (MAS requirement)

Only the following elective classes shall be counted toward meeting the requirements for graduation:

- ◆ Practical and Fine Arts
- ◆ Health, Physical, and Vocational Education
- ◆ Languages other than English
- ◆ Mathematics
- ◆ Science
- ◆ English
- ◆ Social Sciences
- ◆ Computer Sciences

A student may earn only one elective credit as an Office Aide, Nurse Aide or Teacher Aide. Students in the 11th and 12th grade may do correspondence study *not* to exceed 2 credits per school year. Credits earned through correspondence study may be accepted if such credits are from schools approved or accredited by the National Home Study Council, the NM State Board

Revised 7/31/2023

of Education, or by a college or university which is regionally accredited for such purposes. Parents are encouraged to participate in Next-Step and 4 Year Plans with their child.

GRIEVANCE PROCEDURE

General

MAS believes that most employee issues encountered by employees arise from a lack of communication. This procedure is designed to provide a formal mechanism for promoting or restoring such communication so that problems may be resolved before far more serious situations result.

Definitions

The following definitions shall apply:

- A grievant is an employee who is personally and directly affected by a condition for which he or she seeks a resolution
- A grievance is an allegation by an employee that the treatment he or she has received is unfair or improper, or that there has been a violation, a misinterpretation or an inequitable application of Board policy, administrative rules, or procedures, that directly and adversely affects the grievant. A single grievance may be submitted jointly by more than one grievant.
- Resolution means the proposed written decision by the appropriate administrator(s), grievance review committee or Board, in response to the grievance.
- Parties in interest refers to the grievant and the supervisor or other employee(s) whose conduct or actions are the subject of the grievance.
-

Limitations

The following situations are not grievable:

- The discretionary act(s) of professional judgement relating to the evaluation of the work performance of any employee by his or her immediate supervisor;
- A refusal to employ or to re-employ an individual;
- Demotions/terminations of employees employed by MAS for two (2) consecutive years or less.

Level 1, Informal Conference

Within ten (10) work days of the date upon which the grievant became aware of the circumstances which gave rise to the grievance, prior to the filing of a formal written grievance, the grievant shall first discuss his or her grievance with his or her immediate supervisor in a good faith attempt to resolve the grievance prior to the filing of a formal grievance. In the case of a grievance involving his or her supervisor, the grievant may initiate the grievance at the next supervisory level above that of the supervisor.

Level 2, Immediate Supervisor

Revised 7/31/2023

If the grievant is not satisfied with the discussion and disposition of his or her grievance at Level 1, he or she may file a written grievance with his or her immediate supervisor within five (5) working days of the disposition. The immediate supervisor shall communicate his or her proposed resolution in writing to the grievant within five (5) work days from the filing of the written grievance. Although no hearing or conference is required at this level, the immediate supervisor shall have the discretion to conduct a hearing or conference and gather such evidence prior to the preparation of the decision as he or she, in his or her discretion, feels would assist in any appropriate resolution of the grievance. The hearing or conference shall be as informal as possible and shall be conducted as the immediate supervisor, in his or her discretion, feels is appropriate for a full understanding of the grievance, and the evidence supporting the position of the grievant.

Level 3, Superintendent

If the grievant is not satisfied with the resolution of the grievance at Level 2, or if the supervisor fails to issue a proposed resolution within the time limit set forth above, the grievant may file the grievance with the Superintendent, within five (5) work days after the resolution was rendered or was due, if none was received. The Superintendent shall conduct a closed informal hearing with the parties in interest to the grievance within five (5) working days after receipt of the grievance. The hearing by the superintendent shall be as informal as possible and shall be conducted as he or she feels is appropriate for a full understanding of the grievance. The Superintendent shall have the right to ask any questions of the interested parties as he or she deems necessary. Within five (5) work days following the hearing, the Superintendent shall render his or her written proposed resolution to the grievant.

Level 4, Mescalero Apache School Board

If the grievant is not satisfied with the resolution of the grievance at Level 3, or if the Superintendent fails to issue a proposed resolution within the specified time limit, the grievant may make a written request to the President of the Board for a hearing before the MAS Board within three (3) work days after the Superintendent's resolution was rendered or was due, if none was received.

The holding of a hearing by the Board is discretionary with the Board, and such decision shall be made by the Board at its next regularly scheduled meeting after receipt of the written request for a hearing. If the Board rules that it is appropriate to hear the grievance, it shall set the date for such hearing and the parties in interest shall be notified by the Superintendent. The parties in interest shall submit written statements of position which shall be delivered to the Board members at least five (5) work days prior to the hearing. In addition, any other documentary evidence desired to be reviewed by the Board shall be submitted at this time. (See Section 13 for complete Grievance Policy)

Revised 7/31/2023

HALL PASS

No student is to be released from class without a written hall pass! Staff will only issue passes under emergency situations. Most necessities can be taken care of during the four-minute passing time (MS/HS) or under the supervision of the classroom teacher (elementary).

HALL SUPERVISION

All staff will be in the halls during the change of classes (MS/HS). Elementary Staff must escort their students to the next class and be visible during transition time. The supervision of the halls is a top priority to the safety and well-being of the student body. STAFF will be held responsible for hall supervision.

HEALTH & SAFETY

Worker' Compensation

All employees shall be covered by worker's compensation insurance for any accident while on duty, including an accident on MAS property or while on official business away from MAS. Worker's compensation is governed by Chapter 34 of the Mescalero Apache Tribal Code.

Accidents/Injuries

This applies to all accidents that occur while an employee is on duty and when the employee plans to file a workman's compensation claim. The failure to follow this Section may result in a claim for worker's compensation or other benefits being denied.

During the Work Day

If an employee is injured during the work day, then the employee must:

- Report to the nurse for first aid and then report to his or her supervisor
- Fill out a claim and accident report in the nurse's office and submit the form to the Superintendent within twenty-four (24) hours.

Emergency

In case of an emergency, where the injury is life threatening, the employee:

- Must go to the nearest hospital or dial "911" and
- May complete the accident form as soon as possible after emergency treatment.

Nights/Weekends

If an employee is injured during the night or on weekends:

- In case of a life threatening emergency, the employee must go to the nearest hospital for treatment or dial "911;"
- In other cases, the employee should call his or her supervisor for directions on what to do next;

Revised 7/31/2023

- The employee shall arrange to notify the school the next working day of the injury where he or she will not be capable of reporting to duty;
- As soon as possible thereafter, report to the nurses to fill out the required forms to be submitted to the Superintendent.

Testing & Examinations

The Superintendent, for purposes of employment or return to work, may require an employee to submit to tests or examinations by a licensed physician in order to obtain a work clearance. Such test or examinations shall be requested when, in the opinion of the Superintendent, the employee's ability to fulfill his or her duties are jeopardized by his or her physical or emotional condition.

HOMEWORK POLICY

(1) Policy Statement

The Mescalero Apache School Board recognizes that homework is a necessary extension of class learning, and recommends that there be regularly assigned homework to students as part of the regular instructional process.

- a) Homework should be reasonable, limited, and purposeful.
- b) The age of the student will be considered in establishing limits on the amount of homework assigned.
- c) Homework should be evaluated or reviewed promptly.
- d) Care should be exercised to ensure that assignments do not place an unreasonable burden on the home or students.
- e) Homework should reinforce and extend the work in the classroom and benefit the student by providing practice and reinforcement.
- f) Homework will not be a substitute for in class instruction nor will it be used as a form of discipline.

(2) Definition of Homework

Homework is defined as any activity or assignment directed by the teacher that is to be performed primarily outside of the daily classroom activity if not completed during class time. These assignments should introduce, reinforce, extend and /or enrich class work.

(3) Purpose

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, prepare for upcoming tests, special assignments, engage in critical thinking and develop good work habits. Homework at all levels is intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction and to serve as a form of communication between teacher and the family. In kindergarten, the homework is for families and children to spend time together with books. This will mean parents and family members reading aloud to children. The guidelines

Revised 7/31/2023

below indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines and Responsibilities for Students

- a) You are encouraged to always do your best and turn in readable work.
- b) Record directions for homework in an assignment notebook.
- c) Understand assignments clearly before leaving class.
- d) Gather all materials necessary to complete the assignment before leaving the classroom.
- e) Involve parents by informing them that you have homework assignments and by asking for their help as needed.
- f) Talk to your teacher if you and your parents are having difficulty understanding the homework.
- g) Create a set time daily and select a quiet place without electronics/TV to do your homework.
- h) Complete any work missed due to absence from class.
- i) Turn in completed assignments on time even if you think it is wrong.
- j) Successful completion of homework will count for 5% - 25% of the term grade in individual subjects.

Homework Policy Guidelines and Responsibilities for Parents

- a) Be familiar with the philosophy and guidelines of the homework policy.
- b) Check your child's homework notebook, back pack or folder daily. If your child is a mid/high student, ask your child if he/she has homework assignments. Periodically, call your child's teacher to check on homework assignments.
- c) Provide a set time and place to do homework assignments with limited interruptions (i.e., cell phone; television; video games; instant/texting messages; other children or friends interrupting etc.).
- d) Actively supervise homework completion, and assisting your child.
- e) Check that your child has edited his/her homework for spelling, punctuation, neatness, etc.
- f) Oversee completion of long - term assignments to assist in understanding time management.
- g) Contact the teacher with questions or concerns if you do not understand the assignment and/or you are not able to help your child.
- h) Contact the teacher/principal when you have questions or concerns, especially when you feel your child seems to have an excessive amount of homework that interferes with other family responsibilities is a cause for undue stress, or creates negative issues regarding school.

Homework Policy Guidelines and Responsibilities for Teachers

- a) Assign homework according to policy.
- b) Provide clear directions and instructions for the parents and the students.

Revised 7/31/2023

- c) Require that each student has an assignment book or folder.
- d) Homework may take the form of class, group, or individual assignments that are part of or an extension of the classroom assignments/lessons. Homework assignments can also be for extra credit to help a failing student.
- e) Group projects should not be assigned as homework, unless students can work on their individual parts independently.
- f) Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- g) Assignments should be discussed, checked, and when appropriate, corrected and returned to the student with a grade.
- h) Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents.
- i) Teachers will communicate with the parents in person, by phone, by letter etc., to inform the parent if students are falling behind, or not turning in homework on a consistent basis. Teachers will also be responsible for sending the parent information on how to help their child if needed. Teachers will document all contacts made with parents regarding this policy.
- j) Successful completion of homework will count 5% - 25% of the term grade in individual subjects.

IDENTIFICATION BADGES

The use of identifications badges allows for better control of visitors and non-employees. It is possible for individuals to bypass the visitor guidelines in the MAS Student Handbook. This poses a danger to MAS students and employees. Therefore, all employees are required to wear their MAS identification badges at all times while on duty.

KEYS

Keys will be issued to all rooms and storage areas to which employees need access. Each employee that is assigned keys should take every precaution to insure the security of MAS property by keeping the keys in a safe, secure location. Under no circumstances should keys be loaned to students. Employees should take care to document any loans to other staff members. Each employee is personally responsible for keys issued to him or her. He or she may be liable for: the cost of replacing keys and locks and in the case that MAS property is damaged as a result of misuse, such damage.

If a key breaks off in a lock, the employee should not take the broken part out of the lock. The broken pieces should not be thrown away. The employee must notify the Administration Office immediately.

Revised 7/31/2023

LEAVE BANK

Limitation on Use

An employee or an employee that is the primary caretaker for an immediate family member suffering from a catastrophic health or medical problem involving hospitalization, such as problematic pregnancy, major debilitating illness or injury, or other life-threatening emergencies, but who lacks adequate general leave, may request general leave from the Leave Bank. Any employee needing additional hours beyond that allotted for maternity leave is not eligible for hours from the Bank. The Bank cannot be used for routine absences.

Eligibility

An employee must exhaust any and all accrued general leave prior to making a request for leave from the Bank.

An employee is eligible to request Leave Bank hours for the current year if he or she has donated a minimum of eight (8) hours of leave for the current year. Employees may make donations at any time. An employee will become eligible to request leave from the Bank eight (8) weeks after the date of his or her donation.

Request & Approval

When requesting hours from the Bank, the employee must submit a letter to the Leave Bank Committee. The Committee will be composed of three (3) members; one member shall be a certified employee and the other two members shall represent each building. The letter must state the number of hours needed and the reason for the request. Documentation from the employee's or the employee's immediate family member's licensed physician must be attached to the letter. An employee may receive up to ten (10) days or eighty (80) hours of general leave from the Bank. The Committee will review the letter and documentation. The Committee will then provide the staff member and Administration with a letter within one week stating whether the request is granted or denied.

Shortages & Records

If there happens to be a shortage of hours in the Bank, the Leave Bank Committee will notify all employees that there is a shortage and encourage donations. Administration will be in charge of keeping track of the employee donors and the total number of hours in the Bank.

General Leave Donations

Employees may request general leave donations from other employees. Donations may only be made for the same reasons listed above for the Leave Bank. An employee wishing to donate leave to another employee will submit a letter stating the same to Administration. An employee may only receive up to ten (10) days or eighty (80) hours of donated leave. Supervisors may donate leave to employees. Employees cannot donate leave to supervisors.

LEAVING SCHOOL PROPERTY

Employees needing to leave MAS property for a brief period of time as a part of his or her duties must obtain prior approval from his or her immediate supervisor. Staff should leave campus only in emergency situations, or when prior notification has been given to the principal/superintendent.

LEAVING CLASS UNATTENDED

In the event that a teacher must leave a classroom, **have someone cover your class**. NEVER leave your class unattended. This will protect everyone.

LESSON PLANS

All teachers must have complete, accurate, informative, and current lessons plans available on their desks at all times. These plans will be subject to review by the administration during classroom visitations (announced and unannounced). Each teacher is required to make lesson plans for each school day on a weekly basis and, in the event of absence, to have such plans readily available for the substitute teacher. Lesson plans should be a guide for the organization of all educational activities. Plans should be flexible enough to take advantage of “teachable moments” without disregarding overall educational objectives. Lesson plans for each week should be prepared on the preceding Friday and submitted on **Monday morning** (or sooner) to the building principal.

Each plan should include the following:

- Objective of the Day – How will you get the students to accomplish what they need to master for the day? The objective for each lesson must be written for all students to see.
- Assignment
- CCSS documentation
- ELL and SpEd accommodations
- Documentation indicating integration of computer technology (when applicable)
- Writing integration
- Method assessment
- Language/Culture integration

LIBRARY

Hours of Operation: 7:45-3:15

Library will be open before the school day starts. Students may come in and quietly work on homework, read a magazine, or just visit. Students may lose this privilege if they become disruptive or destructive.

Revised 7/31/2023

- NO food or drink may be brought into the Library.
- Students are to enter the library quietly.
- No running or loud voices in the library.
- All other school rules including the removal of hats and sunglasses must be observed.
- Please be prompt when delivering and picking up students at Library time.
- Students sit quietly at a table and wait for further directions.

Teachers are encouraged to use the library. If you need a particular book e-mail the librarian and it will be reserved for you. Any information that could be utilized personally or professionally, please advise the Librarian for assistance.

LOCKERS

Middle/High school students will be assigned a locker when they enroll at MAS. Please remind students that lockers are on loan to them and they are to take care of them. Students will be expected to pay for damages to a locker or for a lost lock (\$15).

Lockers are subject to **search** by school officials.

- Lockers should be kept **clean** at all times. Students should avoid over-filling their lockers as this can cause the door to jam and is a frequent cause of tardiness to class.
- Students are **not** to trade/share lockers.
- The school is not responsible for any valuables lost in lockers. Locker combinations must be kept strictly confidential and be kept locked at all times.
- Under no circumstances are students to de-face or vandalize their lockers.
- If your locker doesn't work properly, report it to the secretary's office.
- If locker is not kept locked, student is subject to having no locker privileges.

Elementary students in grades 3-5 are permitted the use of lockers at the discretion of the teachers. All rules listed above apply to students who are using school lockers. Locks are not provided nor may they be used on elementary lockers. Students using these lockers use them at their own risk.

MAILBOXES

Please check your mailbox daily for memorandums, messages, mail, and/or supplies. Most messages will be placed in your mailbox unless it is an emergency. It is important that mailboxes are kept cleared daily as new mail will not fit. Mailboxes are located in the Secretary's office (elementary) and Teacher Workroom (MS/HS).

MASTER SCHEDULE

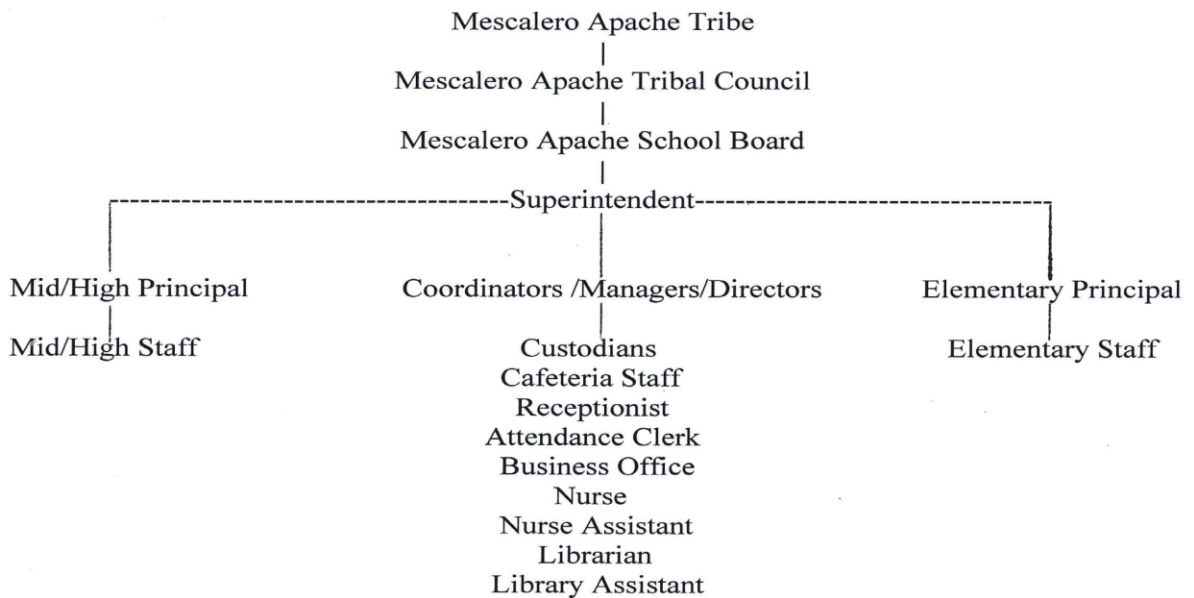
Middle School / High School

The master schedule was developed to meet student curricular requirements. Our purpose is to improve our ability to meet student needs within the framework of our mission and goal statements.

Elementary

Elementary master schedules will be completed by each grade level team and submitted to the building principal and secretary during the first contract week.

ORGANIZATIONAL CHART



The procedure for communication is:

- Discuss with your supervisor.
 - Talk to administrator
 - Talk to Superintendent
 - Talk to Board of Education
-

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled at the end of the first and third nine week periods. Parent-Teacher Conference dates for the 2023-24 school year are:

October 12, 2023	10:00 A.M. to 6:00 P.M.
March 14, 2024	10:00 A.M. to 6:00 P.M.

Teachers are required to be in attendance for all Parent/Teacher Conferences. Leave will be granted ONLY on emergency basis by the building principal.

PAYROLL PROCEDURES

Salary checks are issued on a schedule of 26 paydays for all employees.

Certified Staff Salary Schedules

Transfer Experience

The following regulations apply to all certified personnel on the Teacher's Salary Schedule (i.e., librarians, counselors, and teachers):

- Mescalero Apache School will allow new certified staff to the district to transfer a maximum of eight years of verified K-12 State accredited school experience. The school will pay according to this movement on the salary schedule.
- All experience gained in a NCA or State Accredited school experience will be recognized. The employee must have held a valid State certificate at the time of the school experience.
- Continuing certified staff who may qualify for additional movement of the salary schedule must submit a written statement to the Superintendent by June 1 indicating:
 - The specific years of NCA or State Accredited school experience
 - The specific grade levels of State Accredited school experience
 - The specific school location of the State Accredited school experience.

Certified staff must validate full time employment of at least one day over half of a Contract Year in order to qualify for a full step increment. The School Board reserves the right to make the final determination if movement will be granted.

2023- 2024

Pay Day Schedule

2023

July 07, 2023
July 21, 2023

August 04, 2023
August 18, 2023

September 01, 2023
September 15, 2023
September 29, 2023

October 13, 2023
October 27, 2023

November 10, 2023
November, 24, 2023

December 08, 2023
December 22, 2023

2024

January 05, 2024
January 19, 2024

February 02, 2024
February 16, 2024

March 01, 2024
March 15, 2024
March 29, 2024

April 12, 2024
April 26, 2024

May 10, 2024
May 24, 2024

June 07, 2024
June 21, 2024

July 05, 2024
July 19, 2024

NOTICE: PAY PERIOD ENDS THE FRIDAY BEFORE SCHEDULED PAY DATE.

	Contract Begins	Contract Ends	# of Working Days	Pay Begins	Pay Ends
9 month	08/01/2023	05/20/2024	149	08/18/2023	08/02/2024
10 month	07/24/2023	05/30/2024	160	08/18/2023	08/02/2024
10.5 month	07/24/2023	06/13/2024	172	08/18/2023	08/02/2024
11 month	07/17/2023	06/13/2024	180	08/04/2023	07/19/2024
Business Office	07/01/2023	06/30/2024	181	07/21/2023	07/19/2024
O&M	07/01/2023	06/30/2024	186	07/21/2023	07/19/2024

PROFESSIONAL DEVELOPMENT

Professional development has been scheduled throughout the school year. These are not days to schedule appointments as teachers will be meeting in teams to discuss student issues (SAT), policies, meet as professional learning communities, engage in book studies and receive important training. Please note these important days on your personal calendars.

PROGRESS REPORTS

Progress reports will be mailed to each parent/guardian the fifth week of each 9 week grading period. It is imperative that teachers have grades posted during the open window.

PROHIBITION OF CERTAIN BEHAVIOR ON PREMISES AND AT SCHOOL-SPONSORED EVENTS

General Standard of Behavior

It is the intent of the MAS Board to ensure that MAS takes reasonable actions to provide a safe environment for all visitors to MAS premises and for participants and spectators at school-sponsored events. While the Board encourages students, parents and other community members to take an interest in MAS and attend those events open to the public, the Board has an obligation to maintain an atmosphere of respect, order and professionalism. Individuals attending events sponsored by MAS are expected to demonstrate respect, order and good sportsmanship.

Prohibited Behavior

Any conduct, including, but not limited to, verbal and/or physical assault of another individual, on MAS premises or at school-sponsored events that is determined by school officials to be disruptive to the educational process or detrimental to the morals, health, safety, academic learning, or discipline of students is prohibited. Additionally, all persons, while on MAS premises, are prohibited from willfully threatening, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds. Such threats, if known to school personnel, will be immediately reported to law enforcement.

Removal from Premises and other Disciplinary Action

The Superintendent or his or her designee has the authority to determine if an individual's conduct violates this policy. In the event such disruption or detrimental conduct is determined to have occurred or is occurring, the individual(s) causing the disruption will be notified in writing, or verbally, to immediately leave the MAS premises or school-sponsored event. The Superintendent or his or her designee may determine that such individuals will be denied entry to future school-sponsored events, upon giving notice to the individual. In the event the individual(s) refuse to leave or, without permission or invitation, return and enter the MAS premises or school-sponsored event, it will be deemed to be trespassing and may be referred to law enforcement, in the event a student or staff member causes the disruption or detrimental conduct, other appropriate disciplinary action may also be imposed.

Revised 7/31/2023

PURCHASING PROCEDURES / REQUISITIONS

Fill out a Requisition Form with **COMPLETE** information. Have Supervisor sign the requisition and submit to the Accounts Payable office for processing. **NOTICE:** Requisitions are prepared in an orderly matter, first in, first out. Please prepare in advance for needed supplies. Usually takes a week to get your purchase order. Once you receive your purchase order, you can make the purchase.

NOTICE: Any employee making an unauthorized purchase (a purchase without a purchase order) prior to the approval of the Purchase Order and/or Contract, such employee shall be liable for the payment of that purchase. Failure to comply with this notice, will result in a letter to your personnel file in HR. **MAS Policy 3.1f Purchasing Guidelines**

SCHEDULES

Teachers will receive a copy of all pertinent schedules for their building. This will include ancillary schedules, middle school/high school schedules, bell schedules, and professional development schedules.

Please adhere to these schedules unless otherwise notified.

SCHOOL BOARD MEETINGS (REGULAR MEETINGS)

The Mescalero Apache School Board meets once each month during the school year. The Board's regular monthly meeting shall be held the 1st Tuesday of each month at 5:00 p.m., unless rescheduled. The meeting date will be advertised at least three days prior to the meeting. All meetings are open to the public, unless otherwise designated. On occasion, Special Meetings are called and are posted at least 24 hours in advance. Please make arrangement with the superintendent's office if you would like to address the School Board.

SCHOOL NURSE

The school nurse serves as the health professional for the school and is available Monday through Friday. The nurse provides the following services: illness/injury assessments and interventions, chronic disease management and education, vision and hearing screenings, and medication administration. The nurse provides activities and education to promote health and prevent teen pregnancy, tobacco use, and alcohol and substance abuse. The school nurse will notify students and parents when the student requires immunizations.

- Students require a pass from their teacher unless the health situation is an emergency.
- Student will have a health assessment performed by the nurse based on the health complaint.
- Intervention will be provided as appropriate and student will return to class ASAP or contact will be made to send student home.

Revised 7/31/2023

- Parent contact will be made regarding students who unnecessarily frequent the nurse's office.
- Staff should not interrupt the nurse when she is involved with a student. Teachers should avoid monopolizing the nurse's time.

SEXUAL HARASSMENT

General

MAS believes that sexual harassment, in all its forms, is a serious issue that severely impedes the ability of employees and students to feel safe and focus on the education of students. Therefore, sexual harassment is strictly prohibited.

This policy applies to all conduct during and related to the operation of MAS, school-sponsored activities, and other MAS official business. Student means any person who is enrolled and regularly attending MAS classes, including pre-kindergarten through high school, regardless of age.

In addition to this policy, MAS employees and students have rights under federal law which they may pursue at any time. MAS employees and students should contact the appropriate authorities for information as to their rights.

Definition of Sexual Harassment

Sexual harassment, whether committed by an employee or a student or the victim is an employee or student, may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations; derogatory comments; slurs; jokes; epithets; assault; inappropriate touching; impeding or blocking movement; leering suggestive or obscene gestures; or display of sexually suggestive objects, pictures, or cartoons;
- Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment);
- In the case of employees, implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed;
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee or the educational environment or achievements of a student;
- In the case of employees, offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignment, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors and
- Permitting students within the control, supervision or responsibility of the employee to sexually harass any other student.

Revised 7/31/2023

Sexual Harassment of Students

Sexual harassment can be perpetrated by an employee on a student. This type of sexual harassment is particularly pernicious. Sexual harassment of students by MAS employees includes, but is not limited to:

- Making any sexual advances, requests for sexual favors, repeated sexual references, and any name-calling by means of sexual references or references directed at gender-specific students;
- Any other verbal or physical conduct of a physical nature with a student even where the employee believes the student consents or the student actually initiates the activity, and any display or distribution of sexually-oriented materials or information; and
- Inappropriate contact with any student, whether or not on MAS property; inappropriate touching includes, but is not limited to:
 - All forms of sexual touching, sexual relations or romantic relations; or
 - Inappropriate touching, including, but not limited, to any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex, and maturity of the student.

Reporting

Any employee who believes he or she has been subjected to sexual harassment, or who has reason to believe that another employee or a student may be a victim of sexual harassment, has the duty to immediately report the harassment to the Superintendent, or if the Superintendent is involved in the matter, to the President of the MAS Board. MAS encourages and expects students, whether victims or witnesses, to immediately report sexual harassment to any of the following MAS employees: a principal, a teacher, a guidance counselor, or the Superintendent. No person shall be required to report the harassment to the alleged perpetrator.

MAS employees should encourage any person making a verbal report to reduce the report in writing; however, when the person making the report does not wish to submit a written report, the employee receiving the verbal report must reduce the report to writing and it will still be investigated.

All reports must be communicated to the Superintendent or his or her designer within twenty-four (24) hours or within a reasonable time thereafter if there is good cause for not communicating the report earlier (as determined by the Board). Failure to comply with this reporting requirement could result in disciplinary action up to and including termination.

When a report is received, the Superintendent shall make a determination as to the validity of the allegation. Where the Superintendent is the subject of an allegation, then the Board shall consider the information obtained by the Board President and make a determination as to validity. The reporting party may appeal a determination of validity to the Board by presenting a written appeal to the Board President within twenty-four (24) hours of learning of the determination.

Revised 7/31/2023

Nothing herein relieves an MAS employee, who is otherwise obligated under Tribal or federal law, from his or her duty to report suspected child abuse or neglect.

Investigation

All reports of sexual harassment shall be investigated and promptly resolved. Investigations must be initiated within forty-eight (48) hours of the receipt of the report. In the case that an employee/Superintendent is the alleged perpetrator, the employee/Superintendent alleged to have committed sexual harassment will be placed on unpaid Administrative Leave pending conclusion of the investigation. In the case that the student is the alleged perpetrator, the student will be placed on out-of-school suspension depending on the ability of MAS to separate the alleged perpetrator from the victim and the seriousness of the allegations.

The Superintendent shall designate at least two (2) MAS employees to receive training in sexual harassment investigations. Only employees who have received appropriate training will conduct investigations under this policy. The investigation must be concluded within two (2) weeks or within a reasonable time where there are circumstances that cannot be avoided which delay the investigation (as determined by the Board). The reporting party and/or the victim and the alleged harasser will have the opportunity during the investigation to present witnesses or other evidence with respect to the allegation of harassment. Investigations should be conducted in a way that respects the privacy of all parties involved to the greatest extent possible.

The investigator will report his or her findings and recommendation in writing to the Superintendent/Board President. The Superintendent/Board President may ask questions or ask for additional information. When the investigation is complete, the Superintendent/Board President shall 1) either accept or deny the investigator's recommendations; or 2) if the investigator is unable to confirm or disprove the allegations, determine that the investigation is "undetermined/unsolved" in writing. Where the Superintendent/Board President denies the recommendations, then he or she explain the reasons for his or her denial. A copy of the Superintendent's/Board President's decision will be provided to the reporting party and the alleged perpetrator.

Either party may appeal the decision to the Board by providing a written appeal to the Board President within three (3) business days of the decision.

Discipline & Other Actions

Where an investigation results in a finding that there was a violation of this Section, then the Superintendent or the MAS Board, where the Superintendent has committed the violation, may impose such discipline, up to and including termination, as he or she finds appropriate given the nature of the violation. In addition, the Superintendent/Board may take other actions intended to prevent further violations or retaliation such as, re-assigning the employee to another position that is not in regular contact with the employee/Superintendent.

Revised 7/31/2023

Any student found to have violated this policy will be subject to disciplinary action up to including permanent exclusion from MAS. Any other MAS person found to be in violation of this policy or the employee policy will be subject to the disciplinary action included in the employee policy.

Any employee or student who is believed to have committed a crime shall be reported to law enforcement immediately.

Retaliation Prohibited

Retaliation against any employee or student who has made a charge of sexual harassment, or against any other person who has assisted or been a witness in regard to such a charge, is strictly forbidden, and will subject the employee or student retaliating to disciplinary action up to and including termination, in the case of an employee, or expulsion, in the case of a student. A report under this section shall not reflect negatively on a student victim's or a student witness's academic standing, rights, or privileges.

Notification, Review & Posting

The Superintendent must notify each Building Principal of this policy immediately upon approval by the Board. The Building Principals must review this policy with staff at least once per year. The Superintendent must review this policy with administrative staff at least once per year. The Building Principals are responsible for enduring age appropriate instruction as to this policy to student at least once per year.

This policy shall be posted prominently in the main lobby, the library, guidance counselor's offices, the gymnasium and each building where there are classrooms. A copy of this policy and the employee policy shall be available through the MAS website.

Students may contact any of the following MAS employees for guidance or information as to this policy: a principal, a teacher, a guidance counselor or the Superintendent.

Confidentiality & Record-Keeping

All communications required under this policy shall be kept as confidential as possible. Only those MAS employees directly and necessarily involved will receive information related to reports of sexual harassment.

Records of all reports, investigations, and resolutions shall be kept in the Administrative offices, in a secure location that is accessible only to the Superintendent and Board President, separate and apart from any student and/or other personnel files.

SOCIAL MEDIA POLICY

Purpose & Scope

This policy has been created to assure that information disclosed by Mescalero Apache Schools (MAS) and its employees' is timely, accurate, comprehensive, authoritative and recant to all aspects of the MAS system. This policy will provide the framework to facilitate the timely dissemination of information. In addition, this policy will ensure that the social media is used to support the educational goals of MAS while also protecting the rights of staff and students.

This social media policy applies to all MAS employees, administrators, teachers, students, Board Members, substitutes and volunteers. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

Definitions

- **"Blog"** means an online journal that contains entries or posts that consist of text, lings, images, video or other media and is usually between 300-500 words. **"Microblogging"** means posting brief and often frequent updates online. Unlike traditional blogs, which are often hosted on a custom website, microblogs are typically published on social media sites like Twitter, Instagram, Tumblr and Facebook.
- **"Controversial issues"** refers to issues that form the basis of heated debate, often identified in political campaigns as wedge issues since they provoke a strong emotional response. Examples include; political views and education reform.
- **"Copyrights"** refers to the protections that create the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.
- **"Cyberbullying"** refers to any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals: places an individual in reasonable fear of harm to the individual or damage to the individual's property: has the effect of substantially disrupting the orderly operation of MAS.
- **"Hosted content"** means text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.
- **"Inbound links"** means an inbound link is a hyperlink that transits from one

Revised 7/31/2023

domain to another. A hyperlink that transits from an external domain to your own domain is referred to as an inbound link. Inbound links are important because they play a role in how search engines rank pages and domains in search results.

- **“Official content”** means publicly available online content created and made public by MAS, verified by virtue of the fact that it is accessible through the MAS website or Facebook page.
- **“Professional Social Media”** is a work related social media activity that is either school-based (e.g. a MAS Principal establishing a Facebook page for his/her school, school department or MAS teacher establishing a blog for his/her class), or non-school based (e.g. a Tribal Education Department establishing a Facebook page to facilitate the department’s administration of services).
- **“Social Media Account”** means a personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat and other social networking channels allow users to sign-up for their own social medial account, which they can use to collaborate, interact and share content and status updated. When a user communicated through a social media account, their disclosures are attributed to their User Profile.
- **“Social Media Channels”** means blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.
- **“Social Media Disclosures”** means blog posts, blog comments, status updated, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

Staff/Volunteer Guidelines

- MAS employees are personally responsible for all comments/information and the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time.
- When positing online, please remember that you are an employee of MAS and representative of your colleagues, students, parents and the community. Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world. Be aware that even with the strictest privacy settings, what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impressions of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.

Revised 7/31/2023

- Comments related to MAS, its employees, staff and/events related to MAS, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.
- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner as other will see you as connected to MAS. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure no to post confidential student information.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put certain photographs on the wall in your classroom, then it should be considered inappropriate to post online.
- Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional.
- MAS employees are not permitted to solicit or accept “friend” requests from enrolled MAS students on any personal Social Media Account. This includes student’s accounts and MAS employee personal accounts.
- MAS employees are not permitted to encourage students (K-12) enrolled at MAS to create Social Media Accounts of any kind.
- All MAS employees who choose to utilize Facebook, Twitter or Instagram or any other Social Media Platform to provide classroom information to students and parents must create a “teacher” page. Posts must be exclusively about classroom or school activities.
- Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the Building Principal immediately. All cyber bullying incidents are to be taken seriously.

Email

All electronic and any other communication by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person and limited to information that is school-related or is acceptable to both student and parent.

Revised 7/31/2023

Cyberbullying

MAS has a zero-tolerance policy against cyberbullying. Cyberbullying by an MAS student directed toward another MAS student or staff member is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. MAS prohibits acts of cyberbullying by MAS students through the use of any MAS owned, operated, and supervised technologies. Any student or staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or staff member has knowledge or reason to believe another student or staff member is being subjected to or has been subjected to cyberbullying to shall immediately make a report to the Building Principal. The Building Principal may report allegations of cyberbullying to law enforcement authorities.

Student Sexting

Sexting can result in prosecution under tribal and federal child pornography laws when students are involved. If a minor or employee is convicted of any crimes associated with sexting (which includes creating, sending or sharing with others), he/she could serve time in prison, may have to pay heavy fines, and will likely be required to register as a sex offender. These penalties and charges can take place whether or not the sharing is consensual, and in cases where both students involved are minors. If a student is found to be sharing or distributing such material on MAS property, the student will be punished under the student disciplinary procedures, the student's parents/guardians will be notified of the incident, and the Building Principal must report the incident to law enforcement.

SOLICITATIONS

No employee shall use his or her position to influence parents or students to purchase books or other items, except for materials approved by the Superintendent for use in the classroom or in relation to an approved fundraiser. No other solicitations or sale of any items shall be made by employees during the work day.

Solicitation of employees and/or students by any profit, non-profit, or charitable groups, institutions, or organizations must have the advance, written approval of the Superintendent.

STAFF INTERNET USE POLICY

Employees who are issued a computer account, MAS email account, and access to the internet as a part of his or her employment must utilize the same for work-related and educational purposes only. Employees who are NOT issued a computer account, an email account, and access to the internet should not be utilizing the computer systems or using another employee's account to gain access. Each staff member is responsible for any content on their school-issued computer.

Inappropriate Use includes:

Revised 7/31/2023

- ◆ Conducting personal business;
- ◆ Playing unauthorized games;
- ◆ Participating in gambling pools or pyramids;
- ◆ Unauthorized downloads;
- ◆ Accessing restricted web sites such as hate, dangerous materials, etc. WebPages;
- ◆ Accessing pornographic web sites;
- ◆ Chatting on-line, emailing, and social media sites;
- ◆ Sending obscene, pornographic, offensive and threatening email on campus to other employees or to off campus email accounts;
- ◆ Using another person's account with or without permission;
- ◆ Developing or executing programs that could harass other users, infiltrate systems, damage or alter software components. Using the school's computer systems to conduct any of the preceding on computer networks residing off campus. Browsing the school's computer network with the intention of infiltrating systems and electronic data;
- ◆ Seeking confidential information on employees without authorization. Intentionally obtaining copies of or modifying electronic files, passwords, electronic data, or software programs belonging to other employees or that reside on the school's computer network without authorization;
- ◆ Making and distributing copies of programs without the specific permission of the copyright holder or Mescalero Apache School District.

The Mescalero Apache School District has the right to access records regarding an employee's use of email, internet electronic data, software programs, and electronic files. Electronic data and electronic files created by the employee for business purposes belong to the Mescalero Apache School District.

Any violation of this policy will include:

1. Letter of Warning;
2. Three days of suspension without pay;
3. Discharge

STAFF PARKING

Teachers and staff will receive a numbered parking decal to hang on the vehicle mirror. You are to place the decal on your mirror. Visitor parking is designated and off limits to staff parking. No employee should be parking against building 3 or behind the cafeteria unless assigned. We need to keep the west, south and north sides of Building 3 clear to avoid congestion, deliveries and emergencies. Law Enforcement will need to park near building 3 during emergencies (i.e. lockdowns) so no other vehicles should be there. These recommendations were made by our Safety Committee and must be adhered to.

Revised 7/31/2023

STAFF REPORTING HOURS

Your professional day is from 7:30 a.m.-4:30 p.m. Morning duty begins at 7:30 a.m. You are expected to be at your workplace during these hours. Failure to adhere to school policy will result in the following:

1. Letter of warning
2. Three day's leave without pay
3. Dismissal

Each incident will be properly documented and included in your file.

STAFF-STUDENT RELATIONS

- Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employee and students were peers such as writing personal letters or emails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or classwork; sending inappropriate pictures to students; discussing or revealing to student's personal matters about their private lives or inciting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.
- Employees who post information on Facebook, Twitter or other similar websites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employers obtain access to such information, their case will be investigated by MAS officials and if warranted, will be disciplined up to and including termination, depending on the severity of the offense. The Superintendent reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials online.

STUDENT ASSISTANT TEAM (SAT)

The Student Assistance Team (SAT) at the elementary and the MS/HS buildings. It is comprised of teachers and administrators who review academic, behavior, health, schedule and attendance issues and make recommendations. In addition, student and parent input is critical to meeting the individual needs of each student to ensure a successful school experience. The purpose of the SAT is to assist the staff with students who have: attendance issues, learning difficulties, drug/alcohol abuse, behavior problems and retention. Teachers will be asked to serve on this important committee. One teacher will be appointed as Chairperson.

STUDENT ATTENDANCE REPORTING

ACCURATE ATTENDANCE ACCOUNTING IS VERY IMPORTANT!

Elementary

Attendance needs to be in NASIS by 9:00 A.M. and by 1:00 P.M. for A.M. and P.M. attendance. If you have a substitute, a paper copy must be sent to the elementary secretary for both A.M. and P.M. attendance. Students must present a tardy slip to enter the classroom if they are late to school.

MS/HS

At the beginning of each period, teachers should mark the names of the students in their attendance book and in the school data management system (NASIS). Attendance must be recorded in NASIS by five minutes after the tardy bell. NASIS is the official record. Attendance books must be consistent with NASIS because they serve as your backup. If you have a substitute, attendance will need to be recorded in your attendance book. In your attendance book, mark (-) for absent, (T) for tardy, (ACT) for activity, (ISS) for In-School-Suspension, (EXP) for explained absence, (UNE) for unexplained absence, (OSS) for Out-of-School-Suspension, and (T/A) for tardy/absent.

Breakfast will not be served after 8:30 A.M. for grades 3 through 12, and will not be served after 8:45 A.M. for Pre-K through grade 2.

STUDENT HANDBOOK

You will be given a copy of the student handbook to discuss and read with students. Students will also be given a copy of the handbook to take home. You will notice at the end of the Student Handbook that there are several documents needing signatures. Please work diligently to see that the signature pages are signed by parents and students and returned to building secretaries.

Elementary teachers need to have only the signed Verification of Receiving and Reviewing Handbook form returned as the other documents are in the enrollment packet.

STUDENT SCHEDULES (MS/HS)

Student schedules will not be changed without a schedule change form. Then the counselor will determine if the schedule can be changed. There are some cases where it is impossible to make changes to a student's schedule due to graduation requirements, class loads, and/or course availability.

TEACHER'S SUPPLIES

Teacher supplies will be provided by the school secretaries. Teachers needing to order supplies specific to your classroom need get permission from the building principal for this purchase. Next, you will fill out a requisition form. This form must be approved by the principal before being submitted to the business office. Teachers and staff will be allowed to purchase items if there are funds available in the campus budget.

TERMINATION AND DEMOTION

Each employee who has been employed with MAS for two (2) consecutive years or less may be terminated or demoted at any time without cause and shall not have the right to grieve the same.

TESTING

Please do not schedule appointments or other events during these periods. Your supervision during these times is essential. We will provide you with a testing schedule prior to each test administration. For additional information and/or questions regarding testing, please talk to the academic coaches.

TEXTBOOKS/LIBRARY BOOKS/EQUIPMENT

Teachers are required to record the number, student name and condition of the book for every textbook they assign to students. Students are responsible for the proper care and return of textbooks, library books and athletic equipment. Periodic book checks are recommended by the teacher but required at the end of each 9 weeks to ensure that students have their book and are maintaining proper care of them. A fine will be charged for loss, destruction, or misuse of books/equipment.

Sufficient textbooks were purchased for student access. It is important that students have a book if homework is assigned from them. Please help us to insure that text books are:

- Inventoried on the Textbook Inventory Sheet
- Maintained properly
- Returned and stored properly at the end of the year.
- Library books checked out to staff will be the responsibility of that staff member for replacement cost.

TRAVEL

All travel requests must be submitted 2 weeks (or more) prior to the date of travel to ensure proper processing.

Revised 7/31/2023

- a) No travel arrangements will be made without submission of all required paperwork and final Superintendent approval.
- b) GSA per diem rates will be paid for **ALL** travel
- c) All Out-of-State travel requires approval by School Board
- d) Any school approved travel arrangements not utilized for approved trip will require financial reimbursement of cost incurred within 30 days, which includes but not limited to costs such as hotel registration, conference registration, per diem, airline tickets and rental cars. Failure to make arrangements to reimburse the school within 30 days will result in a payroll withholding.
- e) No mileage will be paid if a school (GSA) vehicle is available. If traveler chooses to use their personal vehicle to an out-of-state destination where air travel is an option, the traveler will be provided mileage equal to the cost of an airline ticket for using their personal vehicle.
- f) **ALL** hotel accommodations, including reservations are the sole responsibility of the traveler; which could require the traveler to use their personal credit cards.

Approval of Drivers

Only licensed employees will be authorized to use a MAS vehicle. The Transportation Director will keep a list of approved drivers.

Restrictions on Use

Drivers of MAS vehicles must obey all traffic laws at all times. Drivers must operate MAS vehicles in a safe and responsible manner. Use must be limited to official MAS business only.

Suspension or Revocation of Privilege

Where an employee damages a vehicle due to negligence or the employee is issued a traffic violation, the Superintendent may suspend or revoke an employee's vehicle privileges. The Superintendent will notify the Transportation Director and the employee will be removed from the drivers list. The Superintendent will have the ability to impose more serious disciplinary actions on a case by case basis. An employee whose driver's license has been revoked or suspended for DUI or DWI related offenses will not be allowed to operate any MAS vehicle until he or she is able to obtain a valid unconditional driver's license or for a period of five (5) years from the date of his or her conviction whichever occurs later.

USE OF CELLULAR PHONES AND SOCIAL MEDIA DURING THE WORK DAY

Prohibition

Employees should not use personal or MAS cellular phones or social media during the work day. Cellular phones must be turned off during instructional time.

Emergency Situations

Each employee should inform his or her supervisor of any emergency situation that might warrant the need of that employee to have access to his or her cellular phone.

Revised 7/31/2023

Violations

The following actions shall be taken in the case of a violation of this Section:

- 1st Violation The employee will receive a letter of warning;
- 2nd Violation The employee will be placed on three (3) days of suspension without pay;
- 3rd Violation The employee will be terminated.
 - The Superintendent reserves the right to terminate an employee for a first violation under this policy in cases that are deemed by the Superintendent to be serious in nature given the specific circumstances involved.

VERBAL ABUSE AND DISRESPECT

Verbal abuse by employees and students will not be tolerated. Staff and students will be respectful toward one another. There will be zero tolerance for those who use verbal abuse and demonstrate disrespect toward others at MAS. Teachers/Staff will be reprimanded for any form of verbal abuse.

VISITOR POLICY

The Board Mescalero Apache School Board encourages parents and other citizens to visit the Mescalero Apache Schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the School Board has an interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students/staff. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

A. General Requirements for Visitors to Schools:

Revised 7/31/2023

1. **All** visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises.
2. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
3. Visits may be prohibited at certain times during standardized testing or other student assessments that are being conducted.
4. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
5. All school visitors must comply at all times with School Board policies, administrative rules and school regulations.

B. Exceptions to Visitor Requirements:

1. Parents and/or guardians who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in A. 1-5 above.

C. Visitors to Classrooms or Other Instructional Areas:

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to
 - ◆ remaining in a designated place or seat
 - ◆ refraining from speaking to students while the class or activity is in session
 - ◆ refraining from entering or leaving the area while an activity is underway
 - ◆ requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - ◆ requiring that the visitor be chaperoned
 - ◆ limiting the duration of the visit to particular times or length of time
 - ◆ limiting the activities of the visitor to a particular purpose(s)
 - ◆ designating particular routes of travel in the building or upon the school grounds.
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

D. Student/Staff Visitors:

Revised 7/31/2023

All requirements for visitors apply with additional considerations to student visitors from other school districts. These student visitors must have written permission from both their own parent or guardian and the parent or guardian of any Mescalero Apache School student they plan to visit. Additionally, these visitors must have prior permission from the building principal. Under most circumstances, student visitors are discouraged and, in any event, students must be age appropriate for the building they wish to visit.

- a. Under no circumstances shall a student over the age of 18 be permitted to visit.
- b. No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit Mescalero Apache Schools. Such students must have obtained expressed prior approval of the building principal before entering and are restricted to the school office for the duration of their presence in the building.

E. Special Situations

1. Both custodial and non-custodial parents of a Mescalero Apache School student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
3. Staff visitors must enter and sign in at the front desk. Back doors should NOT be opened for family members as this is in violation of visitor policy.

Mescalero Apache Schools Acknowledgement

Each year the MAS Employee Handbook must be reviewed by all employees. It is the responsibility of all employees to become thoroughly familiar with the entire Handbook,

This signature page has been developed to comply with appropriate documentation of that task,

By signing below, I acknowledge that I have received, read and understand the contents of the MAS Staff Handbook,

Name of Employee: _____

Employee Signature: _____

Date: _____ *School Year:* 2023/2024

******After reading the Handbook, please print, sign, and date this page.
Then submit this page to your building secretary or Human
Resources******