

Hatch Valley Public Schools

District Staff Handbook



All Students Empowered to Succeed!

2020-2021

Hatch Valley Public Schools

P.O. Box 790
 Hatch, New Mexico 87937
 (575) 267-8200
www.hatchschools.net

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DISTRICT STAFF PROCEDURES

Absence from Work

All HVPS employees must inform their supervisor or designee prior to being absent from work, except in extreme emergency situations. A failure to do so may be considered job abandonment and result in disciplinary action up to and including termination.

All full-time school staff members have discretionary, professional, and sick leave, 12 month employees accrue annual leave. It is imperative that you log in to **iVisions** as soon as possible and record your absences. Failure to do so will be a violation of this policy and may result in disciplinary action. Substitutes are paid after reconciling your absence with their work claim. *Classified Staff need to enter their leave in NovaTime (employee timesheet) and iVisions.*

Leave Bereavement- Effective July 2013

Leave with pay for the three (3) workdays following the death of someone in the employee's immediate family. In the case of the death of an employee's spouse, domestic partner, child, grandchild or parent (2) additional days are allowed. In extenuating circumstances, additional days may be granted by the Superintendent or designee to be charged against the employee's accrued sick leave. Documentation may be requested by your supervisor.

The immediate family defined; spouse, domestic partner, parent, grandparent children, grandchildren, sister, brother, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, a person was the guardian for the employee prior to the employee becoming an adult, and others who reside in the same household with the employee.

Leave Discretionary

All staff earn two discretionary days per school year for personal business. Please use **iVisions** two weeks in advance or as soon as possible before your absence so that a substitute may be secured. Unused discretionary leave reverts to sick at the end of the year.

Leave – Discretionary/Sick

May not be used to extend a scheduled holiday without **prior approval** from the Superintendent or Designee.

Leave- Sick

Compensated leave that is granted to staff members for personal or family illness, injury, or quarantine, and is unable to perform the duties assigned. Family, for purposes of sick leave, shall include: Spouse, Children, Parents, Grandparents, Grandchildren, Parents, Relations created by marriage (e.g., stepchild, mother/ father-in-law). Family illness, for purposes of sick leave, shall not exceed three (3) days, without approval from your supervisor. 3 consecutive sick days or patterns of absences (every Monday or Friday for ex.) **may require a doctor's verification.**

Sick leave may include other excused absences, such as medical, dental, or other examination or treatment impossible to schedule on non-duty days. Employees are credited with a sick leave allowance at the rate of one (1) day per month up to twelve (12) days. At the beginning of the fiscal year or school year, each employee earns a number of sick leave days by the number of contract days worked. Sick leave of any staff member who does not serve a full school year will be prorated at the rate of one (1) day per month.

All accumulated sick leave is forfeited upon termination from employment by the School District for any reason, with no payment in lieu thereof. Excessive absences or patterns of absenteeism may require verification of reason for absence.

Any employee who has willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension or termination.

Leave Extended – Sick Leave Bank

See Board Policy Section GCCC for information concerning leave for extended periods, i.e. Family and Medical Leave Act 1993, etc. Staff members who wish to participate in the District Sick Leave Bank must upon initial participation donate one sick leave day. For additional information contact the payroll department.

Leave Military

Employee members of organized units of the Army, Air National Guard, Or Army, Air Force, Navy, Marines or Coast Guard Reserves shall be given (not to exceed) 15 working days military leave with pay when ordered to duty for training.

Leave Professional

Any out of district trip made by school personnel, must have prior approval by your supervisor. If there are costs associated with this trip your supervisor or designee will get budgetary approval before the trip will be authorized. Once the trip is approved: Please complete the iVisions professional leave request at least 3 days prior to the scheduled trip. If **expenses or vehicle** are requested, complete the Excel Travel Estimate Form located on the District Website and submit to the Business Office for approval; at least 7 days in advance is preferred. Please include documentation for the trip; i.e. an agenda, flyer etc. All staff using a school vehicle must abide by the **District rules and regulations for use of a school vehicle**.

Mileage will only be paid **if there are no school vehicles available**. The Transportation Department and Central Office must give prior Approval for Mileage. If fees (such as registration, lodging, etc) are requested, a separate Purchase Requisition must also be completed (See Purchasing Section)

Leave- Professional - Reimbursement

Per Diem Reimbursement is a fixed rate per day (24 hour period) of travel and the employee will be required to purchase their own lodging and will be reimbursed the fixed rate per 2.42.2.1 NMAC - N, 07/01/03. A purchase requisition must be submitted for estimated costs after completing Travel Estimate Form. If the district is paying for the lodging, per diem is not allowable and actual receipts must be submitted for reimbursement.

If per diem is not requested employees will be reimbursed on actual itemized receipts “up to” limits listed on the Travel Estimate Form. No reimbursements will be made for alcoholic beverages. Actual expenses will be reimbursed upon return from the trip.

Meal Reimbursement – A purchase requisition must be submitted for estimated costs after completing Travel Estimate Form. Upon return you will need to **verify exact times of departure and return** and complete a Travel Log and attach agenda and all original receipts for trips overnight that exceed 24 hours out of the district. Employees will be reimbursed actual expenses per 2.42.2.1 NMAC - N, 07/01/03. See the Travel Estimate Form for reimbursement

rates for actual lodging and meal expenses under 2.42.2.9 NMAC and Section 10-8-4(K) (2) NMSA 1978 (1995 Repl. Pamp.).

Same-Day Travel—Meals - If employees are out of district during the workday or after work hours, the meal reimbursement schedule will apply. **No meals will be paid for trips within a 60-mile radius of the school district.**

Deadline on Reimbursement -All requests for reimbursement must be submitted within 10 days of returning from the trip. **Requests over 10 days may be denied.** Checks are run in the accounts payable department on Thursdays, therefore documentation must be in by noon on Wednesday to receive a check on Thursday.

General Expectations

Appearance

Faculty and staff are to dress appropriately for their work. Blue jeans are not appropriate attire for professional staff except on the following days;

- **College Day Wednesday**- to promote post-secondary education, staff may wear school appropriate blue jeans on Wednesday; **IF worn with post-secondary attire (shirt, jersey, etc.)**.
- **Hatch Bear Friday** – staff may wear school appropriate blue jeans on Fridays and any other “big game day” encouraging school spirit; **when worn with Hatch Bear attire or red/black**.
- **Super Bowl Monday** - The day after the Super Bowl with your favorite jersey or shirt.

Cell Phones

Personal use of cell phones shall be limited to breaks, lunchtime or prep time. Cell phones are not to be used while supervising students, unless utilizing them for classroom instruction or job related activities that cannot wait. The District is not responsible for personal cell phones.

PLC Expectations

All schools are to operate using Professional Learning Communities. Reference the “Expectations” document for specifics.

Electronic Devices

Staff members will be issued computers and electronic devices pertinent to their position. In return, they must sign an Acceptable Use Policy (AUP). Any personal computers used on campus must be approved by the Technology Department for security reasons. Staff members may be held financially responsible for electronic devices assigned to them if damaged.

Government Disclosure

All Staff and School Board members are to sign a Government Disclosure Form indicating any outside employment that may be a conflict of interest. It is the signee's responsibility to update this form as employment situations change.

Hours

Teachers are salaried employees who will have an eight (8) hour campus workday, which includes a 30-minute duty free lunch. Teachers' hours are 7:30-7:45 a.m. until 3:30-3:45 p.m. (See the school site for your specific hours.) Office personnel will be available from 7:30 a.m. to 4:00 P.M. with a 30-minute duty-free lunch. Garfield Elementary begins 30 minutes earlier and shall adjust accordingly. Other hours may meet the needs of an office/department with approval from the Superintendent or designee. Non-certified staff must receive prior permission to work overtime. Staff employment contracts also outline time expectations.

Keys

Keys to your rooms, desks and locked cabinets are district property. A lost key may mean that the entire lock must be replaced. Persons losing keys may be held responsible for their replacement costs. Duplication of school keys is prohibited.

Planning & Grading

Lesson plans serve as documentation that you are planning in accordance with CCSS. All classroom teachers are required to have weekly lesson plans. These plans must be available for review by school or district administration at any time.

Teachers will post a **minimum of 2 grades per week** in the electronic grade book (Powerschool) to be **available for students, parents and administration to view**. All work assigned and completed by students shall be to meet the course standards and will be reviewed by the teacher. No failing grade should be a surprise to a child or parent. Please document communication with parents, especially those whose child is struggling in your class.

Policies

Hatch Valley Public Schools Board of Education Policies are located on the district website, www.hatchschools.net. If you need assistance please see your supervisor. New Mexico Statutes

and New Mexico Administrative Code also govern our work in the Public Schools. Links to these resources can be found on the NM PED Website www.ped.state.nm.us.

Safety

Safety Procedures

Ladder Safety / Reaching Heights When using a step ladder ensure the supports are fully deployed and parallel to the ground. Never use the top rung as a step, and always have a “spotter” present. NEVER use a chair, desk or table as a device to reach heights that are normally unattainable.

Electrical / Extension Cords The use of power strips and extension cords is highly discouraged. If an outlet is a safety issue call Maintenance and they will address it immediately. Do not attempt to make any electrical repairs on your own!

Wet floors Custodians are instructed to placard all areas that are being wet mopped. If you see an area where the custodian has failed to placard a freshly mopped area, please bring it to the custodian’s or your supervisor’s attention immediately.

Chemicals All cleaners and degreaser employed by the custodial staff have an SDS (Safety Data Sheets) and the SDS is available in the school’s main office. All science lab chemicals are stored in a lockable closet and monitored by the science teacher with the SDS for each.

Lifting Safety Lifting any object especially off the floor requires correct technique. Online videos do an excellent instructional job of showing the do’s and don’ts of lifting. Ask for help no matter how much the weight might be. Remember, one’s legs are much stronger than one’s back.

Appliances Due to electrical & fire safety concerns as well as utility costs no personal cooking appliances or refrigerators are allowed in classrooms or classroom office spaces.

School Based Health Center

SBHC is now located at Hatch Valley High School and available for staff use at extension 8293.

Social Media (i.e., Facebook, Twitter, Texting, Email, etc.)

Staff members will maintain professional conduct when posting any content or communicating with students or parents using social media. Any content posted by staff is subject to ***New Mexico Public Education Department Professional Ethics Regulations***. All staff are expected to

conduct themselves in an ethical manner and not post comments that could “erode the public trust.” See the District’s “Acceptable Use Policy” for additional details.

Student Nutrition Program

All students in the Hatch Valley Public Schools receive free breakfast and lunch. Staff members are encouraged to eat in the cafeteria for a fee of \$2.25 for breakfast and \$3.75 for lunch.

Surveillance Cameras

The Board has authorized the use of video cameras on district property to insure the health, welfare and safety of all staff, students and visitors to the district property and to safeguard district facilities and equipment. See Complete Surveillance Camera Policy online at www.hatchschools.net

Technology Help Desk Procedures

All Technology Help Desk tickets must be submitted in the Help Desk ticketing system. Here is the link to the Help Desk ticketing system and instruction page:

<http://helpdesk.hatchschools.net/TrackIt/SelfService/Account/Login?ReturnUrl=%2fTrackIt%2fSelfService>

Video in the Classroom

The uses of multimedia items are a valid teaching technique. Please be aware of the District’s Board Policy concerning the showing of movies that are not Rated G. (Policy I-6311) School administration will develop specific procedures for teachers to gain permission for the viewing of videos.

Work Orders- Repairs

If your work area is in need of repair please contact your supervisor or designee. They will direct you on your next steps.

If directed to do so, send a work order email to jmartinez@hatchschools.net and cc: your supervisor. HVPS Maintenance, Custodial and Grounds group is always available to assist in any endeavor where safety might be a concern. They can be reached at 267-8238.

Compliance Policies

ADA/Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, faculty, staff, and administration will take the proper steps to ensure that personnel and students are not discriminated against because of their disability.

The following information addresses the most important features of these Acts: Assistance can be requested from the 504 Compliance Officer/ADA Coordinator. Students who are disabled under Section 504 but not in need of special education and/or

related services shall be provided reasonable accommodation to meet their special needs in the regular education setting. Such students shall be evaluated in accordance with procedures described in the Section 504 regulations. See the directory for specific contact information.

Blood Borne Pathogens

All staff should receive training and information in handling blood borne pathogens. See the District Nurse for details.

Child Abuse Reporting- Revised 2014 (22-10A-32 NM Statutes Annotated-Required Training)

Every person, including a school teacher or a school official who has information that is not privileged as a matter of law, who knows or has a reasonable suspicion that a child is an abused, sexually assaulted or a neglected child shall report the matter immediately.

The building administrator should be informed, and the "Agency Referral Form and Procedure" should be used in order to have documentation and follow up. A building administrator and/or their designee may permit a member of a law enforcement agency or an employee of the Human Services Department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian.

A school employee who fails to report abuse as provided in 32A-4-3 NMSA 1978 is guilty of a misdemeanor.

Drug - Free Workplace

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business.

When employees are off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Drug and Alcohol Abuse & Reporting Policy

The Hatch Valley Public Schools recognizes, under state and federal law, that it is illegal for students to use alcohol or controlled substances. According to Senate Bill 106, it is our legal responsibility; *"A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the local school board."* Therefore, school employees shall report to their building principals any of these suspicions.

Drug and Alcohol Testing (Random)

School bus drivers, activity drivers and employees who work in a “safety sensitive” environment, heavy equipment or handle prescribed medications and the supervisors of these employees are subject to random drug and alcohol testing.

Equal Opportunity Employer

Hatch Valley Public Schools is an Equal Opportunity Employer. If at any time an employee feels discriminated against (as defined by the Office of Civil Rights), they must report the incident to their immediate supervisor. A complete procedure for filing a complaint or grievance can be found in the Board of Education Policy Manual Section G

Grievances

A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment.

It also includes all complaints of discrimination, including harassment and assault, based on sex or disability. See the HVPS Board of Education Policy for procedures.

No person(s) shall suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of the use of the grievance procedure.

Notice of Non-Discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries or concerns regarding the District’s non-discrimination policies as well as Section 504 questions:

- Michael Chavez - Superintendent, 219 E Hill Street, Hatch, NM 87937

Title IX questions or concerns please contact:

- Ben Trujillo - Athletic Director, Hatch Valley High School, 170 E. Herrera Road Hatch, NM 87937

Sexual Harassment

The administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Report any violations of this policy to the immediate supervisor or Superintendent.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Workers Compensation

In accordance with applicable workers' compensation statutes, all employees of Hatch Valley Public Schools who have a work-related injury are eligible for coverage. All work related accidents or injuries must be reported immediately to the injured employee's supervisor by completing and submitting the *Notice of Accident Form* whether medical care is needed or not. Employees have the option to visit the School Based Health Center at the High School for an initial evaluation. See the Payroll/Insurance Department for more information.

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

When a professional staff member receives information regarding a suspected offense, the staff member will transmit it to the school administrator **no later than the next school day** following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level.

At a minimum the licensed employee shall provide the identifying information on the suspected offense in writing and with such specificity of names, places and times as to permit an investigation to be carried out by the administration. The licensed employee should sign the written suspected offense report. However, an unsigned form will be processed in the same manner as a signed form.

The person reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A

failure by the licensed professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

The incident will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported suspected offense or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who is the target of the suspected offense at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

See the Forms (English/Spanish) in this document and on the District Website or Google Drive

Speak UP! –Students can call or text (575) 267-6133 to report bullying anonymously. Refer students to www.hatchschools.net for more information.



Hatch Valley Public Schools

PO Box 790 Hatch, NM 87937 Ph. (575) 267-8200 • Fax (575) 267-8202 www.hatchschools.net

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

(To be filed with the school administrator, the administrator's supervisor, or with the Superintendent)

Additional pages may be attached if more space is needed.

Targeted Student Name: _____

Date: _____

Grade: _____

Person or Persons alleged to be harassing, bullying, or cyberbullying:

Specify the suspected offense by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, people, and places.

Date of the of the incident or offense(s): _____

Provide what you would expect as an outcome to the incident reported.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that this information is correct to the best of my knowledge.

Signature of Student/Parent/Other Person

Date Signed

Staff Member Receiving Complaint

Date Received

Signature of Investigating Administrator

Date Signed

The investigating administrator shall give one (1) copy to the Superintendent and retain one (1) copy for the file.



Escuelas Publicas del Valle de Hatch

PO Box 790 Hatch, NM 87937 Ph. (575) 267-8200 · Fax (575) 267-8202 www.hatchschools.net

PREVENCIÓN DEL ACOSO ESTUDIANTIL / BULLYING / CYBERBULLYING

(Para ser archivado con el administrador de la escuela, el supervisor del administrador o con el Superintendente)

Se pueden adjuntar páginas adicionales si se necesita más espacio.

Nombre del estudiante dirigido: _____

Fecha: _____

Grado: _____

Persona o personas presuntamente acosadoras, acosadoras o acosadoras cibernéticas:

Especifique el presunto delito señalando el problema tal como lo ve. Describa el incidente, los participantes, los antecedentes del incidente y cualquier intento que haya realizado para resolver el problema. Asegúrese de anotar fechas, horas, personas y lugares relevantes.

Fecha del incidente o ofensa (s): _____

Proporcione lo que esperaría como resultado del incidente informado

Si hay alguien que pueda proporcionar más información al respecto, indique nombre (s), dirección (es) y número (s) de teléfono.

Nombre	Dirección	Número de teléfono
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certifico que esta información es correcta según mi leal saber y entender.

Firma del estudiante / padre / otra persona Fecha de la firma

Miembro del personal que recibe la queja Fecha de recepción Fecha de la firma

Firma del administrador investigador Fecha de la firma Fecha de la firma

El administrador investigador deberá entregar una (1) copia al Superintendente y retener una (1) copia para el archivo

Field Trips

All Field Trips must support the School 90 Day Plan. Field trips must be pre-approved by your building principal. Field Trip Request Forms can be found online at www.hatchschools.net List all Staff Chaperones going on the trip under "Person(s) Requesting Field Trip." This will serve as their "Professional Leave Permission." List the 90 Day Plan Alignment under "Purpose of Trip/Curriculum Area." (i.e. to the movie theatre is not an academic field trip)

Meal Request

All district sponsored field trips require you to take a cafeteria sack lunch or breakfast. The PED will NOT reimburse the District for restaurant food so complete this section. Please designate a staff member to verify the request was received and coordinate the pickup time with your cafeteria.

Transportation Request

Indicate if a bus or other school vehicle is needed. Due to our limited buses and drivers please be certain the date has been approved by the transportation department **before** scheduling the trip. Any trip involving more than 18 people must use a bus per transportation regulations. Walking field trips are encouraged. Vehicle requests will be made in Transportation's School Dude online scheduler. School site secretaries will have access to request vehicles.

All students must have parent permission to attend the field trip. Due to the academic nature of all field trips students may not be excluded from the experience. However, if circumstances arise where a student must miss a trip **an alternative learning experience which includes similar Curriculum Standards shall be assigned.**

Cancellations

Please **notify Cafeteria and Transportation Staff ASAP** if the **trip is cancelled!**

Purchasing Procedures

Each employee of the district shall follow the purchasing policy when purchasing tangible goods or services. **All purchases must have an approved Purchase Order prior to ordering or purchasing of any supplies, tangible goods, or services.**

Any person who purposefully places an order for goods, services or construction without a duly authorized purchase order by the Superintendent or designee may be held personally liable for payment of delivered/purchased items. They also may be subject to the penalties of the NM Procurement Code.

Purchase Requisitions are to be created on Visions. Your SUPERVISOR will review Purchase Requisitions and if approved will forward to “Business Manager” for approval who in turn acquires the Superintendent’s/Designee’s Approval. IF it is a Special Programs Expenditure the requisition will be created by The Federal Programs or Special Education Director’s Office. When the purchase requisition has been approved you will receive a **PURCHASE ORDER**. At this time only can you proceed with the actual order according to the final approved purchase order. Allow 5-7 working days for the processing of a purchase requisition once received at the business office.

Per NM Statutes Chapter 13 Regarding Public Purchases and Property:

- Any single purchase request at \$20,000.00 or more must include 3 source quotes. (Any single purchase request using Federal Programs Funds over \$10,00000 must include 3 source quotes.) Any purchases of \$60,000.00 of goods or any contract for services must be conducted through the bidding process according to the New Mexico Procurement Codes in New Mexico State Statute.

Contracts

The Superintendent or Designee (with Superintendent’s direction) and School Board are the only authorized persons to sign binding contracts for Hatch Valley Public School. If an individual signs a contract for a purchase without proper authority, they may be held personally liable for any expenses incurred.

Fundraisers

All fund-raising activities must designate the purpose for the money before the fund raiser begins. All fundraisers must provide a product or a service in return for the donation. Students should not ask the community for a “hand out.”

The building principal or athletic director must approve all fund-raising activities. Any food sales must comply with the District Wellness Policy Guidelines. There is a NMAC Limit: **1 food fundraiser during school hours per semester.**

NO RAFFLES - see Business Office Administration about State Regulations prohibiting raffles.

Receipting Procedures

It is necessary that all teachers be aware of the procedures required by the New Mexico Department of Finance and Administration for any funds collected which might fall into "public monies" category. **Public monies include the following:** (1) all fee money, (2) all money collected for lost textbooks or textbook damage, (3) all monies collected for breakage of articles purchased out of fee funds, (4) all monies from fund raising activities, (5) all money collected for the sale of items made by students

Due to the volume in some schools, it may become necessary to have all monies from students receipted by the sponsor/s. Where teachers and others are assigned the responsibility of collecting money directly from students, the following will apply regarding receipting procedures:

Each day's collections will be turned in to the office DAILY by 4:00 pm. Checks may be accepted from students or parents in payment of any account, but teachers are not to use any cash collected and replace it with their own personal check. **Teachers MUST turn in all checks/monies daily.**

The money turned in must equal the total of receipts for the day! All money will be counted on the spot when being turned in. As money is turned in to the school office, the first and last receipt number should be given for the total amount collected.

The receipt numbers should be entered on the receipt form. This must be done each time you turn in money.

If, for any reason, you must VOID a receipt, do not tear either copy out. Staple together both copies (white and yellow) and leave them in place and mark them VOID. You cannot void a receipt without both copies!

Do not make refunds to anyone for any reason. If a student has paid you twice, or finds a book he paid for, please send him to the secretary with a note explaining the situation. The office will be responsible for seeing that the refund is made.

No employee shall receive any public monies which are not receipted on a pre-numbered, authorized receipt provided by the principal or his designated agent. You may obtain such a receipt book by seeing the school bookkeeper. Please do not send a student to pick up the receipt book as you must sign for the book. The receipt book must be turned in at the end of the school year.

PURCHASE REQUISITIONS/PURCHASE ORDERS

Procedure

PROCEDURE: Initiate a purchase requisition by logging into iVisions Portal.

A purchase/service **MAY NOT** be obtained without an approved Purchase Order. A Purchase Requisition is Not a Purchase Order.

- A. Purchasing & Payables
 - B. Purchasing
 - C. Control Panel
1. A purchase requisition will be assigned by the system. Enter ALL INFORMATION IE; VENDOR, DAC, PROJECT (information provided in the drop down).
 2. INTERNAL NOTES - A BRIEF EXPLANATION and regarding supplies/materials justifying why the purchase is necessary .
 3. DESCRIPTION-The product, material, services you are requesting (you may copy from the quote description); include Part Number in the appropriate field.
 4. ACCOUNT CODE: Describes how items will be charged; make sure the location code is the appropriate location code, i.e., 018000-District level purchase; 018001-RGE Purchase, etc.

Example: 11000.1000.56118.1010.018000 (supplies for instruction, regular education)
11000.2400.53330.0000.018000 (professional development Principal)
 5. The quantity, price per item/service.
 6. Shipping and taxes if applicable.
 7. Attach Quote, Prior Approval from PED if applicable, Additional Source Quotes if over \$10,000 for Federal Funds, or over \$20,000 for all other Funds.
 8. Approve requisition to submit to the next approver.

Purchase requisitions will automatically default to the next approver. Final approval from the Superintendent or Director of Finance, initiates purchase orders. Purchase orders processed will be e-mail to the originator for processing. Purchase requisitions shall be entered into iVisions five (5) to seven (7) days prior to allow ample time to process. Send the Vendor Copy of the PO and the Quote to the Vendor to place your order.

Receiving

When items are received, send a copy of the packing slip to Accounts Payable. When Invoices are received, ensure that all items have been received on the Invoice and submit a copy of the invoice and a pay confirmation to Accounts Payable. When all items on a PO have been received, mark on your final pay confirmation that the PO should be CLOSED.

School Activity Accounts

1. All School Activity Account purchases will align to GASB 84 Standards (more information on GASB 84 available at the following website: https://www.gasb.org/jsp/GASB/Document_C/DocumentPage?cid=1176168786182&acceptedDisclaimer=true) and must follow the NM State Procurement Code.
2. Enter purchase requisitions according to the above iVisions steps and in alignment with the NM Procurement Code.
3. Monitor Account Detail for current account balance.
4. Submit monthly reports to the Business Office for all expenditures and receipts for reconciliation.

Fight Song

HATCH VALLEY HIGH SCHOOL HATCH VALLEY HIGH SCHOOL

THE PRIDE OF EVERY LOYAL BEAR

COME ON YOU OLD GRADS, COME JOIN US YOUNG LADS HATCH VALLEY
HIGH SCHOOL NOW WE CHEER.

RAH RAH RAH RAH

NOW IS THE TIME BOYS TO MAKE A BIG NOISE WHOO!

NO MATTER WHAT THE PEOPLE SAY

FOR THERE IS NONE TO FEAR THE GANG IS ALL HERE,

SO HAIL TO OLD HATCH VALLEY HIGH.

B- E- A- R- S

BEARS... BEARS

GO BEARS!

Hatch Valley Public Schools | 2020-2021 CALENDAR

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					18	19

- 1 New Year's Day
- 4 Staff Data/ PD
- 5 Students Report
- 18 M.L. King Day

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				13	18

- 6-12 All staff PD
- 13 K-12 Student first day

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
					19	19

- 10 Parent/Teacher Conf.
- 12 End of Grading Period 4
- 15 Presidents' Day

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
				20	20	

- 4-7 Labor Day Holiday
- 18 End of Grading Period 1
- 30 Parent/Teacher Conf.

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					18	18

- 22-26 Spring Break

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
				20	20	

- 9 Fall Break
- 12 Columbus/Indigenous Peoples' Day
- 30 End of Grading Period 2
- 31 Halloween

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
				20	20	

- 2 Good Friday
- 4 Easter Sunday
- 5 Easter Monday/Possible Snow Day Makeup
- 9 End of Grading Period 5

NOVEMBER '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
				16	16	

- 11 Veterans Day
- 23-27 Thanksgiving Break

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				18	19

- 09 Mother's Day
- 18 Seniors' Last Day
- 21 Graduation
- 21 End of Grading Period 6
- 22-24 Finals
- 26 Student last day
- 27 Staff In-service
- 28 Extended Learning
- 31 Memorial Day

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				14	14	

- 16 End of Grading Period 3
- 17-18 Finals
- 21-31 Christmas Break

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JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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Board Approved 7/8/2020



Hatch Valley Public Schools

PO Box 790 Hatch, NM 87937 Ph. (575) 267-8200 • Fax (575) 267-8202 www.hatchschools.net

By signing below, I confirm that I have reviewed the Hatch Valley Public Schools District Staff Handbook. It is understood that I am held to these rules and procedures.

In the event that I fail to follow the rules and procedures specified in the Hatch Valley Public Schools District Staff Handbook I understand that consequences may include a verbal warning, written warning, written reprimand, suspension or termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Please print this page, sign and turn into your supervisor.