ROOTS & WINGS COMMUNITY SCHOOL

FACULTY AND STAFF HANDBOOK

**2018 - 2019 SCHOOL YEAR**

## GOVERNING COUNCIL

Michael Rael – President

Erica Lannon -- Vice President

Jenny Lewis – Secretary

Stephanie Owens – Member

Robin Mayo -- Member

# ADMINISTRATION

Mark Richert – Director

Sarah Pina – Finance Manager

#### GENERAL INFORMATION FOR INSTRUCTIONAL STAFF

#### INTRODUCTION

This Teacher/Staff Handbook has been prepared to facilitate the dissemination of information to all teachers/support staff members and patrons of the school. The Roots & Wings Community School Faculty and Staff Handbook is designed for procedural purposes. Be aware that this handbook may be amended and is not intended as a policy manual.

As all daily scenarios in an educational setting cannot be accounted for in one handbook, it is imperative that all faculty and staff use sound and reasonable judgment when questions arise. References may not always be applicable for every grade level. Remember: The safety and instruction of our students are our primary concerns.

##### **GENERAL PROFESSIONAL CONCERNS**

#### BUILDING GOVERNANCE AND AUTHORITY

The Director is the administrative officer of the school. The Director is responsible to and shall serve under the direction of the Governing Council. The Director is the chief instructional leader and administrative head of the school. The Director is responsible, in accordance with state standards, regulations, statutes and local school policies, for the organization, administration, supervision and outcomes of the school. In addition to other duties prescribed by law, the Director shall:

1. under the general supervision of the Governing Council, assume administrative responsibility and overall instructional leadership for the school, including the discipline of students and the planning, operation, supervision and evaluation of the educational program of the school;
2. recommend to the Governing Council the employment, discharge and termination of school employees in the school;
3. evaluate the performance of school employees and develop professional development plans, professional growth plans or job improvement plans to assist school employees to improve;
4. take disciplinary action against school employees;
5. develop a proposed budget for the school, with input from the Finance Manager, and submit it to the Governing Council;
6. perform other duties assigned to him/her by the Governing Council.

It is the responsibility of the Director to create a plan for continuing student growth with input from the school leadership committee. The academic program of the school is inspired by the principles and practices of Expeditionary Learning. The school is guided by best practices.

Staff input and concerns will be given credence. Input implementation, however, is weighed with the responsibility the Director has with assuring that instruction and operations, while meeting statutory and regulatory requirements, are in the best interests of students. The Director shall be responsible for all decisions made regarding the school site.

Policy and procedures require that personnel matters be dealt with by the Director; only after those efforts have been formally exhausted is the Governing Council to become involved.

**STAFF DUTIES AND SCHOOL PROCEDURES**

**Working Hours & Duties:**

1. Working hours for certified staff are from 8:45 a.m. until 4:00 p.m. unless on bus duty. Faculty and staff are primarily engaged with instruction of students during this time. Meetings with colleagues and parents are arranged in advance and should not interrupt regularly scheduled student instruction.
2. Academic reports are to be done electronically.
3. Attendance must be taken and submitted to the office by 10 am each day. The teacher and administrative assistant are responsible for the determination of the validity of a student's excuse; when in question the Director will review and make the final decision.
4. Classes commence and conclude verbally. Students should not be allowed to leave the classroom before verbal dismissal.
5. Staff calling in sick must follow the process established by the Director and are responsible for obtaining a certified substitute.
6. Teachers taking any type of leave are required to inform the Director in writing at least one weekprior to taking leave except for sick leave under emergency basis. Leave must be cleared in advance.
7. Other duties and assigned responsibilities will be faithfully executed to maintain constant supervision of students and ensure safety. Staff members are responsible for the welfare of the students and school property under their supervision. If a staff member cannot be present, he or she must arrange alternative coverage for their assigned duty. Designated paraprofessionals are required to be on duty from 8:45 a.m. until 4:00 p.m. each day school is in session. **Supervision of all** **students is everybody’s responsibility.**
8. Students should **never be left unsupervised** in a classroom. You are legally responsible for each student and the physical materials within your classroom.
9. Teachers are expected to instruct 155 days, participate in 33 non-instruction professional development days, and accompany classes on extended over-night learning expeditions.
10. Teachers and EAs are to perform bus duty on their assigned days. They are to find a replacement when they cannot meet this responsibility.

**Lesson Plans & Recordkeeping:**

1. Lesson plans of proposed materials to be covered for the day must be available on the teacher's desk Monday through Friday when school is in session.
2. Instructional planning must include Common Core Standards and benchmarks.
3. Parental contact should be constant and documented by teachers when a student is demonstrating academic or behavioral issues (either positive or negative). A list of parent phone numbers will be provided by the school secretary.
4. An accident report shall be filed on all accidents involving students or staff. Forms are available in the office.

**Classroom/School-Site Logistics and Protocol:**

1. Students need to be in the classroom as much as possible. Avoid sending students to the office if possible.
2. Exit fire plans must be posted by each room's exit.
3. Using videos that do not pertain to academic pursuits (standards and benchmarks) is not permissible. Videos should never be left as an instructional tool when you are absent. Please clear all videos you intend to show with the administration prior to showing.
4. Eye safety regulations will be in force during classes in which conditions or activities exist that are hazardous to any student’s eyes. Science labs are especially noted.
5. Each instructor will be responsible for all educational tools issued to their students. A complete account of all items must be submitted to the office prior to the instructor’s clearance at the end of the school year. Any lost materials must be reported as soon as possible and attempts to collect the cost of item(s) must be initiated immediately.
6. The student-teacher relationship should always be maintained at a professional level, separating the roles of staff and students. Staff members should not be “buddies” with students as this relationship may erode the working relationship that must be maintained to support learning.
7. The Director will foster and encourage good communication. In addressing issues, first work directly with the student. Next, you may notify the parents. Please include the Director in conversations with students or parents that do not reach favorable results. In the case of an abusive or potentially dangerous student or parent, contact the Director immediately.
8. Smoking/drinking or use of tobacco or tobacco-like products is not permitted on the school grounds.

**Travel, Purchases & Equipment (including furnishings):**

1. Do not purchase or order anything unless it has been approved by the Director and a purchase order has been processed and cleared beforehand. Follow procurement procedures as outlined by the Finance Manager. 1. Consult with colleagues and the Director of your instructional needs and plans for assurance and approval to submit a requisition 2. Submit a requisition 3. Requisition is approved per final consultation between the Director and the Finance Manager 4. The Finance Manager created a Purchase Order that must be signed by the Director prior to ordering 5. Place the order with the vendor 6. Receive and verify all items are in working order 7. Sign invoice and submit to Director for processing with the Finance Manager for vendor payment
2. You are responsible for all equipment assigned to you. You are not to move equipment or furniture without approval from the Director. An inventory form will be given to you at the beginning of the school year. All equipment, including any additional equipment received, will be properly accounted for.

**DIRECTOR'S EXPECTATIONS OF TEACHERS**

1. Be professional in appearance and demeanor.
2. Be at work on time and remain on school grounds until your contractual release time.
3. Attend all meetings in a prompt manner.
4. Remember to follow protocol and Communication Charter when dealing with problems.
5. Transmit the absentee/tardy list before 10 am daily.
6. Maintain accurate academic records.
7. Teachers should be familiar with all IEPs for students in their class and ensure that they are implemented accordingly.
8. Be stingy with hall passes.
9. Make yourself visible. Most student discipline problems happen when teachers are not visible.
10. Check nearest restrooms during each class break. Negative activity can be reduced with consistent monitoring.
11. Keep your classrooms clean, pleasant, and conducive to learning. Walls should be filled with educational materials.
12. Read and understand Governing Council policies and school site procedures.
13. Meet your deadlines. They are set because they are necessary.

**Applicant Background Investigations 205-1**

Roots and Wings Community School, hereinafter will conduct work and education investigations and personal reference inquiries on each applicant recommended for hire, including but not limited to, substitutes, volunteers, temporaries, and finalists for position vacancies. Each applicant must sign a statement which authorizes the RWCS to inspect and/or obtain copies of any arrest, fingerprint-card-supported record of information maintained by the State Department of Public Safety, including information concerning felony or misdemeanor arrests pursuant to NMSA 1978, Section 29-10-6 (A) of the New Mexico Arrest Record Information Act, NMSA 1978 and Section 22-10A-5(C): Local school boards and regional education cooperatives shall develop policies and procedures to require background checks on an applicant who has been offered employment, a contractor or a contractor's employee with unsupervised access to students at a public school and as maintained in any other state in which an applicant resides/resided. This investigation will be conducted at the candidate’s expense and is a condition of further consideration for employment.

The signed statement shall also include acknowledgements by the applicant:

1. that the person’s application reveals any and each prior felony conviction(s), and
2. that the applicant understands that RWCS may, at its discretion, make inquiries about the applicant with persons other than the persons listed as references.

Any offer of employment is contingent upon the satisfactory completion of all background investigations.

Criminal convictions shall not automatically bar an applicant from obtaining employment with the RWCS; however, pursuant to the Criminal Offense Act, NMSA 1978, Sections 28-2-4 and 28-2-5, and any other relevant state or federal law, may be the basis for refusing employment.

With regard to existing employees, RWCS may conduct equivalent background investigations if the RWCS becomes aware of facts, circumstances or conduct giving rise to a reasonable suspicion that the employee has a history that, if substantiated, may adversely affect their fitness to continue employment with RWCS.

A contractor or a contractor's employee with unsupervised access to students shall visit the 3M Cogent web portal at <https://www.cogentid.com/nm/index> NM.htm to obtain his/her federal bureau investigation record. The contractor or contractor's employee may be required to pay for the cost of obtaining a background check.

All records and related information shall be privileged and shall not be disclosed to any person(s) not directly involved in the employment decision affecting the specific applicant who has been offered employment, contractor or contractor's employee with unsupervised access to students.

The Director shall report to the New Mexico Public Education Department any known conviction of a felony or misdemeanor involving moral turpitude of a licensed school employee that results in any type of action against the licensed school employee.

#### AGENTS AND SALESMAN

Agents or salesmen may not solicit business from teachers/support staff members or students in the school building during school hours. The school does not allow or condone such solicitors whether it is for merchandise or donation. While staff are on school grounds, they are advised to ignore such solicitors so as not to reinforce such behavior. Teachers/support staff may make an appointment with a sales representative to meet outside of school hours at a time that will not in any way interfere with school work.

#### ASSIGNMENTS AND CERTIFICATION REQUIREMENTS

All licensed staff are expected to have the required licensure and endorsements for their positions. Licensed employees will normally be assigned within their licensure and endorsements. It is recognized that such assignment may change due to student enrollment, students’ needs and the needs of the school (Licensure Federal State/Mandates).

In situations where waivers are required, waivers will be requested and implemented subject to the approval and requirements of the New Mexico Public Education Department. Teachers who do not have the required endorsements will be recommended for employment provided that state waiver requirements are met as specified by the New Mexico Public Education Department. Employment and re-employment are subject to continued upkeep of proper licensing, endorsements, and proper performance of assigned duties.

All course work and endorsement requirements are the responsibility of the individual and not the responsibility of the school. Meeting waiver requirements and timelines is also the responsibility of the employee.

Within 60 days from the beginning of each school year, the school will issue a notice to parents that they may obtain information regarding the professional qualifications of their children’s teachers, instructional support providers and school Director. Additionally, the Director will provide written notice to parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject.

*Roots & Wings Community School does not discriminate on the basis of race color, national origin, sex disability or age. The Director has been designated to handle inquiries regarding the non-discrimination policies: 575-586-2076.*

**ATTENDANCE POLICY**

Student attendance in class is a necessary and a mandatory part of school regulations. If parents do not call in, a written excuse signed by the parent stating the cause and dates absent is required upon the student’s return to school. Students must present the excuse to the office.

If a written excuse is not submitted, then the child will receive an unexcused absence. A written excuse does not automatically equate to an excused absence. Excused absences will be determined by the Director.

#### ELECTRONIC EQUIPMENT

Electronic equipment is not permitted for personal student use during school hours unless the equipment is needed to meet the education needs of a student per known and written special accommodations.

School technology will be issued to students by teachers. Teachers will monitor the use of technology for instructional purposes. Students who abuse the privilege of utilizing technology for learning will lose that privilege. Parents will be notified when a student misuses or breaks school technology. The parent will be responsible for replacement or payment for the damage or loss.

Teachers/support staff who check out equipment and materials are responsible for said equipment until it is returned.

#### BOMB THREAT

If a bomb threat is called in:

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Attempt to record what the caller has said verbatim. Record the time the call came in.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him/her for this information.
3. Inform the caller that the building is occupied, and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to peculiar background noises such as motors running, background music, and any other noise that may give a clue as to the location.
5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, you should report the incident to your supervisor.
6. Since law enforcement personnel will want to talk first-hand with the person who received the call, he/she should remain available until they appear.
7. Report this information immediately to the Director.

**CARE OF SCHOOL PROPERTY**

Teachers and support staff are responsible for and are held accountable for all school property entrusted to them. Teachers and support staff are required to make good faith efforts in holding students accountable for the loss or destruction of books, materials, and other school property. In the event of destruction of books, materials, or other school property, the staff member who witnesses or has knowledge of the action should bring this matter to the attention of the Director.

Each teacher/support staff is responsible for the classroom/space that he/she uses and the behavior of the students in his/her classes/space. Teachers and support staff shall instill in the pupils a feeling of pride and ownership in their school. Students will be made to realize that the building is for their benefit. Consequently, all teachers/support staff will be held accountable for the cleanliness and the up-keep of their assigned work areas. Encourage students to pick up papers, clips and other debris at the end of the day/class period. Ask students to put chairs on top of their desks at the end of the day. At least once a week student should clean their desks. Be mindful of the hard work done by maintenance and how everyone can help.

#### CLASSROOM MATERIALS

Supplies/materials should be ordered through the Finance Manager with the approval of the Director.

When a teacher needs additional materials for the classroom, the following procedure should be used:

1. Secure all information on items to be purchased. Such information must include prices, full description of article(s), address and desired time of delivery.
2. Submit all information to the Director and Business Manager for approval. Put the items in order of preference. If any items have to be cut out, they will be taken off the bottom of the list if necessary. If you are ordering ten items, for example, place the most important item first and so on down the line to item ten.
3. Teachers need to order supplies/materials with enough time to implement their program.

**COMPLAINT/GRIEVANCE PROCEDURE**

It is the policy of the Governing Council to establish and maintain for all students and staff a working environment that provides for fair and equitable treatment. The Governing Council is committed to assuring a school and work environment appropriate for an institution of learning and which strives for the safety and welfare of all. Students, parents and employees shall have the opportunity to initiate the procedure set forth in this section for the prompt resolution of grievances or complaints of discrimination against the school. Confidentiality will be respected to the greatest extent possible. The Governing Council will investigate allegations of potentially discriminatory conduct and take corrective action when appropriate.

**Purpose of Complaint/Grievance Procedure:**

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to grievances and discrimination complaints that may arise. Employees, applicants for admission and employment, students and parents are hereby notified that the school does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the educational programs or activities it operates, and that it is required by Title VI, Title IX, and Section 504 not to discriminate in such a manner.

**Definitions**

A. Complainant - a student, parent, or employee of the school who submits a grievance or complaint alleging discriminatory action or treatment and alleging that he/she is personally and directly affected by such action or treatment.

B. Respondent - the person alleged to be responsible for the violation alleged in a grievance or complaint.

C. Grievance/Complaint - a written grievance or complaint alleging that the complainant is directly and adversely affected by any policy, procedure, or practice which discriminates based on race, color, national origin, sex, religion, or disability or that there has been a violation, misinterpretation or inequitable application of Governing Council policy or school rules which has personally impacted the complainant.

D. Day - a regular school day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

**Complaint Procedures**

A complainant may file a complaint with the Director.

If a complainant feels she or he has a complaint or has been subjected to discriminatory action or treatment, she or he is encouraged to act promptly to resolve the situation at the lowest possible level.

The Director is responsible for investigating reports of alleged complaints, grievances, discriminatory action or treatment. The school reserves the right to file a complaint itself when the seriousness of an incident warrants starting an investigation.

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure might be used during a formal procedure if it is begun. There can be no assurance of complete confidentiality, but complaints of perceived grievances or discriminatory action will be treated as sensitive information not to be shared with others except as consistent with the requirements of, the procedures herein, and generally recognized "need-to-know" principles.

The following situations are not covered by this grievance procedure and are therefore not grievable under this policy:

* 1. The discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by his or her immediate supervisor or relating to the assignment of grades or assessment of academic performance of any student by his or her instructor.
  2. Any personnel decision made by the Governing Council, including, but not limited to, a refusal to re-employ, a discharge, a demotion, or any other action directly and adversely affecting the employment of an employee; or any student disciplinary decision made pursuant to the New Mexico State Board of Education's regulation, "Rights and Responsibilities of the Public Schools and Public School Students" 6 NMAC 1.4, or local policies adopted pursuant thereto.
  3. Situations in which the administration and Governance Council are without authority to act.
  4. Situations in which the remedy for the alleged violation exclusively resides in some person, agency or authority other than the Governing Council or the Director.
  5. Situations as to which the procedure or remedy has been provided by the Governing Council.
  6. Situations as to which the procedure within the agency is prescribed by state or federal authority.
  7. Situations involving a grievance by a contractor with the agency.

A grievance may not be filed by a former employee after the effective date of termination or discharge of employment, or by a former student after the effective date of expulsion, withdrawal or disenrollment of the student from the school district.

**INFORMAL AND FORMAL STEPS**

* 1. **INFORMAL COMPLAINT OPTIONS**: Listed below are several informal ways from which to choose to deal with alleged grievances or discriminatory actions or treatment.

1. **SPEAK DIRECTLY TO THE PERSON WITH WHOM THERE IS A PROBLEM.** Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change.

2. **WRITE A LETTER TO THE PERSON WITH WHOM THERE IS A PROBLEM.** Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Make a copy of the letter for yourself and deliver the letter in person, preferably accompanied by someone else as a witness to the delivery of the letter. (This person need not know the contents of the letter). A copy may also be sent to the Director as documentation of the event, if the complaining party deems it appropriate and so desires.

3. **MEET WITH A NEUTRAL THIRD PARTY TO DISCUSS THE SITUATION:** A friend, minister, counselor, teacher, family head, administrator, supervisor, or another staff person can serve as or recommend a neutral third party. A discussion of the situation with a third party can help examine other ways to deal with the complaint. Following the discussion, a decision as to whether and how to pursue the matter can be made. In choosing a third party with whom to talk, choose someone with whom you feel comfortable and whom you feel can be trusted to listen sensitively, maintain confidentially to the greatest extent possible, and have information about the options available for resolving such problems.

4. **REQUEST A THIRD PARTY TO DISCUSS THE PROBLEM WITH THE PERSON WITH WHOM THERE IS A PROBLEM.**

5. **REQUEST MEDIATION THROUGH THE SCHOOL.**

**B. FORMAL COMPLAINT PROCEDURES:** Formal procedures for dealing with grievances or discriminatory actions or treatment require a written complaint that the student or staff member has violated written policies or regulations of the school or other governmental agencies.

***LEVEL ONE***

1. **FILE WRITTEN COMPLAINT:** A student, staff, parent or guardian files a written formal complaint, which she or he has signed, with the Director. If the Director is the person being complained against, the complaint is filed with the President of the Governing Council.

a. A description of the events in question and date of occurrence to the best of the complainant's knowledge.

b. The name(s) of the individual(s) involved.

c. The negative effects that the action or treatment have caused to the complainant related to her or his ability to be educated or to carry out job responsibilities.

d. The desired remedy.

2. **COPIES OF THE COMPLAINT ARE GIVEN TO THE RESPONDENT AND IF APPROPRIATE, TO THE PRESIDENT OF THE GOVERNING COUNCIL**. The person receiving the complaint sends a copy of the complaint by registered mail to the home address of the respondent, or delivers the complaint in person.

3. **DIRECTOR INTERVIEWS COMPLAINANT AND RESPONDENT:** As soon as practical, but within ten (10) school days, the Director will arrange a conference with both parties, either together or separately. The Director shall advise parties of their right to be accompanied by an advisor, parent or guardian. The purpose of the interview is for the Director to review the complaint with the parties and to offer the respondent the opportunity to explain her or his version of the situation.

a. If the complaint is mutually resolved, the Director shall present a written summary of the resolution to all parties involved within five (5) school days.

b. If the complaint is not satisfactorily resolved, the Director shall, within five (5) school days, recommend a solution in writing to all parties involved.

1. If the Director needs additional information, she or he may request to conduct a fact-finding investigation. The investigation shall be concluded in no more than ten (10) school days. After receiving a written report of the findings of the fact-finding investigation (with copies given to the complainant and the respondent) the Director shall, within five (5) days, recommend a solution in writing to all parties involved.
2. If the Complainant or the respondent is not satisfied with the decision made by the Director, they must notify the Governing Council, if appropriate, within ten (10) school days. A review of level one action will be conducted, and a written appeal will be started for level two.

***LEVEL TWO***

**1. FILE GOVERNING COUNCIL APPEAL REQUEST FORM.** The person appealing presents an Appeal Request form to the Director along with copies of the written complaint, the written responses, and the basis for the appeal. The appeal must be based on (a) new information and/or (b) challenge of procedures followed. These should be signed, dated and submitted within ten (10) school days of receipt of the Director's findings and recommendations.

**2. GOVERNING COUNCIL DOES NOT ACCEPT APPEAL.** The Governing Council, upon receipt of the appeal and a review of the documents, shall decide whether to review the case.

**3. GOVERNING COUNCIL BASES DECISION ON SUBMITTED DOCUMENTS OR HEARING.** Ifthe Governing Council decides to review the case, it shall decide whether to render a decision to schedule submitted documents or on the basis of a formal hearing. The Governing Council reserves the right to accept, reject or modify resolutions proposed or to increase or decrease the severity of the consequences recommended at lower levels.

If a decision is made on the basis of the submitted documents, copies of the Governing Council’s decision will be given to the complainant, the respondent, and the Director within ten (10) school days.

The Governing Council will communicate to the Director what steps are to be taken to implement the decision of the Governing Council.

1. **GOVERNANCE COUNCIL HEARING.** If a hearing is to be held, the Director will advise Governing Council members and contact those involved, and if appropriate, the complainant and the respondent and ask them to bring relevant materials to the hearing. The formal hearing will be conducted in a closed meeting unless the complainant requests otherwise. The hearing will be held within ten (10) school days of the Governing Council's determination to conduct a formal hearing. Following the hearing, copies of the Governing Council's decision will be given to both the complainant and the respondent within ten (10) school days.

**CONCLUSIONS**

In using the school's informal or formal complaint procedure, the following should be kept in mind.

1. Students, staff or parents who make complaints in good faith shall be free from retaliation, coercion, and reprisal in seeking resolution of their complaint. Furthermore, persons acting as witnesses to a complaint, in good faith, shall be free from reprisal.

2. Any time limits stipulated in the complaint procedure may be extended for a reasonable and definite period of time. Written notice of the reason for and length of the extension shall be provided to all parties before the original timeline expires.

3. Failure of a complainant to comply with any time limitation in the complaint procedure constitutes grounds for dismissal of the complaint. Dismissal shall not preclude the individual's right to pursue the complaint through other agencies.

5. Whenever possible, mediation or problem-solving meetings shall be scheduled during normal school working hours.

6. Persons who file a false or misleading complaint are subject to appropriate disciplinary action or dismissal of the complaint.

7. The Director will be responsible for informing all parties involved of the status of a procedure in a timely and sensitive way.

8. A complaint shall be filed at Level One if the remedy sought is within the authority of the Director. If it is a remedy on which the Director has no authority, it shall be filed at Level Two through the Governing Council.

9. Complaint records will remain confidential, unless permission is given by the parties involved to release such information. All written and printed matter dealing with the processing of a complaint will be filed separately from the official personnel/student file. Complaint records shall be maintained on file for three years after complaint resolution.

**COMPUTER, E-MAIL, INTERNET, AND INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDURE**

**I. Definitions**

As used herein:

A. "User" means all persons who are granted access to the school's computer resources.

B. "Computer Resources" means all computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides.

**II. No Expectation of Privacy**

*A. No expectation of privacy.* The computers and computer accounts given to Users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the school for business and/or education program purposes.

*B. Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the school to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the school may use human or automated means to monitor use of its computer resources.

**III. Prohibited Activities**

*A. Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, lewd, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensive, proselytizing or otherwise inappropriate or unlawful, or in violation of Governing Council’s policy, may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to the Director.

*B. Prohibited uses.* Without prior written permission from the Governing Council, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, receipt or distribution of inappropriate or unlawful material as defined above, participation in or accessing chat lines, chat groups or chat sites (unless directly related to the school curriculum and such access has been authorized in advance by the Director), accessing any site which displays or distributes inappropriate or unlawful material as defined above, or any use which is unauthorized or in violation of Governing Council policy.

*C. Waste of computer resources.* Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

*D. Misuse of software.* Without prior written authorization from the Director, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School workstations or servers; (4) download any software or run executable files from the Internet, e-mail, or other online service to the school's workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their supervisors.

*E. Communication trade secrets.* Unless expressly authorized by the Governing Council, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the School is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

**IV. Passwords**

*A. Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

*B. Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system.

**V**. **Security**

*A. Accessing other users' files.* Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other Users or school operational systems by unnecessarily reviewing their files and e-mail without authority.

*B. Accessing other computers and networks.* A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

*C. Computer security.* Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the school’s computers. This duty includes taking reasonable precautions to prevent intruders from accessing the school's network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses.

**VI.** **Viruses**

*Virus detection.* Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school's computers. Users should understand that their home computers and laptops may contain viruses. *All* disks transferred from these computers to the school's computers MUST be scanned for viruses.

**VII. Violation/Consequences**

*A. Students*

1. Students who violate this policy shall be subject to revocation of school system access up to and including permanent loss of privileges and discipline up to and including expulsion.

2. Disciplinary action may be appealed by parents and/or students in accordance with existing school procedures for suspension or revocation of student privileges.

1. *Staff*

1. Staff who violate this policy shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Governing Council policy, negotiated agreements and applicable law.

*C. Violations of law:* Violations of law by students or staff will be reported to law enforcement officials.

**SCHOOL INFORMATION TECHNOLOGY CODE OF CONDUCT**

Use of the school’s computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides, by students and staff of Roots & Wings Community School shall be in support of education and research that is consistent with the mission and curriculum of the school. Internet use is limited to those persons who have been approved by the school.

Use will be in accordance with the school's Acceptable Use Procedures and this Code of Conduct:

1. Keep confidential and protect all computer and Internet passwords, access codes or log on information from disclosure to others.

2. Respect the privacy of other Users. Do not use other Users' passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the User(s) to discipline, and to both civil and criminal liability.

3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating or other unlawful messages. See NMSA 1978, § 30-45­1 et seq.

4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.

5. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.

6. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs or other unauthorized use unrelated to the mission or curriculum of the school is prohibited.

7. Do not destroy, modify or abuse the hardware or software in any way.

8. Users shall report any suspected abuse, damage to equipment, or tampering with files to the Director.

9. Do not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.

10. Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by instructional staff and is limited to games which address educational goals.

11. Do not use the Internet to access chat rooms or email, with the exception of teacher/Director approved assigned lessons.

In addition to disciplinary sanctions that the school may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, the Governing Council reserves the right to remove a User's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

**CONFIDENTIALITY**

The Family Education Rights and Privacy Act (FERPA) prohibits the release of information in student records except as provided by the school’s FERPA policy. The Health Insurance Portability and Accountability Act (HIPAA) safeguards the use and disclosure of individually identifiable health information for students and staff.

#### CONFIDENTIAL LIST

Each teacher will be provided with a list of students with diagnosed medical concerns. Keep the list in an accessible place for easy reference but keep it confidential. It is also important to inform the substitute teacher of said students.

CUSTODIAN

Is responsible for:

1. Maintaining reasonable room temperature in building.
2. Checking buildings and grounds (clean/repair).
3. Checking buildings during fire drills.
4. Vacuuming rooms.
5. Cleaning and dusting all rooms.
6. Providing staff with all requests for supplies, equipment, moving of furniture, etc., and any other duties deemed necessary by the Director.
7. Working in harmony with co-workers.
8. Maintenance and repair as per request.

#### DISAGREEMENT AMONG STAFF MEMBERS

In any work environment, for different reasons—personalities, opinions, beliefs, etc.—conflict is bound to arise. Conflict resolution is highly encouraged. You are encouraged to reference and implement strategies in the school’s Communication Charter. Personal disagreement among teachers/support staff members or degradation of any teacher/support staff member in the presence of students or other teachers/support staff members is considered a very serious infraction of professional ethics. If an employee claims he/she is contacted by “someone” bringing school issues to their attention, the employee shall be asked to identify parties to seek proper resolutions. Any unfavorable criticism of an employee, administrator, or Governing Council member will not be made in the presence of students, parents or the general public. Infractions of this nature will call for a conference with the Director and may be followed by a report to the Governing Council. If a written report is submitted, personnel involved will receive a copy. Teachers and support staff members are also reminded of the right to appeal.

**DISCIPLINE**

1. Post a discipline plan outlining consequence. Go over the plan with all students attending your classes.
2. Effective classroom discipline is part of classroom management.
3. Be firm, fair and consistent when dealing with disciplinary matters.
4. Calling or notifying parents must be a step utilized by teachers. All communication shall be documented.
5. Refer to the office immediately a student who is fighting, directly insubordinate, or if they pose a danger to the safety of yourself or other students. Do not leave your classroom unattended. Send a student to the office to inform the Director of the situation or call the office using the telephone.
6. Do not send students to the office for a minor classroom infraction you should be able to handle.
7. Parent conferences are encouraged.
8. Incident referrals should be filled out thoroughly. Please exhaust all efforts for productive behavior before you proceed or consider a referral.
9. Do not physically handle a student unless you feel it is necessary to restrain that student from jeopardizing the health and safety of the other students. Corporal punishment is prohibited.
10. Follow the current adopted discipline policy.

**DISCIPLINARY ACTIONS**

Staff may be disciplined for violations of these policies. Discipline may be imposed where this process demonstrates that discriminatory actions, treatment, harassment, or retaliation for complaining has occurred. Discipline shall be commensurate with the conduct and may range from an oral warning to suspension, termination or discharge. Discipline shall be imposed in accordance with applicable school practices, policies, due process procedures or statutory requirements.

Criteria to consider when deciding upon a sanction shall include, but not be limited to, the extent to which the conduct:

● Indicated that the staff member is unqualified or unfit to carry out assigned duties;

● Affected either party's ability to perform assigned duties;

● Occurred in the presence or hearing of student(s), interfered with a student's pursuit of academic goals, and disregarded the staff’s role as an exemplar to students;

● Interfered with ability to provide an academic environment necessary for quality education;

● Disrupted routines or undermined discipline;

● Is determined by this procedure to be intentional;

● Is based upon improper personal motivation rather than professional considerations.

#### DUTY/STUDENT SUPERVISION

The safety and well-being of students is essential in establishing a productive learning environment. All staff members share in the responsibility of supervising the conduct of students. This applies to hallways, grounds, library, etc. During the school day, all staff members are responsible for the safety and well-being of all students. Assigned supervision is the responsibility of the assigned personnel. Absence from assigned duty magnifies the liability of the assigned staff member and is an insubordinate act. If a teacher/support staff member cannot perform their duty for whatever reason, i.e., meeting, emergency, etc., he/she shall make arrangements in advance with another teacher/support staff member to fill in, with the assigned staff member still being responsible for the assignment.

Teachers and support staff shall instill in the pupils a feeling of pride and ownership in their school. Students should be made to realize that the building is for their benefit. Consequently, all teachers/support staff and students are responsible for the maintenance of school property. If student safety and/or well-being is threatened, staff members are expected to take action in assuring that student safety and well-being are maintained. The full support of the Director can be depended upon in all such matters.

Bus Duty/Grounds

Teachers/staff members will be assigned to bus duty on a rotation basis. This entails the supervision of walking students to and from the bus before and after school. Teachers/support staff members on bus duty shall see that students unload and load from or on to buses in an orderly manner.

The person on bus duty shall report to school and be at their post as determined by the Director. They shall remain on duty until the bus leaves.

The responsibilities of the teacher/support staff member shall be:

* Supervise and maintain good discipline on the school grounds.
* Be especially watchful for the safety and well-being of all students.
* Document conduct that is not in the best interest of our school on an Incident/Disciplinary Report form and refer to the office.
* Follow specific instructions given by the Director as the need arises.

#### EMPLOYEE DRESS CODE

The Governing Council believes that student and community respect for school and school employees is highly important to having a successful school system. One of the factors leading to that respect is the way employees dress while on duty and thus present themselves to our students and community.

As educators, the Governing Council recognizes the importance of maintaining the proper atmosphere for effective teaching and learning and that teachers can be positive role models for students. In addition, students are constantly, if unconsciously, cued to a teacher’s expectations by the teacher’s demeanor, part of which is determined by dress and appearance. Neat and clean clothes provide a more responsible appearance in our school.

Employees are expected to dress for work in an acceptable manner. This entails (with the exception of custodial personnel, physical education and art teachers) not wearing T-shirts, sweat shirts, jogging suits, shorts, or similar fashions. Some restricted fashions may be worn for special “spirit” days declared at the school.

**Dress Requirements for Administrative and Instructional Staff**

We at Roots & Wings Community School regard dress guidelines as an essential part of our approach to education. Staff members’ attention to these guidelines is greatly appreciated. This policy shall apply to all school personnel.

Classroom staff are expected to wear attire that is neat and clean at all times. T-shirts are accepted occasionally but not as a typical mode of dress. Staff should wear attire that is appropriate for the classroom setting. No miniskirts or low cut blouses are allowed. Sweats and warm-ups are restricted to physical education activities.

Administrative/office staff are expected to wear attire that is presentable to visitors, parents and students at all times. Conservative attire should be worn at all times.

Physical Education staff must wear attire that is appropriate for physical education class. Shorts should be worn during P.E. class only.

**EVALUATIONS**

The Director shall provide a system of periodic evaluation for all employees of the school, with written reports prepared and reviewed with each employee and kept on file in the Director’s office. The plan for evaluation for all employees shall meet State regulatory or statutory requirements and shall be reviewed by the Governing Council. No evaluation shall be placed in an employee’s file without review and discussion between the employee and the Director. An employee in disagreement with the contents of the evaluation report may submit a written rebuttal to be attached to the report and kept on file. Such rebuttal must be submitted within ten (10) school days of the evaluation review.

At the beginning of the school year, all staff members shall be informed of the evaluation process and procedures to be used. All probationary teachers (first and second year teachers with the school) will be evaluated in-depth. Per state requirements, each year all teachers will be evaluated in-depth as part of the evaluation cycle. The evaluation process provides the rationale and backing for the improvement of performance. Evaluations provide the Director with the foundation for personnel decisions based on successful performance.

Documentation based on frequent observations is of utmost importance, especially in those cases requiring due process. Recommendations for reemployment are based on licensure, classroom performance, and conduct, the PED teaching competencies, attendance, and successfully carrying out the school’s programmatic intent. The interests of the students and the needs of the school are of primary concern in these recommendations.

During the year, evaluations strive for the improvement of performance. An employee (licensed or non-licensed) may be evaluated any time the Director determines deficient performance on the part of the employee.

#### FIELDWORK

Teachers planning fieldwork should discuss the plans with the Director at least two weeks in advance, so that arrangements can be made for transportation services and with parents and officials concerned. Fieldwork should be scheduled early in the school year and must not interrupt any cohort’s extended overnight learning expeditions.

Teachers need to research all costs associated with the fieldwork and present the appropriate paperwork for procurement of goods or services to the Finance Manager and Director. The teacher is responsible for obtaining all permission and medical forms and fees for student participation in fieldwork. Student behavior is the responsibility of staff on the trip.

**FIRE DRILLS**

The New Mexico Public School Code states that, "In every public and private school in New Mexico there shall be a fire drill at least once every week during the first month of each term and at least once every month thereafter”. The school will comply with this mandate.

Teachers/support staff members are responsible for posting a clearly visible evacuation chart in their room. This chart is available in the office. It is the responsibility of each teacher to explain to his/her class the procedure to be used in case of a fire drill, fire, or any emergency where evacuation of the building is necessary.

Students should walk, not run, during evacuation of the building. After the building is evacuated, everyone should remain at least fifty feet away from the building until the all-clear signal is given. Students should remain standing in an orderly and quiet manner.

Teacher/support staff members shall be responsible for seeing to it that the doors and windows of their room are closed. Teachers will be expected to properly account for their students upon completion of the evacuation. The teacher/support staff member will be the last one to leave the room. Teachers/support staff members should take their attendance books with them.

Fire drill instructions for the classrooms are listed below. Each teacher should give these instructions to all groups under his/her supervision and should have a map of the evacuation routes posted in his/her classroom.

1. Teachers should use the outside doors for evacuation routes. When the alarm sounds, the teachers should begin closing the windows. Teachers are to see that everyone is out of the classroom before closing the doors. Teachers are to be the last to leave the classrooms.
2. Once outside, class roll should be checked in order to ensure that all students are accounted for.
3. Do not allow students to stop for any purpose when the fire alarm sounds. They should move out of the building quickly and quietly, but they should not run. The first student reaching the exit door should hold it open for the other students. If the regular exit is blocked, students are to use the nearest secondary exit.
4. Escort students to a safe place away from all buildings. Students are to remain with their group and should return to class when the all-clear signal is given. At this time teachers are to instruct students to return to class.

#### For any other safety concerns please contact the Director.

#### FUND RAISING

Understandably, there is a need for classes to raise money on occasion. The Director must approve all fund-raising activities in advance of any such fund-raising activity. Money transactions must be submitted and receipted to the office daily. Any fund-raising effort for non-school activities must be carried on outside of the school.

**NARRATIVE ASSESSMENTS AND HABITS OF WORK AND LEARNING (HOWLs)**

Students in all grades will be graded pass/fail each semester. Parents will receive a narrative assessment of their child’s progress as well as a report on their HOWLs. The narrative assessments and HOWLs will reflect work done by the students from the beginning to the end of the semester.

Each semester, every student will participate in student-led conferences (SLCs). The purpose of these conferences is for the students to present their work to parents and show how the revision process has improved their understanding of subjects. Students present their portfolios to their parents while the teacher stays in the background.

If a student has not completed the required assignments due to excessive absences/truancy or because they have not completed their work, the student will receive a failing grade and arrangements must be made with the teacher to make up work if the circumstances warrant it. The failing grade may also be made up in the one-week period after school is out.

#### HALL PASSES

Restrooms and drinking fountains should be used between class periods. Any student abusing this privilege will be restricted to the classroom permanently.

It is absolutely essential for teachers to consistently adhere to the policy regarding hall passes and students leaving the classroom during class time. Only in very rare instances can a teacher justify excusing a student or students from the classroom. Excuses such as going to their lockers, getting a drink, using the phone, seeing other students or teachers in another class, going to the office for change or a pencil, etc., are not justifiable excuses. A hall pass must be provided for each student who leaves a classroom. It should rarely be necessary to excuse more than one student at a time. It is the responsibility of each faculty member to inquire about the reason for any student presence in the hallway during class time. If the student does not have a hall pass, the teacher should accompany that student to the office immediately. Students may not be sent on errands outside the school campus.

#### LENGTH OF SCHOOL DAY—STUDENTS

Roots & Wings has the following daily schedule (Monday through Friday):

K-3: 9:00 a.m.-3:30 p.m.

4-8: 9:00 a.m.-4:00 p.m.

#### LESSON PLANS/COURSE DESCRIPTIONS

Lesson plans are formal documents. They reflect instruction and the teacher who implements them. Lesson plans are highly essential for successful and effective instruction. Teachers are required to keep their lesson plans in a notebook on their desks. It is the responsibility of each teacher to have plans prepared for at least one week in advance.

Lesson/unit plans should include, but not be limited to topic, goals/objective, activities, and assessment.

Illness or other causes of absence strike suddenly; therefore, well-organized lesson plans must be readily accessible. Each teacher is required to prepare a substitute folder including an Emergency Lesson Plan, seating charts and substitute handbook. Leave it in an accessible place. Substitutes need detailed plans that include information on supervision duty you may have for the period the substitute is taking your place.

LIBRARY

The primary objective of the school’s library is to implement, enrich, and support the educational programs of the schools. The library will be used to support the curriculum, stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards. Implementing the library objectives will be the shared responsibility of teachers and support staff.

It is the responsibility of all who use the library to respect order and neatness and to leave it in the same or better condition than when it was entered. The library shall be open at 9:00 a.m. and will remain open until 4:00 p.m. and when needed by students doing reference work under the supervision of the teacher/support staff member.

LOCKING WINDOWS AND DOORS

All teachers/support staff are responsible at the end of the school day for locking doors, closing windows and turning off lights and any other electrical equipment in the rooms they are in. Teachers/support staff members are encouraged to take keys with them.

#### LOITERERS

If any teacher/support staff member sees a questionable individual(s) in the buildings and/or in a vehicle on the campus, he/she should question that person’s business on the school campus. This should be done in a polite manner. If the individual’s business is questionable, he/she must be informed that we have a closed campus and reported immediately to the Director’s office.

**MEDICATION**

Policy shall be followed in administering medication. When it becomes necessary to administer medication to a student, a prescription from a physician will be kept on file in the student’s medical record, along with a plan for administering the medication.

OBSCENE MATERIALS

Displaying material that is indecent and has the potential of being disruptive is considered obscene and is not allowed.

#### SCHOOL DELAYS/CANCELLATION

Please listen to KTAOS or watch television if weather conditions warrant it. If either Questa or Taos schools are not in session/delayed or if the bus is not running, Roots & Wings will be closed. If either is on a two-hour delay, so is Roots & Wings. If one district is closed and the other is on a two-hour delay, Roots & Wings will be closed.

KXMT/ Taos Radio Station 575-758-5968

KRQE-TV/ Channel 13 866-759-9276

KOB-TV/ Channel 4 866-494-3054

KOAT-TV/ Channel 7 800-447-7183

Early dismissals occur when emergency conditions occur such as the impending approach of unsafe driving conditions or loss of heat or water for an extended period of time. We will contact parents/guardians in such a case. Please make sure you have phone numbers of responsible persons who are home or can pick up their child in case of emergency. The school is not authorized to dismiss school early unless so directed by the Director.

POSSESSION/USE OF TOBACCO

Using any form of tobacco on campus or at school-sponsored activities is prohibited by State Law (based on Goals 2000 Federal law.) Tobacco products and related paraphernalia (lighters, matches, papers, etc.) will be confiscated and disciplinary measures will be imposed.

PROFANE AND/OR ABUSIVE LANGUAGE

Racial slurs, language that is crude, offensive, insulting, or irreverent, use of coarse words to show contempt or disrespect, and swearing will not be tolerated. Employees will be reprimanded for any of these behaviors.

**PROFESSIONAL DEVELOPMENT PLAN (PDP)**

At the beginning of each year, teachers and the Director shall devise professional development plans for the coming year, and performance evaluations shall be based in part on how well the professional development plan was carried out. Timelines and criteria for successful completion of the PDP will be reviewed and clarified as needed. The Director will be kept informed of the necessary evaluations of the PDPs and the necessary administrative action recommendations.

If a teacher’s performance evaluation indicates less than satisfactory performance and competency, the Director may require the teacher to undergo peer intervention, including mentoring, for a period the Director deems necessary. If the teacher is unable to demonstrate satisfactory performance and competency by the end of the period, the Director may recommend termination of the teacher.

REPAIR, MAINTENANCE, INSTALLATION, AND OTHER CUSTODIAL SERVICES

The custodian is directly responsible to the Director. He/she will clean, maintain and upgrade buildings and school grounds, as well as care for heating and ventilating equipment and ensure that doors, windows, and grounds gate are properly secured before leaving at the end of each school day. He/she shall also be available for special assignments.

In requesting repair, installation, or other custodial work, teachers/support staff members are to submit a work order to the Director’s office, not the custodian. The work needed might sound easy and simple to the individual teacher/support staff member, but the work being performed at the time by the custodial staff might be more important. The Director will determine the duties of the custodian and the order of importance.

If a room is dirty, and the teacher/support staff member believes that the custodian could do better, the teacher/support staff member should make a note of it and turn it in to the Director, not to the custodian. If the custodian believes a classroom is left too messy, desks vandalized, etc., he/she should report this to the Director.

**REFERRAL TO SAT (STUDENT ASSISTANCE TEAM)**

The Student Assistance Team will determine assistance needed for inappropriate behavior, especially repeated offenses, violent behavior, and substance abuse. The Student Assistance Team has broad authority to order students and parents to comply with specific recommendations, including but not limited to: student behavior contracts, weekly progress reports with parent monitoring of school performance and homework completion, parent visitations with their students at school, family counseling, in- or outpatient treatment for students, alternative placements for students, and other recommendations.

RESPONSIBILITIES AND DUTIES OF TEACHERS AND INSTRUCTIONAL STAFF

* + Make home visitations when it is deemed necessary and upon discussion with and/or approval from the Director.

The teacher is responsible for meeting all State Teacher Competencies and carrying out the programmatic intent of the Educational Plan for Student Success.

Teachers are required to:

* Enforce and abide by all laws, regulations and policies applicable to the school.
* If instructing, teach the course of instruction and use instructional materials prescribed.
* Exercise supervision over students on property belonging to the school while the students are under control of the school.
* Furnish reports to the Director as may be required.

Obligation to Students, Parents, and Members of the School:

* + Reveal information only in compliance with law.
  + Provide conference time at school for parents and/or students.
  + Record only verifiable information on the student’s cumulative record.

Obligation to Staff:

* All certified staff shall adhere to reasonable patterns of behavior acceptable by the community for members of the education profession.
* Solicit understanding and cooperation in improving the educational program.
* Use regular channels of communication and responsibility.

Instructional Duties:

* Provide an environment conducive to learning.
* Prepare and deliver an instructional program to students that is adequate and measurable by outcomes.
* Maintain student academic records to reflect student status at all times.

Obligation to Care for School Property:

* Accountable for all school property entrusted to them.
* Hold students accountable for the loss or destruction of books, materials, electronics, and other school property.
* Aid the school in seeking student restitution for loss or damage to school property.
* Submit a list of students, the books/material loss/damages, and the amount of money to be reimbursed to the school.
* Responsibility for the classroom/space that he/she uses.
* Responsibility for the maintenance of assigned school property.
* Reporting all student infractions of damage to school.
* Accountability for the cleanliness and upkeep of assigned work areas.

ROBBERY/THEFT

Theft is the taking of another person’s property through means of force or fear; unauthorized possession and/or sale of another person’s property without consent of the owner. Robbery/theft is a Level Three violation and will be dealt with through the Matrix.

#### SCHOOL CALENDAR AND ACTIVITIES

A school calendar listing the dates and times of school, days off, professional development days, holidays, and student activities is kept in the Director’s office. This calendar is available to all teachers and parents either at the school or online.

OFFICE MANAGER/SECRETARIAL PERSONNEL

The secretary shall perform his/her duties with dispatch and accuracy. He/she shall be courteous, just and professional in all his/her relations with administrators, office personnel, pupils, teachers, and visitors to the school office. The secretary should make the office a congenial and welcome place without allowing it to become a social center. The secretary should practice the qualities that promote good human relations, cheerfulness, honesty, tact, understanding, patience, and good judgment.

The secretary is responsible for:

1. Limited financial record-keeping – collect, record, and give receipts.
2. Recording and reporting staff absences and requests for leave.
3. Calling substitute teachers when prior notice is given.
4. Keeping student absentee records and administrative reports on computer.
5. Typing memos and communicating with parents on a regular basis.
6. Assisting the Director and other administrative staff as needed.

SPECIAL EDUCATION DIRECTOR

The Special Education Director is responsible for the following:

1. Communicating accurately and effectively.

2. Improving the program of the school.

3. Working cooperatively with school regulations.

4. Ensuring that all students with disabilities in Roots & Wings Community School are provided a free and appropriate public education through the provision of instructional programs and related service.

5. Coordinating staff development opportunities to enable staff to better serve the needs of special education students.

6. Procedures to govern the evaluation of students referred for Special Education Services.

7. Policies and procedures to govern the delivery of special education and related services, including staff assignment.

8. Planning for and managing the resources for which he/she is responsible.

9. Promoting an environment/climate conducive to productive performance.

#### STAFF ABSENCE FROM CLASSROOM

Under no circumstance shall a teacher/support staff leave students unsupervised in the classroom. No classes will be left unattended.

**STUDENT REMEDIATION PROCEDURES**

Student achievement is a primary concern for all staff. New Mexico State Statutes have outlined procedures for schools to follow when students are failing or in danger of failing. The following are guidelines/procedures to be followed once students are identified as failing or in danger of failing. We can no longer fail students without providing opportunities for remediation.

1. Staff members are responsible for providing learning opportunities for all students to succeed. Re-teaching, lesson modifications, peer tutoring, calling parents, etc., are only a few of many interventions that can be used to help students. Please document the interventions you have tried prior to moving on to the next step.
2. Certified staff are responsible for reporting students who are experiencing academic difficulty. Reporting to the Director must be done immediately.
3. Once a student has been identified as a failing student, a S.A.T. meeting will be scheduled with the parent, student, teacher, and Director to propose an action plan outlining teaching strategies to help the student.
4. The teacher will be responsible for monitoring the progress of the student on a weekly basis by creating a portfolio for each failing student. The portfolio will list interventions used and results thereof.
5. Should no improvement take place, additional meetings with the parent and student will be scheduled.

**TARDY POLICY**

Both staff and students are required to be in the classroom on time. Please do not arrive late to your classes. It is important that you model positive behavior. Students who arrive late to school will be required to get a tardy pass from the office only during first period.

Tardiness is unacceptable and warrants disciplinary actions. Teachers will address the first three tardies as deemed necessary. Students who are late to class ten or more minutes are considered truant. Five (5) unexcused tardies will be counted as one unexcused absence.

**TEACHER COMPETENCIES**

**New Mexico Teacher Competencies for Licensure Levels I, II, and III Assessment Criteria**

*New Mexico is one of the most diverse states in the nation, and this diversity is reflected in the strengths and needs of New Mexico’s students. The ability of a highly qualified teacher to address the learning needs of all New Mexico’s students, including those students who learn differently as a result of disability, culture, language, or socioeconomic status, forms the framework for the New Mexico Teacher Competencies for Licensure.*

**TEAMWORK**

"Culture does not change because we desire to change it. Culture changes when the

organization is transformed; the culture reflects the realities of people working together

every day."

— Frances Hesselbein

*The Key to Cultural Transformation, Leader to Leader (Spring 1999)*

#### TEACHER/SUPPORT STAFF MEETINGS

Due to the unique school setting at Roots & Wings, teachers fill multiple roles throughout very full days. Informational-type “staff meetings” are conducted via weekly email communications and daily verbal conversations. For this reason, the school schedules regular full-day professional development, school leadership team, and staff meeting days throughout the school-year (33 days during 2018 – 2019). All school-level meetings are mandatory, unless excused by the Director. Habitual absences will be dealt with administratively.

#### TEACHER/SUPPORT STAFF ABSENCE LEAVE REQUESTS

Staff absences affect the students and other staff members and have a monetary cost to the school. Teachers/support staff who find it necessary to be absent from school should inform the office by 4:00 p.m. the day previous to the absence if possible. In emergency situations, teacher/support staff should call the Director or Secretary by 6:30 a.m. and no later than 7:00 a.m. the day they are going to be absent.

When a teacher/support staff is out on a certain day, said teacher/support staff must call the Director before 3:00 p.m. and notify the Director if he or she is coming to school the following day. This is very important because the substitute teacher (if applicable) must be advised as to whether he or she will be needed the following day. If the teacher/support staff does not call, it will be understood that he or she is not coming the following day and the substitute teacher will be asked to return.

In cases of prolonged absences or disability, the teacher/support staff must submit to the Director for his/her approval a written Request for Leave specifying the probable date of return. A physician’s statement regarding the nature of the illness may be required for any absence exceeding three consecutive days due to illness.

**TELEPHONES AND OTHER ELECTRONIC DEVICES**

Classroom phones, including office phones, are used for business and emergencies only. Students will not be allowed to use the phone. Students need to bring books, equipment, permission slips, money, etc. with them in the morning. **Parents should not be calling** **during instructional times unless it is an emergency.** Students will not be allowed to use cell phones at school. Teachers should not use their personal cell phones during instructional time.

**Electronics:**

1. Teachers will record the student's name, electronic device, and condition on a checkout and check-in form. Have all students sign for the item being checked out.
2. All damaged/lost items shall be reported to the Director prior to students withdrawing from school and at the end of the year.
3. Inventories shall be submitted to the Director at the end of each school year.

**THE ROOTS & WINGS WAY**

Roots & Wings Community School is an expeditionary learning-style school that also provides outdoor programs to all grades, K-8.  Both programs are intended to teach students self-reliance. Our school creates classroom and outside opportunities so that each student can follow their natural passions. We also give students opportunities to develop the curiosity, skills, knowledge, and courage needed to imagine a better world and work toward realizing it.  Learning is accomplished through academic, cross-disciplinary learning expeditions, other active forms of teaching and learning, and a challenging and supportive school culture. Learning expeditions inspire and develop the academic skills necessary to make sense of the academic and adult world.

**TIME ON TASK**

To maximize time on task and to emphasize that instructional time is crucial, all activities during the school day not directly related to classroom instruction will be curtailed. This includes phone use and running personal errands during work hours. Minimizing non-classroom related activity will allow students and staff to concentrate on their areas of responsibility. Distractions and disruptions to the normal routine diminish the students’ time on task. Safeguarding this determinant of student success is crucial.

**TRESPASSING ON SCHOOL GROUNDS**

**School Property/Trespassing**

No unauthorized person or group shall be granted access to the school grounds outside of school hours. The school properties will be locked during these hours (5pm to 8am), except for school related events. The Director can waive this requirement at the request of the public or school personnel.

Trespassing includes entering or being on school grounds or in a school building without authorization. Being in a portion of a school building that is off-limits to students—custodial storage rooms, mechanical rooms, kitchen, teachers’ offices, teachers’ desks, etc.—is considered trespassing.

#### USE OF PHOTOCOPIERS

#### The copying machine can be an important instructional tool, but *excessive use of copied materials can detract from instruction.*

Copying should be done by teachers/support staff in advance when their class is not in session. Students are not to be sent to copy materials. Also, do not send copy work to the office to be done by office personnel.

#### VIDEOS/MOVIES

Instructional materials/videos that contain use of profane language, nudity, and/or offensive material are prohibited from use unless the instructor has obtained permission from the Director justifying its use and has also secured parental permission.

**WORKING HOURS**

Roots & Wings Community School is a closed campus during each and every school day—no one is allowed to leave the campus during school hours unless permission is obtained from the Director and they have signed out.

The workday is 7.25 hours. Teachers/support staff are expected to be at their respective classrooms/work stations before the first class begins unless duty has been assigned prior to that time. Teachers are expected to remain at the school premises until 4:00 p.m. unless duty has been assigned after that time. Should a teacher/support staff member have to leave early or leave the building, permission must be obtained from the Director. Due to the nature of our profession, at times special meetings are called and/or special assignments are made in addition to our regular school hours. Events such as these are to be considered as part of a teacher’s/support staff member’s work requirements.

**STUDENT SAFETY AND WELL-BEING**

**ATTENDANCE**

|  |
| --- |
| Roots & Wings Community School Policy |
| **ATTENDANCE**  Students cannot learn the presented curriculum if they are not in school, and make-up work is a poor substitute for the oral information and explanation students miss when they are not in class.  There is a direct relationship between regular attendance and good grades. Except under extenuating circumstances, students are expected to be in class each and every day.  Attendance will be taken and reported to the office within the first 10 minutes of each class.  **ABSENCES:**  Limit 10 Absences per semester.  **Determination of which category an absence falls into is the responsibility of the Director** and will be entered into the computer database.   1. **Excused Absences –** An excused absence is the missing of any class for reasons such as illness, family emergencies, religious activities, or doctor appointments that cannot be made outside of school hours. ALL absences must be excused in writing or by telephone by the student’s parent/guardian for illnesses which do not require medical attention, death in the immediate family, or extenuating circumstances approved PRIOR to the absence. Students returning from a doctor’s appointment, court appointment, religious commitment, or diagnostic testing must have a written excuse from the doctor/dentist, pastor, or a legal authority in relation to the circumstance. **The excuse must be received within 48 hours of the absence or the absence will be unexcused.** Regardless of what reason is used for an absence, a maximum of ten (10) days per semester will be allowed. Excused absence designation only allows the student the opportunity to make up missed work without penalty. 2. **Unexcused Absences** – An unexcused absence is any absence not meeting the above descriptions, i.e., suspensions and truancies.   **Suspensions –** A suspension is the removal of a student from classes, the school grounds, and any school function for disciplinary reasons. Suspensions may be short or long term (see Matrix).  **Truancies** – A truancy is any absence that was not approved by the parent/guardian and/or Director. Truancies are referred to the Director for disciplinary action.  **PROCEDURES**:   1. The following actions will be taken to ensure parents/guardians are aware of the absenteeism and the school policies:  * On the third (3rd) absence in one or more class, a letter will be mailed to the parent/guardian explaining the Compulsory Attendance Statute. * On the fifth (5th) absence in one or more class, a conference will be held with the parent/guardian, teacher, and Director to discuss the student’s situation and possible solutions. If parents do not or cannot attend this conference, a truancy office will provide a home visit for support/intervention. * On the eighth (8th) absence in one or more classes, a certified letter will be mailed to the parent/guardian explaining the Compulsory Attendance Statute and the school’s Loss of Credit due to Attendance Policy. The parent/guardian and student will be required to attend a conference with the Director. A referral will also be sent to the Juvenile Probation Office for a violation of the Mandatory Attendance Act. If parents do not or cannot attend this conference, the truancy office will provide a home visit for support/intervention. * On the tenth (10th) absence in one or more class, a certified letter will be mailed to the parent/guardian serving as a final notice to the parent/guardian and the student that the student will fail these course(s) for the semester if all work and time are not satisfactorily made up through arrangements approved by the school (see Appeals). Further action will be taken as per recommendation of the Juvenile Probation Office for a violation of the Mandatory Attendance Act.  1. An incomplete will be given for the semester when a student has accumulated more than ten (10) absences in a class, for whatever reason (excluding co- or extra-curricular activities). Any such “incomplete” still existing at the end of the current semester will result in an “F” being recorded for that semester.   **APPEALS**  Incompletes may be appealed to the teacher that administered the incomplete.   1. Student must appeal in writing to the teacher. After reviewing the appeal, the teacher and Director will determine if make-up work is allowed or if a meeting with the student and parent is necessary before a decision can be made. Parents/Guardians will be allowed to write appeals for students in grades K-8. 2. A record of the decision will be placed in the student’s working file.   **MAKE-UP WORK:**   * 1. It is THE RESPONSIBILITY OF THE STUDENT (or parent/guardian) to get from their teachers all class work missed because of an absence or a suspension, and it is THE STUDENT’S RESPONSIBILITY to properly complete all work and give it to their teacher on time.  The student will be allowed time to turn in the make-up work equal to the time he/she was absent, with the exception of days attributed to suspension or truancy.  (For example, a student who is absent for a week has a week’s worth of seven periods to make up the work. Any work that was due on the first day of the absence should be turned in on the first day of return, but if a student misses five days of work, he/she is allowed five days to make it up.)   2. Failure to turn in make-up work will result in the student receiving a lower grade for the class.   3. **SUSPENSIONS:** Students suspended from class are afforded the opportunity to complete their missed assignments during the time of the suspension because they are an important part of the learning process.   4. **TRUANCY**: Students truant from school are afforded the opportunity to complete their assignments in the same time frame of the absences because they are an important part of the learning process, but no credit will be given.   Under the new truancy law (HB106), a student with five unexcused absences within 20 days will be considered a truant. The law defines a habitual truant as a student with 10 or more unexcused absences in a school year. **Habitual truants can lose their driving privileges for 90 days, and for up to a year for subsequent infractions, and**  **parents may be subject to fines and/or imprisonment.** TARDIES: All students will report to school and all classes on time.  **K-3**: A student is considered tardy to class if she/he enters the classroom more than four (4) minutes after class begins.  **4-8**: A student is considered tardy to class if he/she is not in his or her assigned seat when class begins. Tardy students will report directly to their teachers, as the classroom teachers manage tardies.  All tardies are considered unexcused unless excused by a member of the staff.  Students should get materials necessary for all morning classes before 9:00 a.m. and obtain materials for afternoon classes during lunch time.  Students with tardy problems will be referred to the Director for disciplinary action in accordance with the following school policies:   1. First Unexcused Tardy – Teacher conference (must be documented). 2. Second Unexcused Tardy – Teacher conference and parent notification by teacher (must be documented). 3. Third Unexcused Tardy – Referral to Director, parental contact by letter or phone, student will be required to do one (1) in-school restitution. 4. Fourth Unexcused Tardy – Referral to Director, parent conference, and student will be required to do two (2) in-school restitutions. 5. Fifth and Subsequent Unexcused Tardy – A fifth unexcused tardy will count as an unexcused absence. Each subsequent tardy will count as an unexcused absence and will be reported to the authorities. |

#### DISCIPLINARY PROCEDURES

See the Matrix for information on the Disciplinary Procedures for Students.

#### LEAVING CAMPUS

All students leaving campus for any reason ***must check out with the office.*** Parents/Guardians are encouraged to make doctor, dental and other appointments after school. The office must speak to the student’s parent/guardian before the student may leave school. A note is not sufficient to dismiss the student from the school. Teachers may only excuse students leaving with parents or permission from parents, if a written pass from the office has been issued. In the event that a parent or other adult comes to school to check out a student, the office must check the student’s records to determine if, in fact, that person is allowed to check out the student. Excused absences will not be granted to run errands or take care of family business, etc.

STUDENT LEADERSHIP COMMITTEE (SLC)

The purpose of this committee is to help guide the leadership of Roots & Wings Community School. The committee shall meet at least twice per year and will consist of one parent from each grade level and one teacher, with the Director serving as Chairperson. Conference logs shall be maintained and reported after each SLC.

RESPONSIBILITIES OF STUDENTS

While entitled to a free and appropriate education, students are also under the obligation to maintain order and the decorum necessary for that education. The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school community, until and unless the rules are changed through lawful processes. Any disruption of the educational process is unacceptable behavior. A student will not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, subterfuge, or any other conduct, intentionally cause or attempt to cause the substantial and material disruption of any lawful mission, process, or function of the school. Students will not urge other students to engage in such conduct or intentionally act in any manner that interferes with an instructor’s ability to conduct a class in an orderly and effective manner.

#### STUDENT ILLNESS OR ACCIDENT

The school shall have on record a signed statement from parents as to the disposition of their child in cases of emergency illness or accident.

Minor injuries may be treated by any responsible person in the school. First-aid materials are available in the office. Students should not be sent to the office for minor injuries.

In case of major illness or accident, the student should be kept quiet and at rest in the Director’s office. If a fracture is suspected, the student should not be moved. One person will be designated to give necessary care according to his/her best judgment and remain with the student until the parent assumes care.

Major illnesses and accidents are to be reported to the parents immediately if possible. If the parents are not available, the Director or designate has the responsibility of seeing that the student gets home, to the medical clinic, or to the doctor or hospital. In the case of an accident, the teacher/support staff member on duty is responsible for completing an accident report. Once completed, accident report forms should be sent to the office. In the event of a serious accident, a Summary of Accident may be required. Also, the following should be notified: Director, parents, and ambulance (if needed).

An accident report shall be filed by the teacher/support staff member in charge of any class, activity or place where the accident occurs, no matter how minor it may seem.

SUMMONS OF STUDENTS

Any student may be summoned to the office at the request of the Director. Methods used will be through written or personal requests by the Director. Students summoned are not to disturb any class or other students on their way to or from the office; they are to report straight to the designated place. Teachers should carefully check the time as a summons may be timed for a student to appear later in the day.

STUDENTS – ACADEMICS/ACTIVITIES

PROMOTION/NON-PROMOTION – GENERAL PROCEDURES

Teachers shall be responsible for documentation of non-promotion to the next grade. Proper documentation for non-promotion with timely notification to students and parents/guardians is necessary for the students and parents/guardians to have the opportunity to remediate before non-promotion takes place. *Once notification and the opportunity have been extended, it is then the responsibility of the student and parents/guardians to initiate and implement corrective action.*

1. The teacher will immediately notify parents of students in danger of failing. The teacher will notify the parents/guardians of the student’s progress or lack of progress and will confer with them. (Teachers and parents will discuss intervention suggestions/strategies. Teachers are expected to maintain documentation of parental phone contacts.)
2. Based upon documented student/parent/teacher conference strategies/interventions, Progress Report/Deficiency Notices, or Narrative Assessments, the teacher will notify the student/parent/guardians and Director that an SAT team meeting needs to be scheduled to avoid loss of credit in a core subject. (The teacher shall record recommendations.)
3. It shall be the responsibility of the Director to notify the student and parent/guardian by certified mail of the student’s status and the forthcoming Student Assistance Team (SAT) meeting. The parents will also be notified that the SAT will convene for the purpose of making recommendations and/or agreements to avoid non-promotion.
4. By the end of the second grading period, the teacher and Director along with the SAT Team shall inform the parents by certified mail of the impending non-promotion and the school’s intentions to meet with the student and their parent/guardian to develop an Academic Improvement Plan for the student. Eighth grade students must demonstrate that they are performing at grade-level. If student(s) do not pass the grade, they will be required to attend summer school/extended school year for remediation. Upon successful completion of this summer school/extended school year program, student(s) will be recommended for advancement to the next grade level. If the student chooses not to attend the recommended summer school/extended school year for remediation, he/she will not be promoted to the next grade. If the student and his or her parent/guardian do not agree with the recommendation for non-promotion, the student and the parent/guardian will be asked to sign a waiver of responsibility for further failure on behalf of the student to overcome his/her academic deficiencies in not making adequate yearly progress.
5. If the last Progress Report/Deficiency Notice indicates the student should not be promoted, the teacher will notify the Director. The SAT will reconvene to assess the student’s progress in meeting the goals set forth in his/her Academic Improvement Plan, and recommend and determine what extended school remediation may be required*.*
6. Under the authority and consent of the Director, the Student Assistance Team shall make specific recommendations, including but not limited to student behavior contract, weekly progress reports with parental monitoring of student performance and homework completion, parental visitations with their student at school, family counseling, in- or out-patient treatment for students, alternative placements for student, and other recommendations.
7. The Director records the recommendations from the SAT, and if the parent/guardian does not attend, informs the parent/guardian of the recommendations and the resulting retention if no agreement is reached.
8. It is the responsibility of the student and parent/guardian to enter into an agreement with the teacher(s) for a method to avoid non-promotion and loss of credit. The student and his or her parent/guardian must request an agreement with the teacher as soon as they become aware of the potential non-promotion and loss of credit. This may be done at the SAT or following the notification of the SAT’s recommendations.
9. SAT files the agreement or lack of agreement with the Director. The Director mails a copy of the agreement or notification of lack of agreement to the parent.
10. Lack of agreement being reached or violation of the terms of the agreement will result in the permanent LOSS of credit in the subject(s) for the semester with a grade of “No Pass” recorded for the semester. Non-promotion may result from this action.

The following components of House Bill 212 (Section 22-1-1 NMSA 1978) must be incorporated into your promotion/non-retention procedures:

A. At the end of grades one through seven, three options are available, dependent on the student’s adequate yearly progress:

1. the student has made adequate yearly progress and shall enter the next higher grade;

2. the student has not made adequate yearly progress and shall participate in the required level of remediation; or

1. the student has not made adequate yearly progress upon completion of the prescribed remediation program and upon the recommendation of the teacher and Director shall either be:

(i) retained in the same grade for no more than one school year with an academic improvement plan developed by the Student Assistance Team in order to meet adequate yearly progress, at which time the student shall enter the next higher grade; or

(ii) promoted to the next grade if the parent refuses to allow the child to be held back. In this case, the parent shall sign a waiver indicating his/her desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan must be developed by the Student Assistance Team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to make adequate yearly progress at the end of that year shall be retained in the same grade for no more than one year in order to have additional time to master the required content standards.

B. At the end of the eighth grade, a student who fails to make adequate yearly progress shall be retained in the eighth grade for no more than one school year to make adequate yearly progress. If a student is retained in the eighth grade, the Student Assistance Team shall develop a specific academic improvement plan that clearly delineates the student’s academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

C. Promotion and retention decisions affecting a student enrolled in special education shall be made in accordance with the provisions of the individual educational plan established for that student.

D. The following definitions apply to the school’s promotion/non-promotion policy and procedures:

“Academic improvement plan” means a written document developed by the Student Assistance Team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended day or week school, and tutoring.

“Educational plan for student success” means a student-centered tool developed to define the role of the academic improvement plan within the school that addresses methods to improve a student’s learning and success in school and that identifies specific measures of a student’s progress.

“Student Assistance Team” means a group consisting of a student’s (1) teacher, (2) Director, and (3) parent/guardian.

#### PROGRESS REPORTS/DEFICIENCY NOTICE

Teachers (at all grade levels) are to provide parents/guardians Narrative Assessments/Habits of Work and Learning Reports once per semester and be in constant communication with parents throughout the year.

The parents of students should be consulted often, and they should be notified at once if the student is not progressing on an age appropriate basis. Teachers should be available to have conferences with parents as needed during preparation periods and after school.

Teachers shall contact parents whenever students in their classes are doing poor work. If a student is failing in more than one area of school, the Director, teacher, and parent(s) shall meet to address student’s deficiencies. Teachers should be available to have conferences with parents/guardians as needed.

SAT meeting documentation shall be filed in the Director’s office in the student’s cumulative file. A written plan of action should be on file in each of the student’s teacher’s plan or grade books.

If there are any students who are candidates for non-promotion, inform the Director in written form so the parents/guardians can be notified by a certified letter.

#### REFERRALS FOR SPECIAL SERVICES

The teacher should make every effort to assist students before making referrals for discipline, counseling, and special education services. The teacher should provide the following information to the Director:

* Documentation of incidents on “Incident/Disciplinary Report” form
* Documentation of classroom observation(s)
* Teacher records of behavior in the classroom, grounds, etc.
* Teacher records of intervention strategies and outcomes, including timelines

If necessary, the Director will make referrals to outside agencies: Children, Youth and Families, Human Services, Juvenile Probation Office, Police Department, etc.

#### NARRATIVE ASSESSMENTS, HABITS OF WORK AND LEARNING REPORTS, AND SEMESTER GRADES

Roots & Wings Community School does not record A/B/C/D/F grades. Instead, at the end of each grading period, parents will receive a Narrative Assessment/HOWLs Report containing each subject, number of times absent, and other relevant information concerning academic and behavioral progress.

Each student will maintain a portfolio of work.

#### STAFF FOR SPECIAL EDUCATION STUDENTS

The special education teacher is the case manager for students assigned. The regular education teacher with the assistance of the case manager is to modify the regular educational program to accommodate the special education student’s Individual Educational Plan. The case manager is required to assure that every special education student has an Individual Educational Plan (IEP) (regardless of the student’s special education need) and if necessary a Behavior Management Plan on file. The special education teacher and regular education teacher(s) are required to meet special education students’ needs. Logs are kept by the special education teacher to document this staffing.

In the required staffing of student needs, it is the special education teacher’s responsibility to go over each student’s required behavior management plan. Once an IEP team identifies the goals and objectives to address the behavioral needs that impact the student’s learning, a behavior management plan must be developed. The goals state the desired behavior; the objectives state the incremental behaviors leading to the ultimate goal. The behavior management plan shows how educators will acknowledge and reward appropriate behavior and how inappropriate behavior will be dealt with.

Whenever there is an IEP meeting, the special education teacher, as case manager, is required to notify the regular education teacher; the regular education teacher is required to attend the IEP. The regular education teacher is required to implement the IEP specifications in his/her instruction. The regular education teacher, with the assistance of the case manager, will modify the regular educational program to accommodate the special education student’s Individual Educational Plans. The regular education teacher has the legal obligation to implement the IEP for any special education student in his/her classroom. It is the responsibility of all staff to provide a free and appropriate education in the least restrictive environment for all of our students. Our goal is full inclusion.

**Special Education Goals and Objectives:** Address current goals (are you continuing the goals, have they been mastered). Progress is measured within the IEP year, not the school year. Propose new goals, and be sure every goal contains standards and benchmarks with how mastery will be evaluated. Keep in mind that goals written before the meeting are only drafts and need to be discussed with the team. The goals and objectives must be completed and submitted to the Director before the meeting. You will need a goal for every domain area in which a student receives services.

**Services:** Again, while subject to change in the course of a meeting, you must indicate (in draft form) the level of service and specific services you expect the student to receive.

**Present Levels:** Present levels should include current grades from general education classes, any teacher reports received before the meeting, and any relevant behavior reports.

**Modifications:** You will be deciding on modifications and accommodations as a team. This will ensure that the modifications are a team effort and that **at least** one general education teacher has input on the modifications.

All other boxes in the IEP packet must be checked appropriately. Pay special attention to testing modifications, discipline, and the LRE setting with justification completed.

**FINALLY, WE WANT TO REMIND YOU OF THE NEED FOR CONFIDENTIALITY. PLEASE BE VERY CAREFUL WHERE AND WHEN YOU DISCUSS A STUDENT. ETHICALLY WE ARE NOT TO SPEAK OF THE STUDENT IN FRONT OF THEM OR OTHER STUDENTS.**

**STUDENT DISCIPLINARY CODE**

The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline.

Depriving students of a free and appropriate education requires that correct procedures be adhered to. Administrators are to maintain correct procedures within their discretionary authority. The Director is responsible for maintaining and facilitating the educational program by ensuring an orderly and safe environment in the public schools. The Director is the administrative officer of the school. The Director is responsible, in accordance with state standards, regulations and statues and local school policies, for the organization, administration, supervision and outcomes of the school.

The Director’s discretionary authority shall establish the consequence for any violation on a case-by-case basis. Each consequence will depend on the severity of the violation and whether the violation is a first offense or a repeated act (see Matrix). Repeated offenses will receive increasingly more severe consequences. The administrative response to the unacceptable behavior may vary.

TYPES OF INFORMATION ABOUT STUDENTS

1. Accurate information about home and family background must be kept up to date in the cumulative record by the office.
2. Accurate information in regard to physical and medical status should be secured and recorded by the office.
3. Scholastic progress and test information will be made available by the Director.
4. Personal and social development information will be secured and recorded by the Director. Examples:
   1. Special talents and interests, musical, artistic, etc.
   2. Special achievement
   3. Evidence of vocational aptitudes
   4. Use of leisure, school activities and similar items.

#### WITHDRAWAL AND/OR TRANSFER

Students must check out officially through the office to clear records for release to another school, the military, etc. **All money owed must be paid, all materials must be returned.**

**ROOTS & WINGS COMMUNITY SCHOOL**

**35 Lama Road**

**Questa, NM 87556**

**575-586-2076**

3 Day Absentee Notification

Date: \_\_\_\_\_\_\_\_\_\_

To the Parent(s) / Guardian(s) of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) / Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_

Dear Parent(s)? Guardian(s);

This letter is to inform you that your child may be in violation of the New Mexico School Attendance Law. According to this law, any parent or guardian NOT Ensuring their child is attending school may be guilty of violating the same law.

Our school attendance records indicate that as of today, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unexcused absences from school.

Please refer to the attached attendance report to view the documented unexcused absences from school. This serves as notification.

To impact the importance of school, your child has been referred to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is an opportunity to provide support and resources for you and your child.

Please contact the Director at your child’s school upon receipt of this letter.

Sincerely,

**ROOTS & WINGS COMMUNITY SCHOOL**

**35 Lama Road**

**Questa, NM 87556**

**575-586-2076**

5 Day Absentee Notification

Date: \_\_\_\_\_\_\_\_\_\_

To the Parent(s) / Guardian(s) of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) / Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_

Dear Parent(s)/Guardian(s);

This letter is to inform you that your child may be in violation of the New Mexico School Attendance Law, NMSA Section 22-12-1 et. Seq. According to this law, any parent or guardian NOT ensuring their child is attending school may be guilty of violating the same law.

Our school attendance records indicate that as of today, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unexcused absences from school.

Please refer to the attached attendance report to view the documented unexcused absences from school. This serves as notification. In order to prevent a referral to the Children, Youth and Families Department (Child Protective Services Division and/or the Juvenile Justice Division) and the District Attorney’s office, you are required to make sure that your child attends with no further unexcused absences.

Please contact the Director at 575-586-2076 within two (2) school days upon receipt of this letter. Your cooperation is much appreciated in this matter.

Sincerely,

**ROOTS & WINGS COMMUNITY SCHOOL**

**35 Lama Road**

**Questa, NM 87556**

**575-586-2076**

7 Day Absentee Notification

Date: \_\_\_\_\_\_\_\_\_\_

To the Parent(s) / Guardian(s) of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) / Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_

Dear Parent(s)? Guardian(s);

This letter is to inform you that your child may be in violation of the New Mexico School Attendance Law, NMSA Section 22-12-1 et. Seq. According to this law, any parent or guardian NOT ensuring their child is attending school may be guilty of violating the same law.

Our school attendance records indicate that as of today,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

has\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unexcused absences from school.

Please refer to the attached attendance report to view the documented unexcused absences from school. This serves as notification. In order to prevent a referral to the Children, Youth and Families Department (Child Protective Services Division and/or the Juvenile Justice Division) and the District Attorney’s office, you are required to make sure that your child attends with no further unexcused absences.

Please contact me at 575-586-2076 within two (2) school days upon receipt of this letter. Your cooperation is much appreciated in this matter.

Sincerely,

**ROOTS & WINGS SCHOOL**

**35 Lama Rd**

**QUESTA, NM 87556**

**(575) 586-2076**

10 Day Absentee Notification

Date: \_\_\_\_\_\_\_\_\_\_

To the Parent(s) / Guardian(s) of: \_\_\_\_\_\_\_

Parent(s) / Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_\_ City: \_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_

Dear Parent(s)/Guardian(s);

YOU ARE HEREBY NOTIFIED THAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is allegedly in Violation of the State of New Mexico Compulsory Attendance Law and/or the District’s Attendance Policy. Violation of Law is contrary to section 22-12-2, N.M.S.A. 1978 and/or the School’s Attendance Policy.

You were previously notified of \_\_\_\_\_\_\_\_\_\_ unexcused absences as of

* 5 days (unexcused) as of (date): \_\_\_\_\_\_\_\_\_\_ and
* 7days (unexcused) as of (date): \_\_\_\_\_\_\_\_\_\_

As of (date):\_\_\_\_\_\_\_\_, the student: \_\_\_\_\_\_\_\_\_\_\_ excessive

Unexcused absences have totaled 10 days or more. This case may be referred to the Children’s, Youth and Families Department for investigation and potential prosecution by the District Attorney’s Office (Children’s Court Attorney) with the Judicial District Court of the State of New Mexico and to the Juvenile Probation and Parole Office on our community.

Please contact me at 575-586-2076 within 48 hours of receipt of this letter. Failure to contact me will result in the case being referred to the District Attorney’s Office and the Juvenile Probation and Parole Office for further prosecution.

Thank you for your attention in this very important matter.

Sincerely,

cc: Student File

ROOTS & WINGS COMMUNITY SCHOOL

Faculty/Staff Hand Book

Verification Form

I, , a staff member and employee of Roots & Wings Community School, have read and acknowledge the rules and regulations set forth to be respected and followed by me as an employee.

I certify that I have read the faculty/staff handbook and I am will follow the rules and regulations stated in the Roots & Wings Community School Faculty Handbook.

Yes, I have received and reviewed the faculty/staff handbook.

\_\_\_\_

(Employee/Staff Signature) (Date)

Home Phone# Other Phone#

Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

*Roots & Wings Community School does not discriminate on the basis of race color, national origin, sex disability or age in its programs and activities.*

**ROOTS & WINGS COMMUNITY SCHOOL**

Computer, Internet, E-mail Agreement Form

Roots & Wings Community School

**Faculty/Staff Information Technology Access Release Form**

As a condition to use the school's Information Technology Systems, including all computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides, I understand and agree:

1. To abide by the School's Acceptable Use Policy and its Information Technology Code of Conduct.

2. That I will refrain from using Facebook, etc., or any other form of technology to contact students, except for educational purposes.

3. The Director has the right to review any materials created or stored in any files I may create and to edit or remove any material which he/she, in his/her sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable, and I hereby waive any right of privacy which I may otherwise have to such material.

4. That the school will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the school's computer system including, without limitation, access to public networks.

5. That the school shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the school's Information Technology Systems.

6. That the use of the school Information Technology Systems, including access to public computer networks, is a privilege which may be revoked by the Director at any time for violation of the school’s Acceptable Use Policy or Information Technology Code of Conduct. The Director will be the sole arbiter of what constitutes a violation of the Acceptable Use Policy or Code of Conduct.

7. In consideration for the privilege of using the school's Information Technology Systems, and in consideration for having access to the public networks, I hereby release the school, the Governing Council, its members, administrators and employees

Printed Name of Faculty/Staff Member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I will abide by the conditions set forth in this document, the School's Acceptable Use Procedures and Computer and Internet Code of Conduct.

Signature of Staff Member Date

**ROOTS & WINGS COMMUNITY SCHOOL**

I/we certify that, as the parents of the student listed below, I/we have received a copy of the Computer, E-Mail, Internet, and Information Technology Acceptable Use Procedure and the Information Technology Code of Conduct. I/we further certify that I/we agree to abide by the conditions set forth in this document, the school’s Acceptable Use Procedures and Computer and Internet Code of Conduct.

Printed Name Signature

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed by authorized staff member.

I certify that the above parents and student have received a copy of the Computer, E-Mail, Internet, and Information Technology Acceptable Use Procedure and the Information Technology Code of Conduct.

Printed Name Signature

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_