

Hatch Valley Public Schools



District Staff Handbook

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

All Students and Staff Empowered to Succeed!

2025-2026

Board of Education

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Eduardo Fernandez	Director of Transportation & Safety Monitor
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Fernando Sanchez	Athletic Director
Bobby Cordero	Maintenance Supervisor
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Shelly Ortega	Business Office Manager
Sonia Moreno Rodriguez	Payroll/Benefits/Insurance
Tarina Bothma	Accounts Payable
Jessica Batrez	Business Office Admin. Assist.
Barbara Hughes	IEP Coordinator/Inst. Coach
Raney Weiler	Federal Programs Data Clerk
Victoria Olivas	Special Education Admin. Assist.
Jimmy Martinez	Maintenance Specialist
Louis Reyna	Technician

Issac Garcia	Technician
Anel Mendoza	Technology Admin. Assist.
Gabriela Corrales	Transportation Admin. Assist.
Kim O'Byrne	Agriculture Instructional Specialist
Sandra Williams	EL Specialist/Staff Support Specialist
Alejandra Ochoa	Bear Necessities Clothing Pantry Contact/Special Education Social Worker
Carrie Hernandez	Curriculum and Community Support Specialist
Jennifer Russell	District Literacy Coordinator
Vicente Zamora	District Safety Coordinator
Audra Bluehouse	SIS Coordinator (PowerSchool/ Canvas)/HVHS Librarian
School Administration	School Building
Brandy Holguin	Hatch Valley High School Principal
Fernando Sanchez	Hatch Valley High School Assistant Principal
Amber Perry	Hatch Valley Middle School Principal/LT Hearings
Latishia Zamora	Hatch Valley Middle School Assistant Principal/Title IX Coordinator
Octavio Casillas	Rio Grande Elementary School Principal
Amy Lytle	Hatch Elementary School Principal
Louis Meza	Garfield Elementary School Principal/Dist. Test Coordinator

Note: This Handbook is a summary of commonly referenced District Policies and describes District Procedures. Please refer to the HVPS District Policy Manual for clarification on any item included herein. These Policies can be found by clicking on the following link:

<https://z2.ctspublish.com/nmsba/browse/hatch/hatch/root>

DISTRICT STAFF PROCEDURES

Absence from Work

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

All full-time school staff members have discretionary, professional, and sick leave, 12 month employees accrue annual leave. It is imperative that Exempt Staff log in to **iVisions** as soon as possible and record your absences. Failure to do so will be a violation of this policy and may result in disciplinary action. Substitutes are paid after reconciling your absence with their work claim. *Non-Exempt Staff need to enter their leave in UKG (employee timesheet). If your position requires a substitute, a minimum of 3.75 hours of leave should be entered since we cannot get a substitute for less than half of a day. Any leave less than 3.75 hours must be pre approved by your supervisor.*

Leave Bereavement- Effective July 2013

Leave with pay for the three (3) workdays following the death of someone in the employee's immediate family. In the case of the death of an employee's spouse, domestic partner, child, grandchild or parent (2) additional bereavement days are allowed.

In extenuating circumstances, additional days may be granted by the Superintendent or designee **to be charged against the employee's accrued sick leave or annual leave**. Documentation may be requested by your supervisor.

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

Leave - Discretionary (Personal)

All staff earn two discretionary (personal) days per school year for personal business. Please submit a leave request in **iVisions or UKG** at least four (4) working days prior to the first day of leave unless considered an emergency by the approving administrator so that a substitute may be secured. Unused discretionary leave reverts to sick leave at the end of the year. Discretionary leave of any staff member who does not serve a full school year will be prorated at the rate of one (1) day per semester.

Leave- Sick

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

Sick leave may include other excused absences, such as medical, dental, or other examination or treatment impossible to schedule on non-duty days. Employees are credited with a sick leave allowance at the rate of one (1) day per month: up to twelve (12) days for 235 and 245 contracts; up to eleven (11) days for 203 and 210 and 220 contracts; up to ten (10) for 183 contracts. At the beginning of the fiscal year or school year, each employee earns a number of sick leave days by the number of contract days worked. Sick leave of any staff member who does not serve a full school year will be prorated at the rate of one (1) day per month.

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

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

****After leave has been exhausted, pay will be reduced for the hours that are not worked.***

NOTE: Discretionary/Sick Leave may not be used to extend a scheduled holiday without prior approval from the Superintendent or Designee.

Leave Extended – Sick Leave Bank

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

Leave - Jury Duty

Upon receipt of a jury summons, a copy of the summons must be submitted to the payroll department in order to have Jury Leave assigned to you.

All employees summoned to jury duty must mark that you are a government employee on the reimbursement form when you arrive at the court.

Also, all employees must get a note from the court to bring back to work to confirm the time released from jury duty. If the service time is less than 3.75 hours, you will need to come back to work or submit a request for approval to use personal leave for the remainder of the day. Your supervisor must approve the personal leave request.

Leave Military

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

Leave Professional

Any out of district trip made by school personnel, must have prior approval by your supervisor (submit the Travel Estimate Form, found on the Business Services tab of the District website. If there are costs associated with this trip your supervisor or designee will get budgetary approval before the trip will be authorized. Once the trip is approved: Please submit your professional leave request in iVisions/UKG at least 3 days prior to the scheduled trip. All **expenses and vehicle** requests must be included on the Excel Travel Estimate Form located on the District Website (<https://www.hatchschools.net/businessservices> under the Travel/Professional Development drop down) and submitted to the Business Office for approval. Please request the vehicle from your school site secretary at least 7 days in advance, preferred. Please include documentation for the trip; i.e. an agenda, flyer, etc. All staff using a school vehicle must abide by the **District rules and regulations for use of a school vehicle**.

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

Leave- Professional - Reimbursement

Employees must sign a travel agreement before traveling (see below).

Hatch Valley Public Schools
204 Hill St., PO Box 790
Hatch, NM 87937

Travel Agreement
2025-2026

Please initial that you have read and understand each requirement below regarding travel with Federal Funds and adherence to HVPS Travel policies.

I understand that I will need to follow HVPS, State, and Federal Program Grant travel regulations.

I understand that I will need to complete an estimate before I travel and will obtain all applicable prior approvals. This includes Same Day Travel out of the District.

I understand that if I cancel, I will be required to reimburse the District for any non-refundable travel-related expenses, incl. registration. Extenuating circumstances will be referred to the Superintendent.

I understand that I may use a school P-Card (Bank of America District Purchase Card) for my hotel if provided or I may pay with a PO. I understand that the hotel may require my personal credit card for the incidental deposit. Hotel stay may not exceed \$ 350.00 per night including taxes and fees. If the total cost per night exceeds this limit, I must obtain signed approval from the Superintendent before making the reservation.

I understand that upon return, I will need to complete a **travel log** for my trip.

I understand that when I check out of the hotel, I must pick up a folio (receipt) from the front desk. I must turn this folio in with my travel log and include it on my travel log. I will make sure the card charged on the receipt is not my personal card if I provided one for incidentals. If my personal card was charged, I will immediately (*within three days*) inform the business office, to be reimbursed.

I understand that I will need to turn in all hotel, parking receipts, and the agenda, a copy of my name badge, and a copy/photo of the sign-in sheet with my travel log to the business office (Jessica Batrez) **within three business days**.

I understand that if I need to be reimbursed for taxis, parking, baggage, etc., I will provide all receipts and include them on my travel log. Gratuities for taxi/ transportation allowed, not to exceed 15%.

I understand that the maximum amount I will receive for meals is \$70 for in-state or out-of-state travel in each 24-hour period of travel. Partial-Day Reimbursement is aligned with NMAC 2.42.2 (DFA Rule 95-1).

By signing below, I agree to follow all the above travel and P-Card guidance in accordance with District, State, and Federal regulations for travel with Federal and State Funds.

Printed Name _____ Signature _____

Date _____

If you have questions or need help completing your travel log, please see
Jessica Batrez in the Business Office or call her at (575) 267-8217.
Email: jbatrez@hatchschools.net

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

If a straight per diem is not requested, employees will be reimbursed on the daily allowable meal rate, as calculated on the Travel Estimate Form, per guidance from DFA:

State of New Mexico Per Diem Rates						
As Published by DFA on May 1, 2025. FY26 rates are effective July 1, 2025.						
Per Diem Rate for Overnight Travel	FY21	FY22	FY23	FY24	FY25	FY26
In-State	85.00	151.00	155.00	157.00	166.00	180.00
In-State - County of Santa Fe (Special Area)	135.00	194.00	202.00	210.00	231.00	249.00
Out-of-State	115.00	151.00	155.00	157.00	166.00	180.00
International Travel (in US Dollars)	-	-	-	-	290.00	298.00
<i>International Travel must be approved by oversight governing body</i>						
Meal Rates for Actual Reimbursements	FY21	FY22	FY23	FY24	FY25	FY26
In-State	30.00	55.00	59.00	59.00	59.00	70.00
Out-of-State	45.00	55.00	59.00	59.00	59.00	70.00
International Travel (in US Dollars)	-	-	-	-	103.00	104.00
<i>Note: Meals are only reimbursable when using approved actual rates</i>						
<i>Note 2: Overnight lodging is limited to \$350 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency Head or Chairperson of the Governing Board.</i>						
<i>Note 3: International travel must be approved by the oversight governing body.</i>						
Return from Travel/Same Day	FY21	FY22	FY23	FY24	FY25	FY26
less than 2 hours	-	-	-	-	-	-
2 hours but less than 6	12.00	18.00	20.00	20.00	20.00	25.00
6 hours but less than 12	20.00	40.00	42.00	42.00	42.00	50.00
12 hours but less than 24	30.00	55.00	59.00	59.00	59.00	70.00
<i>The Travel & Per Diem Act allows for actual reimbursement when per diem rates are insufficient.</i>						

Meal Reimbursement – A purchase requisition must be submitted for estimated costs after completing Travel Estimate Form, before traveling. Upon return you will need to **verify exact times of departure and return** and complete a Travel Log and attach agenda and Certificate of completion/attendance/name badge or photo of your sign in sheet for all trips out of the district. Employees will be reimbursed “actual expenses” per 2.42.2.1 NMAC - N, 07/01/03 as it is defined by DFA regarding daily meal reimbursement rates. See the Travel Estimate Form for current reimbursement rates for actual lodging and meal expenses under 2.42.2.9 NMAC and Section 10-8-4(K) (2) NMSA 1978 (1995 Repl. Pamp.).

Same-Day Travel—Meals - If employees are out of district during the workday or after work hours, the meal reimbursement schedule will apply, however, **no meals will be paid for trips within a 60-mile radius of the school district**. In order to be reimbursed, the Daily Travel Estimate form must be completed and approved, and a Purchase Requisition must be completed and PO created prior to travel. All travel guidance applies, regardless of whether the traveler is receiving a reimbursement or not. Submit the Daily Travel Log form if one day travel, not the overnight form.

Deadline on Reimbursement -All requests for reimbursement must be submitted within 3 business days of returning from the trip. Requests over 3 days may be denied. Upon returning from a

professional leave trip you must provide all receipts, conference documentation (certificate, badge picture, agenda, sign in sheet picture, etc.). Checks are run in the accounts payable department on Thursdays, therefore documentation must be in by noon on Wednesday to receive a check on Thursday.

General Expectations

Appearance

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

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

Cell Phones

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

Electronic Devices

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

Licensure

Certified employees (Licensed by NMPED and/or the State of NM) are expected to maintain their license with the respective licensing agency. This includes complying with all licensing requirements, renewing license before expiration date, obtaining proper endorsements, passing required tests, etc. If an employee fails to renew their NMPED license before it expires, the district will NOT pay for fingerprints for the license application.

PLC Expectations

All schools are to operate using Professional Learning Communities. The PLC expectations are:

- Data Analysis - at least once a month (MLSS/SAT)
- Lesson Design and Planning for Hands-on Learning
- Professional Development

Other Professional Development

Other in-district Professional Development offerings will be scheduled throughout the year on many topics from Ag in the Classroom, parent engagement, teacher personal development and much more! Data/ PD days will occur every 9 weeks at each school.

If you are interested in outside professional development please see your supervisor.

Any travel outside of the district requires approval through the use of the Travel Estimate Form. Do not register for any conference or PD (online or in person) without having a PO in place. See Business Services Travel/Professional development tab on the District website found at <https://www.hatchschools.net/businessservices>.

New Teacher Induction/ Mentoring

All teachers with 3 or less years of teaching experience are expected to attend new teacher induction training sessions offered through the Southwest Regional Educational Cooperative (SWREC #10). New teachers will be assigned a mentor from SWREC #10. Teachers with less than 1 year experience will be assigned a mentor, and the mentor will keep a log of all contact with the teacher to be submitted to the building site principal, which will be verified and approved in May in order for the mentor to receive a mentor stipend.

Government Disclosure

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

form as employment situations change.

Hours

Teachers (and all other exempt employees) are salaried employees who will have an eight (8) hour campus workday, which includes a 30-minute duty free lunch. Teachers' hours are 7:00 a.m. -3:00 p.m. (GES), 7:30 a.m. - 3:30 p.m. (RGE and HES), 7:30 a.m. - 3:30 p.m. (HVMS), 7:45 a.m. - 3:45 p.m. (HVHS). (See the school site for your specific hours depending on your role). See your building principal for specific schedules for office staff, etc. to determine 7.5 hour days. Other hours may meet the needs of an office/department with approval from the Superintendent or designee. Non-exempt staff must receive prior permission to work overtime (any time above 37.5 working hours). Staff employment contracts also outline time expectations.

UKG Procedures - Non-Exempt Employees

All non-exempt employees are required to clock in and out of the UKG program. This ensures that employees are compensated for all hours worked. Employees should clock in and out within 5 minutes of their scheduled start and end time at their school site/department location, or location of approved meeting location (i.e., Hatch Valley High School Commons for opening ceremonies). If an employee does not clock in and out for lunch, the lunch period scheduled will automatically be posted on the timesheet to alleviate the burden on the employee. If the employee is unable to take their scheduled lunch break, they must take it as soon as possible, or report it immediately to their supervisor so their supervisor can waive the automatically deducted lunch. All hourly (non-exempt) employees are entitled to a lunch break. If a pattern persists that an employee is unable to take lunch breaks, please contact your supervisor to determine schedule changes to correct this.

UKG has a mobile app available, but you must first log into the computer before downloading the mobile app (I have attached instructions on downloading the mobile app to this email), but supervisors may limit access, i.e., computer clock in only or Timeclock only. I have sent an email to you via UKG with your new username and password; please click the link in the email to set up your account. The Technology Dept. has added a UKG link on the district website under Staff Resources for your future convenience. When you log in, you will need to click the in/out button to clock in and out. If you see that you are not able to enter a leave request, or punch in or out due to location constraints, or have any other issues, please let Sheila Stevenson (ext. 8226) know immediately. If you are missing a punch, you will need to submit a timesheet change request (see below).

Below are links to videos to assist you in this transition to UKG. Please let me know if you have any questions. New screenshots will be added from the new system as soon as possible, but all of the rounding/leave rules should work the same.

Clock In/Out/Transfer		
Mobile/Clock/Web w/attachment	Employee Punch In/ Punch Out	https://youtu.be/aG5Ugko01AY
	Employee Simple Transfer (will be used on 7/29/25 when we meet at HVHS)	https://youtu.be/RAB1UWPmkCM
Time Off Request		
	Time Off Request	https://youtu.be/qXuFpwTgXFM
Timesheet		
	Submit Change Request	https://youtu.be/dFyfIEsbnBk
	Submit Timesheet	https://youtu.be/PisuYiYTNSU

UKG Leave: Non-exempt employees must enter all leave requests in UKG utilizing the correct leave type. It is the employee's responsibility to report errors to their supervisor and review their leave balances before entering leave requests. All scheduled hours must be accounted for. For example, if an employee is scheduled for a full week (37.5 hours), Total Hours at the end of the week should equal 37.5 hours (See summary by Day tab). This may be a combination of work hours, sick leave, compensatory time, etc. Please make sure Total Weekly Hours equal 37.5. Occasionally, a negative leave type may appear on a Saturday which will bring this total down to 37.5. The example below will explain this occurrence.

In the example below, the employee's pay period began on a Tuesday. The employee worked 0.75 hours over their scheduled hours of 7.5 on Thursday. Since the employee took sick leave on Monday of 0.50 hours, and left half an hour early on Friday, the employee received 0.25 hours of sick leave back (this is a negative number indicating that the leave was returned to the employee's leave balance". An employee cannot take leave to earn compensatory time. These 0.25 hours

"wash" or "even out" and the system automatically corrects this so the employee is not charged for leave they did not need to take. (To see this calculation, you will need to open your timesheet, then click Summary by Day.) The Total Counter (red box) shows that the Total Worked hours + Total Time Off Hours = 30 Hours, which is correct since 4 days x 7.5 hours per day = 30.0 hours. *The employee may also enter the leave request for 0.25 hours instead, this would eliminate the correction on Saturday.*

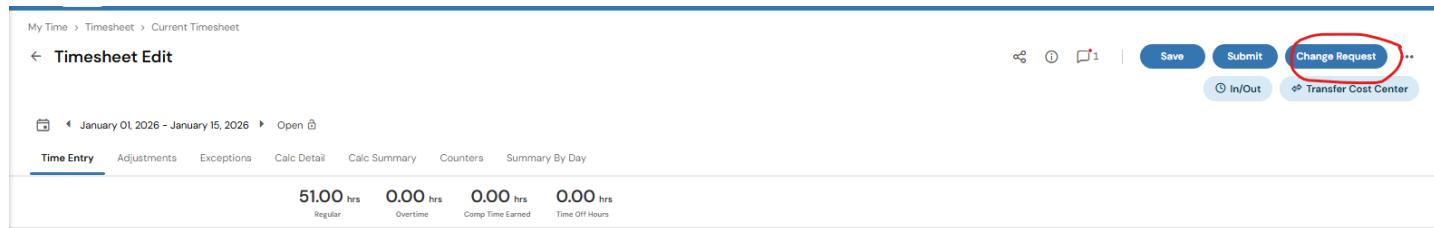
Time Entry	Adjustments	Exceptions	Calc Detail	Calc Summary	Counters	Summary By Day
						30.50 hrs Regular
						0.00 hrs Overtime
						0.00 hrs Comp Time Earned
						0.25 hrs Time Off Hours
Date	Calc Total	Regular (Counter)	Sick Leave (Counter)	Total (Counter)	Total Time Off (Counter)	Total Worked (Counter)
TUE Dec 16	7.50	7.00	0.50	7.50	0.50	7.00
WED Dec 17	7.50	7.50	-	7.50	-	7.50
THU Dec 18	8.25	8.25	-	8.25	-	8.25
FRI Dec 19	7.00	7.00	-	7.00	-	7.00
SAT Dec 20	-	-	-0.25	-0.25	-0.25	-
Weekly Totals	30.25	29.75	0.25	30.00	0.25	29.75

The red exclamation point indicates that the system or the employee/employer has made an adjustment to the clock in time, clock out time (missed punches inserted by supervisor/change request was submitted), a holiday posting, or leave posting, or indicates that the employee was in early (IE) or left late (OL).

Time Entry	Adjustments	Exceptions	Calc Detail	Calc Summary	Counters	Summary By Day
						37.50 hrs Regular
						0.00 hrs Overtime
						0.75 hrs Comp Time Earned
						15.00 hrs Time Off Hours
> Date	In Date	From	To	Raw Total	Calc. Total	Time Off
> SUN Nov 16	+			0.00 hrs	0.00 hrs	
✓ ● MON Nov 17 0730-1600	+					
	...	MON Nov 17	07:22 am	8.65	7.75	
	...		04:01 pm	7.75 hrs		
	+			8.65 hrs	7.75 hrs	
✓ ● TUE Nov 18 0730-1600	+					
	...	TUE Nov 18	07:24 am	8.75	7.75	
	...		04:09 pm	7.75 hrs		
	+			8.75 hrs	7.75 hrs	
✓ ● WED Nov 19 0730-1600	+					
	...	WED Nov 19	07:25 am	8.78	7.75	
	...		04:12 pm	7.75 hrs		
	+			8.78 hrs	7.75 hrs	
✓ ● THU Nov 20 0730-1600	+					
	...	THU Nov 20	07:33 am	8.50	7.50	
	...		04:03 pm	7.50 hrs		
	+			8.50 hrs	7.50 hrs	
✓ ● FRI Nov 21 0730-1600	+					
	...	FRI Nov 21	07:23 am	8.62	7.50	
	...		04:00 pm	7.50 hrs		
	+			8.62 hrs	7.50 hrs	
> SAT Nov 22	+			0.00 hrs	0.00 hrs	

If an extenuating circumstance occurs, please report it immediately to Sonia Moreno Rodriguez or Sheila Stevenson in the Payroll office to receive direction. If an employee misses a punch time, employees should submit missed punches (change correction) immediately to their supervisor for approval. The employee must view their timesheet and click Change Request at the top right. Please do not punch in/out when you remember, as this will require the supervisor to "change" the time to the correct time. It is best to simply enter the timesheet correction request. Note that supervisors may verify via camera that the change request is accurate, so please do not make a habit of this. Even if the employee forgets to clock in at the start time, they should still clock out at

the end of the day. The supervisor will approve the missing punch in, and the day will be corrected on the timesheet.



The screenshot shows a 'Timesheet Edit' page. At the top, there are navigation links: 'My Time > Timesheet > Current Timesheet' and a back arrow labeled 'Timesheet Edit'. On the right, there are buttons for 'Save', 'Submit', 'Change Request' (which is circled in red), 'In/Out', and 'Transfer Cost Center'. Below the navigation, there is a date range 'January 01, 2026 - January 15, 2026' and an 'Open' link. A summary table shows the following data:

	51.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Regular				
Overtime				
Comp Time Earned				
Time Off Hours				

What happens if the employee doesn't have enough leave?

If the employee does not have enough sick leave, the employee can submit a request to the sick leave bank, if they have participated in the sick leave bank. If the employee did not participate, the employee will be deducted pay from their paycheck for the missing hours. The employee should continue to enter the sick leave, but should also contact [Sonia Moreno Rodriguez](#) to inform her that you have used all of your sick leave and discuss with her how your hourly pay will be adjusted on your paycheck. The employee may also use compensatory time or other assigned leave.

Compensatory Time (“Comp-Time” for Hourly Employees “Non-Exempt Employees” Only)

There should not be any compensatory time earned by hourly employees, except in the case of emergencies. Supervisors must approve any compensatory time. Compensatory time should be used as soon as possible. Comp Time leave should be entered in UKG for approval, if the comp time is taken in the next week/pay period. Any unused comp time will be paid out to the employee at the end of their contract at their hourly rate (end of fiscal year). Any employee that leaves the district during the year will be paid out for their comp time balance on their last paycheck.

Comp time is calculated at straight time (Comptime 1) for the first 2.5 hours for 7.5 hour employees (which will bring the total work hours to 40, and at time and a half (Comptime 2) for any hours above 40 work hours. Again, comp time is not accumulated until 37.5 **work** hours are accumulated within one work week (not including leave hours).

Again, compensatory time must be approved by your supervisor prior to earning comp time.

PLEASE DO NOT CLOCK OUT AND CONTINUE TO WORK. The District recognizes that there are busy times, and it is not possible to leave right on time, but please be cognizant of the time (set an alarm on your cell phone, listen for school bells, etc.). ***We appreciate your hard work, and you deserve to be compensated for it!***

If an employee continues to clock in early or out late without supervisor approval, the supervisor will need to address this with the employee.

Keys

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

Planning & Grading

Lesson plans serve as documentation that you are planning in accordance with CCSS. All classroom teachers are required to have weekly lesson plans. **These plans must be available for review by school or district administration at any time.** We have a district model for planning available to teachers that aligns with our rigor and relevance framework can be found at <https://tinyurl.com/rdmt47k4>. We encourage teachers to be creative and innovative in their planning. Reach out to the Instruction Department for additional resources to support your planning.

Teachers will post a **minimum of 2 grades per week** in the electronic grade book (PowerSchool) to be **available for students, parents and administration to view**. All work assigned and completed by students shall be to meet the course standards and will be reviewed by the teacher. **No failing grade should be a surprise to a child or parent.** Please document communication with parents, especially those whose child is struggling in your class. The grading scale we will use this year is a 50-100 scale for completed work and a 0 for assignments not completed at all.

Policies

Hatch Valley Public Schools Board of Education Policies are located on the district website, www.hatchschools.net under the Superintendent/Board Tab. After selecting, click Policy on the drop down menu or visit <https://z2.ctspublish.com/nmsba/Z2Browser2.html?showset=hatch>. If you need assistance please see your supervisor. New Mexico Statutes and New Mexico Administrative Code also govern our work in the Public Schools. Links to these resources can be found on the NM PED Website www.ped.state.nm.us.



Mandatory Safety Trainings HATCH VALLEY PUBLIC SCHOOL DISTRICT

MANDATORY DISTRICT TRAINING

You are required to complete certain training tutorials as an employee at the Hatch Valley Public School District. It is a responsibility to accomplish these training tutorials **as soon as possible**.

Please be sure to have your speakers turned on.

Hatch Valley Public Schools Vector Training, K-12

Edition™ Website:

<http://hatchvalley.nm.safeschools.com/>

Username: YOUR EMAIL ADDRESS (GOOGLE SIGN ON)

For questions, please contact your Hatch Valley Public Schools Vector Training, K-12 Edition™ contact - **Elsa Ramirez** - eramirez@hatchschools.net.

Thanks for making Hatch Valley Public Schools a safer place to work and learn.

After you complete the tutorials, return to the Main Menu. Please email Elsa Ramirez at eramirez@hatchschools.net when you are done so she can print certificates for your file.

Safety Procedures

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

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

Wet floors Custodians are instructed to placard all areas that are being wet mopped. If you see an area where the custodian has failed to placard a freshly mopped area,

please bring it to the custodian's or your supervisor's attention immediately.

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

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

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

School Based Health Center

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

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

Staff members will maintain professional conduct when posting any content or communicating with students or parents using social media. Any content posted by staff is subject to ***New Mexico Public Education Department Professional Ethics Regulations***. All staff are expected to conduct themselves in an ethical manner and not post comments that could "erode the public trust." See the District's "Acceptable Use Policy" for additional details.

Student Nutrition Program

All students in the Hatch Valley Public Schools receive free breakfast and lunch. Staff members are encouraged to eat in the cafeteria for a fee of \$2.25 for breakfast and \$4.50 for lunch.

Surveillance Cameras

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

Technology Help Desk Procedures

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

<https://hatchvalleypsd.gethelpss.com/Login/landing> - Login

<https://content.schoolinsites.com/api/documents/759e291b16654997a6855126acc4689f.pdf> - Information

Video in the Classroom

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

Work Orders- Repairs

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

Compliance Policies

ADA/Section 504

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

The following information addresses the most important features of these Acts: Assistance can be requested from the 504 Compliance Officer/ADA Coordinator. Students who are disabled under Section 504 but not in need of special education and/or related services shall be provided reasonable accommodation to meet their special needs in the regular education setting. Such students shall be evaluated in accordance with procedures described in the Section 504 regulations. See the directory for specific contact information.

Blood Borne Pathogens

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

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

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

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

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

Staff Conduct & Professional Boundaries (GBEB, GBEB-R, GBEBB, GBEBB-R, GBEBB-EA)

General Conduct

- **Maintain professional, safe, and lawful behavior** while on District property or performing duties.

Prohibited Conduct

- Engage in physical or verbal abuse, threats, or intimidation
- Damage or threaten District/personal property
- Enter/occupy District facilities without authorization
- Use, possess, distribute, or sell alcohol, drugs, or illegal substances
- Use profane, abusive, or inappropriate language or symbols
- Ignore lawful instructions or refuse to identify themselves
- Possess or carry weapons without authorization
- Violate District policies, regulations, or laws
- Disrupt teaching, learning, or District operations

General Staff Expectations

- **Follow Board policies and District regulations**
- **Support a safe, orderly, and effective educational environment**
- **Maintain professional appearance**
- Report student **drug or alcohol use/abuse** as required by law
- Protect District assets and report **theft or fraud**
- Follow directives from the Superintendent and supervisors
- Violations may result in **disciplinary action**

Staff Conduct With Students

Professional Boundaries

- Maintain clear **physical, emotional, and social boundaries**
- **Romantic or sexual relationships with students are strictly prohibited**
- Avoid conduct perceived as inappropriate, grooming, or boundary-blurring
- Retaliation against reporters or investigators is prohibited
- False accusations or reports are subject to discipline

Boundary Expectations

- Serve as **positive role models**
- Maintain boundaries **regardless of student age or consent**
- Avoid **excessive personal involvement** with students or families
- Report concerns to **administration**

Working With Students in the Community

- Social contact via **parent/guardian or public events**
- Avoid being alone with students in **unsupervised settings**
- Do not discuss school matters **inappropriately**
- Seek administrative guidance if unsure

Responding to Inappropriate Student Behavior

- Document and report incidents **immediately**
- Administration will address matters with **student and parent/guardian**

One-on-One Work With Students

- **Make it Public:** visible areas; District-approved technology
- **Make it Authorized:** parent awareness/consent and admin approval
- **Make it Timely:** during work hours; avoid long sessions

Managing Privacy

- Provide privacy only for **student dignity, counseling, or services**
- Use **unlocked/partially visible rooms** when possible
- Avoid **out-of-hours contact**
- Document **appointments and notes**

Home Visits

- Must be **pre-authorized and documented**
- Ensure **safety, District ID, and parent visibility**
- Avoid bedrooms or inappropriate settings
- Bring a colleague if needed
- Document the visit

Examples of Boundary Invasions

- Inappropriate physical contact, harassment, hazing, sexual content

- Romantic discussions, flirting, or sexual comments
- Socializing with students with **alcohol/drugs**
- Sending students on personal errands
- Sharing personal adult matters
- Giving extravagant gifts or private rides without approval

Romantic or Sexual Relationships (Strictly Prohibited)

- Staff may not date, court, or engage sexually with students
- Sexual comments, gestures, jokes, or materials are prohibited
- Students cannot consent

Inappropriate Social Interactions

- Avoid touching students without legitimate reason
- Do not remove students from class without purpose
- Avoid being alone behind closed doors or extending contact beyond school hours
- Do not invite students home or on outings without permission
- Avoid bullying, harassment, or discrimination

Appearance of Impropriety

- Avoid situations that could **appear inappropriate**
- If unavoidable, **obtain pre-approval** or report afterward

Electronic Communication

- Must be professional, appropriate, transparent, and accessible
- Use **only District-approved platforms**
- Avoid secretive, romantic, sexual, or grooming-related communication

Staff Ethics (GBEA)

Purpose

- Uphold **highest ethical standards** in service to students, community, profession, and District.
- Maintain **integrity, fairness, professionalism, and respect** in all duties.

Commitment to Students

- Treat students **fairly and respectfully**.
- Encourage **independent judgment and inquiry**.
- Conduct conferences **appropriately**.
- Improve learning facilities and opportunities.

Commitment to the Community

- Support **educational programs and policy development**.
- Report deficiencies **responsibly**.
- Engage in **civic duties** without misusing professional authority.
- Protect **academic freedom**.

Commitment to the Profession

- Model **professional behavior**; maintain integrity and fairness.
- Mentor **new staff and student teachers**.
- Avoid assigning duties to **unqualified personnel**.
- Maintain **confidentiality and honest reporting**.

Commitment to Employment Practices

- Apply for positions based on **legal and professional qualifications**.
- Honor **contracts and appointments**.
- Conduct employment matters via **recognized professional channels**.

Drug - Free Workplace

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

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

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

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

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

Drug and Alcohol Abuse & Reporting Policy

The Hatch Valley Public Schools recognizes, under state and federal law, that it is illegal for students to use alcohol or controlled substances. According to Senate Bill 106, it is

our legal responsibility; "A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the local school board." Therefore, school employees shall report to their building principals any of these suspicions.

Drug and Alcohol Testing (Random)

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

Drug and Alcohol Testing (With Cause)

- Employees may be tested if there is reason to believe impairment affects job performance or following an accident.
- Tests include breath, urine, or blood analysis.
- Refusal or positive results may lead to discipline up to termination.
- Administrative leave is granted while awaiting results, with pay.
- Employees may appeal test results per District procedures.

Equal Opportunity Employer

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

Grievances

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

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

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

Notice of Non-Discrimination

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

The following person has been designated to handle inquiries or concerns regarding the District's non-

discrimination policies as well as Section 504 questions:

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

Title IX questions or concerns please contact: Latishia Zamora, Hatch Valley Middle School, 170 E. Herrera Road Hatch, NM 87937

HB 43 Black Education Act

At HVPS we believe in creating and fostering equitable and culturally responsive learning environments for all students regardless of their race or ethnicity.

To assist in this and to meet the requirements of HB 43, the district will:

- give all staff the opportunity to be a part of our district equity council to assist the district in fostering these inclusive learning environments
- require all staff to complete an online and/or in person racial sensitivity training each year
- inform all staff of the hotline for reporting racially charged incidents involving students and/or staff
- have discipline policies that reflect prohibition against racially charged incidents involving students or school personnel
- not hold staff liable for civil damages for reporting in good faith any known or suspected violation of school discipline policy in regards to racially charged incident

Anti-Racism Hotline The Anti-Racism, Anti-Oppression Hotline number is **833-485-1335**.

The hotline offers a way for students, families and community members to report school-based incidents of racism, injustice or discrimination against anyone. Callers will reach a trained department employee from 8 a.m. to 5 p.m. Monday through Friday; if calling after hours, they can leave a message. The hotline was established as a requirement of the Black Education Act, passed in the 2021 General Session of the Legislature.

To report an incident:

- Call **833-485-1335**
- Email: ARAO.Hotline@state.nm.us
- [Or complete an online form here.](#)

Sexual Harassment

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

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

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

Worker's Compensation

In accordance with applicable workers' compensation statutes, all employees of Hatch Valley Public Schools who have a work-related injury are eligible for coverage. All work related accidents or injuries must be reported immediately to the injured employee's supervisor by completing and submitting the *Notice of Accident Form* whether medical care is needed or not. Employees must contact Sonia Moreno Rodriguez or Shelly Ortega in the Business Office **within 24 hours** to ensure your claim is submitted correctly.

Employees have the option to visit the School Based Health Center at the High School for an initial evaluation. See the Payroll/Insurance Department for more information.

Important Things to Remember:

Reporting Accidents

- All work-related injuries must be reported immediately to a supervisor.
- Failure to report may result in loss of benefits.

Claims & Compensation

- First 7 days of absence: use accumulated sick leave.
- Beyond 7 days: insurance handles lost pay; sick leave is adjusted accordingly.
- Employees cannot receive salary + worker's compensation exceeding regular pay.
- Employees may be required to self-pay their insurance premiums, if they are unable to return to work for an extended period of time. Meet with Business Office staff to go over all options.

Early Return to Work

- Early return assignments considered only if available positions match employee limitations.
- Administrative approval is required; accommodations must not compromise essential job functions.

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

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

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

The person reporting the suspected offense shall preserve the confidentiality of the subjects, disclosing names only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required. A failure by the licensed professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action.

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

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

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

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



Hatch Valley Public Schools

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

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

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

Additional pages may be attached if more space is needed.

Targeted Student Name: _____

Date: _____

Grade: _____

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

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

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

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

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

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

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

Signature of Student/Parent/Other Person

Date Signed

Staff Member Receiving Complaint

Date Received

Signature of Investigating Administrator

Date Signed

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



Escuelas Publicas del Valle de Hatch

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

PREVENCIÓN DEL ACOSO ESTUDIANTIL / BULLYING / CYBERBULLYING

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

Se pueden adjuntar páginas adicionales si se necesita más espacio.

Nombre del estudiante dirigido: _____

Fecha: _____

Grado: _____

Persona o personas presuntamente acosadoras, acosadoras o acosadoras ciberneticas:

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

Fecha del incidente o ofensa (s): _____

Proporcione lo que esperaría como resultado del incidente informado

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

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

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

Firma del estudiante / parent / otra persona	Fecha de la firma
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Miembro del personal que recibe la queja Fecha de recepción	Fecha de la firma
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Firma del administrador investigador Fecha de la firma	Fecha de la firma
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El administrador investigador deberá entregar una (1) copia al Superintendente y retener una (1) copia para el archivo

Field Trips

All Field Trips must support the School 90 Day Plan. Field trips must be pre-approved by your building principal and Superintendent/Designee. Field Trip Request should be submitted in TripDirect at least 7 days before the trip. Signed permission forms must be received for participation.

List all Staff Chaperones going on the trip under “Person(s) Requesting Field Trip.” This will serve as their “Professional Leave Permission.” List the 90 Day Plan Alignment under “Purpose of Trip/Curriculum Area.” (i.e. to the movie theater is not an academic field trip)

Meal Request

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

Transportation Request

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

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

Cancellations

Please **notify Cafeteria and Transportation** Staff ASAP if the **trip is canceled!** *If a hotel room is canceled, request a cancellation number from the hotel.

Purchasing Procedures

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

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

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

Any additional items ordered or changes in quantity ordered from the original purchase order that are not approved by the Finance Department will be the responsibility of the person placing the order to pay. There will be no exceptions!

IMPORTANT

You cannot call in or purchase anything until you have a Purchase Order number. The Purchase Order date must be prior to the invoice date. This includes registering for a conference. Any purchases made without following this procedure will be reported to the Director of Finance & Operations, Sheila Stevenson, and the Superintendent, Michael Chavez. See HVPS Purchasing Process Flowchart (Appendix C).

Per NM Statutes Chapter 13 Regarding Public Purchases and Property:

- Any single purchase request at \$20,000.00 or more must include 3 source quotes. (Any single purchase request using Federal Programs Funds over \$5,000.00 must include 3 source quotes.) Any purchases of \$60,000.00 of goods or any contract for services must be conducted through the bidding process according to the New Mexico Procurement Codes in New Mexico State Statute.

Contracts (MOUs/Quotes, etc.)

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

PURCHASE REQUISITIONS/PURCHASE ORDERS

Procedure

PROCEDURE: Authorized users can initiate a purchase requisition by logging into iVisions Portal.

Please see the document “How to create a Purchase Requisition” found on the Business Services page of the District website for more specific information.

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

A. Purchasing & Payables

B. Purchasing

C. Control Panel

1. A purchase requisition will be assigned by the system. Enter ALL INFORMATION IE; VENDOR, DAC, PROJECT (information provided in the drop down).

2. INTERNAL NOTES - A BRIEF EXPLANATION and regarding supplies/materials justifying why the purchase is necessary .

3. DESCRIPTION-The product, material, services you are requesting (you may copy from the quote description); include Part Number in the appropriate field.

4. ACCOUNT CODE: Describes how items will be charged; make sure the location code is the appropriate location code, i.e., 018000-District level purchase; 018001-RGE Purchase, etc.

Example: 11000.1000.56106.1010.018000 (supplies for instruction, regular education)

11000.2400.53330.0000.018000 (professional development Principal)

5. The quantity, price per item/service.

6. PO charges or Bank of America charges must be included on the PO. (See How to create a PO)

7. Shipping (Add to top line or distribute shipping.)

8. If taxes are included on the quote, reach out to the vendor to obtain tax exemption. Tax is allowable on services and must be included on the PO.

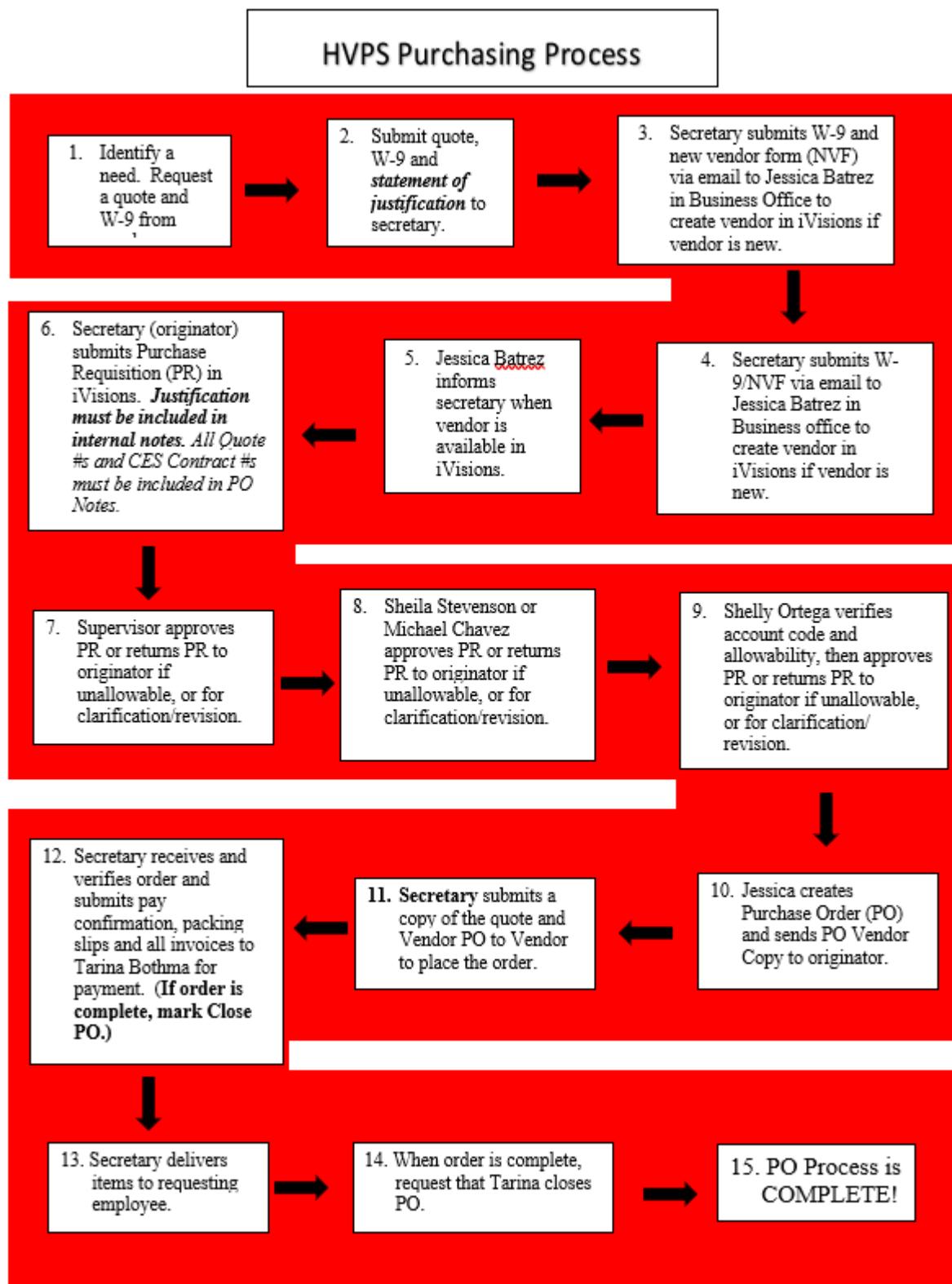
9. Attach Quote, Prior Approval from PED if applicable, Additional Source Quotes if over \$10,000 for Federal Funds, or over \$20,000 for all other Funds.

10. Approve requisition to submit to the next approver.

Notes: Limit Bank of America use. Amazon can only be used as a final resort and must include approval from the Superintendent or Director of Finance.

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

See Purchasing Flowchart below.



Receiving

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

Fundraisers

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

The building principal or athletic director must approve all fund-raising activities. Approval form must be uploaded to any relevant Purchase Requisitions in iVisions. Any food sales must comply with the District Wellness Policy Guidelines. (Contact Food Service before planning a fundraiser including food sales.) There is a NMAC Limit: **1 food fundraiser during school hours per semester.**

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

Do not use GO FUND ME or Donors Choose for school related purposes. All supply or instructional materials requests should be submitted to your building principal for approval.

School Activity Accounts

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

Receipting Procedures

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

Due to the volume in some schools, it may become necessary to have all monies from students receipted by the sponsor/s. Where teachers and others are assigned the responsibility of

collecting money directly from students, the following will apply regarding receipting procedures:

Each day's collections will be turned in to the office DAILY by 4:00 pm. Checks may be accepted from students or parents in payment of any account, but teachers are not to use any cash collected and replace it with their own personal check. **ALL STAFF MUST turn in all checks/monies daily and deposit in the bank within 24 hours of receipt.**

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

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

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

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

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

Fight Song

HATCH VALLEY HIGH SCHOOL HATCH VALLEY HIGH SCHOOL THE PRIDE OF EVERY

LOYAL BEAR

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

RAH RAH RAH RAH

NOW IS THE TIME BOYS TO MAKE A BIG NOISE WHOO! NO MATTER WHAT

THE PEOPLE SAY

FOR THERE IS NONE TO FEAR THE GANG IS ALL HERE, SO HAIL TO OLD HATCH
VALLEY HIGH.

B- E- A- R- S

BEARS... BEARS

GO BEARS!

All employees, volunteers, substitutes, contractors, coaches, etc., are required to complete the following form annually.

In order to verify that you have reviewed this handbook, please complete the following form (which includes the required AFFIDAVIT OF RECEIPT, UNDERSTANDING, AND AGREEMENT).

The Form can be found at:

English Form: <https://forms.gle/Bzk2PQZkTCYEBdJ6A>

Spanish Form: <https://forms.gle/Vj7gpPoQPmkvYXDD7>