



Christine Duncan's
Heritage Academy

**2010-2011
Employee Handbook**

**"Making a Difference for
every student!"**

**¡Haciendo la diferencia en
cada estudiante!"**

Christine Duncan's Heritage Academy Philosophy

Christine Duncan's Heritage Academy staff believes the worth and dignity of each and every individual, whether a baby in diapers, a third grader studying multiplication, a high school student reading Plato, a parent working in their occupation or someone proud of his grandchildren. We see individual strengths and encourage those strengths; we strive to help individuals achieve one's greatest potential. Christine Duncan's Heritage Academy staff uses several innovative strategies and techniques, which have proven to be highly successful.

We accept the premise that the best program in school can only be successful if there is a strong home/school relationship. We respect that parents and families know their children in great depth. We learn immense information about our students in a group setting and use various methods to truly understand them. We also believe joining our knowledge and understanding, with the knowledge of love of you as a parent, will create a powerful force in the academic, social, emotional and physical success of Christine Duncan's Heritage Academy students.

Teddy Roosevelt once wrote, **"If you think that you can, you're absolutely right. If you think you can't, you're absolutely right."** This is a profound statement that we believe to be true for our students as well as ourselves, **"one can do anything they set their mind to."**



Christine Duncan's Heritage Academy

Mission Statement

Christine Duncan's Heritage Academy will promote social and high academic achievement with differentiated instruction to strive to meet grade level proficiency in a dual language setting. We value environmental stewardship, active community participation, family centered learning and cultural diversity.

Academia de Herencia de Christine Duncan Misión de la Escuela

La Academia de Herencia de Christine Duncan prometerá el aprendizaje social y un alto rendimiento académico para lograr preeficiencia en el nivel de grado en un ambiente bilingüe con instrucción diferenciada. Nosotros valoramos el medio ambiente y la participación activa de la comunidad, siendo la familia el centro del aprendizaje. También valoramos la diversidad cultural.

CHRISTINE DUNCAN'S HERITAGE ACADEMY

Goals:

- **To provide differentiated instruction, delivered through a developmentally appropriate curriculum in a small class setting.**
- **To provide an educational climate of respect and high expectations for every student.**
- **To create a child, family, and community of support where family involvement is a focal point.**
- **To ensure that all students exit their school year meeting or exceeding grade level proficiency.**

The Faculty/Staff Handbook provides a summary of employee benefits and guidelines with respect to your employment. It does not cover all aspects of your employment with Christine Duncan's Heritage Academy.

If you have any questions, please discuss them with your supervisor.

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WORKPLACE POLICIES

Open Communication Policy

Christine Duncan's Heritage Academy encourages you to discuss any issues you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concerns, problems, or issues that arises during the course of your employment. Retaliation against any employee for the appropriate use of communication channels is unacceptable. Please remember that it is counterproductive for employees to create or repeat rumors or gossip.

Equal Opportunity

Christine Duncan's Heritage Academy is an equal opportunity employer. Christine Duncan's Heritage Academy provides equal opportunity regardless of disability, race, ethnicity, color, sex, sexual orientation, medical condition, veteran status, national origin, religion and age in all facets of employment, including but not limited to compensation, benefits, promotion, transfer, demotion, layoff, discipline, or termination. Christine Duncan's Heritage Academy is committed to complying with all federal, state and local laws prohibiting discrimination.

Harassment and Discrimination

Christine Duncan's Heritage Academy intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or inappropriate behavior which might interfere with work performance. Harassment or discrimination of any sort- whether verbal, physical, or visual based upon race, color, religion, gender, age, sexual orientation, national origin or ancestry, disability, veteran status, or other protected status defined by law will not be tolerated.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes, or statements, pranks, intimidation, physical assaults or contact or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature and retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents employees from effectively performing the duties of their position. It

also encompasses such conduct when it is made a term or condition of employment compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. In some situations, sexual harassment may even involve two women or two men.

Reporting Harassment or Discrimination

If there is no threat of violence, Christine Duncan's Heritage Academy encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, although you are not required to do so. In addition, if you believe you have been subject to harassment or discrimination, you are required to immediately notify your supervisor.

All complaints will be investigated promptly and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee is established, Christine Duncan's Heritage Academy will take appropriate disciplinary action against the offender. Disciplinary actions can range from verbal warnings to termination, depending on the circumstances. Christine Duncan's Heritage Academy will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Christine Duncan's Heritage Academy accepts no liability for harassment or discrimination of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses or discriminates against another employee is personally liable for their actions and the consequences. Christine Duncan's Heritage Academy may or may not provide legal, financial or any other assistance to an individual accused of harassment or discrimination if a legal complaint is filed.

Christine Duncan's Heritage Academy prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual.

Reasonable Accommodation of Individuals with Disabilities

Christine Duncan's Heritage Academy makes reasonable accommodations to qualified employees with disabilities for the performance of essential job functions without undue hardship to Christine Duncan's Heritage Academy.

Accommodations are reviewed case by case in accordance with the Americans with Disabilities Act and any state or local laws that prohibit disability discrimination.

Participation In Political Activities

Staff members of Christine Duncan's Heritage Academy may hold public offices regardless of the relationship between the public office and the interests of Christine Duncan's Heritage Academy.

Drug Free Workplace

Christine Duncan's Heritage Academy has adopted a Drug Free Workplace Policy. The unlawful possession, dispensing, distribution, manufacture, sale or use of controlled substances and alcohol in the workplace by a Christine Duncan's Heritage Academy employee is prohibited on school premises or as part of any Christine Duncan's Heritage Academy activity. Being under the influence of controlled substances and/or alcohol by an employee is prohibited in the workplace, on the school premises or any part of a Christine Duncan's Heritage Academy activity.

Violation of this policy will result in disciplinary action, up to and including termination, and referral to law enforcement. Christine Duncan's Heritage Academy reserves the right to search and inspect for the maintenance of a safe drug-free workplace.

Violence in the Workplace

Christine Duncan's Heritage Academy has adopted a policy prohibiting workplace violence. Acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect Christine Duncan's Heritage Academy or its employees or which occur on Christine Duncan's Heritage Academy property will not be tolerated. This policy applies to all persons involved in Christine Duncan's Heritage Academy operation, including personnel, contract and temporary employees and anyone else on Christine Duncan's Heritage Academy property.

Violation of this policy will result in disciplinary action, up to and including termination, and referral to law enforcement. Examples of workplace violence include, but are not limited to:

- All threats or acts of violence occurring on Christine Duncan's Heritage Academy property, regardless of the relationship between Christine Duncan's Heritage Academy and the parties involved.
- All threats or acts of violence occurring off Christine Duncan's Heritage Academy property involving someone who is acting as a representative of Christine Duncan's Heritage Academy.
- Hitting or shoving an individual.

- Threatening an individual or his/her family, friends, associates or property with harm.
- Intentional destruction of or threats to destroy Christine Duncan's Heritage Academy property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms or weapons.

Weapons

Christine Duncan's Heritage Academy prohibits all persons who enter Christine Duncan's Heritage Academy property from carrying a handgun, firearm, knife or other weapon of any kind regardless of whether the person is licensed to do so. The only exceptions to this policy are police officers, security guards or other individuals who have been given written consent by Christine Duncan's Heritage Academy to carry a weapon on the property.

Smoking

Use of tobacco or tobacco products at all Christine Duncan's Heritage Academy sites is prohibited.

Employee Technology Acceptable Use

Use of Christine Duncan's Heritage Academy technology resources is a privilege granted to employees primarily for the enhancement of job-related functions. Employees also may have unlimited access to these resources for personal use, if they comply with the provisions of this policy. Violations of this policy may result in the revocation of this privilege. Depending upon the severity of the infraction, employees may also face disciplinary action up to and including termination, civil litigation, and/or criminal prosecution for misuse of this resource.

Christine Duncan's Heritage Academy does not attempt to articulate all possible violations of this policy. In general, users are expected to use Christine Duncan's Heritage Academy computers and computer networks in a responsible, polite, and professional manner. Users are not allowed to:

- Knowingly send, receive, or display sexually oriented images, messages, or cartoons.
- Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others.
- Knowingly send, receive, or display communications that disparage or berate Christine Duncan's Heritage Academy, Board Members, or

employees, or diminish employee productivity and/or professionalism. Nothing contained in this paragraph shall be construed to interfere with the conduct of official Christine Duncan's Heritage Academy business.

- Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws.
- Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes.
- Disrupt, disable, damage, or interfere with services, equipment, or other users.
- Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.

Computer Software: Unauthorized Copying

Illegal reproduction of software can be subject to civil damages and criminal penalties. Christine Duncan's Heritage Academy employees who make, acquire or use unauthorized copies of computer software are subject to disciplinary action, up to and including termination.

Dress Code and Personal Appearance

You are expected to be suitably attired and groomed during working hours and when representing Christine Duncan's Heritage Academy. If your supervisor determines that your attire and/or grooming is out of place, you may be asked to leave the workplace until you are properly attired and/or groomed. In no case shall the standards for employees be less than those prescribed for students in the Christine Duncan's Heritage Academy Student Behavior Handbook. Principals/Supervisors are expected to counsel staff assigned to their location on appearance and conduct. Employees who violate dress code standard may be subject to disciplinary action, up to and including termination.

Please refer to the New Mexico Educator's Code of Ethics for specific information.

STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and congenially. By accepting employment with us, you have a responsibility to Christine Duncan's Heritage Academy and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

Conflict of Interest

Employees are prohibited from using confidential information acquired by virtue of their associations with Christine Duncan's Heritage Academy for their individual or another's private gain.

Employees are prohibited from requesting or accepting a gift or loan for themselves or another that tends to influence them or appear to influence them in the discharge of their duties as employees.

Employees must, in all instances, maintain their conduct at the highest standards. Employees must not engage in activities which violate Federal, State or local laws or which, in any way, diminish the integrity, efficiency, or discipline of Christine Duncan's Heritage Academy.

Unacceptable Activities

Christine Duncan's Heritage Academy expects each employee to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of employment for some employees of Christine Duncan's Heritage Academy.

1. Violation of any Christine Duncan's Heritage Academy policy.
2. Violation of security or safety rules or failure to observe safety rules or Christine Duncan's Heritage Academy safety practices; failure to wear required safety equipment; tampering with Christine Duncan's Heritage Academy equipment or safety equipment.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on Christine Duncan's Heritage Academy premises, except medications prescribed by a physician which do not impair work performance.
5. Possession of dangerous or illegal firearms, weapons or explosives on Christine Duncan's Heritage Academy property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Christine Duncan's Heritage Academy premises or when representing Christine Duncan's Heritage Academy; fighting, or provoking a fight on Christine Duncan's Heritage Academy property, or negligent damage to property.

7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of Christine Duncan's Heritage Academy property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of Christine Duncan's Heritage Academy property or the property of fellow employees; unauthorized possession or removal of any Christine Duncan's Heritage Academy property, including documents, from the premises without prior permission from management; unauthorized use of Christine Duncan's Heritage Academy equipment or property for personal reasons; using Christine Duncan's Heritage Academy equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by Christine Duncan's Heritage Academy; unauthorized alteration of Christine Duncan's Heritage Academy records or other documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on Christine Duncan's Heritage Academy property.
14. Conducting a lottery or gambling on Christine Duncan's Heritage Academy premises.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment, sexual, racial, religious, telling sexist or racist jokes, making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of telephones for personal calls.
20. Smoking on Christine Duncan's Heritage Academy property.
21. Creating or contributing to unsanitary conditions.
22. Failure to report an absence or late arrival; excessive absence or lateness.
23. Obscene or abusive language toward any supervisor, employee, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on Christine Duncan's Heritage Academy premises.
24. Failure to immediately report damage to, or an accident involving, Christine Duncan's Heritage Academy equipment.

25. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on Christine Duncan's Heritage Academy premises.
26. Failure to use required timesheets, alteration of your own timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
27. Any other act or omission which impairs or restricts the ability of the Christine Duncan's Heritage Academy to provide a safe and healthy environment for employees and students.

Administrative Leave Pending Possible Disciplinary Action

If you are suspected of violating Christine Duncan's Heritage Academy's policies, procedures, or work rules, you may be placed on administrative leave, with or without pay, pending an investigation of the situation.

Your Personnel File

Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, notify us as soon as possible.

- a. Legal name
- b. Home address
- c. Home telephone number
- d. Marital status
- e. Driving record or status of driver's license, if you operate a Christine Duncan Community Charter School vehicle
- f. Military or draft status
- g. Exemptions on your W-4 tax form
- h. Required training certificates
- i. Required professional license

You may review information in your personnel file except for confidential materials relating to pre-employment.

WORK SCHEDULE

Business Hours

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Should you have any questions concerning your work schedule, please ask your supervisor.

The teachers' duty day begins at 7:45AM and ends at 3:30PM (M, T and Th).

Please note: Duty day on Wednesday will end at 4:30PM.

Fridays will be used as in-service days or Make-Up school days. **We will be having school on Fridays following a Holiday.**

Unless otherwise noted, the office staff duty day begins at 7:30AM and ends at 4:30PM. There will always be somebody at school with the after school program until 5:30. All administrative staff is required to be at work on Fridays from 7:45-4:30.

Absence or Lateness

If you are unable to report to work, or if you will arrive late, contact your supervisor immediately. If you know in advance that you will be absent, you must request this time off from your supervisor. A consistent pattern of absences can be considered excessive. Employees are not allowed to take personal leave the day before or after a holiday. **If you choose to take time off before or after a holiday, you will be docked on your next paycheck on an hourly basis based on your contract amount.** If the leave of absence is due to illness, a doctor's note must be provided to your supervisor. In-service days are mandatory and must be attended. In the event you are absent, you will be docked on your next paycheck, unless you provide the supervisor with a doctor's excuse. Arriving late or leaving early three consecutive times may carry the same weight as one absence. Lateness or leaving early factors will be taken into consideration.

Unauthorized or excessive absences, lateness, or leaving early may lead to disciplinary action, up to and including termination.

Severe Weather and Emergency Conditions

School Closure: In the event of severe weather conditions or other emergencies, Christine Duncan's Heritage Academy may decide to close all or part of Christine Duncan's Heritage Academy for the remainder of the day. If your work site is closed, you will be notified as soon as possible. *Employees who are sent home early will not lose pay as a result of early dismissal for this reason.* Likewise, if you report to work and find that Christine Duncan's Heritage Academy is unexpectedly closed due to an emergency, no loss of pay will occur.

Abbreviated Day Schedule is a shortened school or work day that begins *two hours later* than the regular schedule but ends at the regular time. The most

common use of the abbreviated day schedule occurs when severe weather causes street conditions that would endanger the safety of students and employees on their way to school.

An abbreviated day schedule is announced on the local news media, generally by 6:30 a.m. On mornings when weather conditions are severe, employees should listen to the radio or watch television for announcements concerning the school schedule. Following the announcement of an abbreviated schedule, weather conditions may worsen to the point that it is necessary to close the schools. This announcement will be made to the local media at approximately 9:00 a.m. Christine Duncan's Heritage Academy will follow the Albuquerque Public Schools (APS) decisions. The reporting time for all employees may be delayed up to a maximum of two hours.

SAFETY

All employees should be familiar with the evacuation maps posted throughout the school. All employees should also be familiar with the emergency procedures discussed in the Safety Handbook that is located in each room.

General Employee Safety

Christine Duncan's Heritage Academy is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Christine Duncan's Heritage Academy will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures. Communicate with your supervisor or other administrative personnel regarding safety.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, contact outside emergency response

agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any safety hazards are corrected. The Employee's Claim for Workers' Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law requires that we keep records of all illnesses and accidents that occur during the workday. The New Mexico State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Administering Medication to Students

Only designated employees can administer medications to students. A student that must take prescription medicine during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container.

Student Discipline

Students are expected to follow campus rules, classroom rules and rules listed in the Parent/Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on the range of disciplinary management strategies that have been adopted by Christine Duncan's Heritage Academy. This includes enforcing the Anti-Bullying Policy and the Uniform Policy approved on July 2, 2007 by the Governance Council.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated one of the school rules. A copy of the report will be sent to the principal and parents within 24 hours.

Visitors in Schools

All visitors are expected to enter any Christine Duncan's Heritage Academy facility through the main entrance and sign in and/or report to the main office. They will be issued a visitor's pass in the office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on Christine Duncan's Heritage Academy's premises should immediately direct visitors to the main office or contact the administrator in charge.

Parking Areas

You are encouraged to use the parking areas designated for employees if required. Remember to lock your car every day and park within the specified areas. Christine Duncan's Heritage Academy is not responsible for any loss, theft or damage to your private vehicle or any personal property.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

COMPENSATION

Paycheck

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Christine Duncan's Heritage Academy's pay structure is reviewed annually and will be adjusted as needed and as approved by the Board. All employees will receive written notice of their pay and work schedules before the start of each school year.

Paychecks will be directly deposited to your bank account or distributed at your work site by your supervisor or designee on the pay dates specified. Paychecks are issued every two weeks or 26 times per year, if you are a full-year employee. If you do not receive your check or you believe that any amount on the check is in error, notify your supervisor and the budget analyst immediately.

Mandatory Deductions from Paycheck

Christine Duncan's Heritage Academy is required by law to make certain deductions from your paycheck. Among these are your federal, state and local income taxes and your contribution to Social Security and Medicare, New Mexico Retirement and Retiree Healthcare. These deductions are itemized on your check stub.

The amount of the deduction depends upon your earnings and the information you furnished on your W-4 form. Other mandatory deductions that may be made from your paycheck, such as court-ordered garnishments, will be explained whenever Christine Duncan's Heritage Academy is ordered to make such deductions.

PERFORMANCE REVIEWS

Performance Reviews

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other related criteria. All employees will participate in the evaluation process with their assigned supervisor. Written evaluations will be completed on forms provided by Christine Duncan's Heritage Academy. All employees will receive a copy of their final yearly evaluation.

Your Professional Development Plan (PDP) provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor can recommend further training or additional opportunities for you and answer any questions you may have about the PDP and performance review process.

HOLIDAYS

Full-time employees and part-time employees on a pro-rated basis may receive paid time off for holidays recognized by. The following holidays are recognized by Christine Duncan's Heritage Academy:

- . •New Year's Day
- . •Presidents' Day
- . •Vernal Holiday (Friday)
- . *Memorial Day
- . •Independence Day
- . •Labor Day
- . •Thanksgiving Day
- . •Friday after Thanksgiving
- . •Christmas Eve Day
- . •Christmas Day

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must be paid for the scheduled workday immediately before and after the holiday.

If a holiday occurs during your scheduled vacation, you are eligible for the paid holiday.

You are not eligible to receive a paid holiday when you are on an unpaid leave of absence.

LEAVES

Christine Duncan's Heritage Academy offers employees paid and unpaid leaves of absence in times of personal need to eligible employees. Personal/sick leave is earned on a yearly basis (accrued monthly). You will accrue ½ a day worth of personal/sick leave per pay period from August-May with a maximum of 10 days per fiscal year. Time off is paid using your base rate, excluding shift premiums and overtime compensation, if any. Please review the leave policies for requirements.

General Provisions

Application for Leave: All leaves of ten (10) consecutive work days or less must be requested through and approved by the employee's principal or supervisor. Extended leave of more than ten (10) consecutive work days, with or without pay, must be requested through your supervisor and the budget analyst. Employees must complete the required Leave Forms and receive the necessary approval before the leave requested may be taken.

Immediate Family:

The immediate family of an employee includes the employee's spouse, child, parent, parent-in-law, grandparent, grandchild, daughter-in-law, son-in-law, brother, sister, sister-in-law, brother-in-law, aunt, uncle, others who reside in the same household as the employee or a person in loco parentis.

Use of Leave: When an employee becomes ill or is injured on the job, sick leave begins at the time of inability to continue work, to the nearest half-hour. An employee, who is already on annual leave, personal leave, or leave without pay, including parental leave, may not be eligible to use sick leave benefits.

Illness in the Immediate Family Leave: Up to three (3) days of an employee's sick leave may be used by the employee for any illness of the employee's immediate family or birth of a child to an employee. Any illness would be an illness requiring treatment by a physician and may be subject to provide proper documentation to justify the absence. Illness in the Immediate Family will be counted against an employee's FMLA entitlement.

Assault Leave may be granted, upon request, to employees who suffer time lost resulting from physical injuries caused by an assault while carrying on the duties/responsibilities of the position. *An assault shall mean an intentional act which causes an injury.* This leave is granted with or without pay, depending upon the circumstances of each situation. The Board reserves the right to have the employee examined by a physician, in order to determine the employee's right to receive benefits. Benefits will go into effect immediately and remain in effect until such time as it is determined that benefits should not be provided. In such an event, the employee will assume all expenses, including leave without pay if sick leave has been exhausted.

Bereavement (Funeral) Leave: Up to three (3) working days of leave with pay (not charged to other leave time) may be granted, upon request, to full-time employees to make arrangements for and attend funeral

services of the employee's spouse, child, parent, parent-in-law, grandparent, grandchild, daughter-in-law, son-in-law, brother, sister, sister-in-law, brother-in-law, others who reside in the same household as the employee, or a person *in loco parentis*. If requested, additional days may be granted with or without pay to allow for travel time as necessary at supervisor's discretion.

If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of the absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Court Leave: Except as a plaintiff or defendant, court leaves with pay will be provided where an employee is required by a lawful subpoena to testify in a court or administrative proceeding.

Court leave with pay will be granted for jury duty, provided a copy of the summons or subpoena must be attached to the Request for Leave Form. The employee submits money received for jury duty, except that paid for mileage and/or subsistence, to the budget analyst.

Court leave with pay will be granted to employees whose absence is due to an action against the Board on account of physical injuries suffered by the employee while on duty, but not for absence resulting from the employee bringing action against the Board for any other reason.

Parental Leave: A parental leave of absence for up to one (1) year without pay shall be granted to an employee for the purpose of childbearing and/or child rearing as follows:

An employee who is pregnant shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and one (1) year after a child is born to her. Except in case of emergency, the employee shall submit a Leave of Absence Request Form at least thirty (30) days prior to the date on which her leave is to begin. A physician's certificate indicating an approximate date of delivery is also required. An employee who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her duties. If not on parental leave of absence, any portion of an employee's absence from work because of a medical disability connected with or resulting from her pregnancy may be charged to available sick leave. A male teacher shall be entitled to leave beginning at any time between the birth of his child and one (1) year thereafter. An employee adopting a child shall be entitled to leave commencing when custody occurs or prior to receiving custody if necessary to fulfill the requirement of adoption.

Personal Leave of Absence: In special circumstances, Christine Duncan's Heritage Academy may grant a personal leave of absence without pay for up to one (1) year. Employees must have at least three years of employment preceding the request. One (1) day per year with pay is granted to eligible employees to accomplish personal business that cannot be done during other than your normal working hours. This leave may be accumulated up to five (5) days, including personal leave earned under paragraph (Sick Leave). Request personal leave from your supervisor in advance and obtain approval. The employee need not state the reason for taking personal leave. Employees going on an unpaid disability leave of absence may apply their personal leave at the time the leave starts if they wish. Personal leave cannot be applied if the illness or injury is covered by worker's compensation insurance. *Leave will not be granted for taking employment elsewhere or going into business for yourself.*

Personal Emergency Leave may be granted to an employee to cover situations, other than personal illness, which are beyond the control of the employee and which would significantly impair the employee's job performance. A total of five (5) days of unpaid leave may be granted per year.

Vacation and other benefits do not accrue during a period of leave of absence. Consult your group insurance booklet to determine your insurance coverage during such a leave of absence. Failure to return from a leave at the time agreed may result in termination of employment.

Sick Leave: Sick leave is accrued monthly. Employees must call their supervisor or designee as soon as they know they will be absent from school in order to schedule a substitute teacher if necessary.

Christine Duncan's Heritage Academy may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

Accrual: Unused paid sick leave may be accumulated and will follow the employee from year to year. Employees with less than three days absent from work at the end of the each school year, will be entitled to earn (1) a day of personal leave to carry for the following school year and beyond. The allowable number of accumulated hours and/or days may be different with each employee group. In case of an illness which exceeds the employee's accumulated paid sick leave or ten (10) calendar days, whichever comes first, the employee must submit a Leave of Absence Request Form to the supervisor or designee. A physician's certification must also be submitted. The certification must contain a probable date of return. Before returning to employment, the employee must submit a physician's release and Return to Work Certificate completed by the

employee's treating physician. Christine Duncan reserves the right to use a medical advisor, and/or to request additional records in order to determine whether the existing medical records support the leave extension. In the event that an employee's health becomes serious and the employee is unable to return to work, due to doctor's instructions, the employee or a designee MUST contact the school, in writing, with the status of the employee's health within thirty days. Failure to notify the school regarding the status of your health will be cause for termination of contract.

Inappropriate or improper use of sick leave may be cause for disciplinary action, up to and including termination.

Sick leave accruals will discontinue when an employee is on a leave without pay status.

In the event of an illness or injury that is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.

At the time of termination of employment, the employee will receive no additional pay for unused sick leave.

Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with advance notification of your intended return date. Failure to do so may delay your return date.

Benefits that accumulate on an accrual basis (vacation, sick and personal days) will cease to accrue during the leave period. Employees may choose to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Group insurance benefits (medical, dental, vision, LTD and life) will continue during the leave provided the employee continues to make required contributions to these plans. Failure to make such contributions will result in the termination of these benefits. If an employee fails to return to work after Family Medical Leave, the employee will be held liable for the amount of health insurance premiums paid by Christine Duncan's Heritage Academy during the employee's unpaid leave. Other benefits, such as retirement and 403(b) plans, will be governed in accordance with the terms of each plan.

In the case of an employee's own serious health condition, before the employee will be permitted to return from medical leave, he or she will be required to present Christine Duncan's Heritage Academy with a written

physician's statement indicating that the employee can return to work and perform the essential functions of his/her position.

Family and Medical Leave will be granted to employees who have worked for Christine Duncan for at least twelve (12) months and who have worked at least 1250 hours in the previous 12 months. This leave is without pay and may be taken for up to (1) year from the first date the leave is taken. This leave is granted only for the following reasons:

- To care for a child upon the birth or placement for adoption or foster care of the child.
- To care for a spouse, child or parent who has a serious health condition.
- When the employee has a serious health condition.

In the event of a serious health condition of the employee or his/her child, spouse, or parent, creating a need for unforeseen family or medical leave, the employee must provide notice, as soon as practicable. If the employee will be absent for ten (10) consecutive days or more, a Leave of Absence Request Form must be completed along with a written physician's certificate. The certificate must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be of work to care for the family member or for our own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.

Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with advance notification of your intended return date. Failure to do so may delay your return date.

Benefits that accumulate on an accrual basis (vacation, sick and personal days) will cease to accrue during the leave period. Employees may choose to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. Check with your insurance benefits specialist for specific details regarding your benefits.

SEPARATION OF EMPLOYMENT

Voluntary Termination

Christine Duncan's Heritage Academy will consider you to have voluntarily terminated your employment if you:

- Resign from Christine Duncan's Heritage Academy;
- Retire from Christine Duncan's Heritage Academy;
- Fail to return from an approved leave of absence on the date specified; or
- Fail to report to work or call in for three (3) or more consecutive work days.

Involuntary Termination

Christine Duncan's Heritage Academy may terminate your employment for poor performance, misconduct, excessive absences, tardiness, discrimination or other violations of Christine Duncan's Heritage Academy policies. If your employment is at-will, you or Christine Duncan's Heritage Academy may terminate the employment relationship at any time and for any or no reason.

Non-Reemployment

Christine Duncan's Heritage Academy may elect not to renew the expiring contracts of some employees.

Return of Christine Duncan's Heritage Academy Property

Any property Christine Duncan's Heritage Academy issues to you, such as keys, uniforms, computer equipment, parking passes or vehicles, etc., must be returned at the time of termination. You will be responsible for any lost or damaged items. The value of property issued and not returned may be deducted from your paycheck. You may be required to sign a wage deduction authorization form for this purpose.

Exit interviews will be scheduled for all employees leaving Christine Duncan's Heritage Academy. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at that time.

Separating employees are asked to provide Christine Duncan's Heritage Academy with a forwarding address and phone number and complete a questionnaire that provides Christine Duncan's Heritage Academy with feedback on their employment experience.

Reporting Child Abuse

According to New Mexico law, ANYONE who suspects or has knowledge of abuse or neglect must report it. Failure to report is subject to a misdemeanor in a court of law. Under New Mexico's Children Code 32A-4-3 **we MUST report child abuse or negligence.**

Report child abuse if you see:

- The child has current marks or bruises
- The student needs immediate medical attention
- You suspect sexual abuse

Call CYFD (Children, Youth and Families Department) at 1-800-797-3260 or in Albuquerque 841-6100. Immediately notify your supervisor.

CHRISTINE DUNCAN'S HERITAGE ACADEMY BULLYING PREVENTION POLICY

The Governance Council of Christine Duncan's Heritage Academy is committed to providing a safe, respectful and fear-free environment for all members of the school community including students, staff, parents, community partners, and visitors. The Governance Council believes that preventing bullying is important to having a safe, respectful, and fear-free climate which should help students learn, achieve high academic standards, and establish a positive educational environment. All participants in the Christine Duncan's Heritage Academy's educational community should be aware of the Governance Council's expectation of a safe, respectful and fear-free school and work environment, and should model this in their own behaviors. The Governance Council directs the Deputy Director to establish procedures to implement this policy.

CHRISTINE DUNCAN'S HERITAGE ACADEMY BULLYING PREVENTION PROCEDURAL DIRECTIVE

The Governance Council has adopted Governance Council Policy ____ relating to a safe, respectful, and fear-free environment which prohibits bullying. The following procedure will implement this policy:

- A. Definition: Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. Bullying results in the victim feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include either: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability. Bullying often takes place in a social context. Bystanders play a critical role in impacting bullying either positively or negatively.

- B. Goal: Christine Duncan's Heritage Academy is committed to providing a safe, respectful and fear-free environment for all members of the school community including students, staff, parents, community partners, and visitors. Christine Duncan's Heritage Academy understands that a safe, respectful, and fear-free climate that prohibits bullying is necessary for students to learn, achieve high academic standards, and for the establishment of a positive educational environment. All participants in the School's educational community will support the expectation of a safe, respectful and fear-free school and work environment, and will model this in their own behaviors.

It is expected that all School stakeholders including students, staff, parents, community partners, and visitors will experience a positive school atmosphere where all individuals are honored and respected. It is the responsibility of every stakeholder to conduct themselves in a manner that promotes and supports this commitment.

Prohibition

Bullying is strictly prohibited by all members of the school community. Bullying is strictly prohibited by students on the way to or from school, at the parking lot, during school-related or sanctioned activities, on school grounds, in school vehicles, with the use of school technology, or during the lunch period whether on or off campus. Those who encourage bullying are subject to corrective action. Bullying incidents will not be tolerated by any Christine Duncan's Heritage Academy employee.

C. Activities:

- o Christine Duncan's Heritage Academy shall annually notify all school and district personnel (including substitutes), school volunteers, students, and their parents/guardians of the policy, including procedures for reporting and responding to bullying.
- o All school personnel are required to report alleged or suspected incidents of bullying. All other members of the school community are encouraged to report alleged or suspected incidents of bullying.
- o Christine Duncan's Heritage Academy shall develop and implement measures to strongly discourage, address and establish consequences for false reports of bullying.
- o Christine Duncan's Heritage Academy will develop a bullying reporting process, which ensures the confidentiality of reporters, witnesses, victims and alleged perpetrators.
- o The School prohibits reprisal or retaliation against any person who reports an act of bullying. Appropriate measures shall be put in place by the school to protect reporters, witnesses and victims of bullying from retaliation.
- o Christine Duncan's Heritage Academy is responsible for developing and implementing procedures for administration to investigate allegations of bullying, which ensure the confidentiality of reporters, witnesses, victims and alleged perpetrators. Every reported and suspected bullying incident requires that the school respond consistently and promptly to all individuals involved in the alleged bullying.

- o All instructional and operational administrative staff shall participate in mandatory bullying prevention training provided by the School at a minimum of once every three years. It is the responsibility of administrators to train their staff periodically including bullying prevention strategies, and identifying, reporting, and effectively responding to bullying.
- 1 Christine Duncan's Heritage Academy is required to develop and implement a comprehensive written bullying prevention plan as part of a school-wide prevention plan. Each plan shall be based on specific school needs and shall include implementation of a universal, data-driven bullying prevention program, or adoption of a pre-existing evidence-based bullying prevention program.
- 2 All students will be educated about bullying prevention as part of the health education curriculum as set forth in 6.30.2.19 NMAC ("content standard for health education").
- 3 Corrective action will be determined by the number of previous acts, the nature of the act, the maturity of the parties, and the context in which the alleged act occurred. Consequences can range from positive behavioral interventions to suspension and expulsion and shall include consideration of compliance with state and federal IDEA requirements. Christine Duncan's Heritage Academy shall include parents/guardians in the remediation of severe and/or escalating behavior.

CHRISTINE DUNCAN'S HERITAGE ACADEMY UNIFORM POLICY

In an effort to improve student learning and to facilitate a safe learning environment, the School is mandating uniforms for students in grades K-8. Student uniforms will encourage and teach students the appropriate -----setting, including the school environment. Student uniforms will also ensure campus is able to easily identify students to better secure the campus.

Effective the 2007-2008 school year, Christine Duncan's Heritage Academy shall require all students in grades K-8 to wear a school uniform and must adhere to the standards set out below. All garments must be of an approved color as per the guidelines established in this dress code policy.

The School shall not require specific brands of clothing. The items listed in the "Appropriate Attire" category should call for general clothing items with a common color selection.

All students K-8 shall wear the approved school uniform.

FUNDING SOURCE

The Governance Council shall ensure funds are available for the clothing needs of educationally disadvantaged students who cannot afford to purchase uniforms.

GIFTS, GRANTS, AND BEQUEST

All gifts, grants, and bequests shall be accepted.

APPROPRIATE ATTIRE FOR K-8 STUDENTS

Slacks and Pants:

- Color: All slacks, **shorts**, and pants must be a solid color: Khaki, Navy Blue or Black
- Style: Slacks, shorts or pants can be pleated or flat front, full length, appropriately fastened at the waist; if pants have loops, belts are required.
- Material: Cotton, canvas, corduroy, linen, polyester, or twill.

Tops:

- Shirts and blouses must have button down collars or have straight collars. Turtlenecks and polo shirts are permitted. All tops must be work tucked inside pants, slacks or skirts.
- Color: All students K-8 shall wear maroon, navy blue, gray or white shirts.

- Style: Long or short sleeves with a collar required. Turtlenecks and polo styles are permitted.
- Logos: Manufacture trademarks, if any, must be one inch or less. Christine Duncan school logo's are permitted and are not limited in size.
- Undershirts: Must be maroon, navy blue, gray and white or match the color of the top.

Skirts, Skorts and Jumpers:

- Color: Khaki or navy blue in a solid color, single color or Plaid MM-Box pleats front and back for K-3 girls (See Dennis style). 4-8 girls Plaid MM-Center box pleat (See Dennis style). Skorts, K-8, MM Plaid w/ Tabs (See Dennis style)
- Style: Skirts must be at least knee length.

Jackets, Cardigans, and Sweaters:

- Color: Should match an accepted uniform color
- Style: All must be worn over a collared shirt, turtleneck or polo style top. Jackets for grades 4-8 cannot have hoods.
- Logo: Christine Duncan's Heritage Academy Logos are permitted and are not limited in size. Manufacture trademarks, if any, must be one inch or less.

Footwear:

- Style: Athletic shoes, loafers, dress shoes, or other closed toed/closed heel shoes. Hillies, open-toed and open-heels are not appropriate footwear.

CURRICULUM RELATED ACTIVITIES:

Deviations or exceptions to the policy must relate to the curriculum of the specific class, i.e. physical education, dance, etc.

INNAPPROPRIATE ATTIRE AND GOOMING ITEMS:

Blue jeans, low cut pants, low rise pants, sagging slacks or pants, sweat pants, sweat shirts, hats, caps, rollers, hair curlers, plastic hair bags, hair nets, sweat bands, skull caps, and other similar clothing or grooming shall not be worn at school. Insignia on outerwear not related to the school is prohibited and not limited to professional sports team, and college insignia.

Students may not wear clothing that is either revealing or provocative.

Students shall not wear on the outside of their clothing any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. **NO JEWELRY IS ALLOWED. Exception: Girls and boys may wear stud-like earrings, earrings hanging from the earlobe are not allowed.**

Jewelry includes any body piercing such as tongue, lip, eyebrow, nose, or any other body part piercing. Therefore, students are not allowed to wear any jewelry, except for stud-like earrings in the earlobe.

Students are prohibited from wearing attire that may be considered weapons, such as chain belts, wallet chains, or other similar attire.

Whether or not a student is dress appropriately or properly groomed shall be left to the discretion of their administrator or designee.

Student complaints regarding appropriate attire and grooming for religious and/or philosophical reasons should complain to the Governing Council of the school in writing.

For enforcement purposes, headwear worn as legitimate religious attire (as determined by the Governance Council may be considered as an exception).

STUDENTS K-8

All students should wear clean clothing that is not torn or damaged. Shirts shall be worn inside slacks with belts by students at all times unless the shirts are designed to be worn outside of the slacks or the pants are designed to be worn without a belt.

All students shall wear appropriate footwear. Student shall not wear house slippers, flip-flops, or other items that constitutes a safety hazard. Students are also prohibited from wearing steel-toed boots or shoes to skate or roll.

REQUEST FOR EXEMPTION – OBJECTION PROCESS

Any request for uniform exemption must be requested in writing, by the student's parents, from the School's Governance Council. The letter must address the reasons for refusal to wear school uniform. The School's Governance Council will decide whether to grant or refuse the request and will notify the parents. In addition, all students who have filed a philosophical or religious objection and are choosing to opt out of the "Appropriate Attire" provisions provided herein must provide written documentation to the Governance Council describing the attire to be worn in place of the "Appropriate Attire."

VIOLATIONS

GROOMING VIOLATIONS

Appropriate discipline procedures shall be followed in all cases, in accordance with the student handbook Code of Conduct. Dress and grooming violations are punishable as a First Level Offense.

If the principal determines that a student's grooming violates the dress code, the student shall be given the directive to correct the problem at school. If the problem is not corrected, the student may be assigned to in-school suspension for the remainder of the school day or until the problem is corrected.

Repeated offenses may result in more serious disciplinary action.

DRESS VIOLATIONS

A student whose clothing violates the dress code may be subject to in-school suspension either for the day or until a parent or designee brings an acceptable change of clothing to the school.

COCURRICULAR AND EXTRACURRICULAR ACTIVITY DRESS CODE K-8

Nothing contained herein shall prohibit the regulation of dress, grooming, and appearance of students involved in co-curricular and extracurricular school activities by the principal, in consultation with the sponsor, coach, person in charge of or directing such activities. Such activities include by example, dance, physical education, etc.

PARENT AND STUDENT RESPONSIBILITY

The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this uniform policy while on school campus during school hours.

SPECIAL EVENTS

Administrator is authorized to designate up to one day per week as a non-school uniform day, inviting students to participate in activities such as "50s Day," Spirit Day, etc.

NEW STUDENTS K-8

The administrator shall establish campus procedures and a minimum inventory of student uniform component to the basic uniform (shirt and pants) to new students who do not have a uniform. The administrator may allow a student to enroll and give the family a week to comply with the school's uniform policy.

DATE DRAFTED: 07/02/07

DATE REVISED: 07/23/08

DATE REVISED: 02/10/09

STUDENT WELLNESS POLICY

Christine Duncan’s Heritage Academy recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board of Education is committed to providing healthy school environments that promote student wellness, nutritious foods and beverages, physical education, nutrition education, and regular physical activity as part of the total learning experience. A healthy school environment provides students with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy eating, physical activity and other health-promoting behaviors that can improve student achievement.

Approved: 2006

STUDENT WELLNESS

Christine Duncan’s Heritage Academy recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The charter is committed to providing healthy school environments that promote student wellness, nutritious foods and beverages, physical education, nutrition education, and regular physical activity as part of the total learning experience.

Components

Components of this Procedural Directive include:

- I. Family, School & Community Involvement
- II. Nutrition
- III. Physical Activity
- IV. Other School-Based Activities Designed to Promote Student Wellness
- V. Measuring Implementation & Evaluation Plan

I. Family, School & Community Involvement

A. Definition: Family, school and community involvement means an integrated family, school and community approach for enhancing the health and well-being of students by establishing a charter School Health Advisory Council that has the responsibility to make recommendations to the local school board in the development or revision, implementation and evaluation of the wellness policy.

B. Goal: The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment that is conducive to student health and academic achievement. This inclusive atmosphere features a shared responsibility that supports healthy children and families. Effective partnerships between

families, schools and communities support the development and the maintenance of this comprehensive learning environment.

C. Activities: The charter shall establish a School Health Advisory Council that consists of parent(s), nurse, school board member(s), school administrator(s), school staff, student(s), and community member(s).

Christine Duncan's Heritage Academy's Health Advisory Council shall have the responsibility to make recommendations to the Board of Education in the development, revision, implementation, monitoring and evaluation of the School's wellness policy.

Christine Duncan's Heritage Academy's Health Advisory Council shall meet for this purpose a minimum of two times annually, and report to the Governance Board a minimum of one time per year.

Christine Duncan's Heritage Academy's Health Advisory Council shall be responsible for the following:

1. Create guidelines to provide physical activity opportunities to students, before, during and/or after school.
2. Create guidelines for school sponsored fund raisers during normal school hours meeting or exceeding guidelines as stated in the competitive food sales rule.
3. Create guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% or more of the offerings shall be healthy choices as stated in the competitive food sales rule.
4. Create guidelines for a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional, and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
5. Create guidelines for a planned, sequential K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
6. Create a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.

7. Create a school safety plan for the charter school focused on supporting health and safe environments and including but not necessarily limited to prevention, policies and procedures, and emergency response.
8. Create a plan addressing the health services needs of students in the educational process.
9. Create a plan addressing the staff wellness needs of all staff that minimally ensures an equitable work environment and meets the American with Disabilities Act Part III.
10. Create a plan for measuring implementation and evaluation of the wellness policy.
11. Designate one or more persons within the school to be in charged with operational responsibility for ensuring that our school fulfills the wellness policy. The Principal at Christine Duncan's Heritage Academy will assist in the implementation, integration, evaluation, and coordination of the school's wellness policies and programs.
12. Review contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of little nutritional value.
13. Increase community awareness of student health needs.
14. Partner with community to support policies and programs.

II. Nutrition

A. Definition: Nutrition means programs that provide access to a variety of nutritious and appealing meals and snacks that accommodate the health and nutrition needs of all students.

Nutrition Education aims to teach, encourage and support healthy eating by students. Nutrition Education and healthy eating will allow for proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

B. Goal: The goal of nutrition is to promote the role of nutrition in academic performance and quality of life, and to ensure the adoption of school policies which provide adequate nutrition opportunities.

C. Activities: All foods and beverages made available through vending machines, student stores, food vendors, snack bars, and school-sponsored fundraisers before, during and after normal school hours shall meet or exceed nutrition

standards set forth in Subsection B and C in the New Mexico Public Education Department's Competitive Foods Nutrition Regulations (6.12.5.8 NMAC).

Foods and beverages sold or served in the school meal programs shall be in compliance with the Dietary Guidelines for Americans and the USDA regulations for the National School Lunch and Breakfast Programs set forth under the 7 CFR Part 210 and Part 220.

Christine Duncan's Heritage Academy will provide nutrition education activities that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

III. Physical Activity

A. Definition: Physical activity means body movement of any type which includes recreational, fitness and sport activities. Note: physical activity is a component of, but is not a substitute for, quality physical education. Physical education is an instructional program taught by a certified classroom teacher and focuses on developing skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity.

Physical education is one source, but should not be the only source of physical activity before, during and/or after school.

B. Goal: The goal of physical activity within the coordinated school health approach provides students with increased opportunities to engage in moderate to vigorous physical activity before, during and/or after school.

C. Activities: Schools will encourage and offer opportunities for all students to participate in before, during and/or after school physical activity programs outside of physical education programs (i.e., 10-minute "brain gym") Those opportunities will offer diverse and developmentally appropriate activities for all students of a competitive and non-competitive nature. Our school will provide education on the health benefits of physical activity that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

IV. Other school-based activities designed to promote student wellness

Wellness policy goals shall be considered and supported in planning all school-based activities (such as advertising of foods and beverages, school events, celebrations, field trips, and assemblies) in order to provide consistent wellness messages conducive to healthy eating and physical activity.

V. Plan for measuring implementation and evaluation

The School Health Advisory Council shall assist the Principal with general oversight, planning evaluation, and periodic revisions of all aspects of the school health program.

References: Board Policy J.20 Student Wellness

Legal Reference: 6.30.2 NMAC

Addendum: Competitive Food Sales Grid

NSBA/NEPN Classification:

Approved: 2006

Monitoring will be documented in the teacher's plan books for physical activities and provided to the School Health Advisory Council upon request.

Nutrition Education will be taught and documented in the regular classrooms and provided to the School Health Advisory Council.

The school nurse will provide wellness checks which will be charted and reported to the School Health Advisory Council.

Christine Duncan's Heritage Academy
816 Broadway Blvd. SE
Albuquerque, NM 87102
(505) 839-4971

Employee Handbook
Signature Form

I have read the Employee Handbook and agree to abide by the rules and regulations that have been stated.

He leído el libro de pólizas del empleado y estoy de acuerdo en seguir las reglas y los procedimientos mencionados.

Employee Signature: _____
Firma del empleado

Date/Fecha: _____

RECEIVED BY: _____