

# Logan Longhorns



## **Faculty & Staff Handbook**

Revised 8/1/16

## TABLE OF CONTENTS

### GENERAL DUTIES & OBLIGATIONS

Reporting Time .....	2
Appropriate Dress .....	2
Faculty Meetings.....	3
Weekly Bulletin .....	3
Lesson Plans.....	3
Professional Use of Time .....	3
Tobacco Free Facilities .....	3
Classroom Orderliness .....	3
Student Breakfast .....	3
Students in the Hallway .....	3
Discipline .....	4
Grades as Discipline .....	4
Discipline Outside the Classroom.....	4
Sponsorship & Responsibilities .....	4
Class Sponsorship Assignments .....	4
Fundraisers and Cash in Buildings.....	5
Scheduling of Activities, Activity Trips & Activity Purchasing .....	5
Textbooks.....	5
Attendance Reporting .....	5
Health & Accidents.....	6
Grading System.....	6
Progress Reports .....	6
Emergency Drills .....	7
Preparation Period.....	7
Library & Media Center Procedures.....	7
Requisition of Supplies & Materials.....	8
Absence or Leave Procedures .....	8
Pay Periods.....	8
Certified Staff Assignments .....	8
Non-Certified Staff Assignments.....	8
Licensed Teacher Evaluations .....	9
Student Assistance Team Referrals.....	9
Academic Improvement Plans .....	9
Staff Conduct with Students .....	10
Staff Grievances.....	11
Procedures for Reporting Prohibited Behaviors .....	11
Worker's Compensation .....	11
Gifts/Solicitations by Staff Members.....	12
Drug-Free Workplace .....	12

#### ***Disclaimer***

*No handbook can be all inclusive of situations that might arise. The Superintendent or his/her designee may issue directives and regulations that are in compliance with School Board Policy. Such directives or regulations will become part of this handbook whether they are new, amendments, or cancellations. Incidents or direction that is not provided in this handbook will be addressed by the Principal or the Superintendent. In all matters, the Logan Municipal School Policy will take precedence.*

# Logan Municipal Schools

## *The Vision:*

- Equitable Educational Opportunities Provided
- Quality Education Delivered
- High Student Performance Achieved
- Parents and Communities Involved
- Continuous Improvement Expected

## *The Mission:*

The Logan Municipal Schools exist to provide our students with the opportunity to obtain the knowledge, the understanding, and the skills to become successful adult citizens in our community and society. The educational experiences provided our students will be rich and varied, and will be designed to challenge each individual to reach his or her full potential, to become intellectually competent and socially literate, to think critically, and to wisely use resources.

## **GENERAL DUTIES AND OBLIGATIONS**

### **REPORTING TIME**

Teachers and Educational Assistants will report to school **no later than 7:30 a.m.** Teachers are expected to remain at school until 4:00 p.m. unless other arrangements are made with the principal.

### **APPROPRIATE DRESS FOR STAFF**

The Board of Education believes that employees of the Logan School District can more effectively carry out their respective functions and responsibilities which help meet the District's primary function of educating students when staff members dress in a professional manner. Students, parents, and other community members who interact with staff members are more likely to respond favorably to a staff member who dresses professionally. Students are more likely to show respect and follow directions from a staff member who dresses professionally.

In order to set a good example, staff dress should meet or exceed student dress standards.

- Spandex(only), mini-skirts, sundresses, dresses with spaghetti straps or halter-tops are unacceptable.
- Shorts are only acceptable for teachers supervising physical education classes.
- If a buttoned shirt is worn, all buttons must be fastened except the top one or a T-shirt must be worn underneath.
- Dress blouses without collars are acceptable and need not be tucked in.
- Denim jeans, dresses and skirts are acceptable. All staff members are encouraged to wear school colors on Thursdays.
- Discuss personal situations and appropriate dress for special events such as field trips with the principal.

### **FACULTY MEETINGS**

Faculty meetings will be scheduled as needed. A regular faculty meeting will normally be held on Tuesday morning following board meetings. Punctuality is expected at these meetings.

## **WEEKLY BULLETIN**

A weekly bulletin will be published and sent to all staff members via email on Thursday afternoons.. Information to be published will be due in the principal's office by noon on Thursdays. No additions to the bulletin will be made after that time. Teachers may want to share pertinent information with students.

## **LESSON PLANS**

Lesson plans are to be completed in advance. Lesson plans should be in your classroom during school hours. It is the teacher's responsibility to provide a roll sheet, lesson plans, class time schedule and duty schedule for a substitute teacher unless unavoidable circumstances arise.

## **PROFESSIONAL USE OF TIME**

Personal use of cell phones, i.e. doctor appointments, non-emergency family matters, prohibited during class time. In addition, personal use of school computers and the internet is discouraged during school time. School computers are filtered and their use may be monitored. The use of Facebook and other social media sites are prohibited on classroom computers. Students are not allowed to use computers assigned to teachers for teacher use.

## **TOBACCO FREE FACILITIES**

Logan School has adopted a Tobacco Free Policy. Use of tobacco in any form is prohibited anywhere on the school campus or in school vehicles by staff and students. (See Board Policy KGC)

## **CLASSROOM ORDERLINESS**

A clean, orderly and attractive classroom is the teacher's responsibility. Before class dismisses, assure that the students pick up paper, pencils, etc. Food and drink (except water and approved vending items) are not permitted unless specifically approved by the Principal. Sunflower seeds are not allowed in any building or school vehicles. No soft drinks or candy is allowed in the cafeteria area during breakfast or lunch time. *Parties or similar classroom events must be approved by the Principal.*

## **STUDENT BREAKFAST**

Pre-school students need to report to their classroom where breakfast will be served. All other students will report to the cafeteria for breakfast. Elementary teachers not on duty will report to the cafeteria to assist their students and escort them to their classrooms. Middle school and high school teachers will report to duty as assigned by 7:35 a.m. Teachers not assigned to morning duty should be at their rooms to greet students by 7:50 a.m. Breakfast will not be served after 8:00 a.m.

## **STUDENTS IN THE HALLWAY**

Prior to the first bell in the morning and during the lunch period, students will not be allowed in the hallway between the high school restrooms and the counselors office, in the library, or in classrooms. A student may go to a classroom if they are receiving tutoring from that particular teacher and they have a signed note from that teacher that was issued prior to the student entering the hallway giving them permission. A student may go to the library if they have a signed note from a teacher that was issued prior to the student entering the hallway stating what they need to work on in the library. The student must remain busy and quiet in the library. Students may wait for the first bell in the cafeteria, gym, or outside commons area.

Students may not be out of the classroom at any time, except the passing period, without a hall pass. Staff shall not issue hall passes to students during the first ten (10) minutes of class and the last ten (10) minutes of class unless it is an emergency.

Staff are not to send students to make copies during class time unless the student is a teacher's aide. Copies and preparations for class are to be completed during the teacher's preparation period or before or after school.

### **DISCIPLINE**

Teachers are responsible for maintaining, in order to ensure that students remain on task, good classroom discipline. Students who fail to respond to classroom discipline should be sent to the principal's office with a referral notice. Teachers will review classroom rules with each class at the beginning of the school year and as new students enroll. Classroom rules will be posted in each classroom.

### **GRADES AS DISCIPLINE**

Grades will not be used to control behavior. No student will receive a zero for being tardy or absent unless otherwise authorized by District policy or regulation. However, a teacher who provides "bell work" at the beginning of class may give a zero for an unexcused tardy if the student does not complete the "bell work" in the designated time that was allowed for all students.

### **DISCIPLINE OF STUDENTS OUTSIDE THE CLASSROOM**

All staff at the school will demand respect from every student regardless of grade or whether the student is the direct responsibility of the staff member, educational assistant, secretary, cook, custodian, or maintenance staff. Any staff member who witnesses misbehavior or dangerous acts by a student has the responsibility to prevent the behavior from continuing. Any student who does not obey a directive by a staff member is to be referred to the office for disciplinary action. Teachers and staff members are provided passes at no charge to athletic events. Although there are staff members assigned to supervision during those activities, teachers and other staff members have the authority and the obligation to prevent misconduct when witnessed.

### **SPONSORSHIPS AND RESPONSIBILITIES**

Teachers will be assigned to sponsor classes and activities. The assigned teacher shall be responsible for student safety, proper conduct, and use of facilities.

### **CLASS SPONSORSHIP ASSIGNMENTS**

Teachers will be assigned a class sponsorship at the 6th to 12th grade levels and these sponsorships will be selected in a regular, rotating cycle. New personnel may be assigned to vacated sponsorships. Sponsorships may be changed with administrative approval. All staff may be assigned various duties to assist the class sponsors with class activities.

### **FUNDRAISERS AND CASH IN BUILDINGS**

Monies collected by school employees shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit. All monies collected by teachers must be taken to the secretary of the school in which they are

assigned. The secretary and the teacher will count the money and the teacher will receive a receipt for the deposit. In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

No candies, foods, soft drinks or other items may be sold in the school building during the school day without written permission from the principal. These items may be sold after school hours as a bonafide class or organization fundraiser as approved by the principal.

### **SCHEDULING OF ACTIVITIES, ACTIVITY TRIPS, AND ACTIVITY PURCHASES**

When scheduling an activity, submit an activity request at least one week prior to the activity to the Activity Coordinator. The request must be approved and scheduled by the activity coordinator and principal before plans are finalized.

Use of school vehicles is to be scheduled through the office. Purchase cards will be issued on a trip by trip basis. Gas credit cards are issued for each vehicle. Staff will be provided an individual user number that is required for gas credit card use. When using the gas credit card, the user will be asked to enter the odometer reading for the vehicle. Enter the correct reading and user identification number. Do not use a gas credit card issued to another vehicle.

Student travel and long distance travel have top priority regarding vehicle use. If a school vehicle is not available, mileage may be paid if approved by administration prior to the trip.

Activity purchase orders must be used when purchasing items for organizations which have activity accounts in the high school. Requisitions must be completed and signed by the administrator before a purchase order will be issued. Activity purchases are made from activity accounts for the enhancement of clubs or organizations in the high school, with funds earned by that club or organization.

### **ASSIGNMENT OF TEXTBOOKS**

Textbook inventories will be maintained at all times. Inventory numbers will be documented in class record books upon distribution to students and student names should be printed in each textbook by the teacher. A copy of the textbook distribution list including inventory numbers and student names shall be turned into the principal at the beginning of the year.

### **ATTENDANCE REPORTING**

Teachers will document attendance on JMAC at the beginning of each period. Teachers will be responsible for being prepared to start class on time and all tardiness will be documented, without exception. Teachers will be responsible for consequences for a student's first three (3) tardies. Any tardy after the 3<sup>rd</sup> tardy requires a referral to the principal, who will assign the following consequences.

- **4 tardies:** two days lunch detention
- **5 tardies:** four days lunch detention
- **6 tardies:** two days in-school suspension, mandatory parent meeting, sign behavior contract

No student will leave the school grounds for any reason before checking out in the office. The exception would be students (9-12) who are allowed to leave campus during lunch. Off-campus lunch is a privilege and being tardy to class following lunch will result in this privilege being revoked. Students may not drive or be in vehicles except with parents or teachers during school hours without administrative approval.

## **HEALTH AND ACCIDENTS**

In case of any accident or sudden illness involving a student, the principal or the school nurse (if present) will assist the teacher with supervision on care and handling of the pupil. Parents are to be notified, as soon as possible, by the office.

Logan School is not responsible for student injuries sustained on school premises or at a school-sponsored activity. For any student injured on school premises, the teacher or educational assistant witnessing the incident is responsible for completing an accident form, which is available on staff share or from the office. The classroom teacher is responsible for reporting to the principal all accidents which occur in the classroom. Health referrals should be made to the school nurse.

The teacher is responsible for daily observation of his/her students, noting any deviation from normal. These deviations should be reported to the nurse and Principal for observation, referral and follow-up if necessary. This includes suspected illness, physical deviation, nuisance problems, suspected child abuse, or emotional problems.

## **GRADING SYSTEM**

The following is the grading scale at Logan Municipal Schools: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 & below = F

Each teacher will have a defined grading system for their classes. All grading systems must have principal approval. Each student will be given a copy of the grading procedure.

All grading is to be completed and posted in a timely manner. Since athletic and activity eligibility is determined weekly, grades for each week must be posted. In order for parents to have a clear picture of their children's progress, grading and posting must be done consistently.

Grades must be posted in JMAC by 8:00 a.m. Monday before eligibility reports are run.

Report failing students or students who are not completing work to the office. Students should receive zero (0) grades only as a last resort. It is the responsibility of the teacher to determine why a student is not completing assignments. There will be after-school tutoring and detention available for students who are struggling, need extra help, or are not completing assignments.

## **PROGRESS REPORTS**

Progress reports will be issued for all students in every class at mid-term of each nine-week grading period. In addition, teachers will also notify parents/guardians as soon as it becomes apparent that a student is not performing at his/her ability level, remember it is a state statute that all students receive interventions if they are not meeting goals. (Inform the Principal; keep documentation and give copies to the office for students' files.) Progress reports may be provided weekly for those students. Students and parents are encouraged to request additional assistance from teachers before or after school.

## **EMERGENCY DRILLS**

Emergency drills are conducted according to state law requirements. FOLLOW THESE GUIDELINES DURING ALL EMERGENCY DRILLS:

- **Fire Drills** - Conducted once each week during the first four weeks of the school year and once each month thereafter. The fire alarm system will signal the fire evacuation.
  1. Teachers should note posted exit procedures.
  2. Teachers carry class attendance records outdoors.
  3. Students are not to be permitted to carry books or excessive clothing.
  4. All windows and doors of the classroom will be closed by teachers, who will be the last to leave the room.
  5. Students exit the building quickly and gather in pre-determined areas under teacher supervision.
  6. Orderly, quiet and purposeful exit is the primary objective of the drill.
  7. Students must remain as a class at a safe distance from the building. Under no circumstance should a teacher or pupil return to the building until a return signal is given.
  
- **Lockdown Drills** - Conducted once during each semester. Students are sheltered in locked classrooms or pre-determined safe areas under teacher supervision. An administrator will announce “Lockdown” over the P.A. system.
  1. Yell "LOCKDOWN" at the top of your lungs down hallways, etc.
  2. Bring students/staff inside classrooms/offices. Keep away from doors & out of sight.
  3. Lock doors (if you can't lock door, move to a room that does lock, or barricade door)
  4. Cover windows
  5. If possible, kill all lights
  6. Keep students quiet
  7. Student cell phones off. Faculty/ staff phones on vibrate.
  8. Take attendance of everyone in your space. Note any medical conditions.
  9. Wait for "ALL CLEAR" from an administrator or release by POLICE
  
- **Tornado Drill** – Conducted at least one time during the Spring semester.
  1. An administrator will announce the tornado drill over the P.A. system.
  2. Students proceed to pre-determined safe sites within the building under teacher supervision.
  3. Assume “cover” position until the “all clear” announcement is made by an administrator.

**PAY PERIODS**

Staff will be paid twice a month. Direct deposits will be made as per the paydays listed on the school calendar.

**PREPARATION PERIOD**

The preparation period is provided for instructional planning and/or conferences as necessary. If it is necessary to leave campus during this period, teachers must sign out in the office.

**LIBRARY AND MEDIA CENTER OPERATION PROCEDURE**

- The library will be open for the students and teachers at all times unless otherwise notified.
- Classroom use of the library will be scheduled with the librarian at least one day in advance. If your class is to do library work, remember that the teacher must remain in the library to supervise his/her class. Five minutes prior to the end of the period the teacher should check all books to assure that all library materials have been properly accounted for.



- Audio-visual materials are available and may be checked out upon request. Requests will be made one day in advance.
- The staff will emphasize and assure proper conduct of all students in the library.

**REQUISITION OF SUPPLIES AND MATERIALS**

Purchases will be made with approved requisitions/purchase orders signed by the administration. Purchases not authorized by the administration will be the financial responsibility of the employee. Do not purchase items without a purchase order or requisition signed by the superintendent.

- Requests for purchases of supplies must be submitted with reasonable notice.
- Items must be purchased using the guidelines noted on the requisition form.
- All receipts must be provided to the Business Office after receipt of purchase. Failure to provide a receipt will result in financial responsibility being that of the purchaser.
- All supplies and materials must be added to the school inventory (when applicable).
- Athletics and Activities: Purchase Card Use—Purchase cards will be provided for athletic and activity trips to pay for student, coach, and sponsor meals. Meal limit prices will be provided to the coach or sponsor. Each student, coach, or sponsor may only purchase a meal that is at or below the individual limit price. In order to receive a debit card for meal purchases, the coach or sponsor must provide the office with a requisition stating the purpose of the meals and number of students, coaches, or sponsors who will be eating a meal. The debit card will be placed in the travel folder for use on the trip. Note - If a requisition is completed in the amount of \$100.00 to feed ten (10) people and only eight (8) people eat, only \$80.00 may be spent. The additional funds cannot be averaged between the people who are eating.

**ABSENCE OR LEAVE PROCEDURES**

Call no later than 7:00 a.m. if it is necessary to be absent. This is to allow time for the office to contact a substitute. At no time will the employee secure the substitute. Call Mr. Thompson (575-420-4235) and he will make arrangements for a substitute if the absence is approved.

**CERTIFIED STAFF ASSIGNMENTS**

The Superintendent will determine all licensed professional staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade or subject assignment shall be inferred from the standard contract.

**NON-CERTIFIED STAFF ASSIGNMENTS**

Non-certified staff members shall be assigned based upon the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard contract. Assignments will be made by the Superintendent.

**LICENSED TEACHER EVALUATIONS**

Each licensed teacher shall be evaluated according to PED Regulation 6.69.8 (NMAC).

**STUDENT ASSISTANCE TEAM REFERRALS**

Any student who is not making progress toward proficiency or who is not passing a class should receive interventions. Students not responding to interventions should be referred to the Student Assistance Team (SAT). To begin the process, a teacher will complete the SAT referral form and forward it to the principal. The principal will review the referral form and:

1. Work with the teacher to suggest modifications or accommodations that might be used to assist the student with academic achievement.
2. Refer the student to the full Student Assistance Team for a formal SAT meeting in which the student and student's parents will attend.
3. Prior to any referral, the teacher must document all accommodations, modifications, or differentiated instruction offered to the student and the results of such attempts.
4. Any student who is failing a class must go through the SAT process and documentation must be kept and provided to the principal.
5. No recommendation for retention will be considered for any student if interventions have not been initiated and a SAT conference held.

### **STAFF CONDUCT**

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or to private property located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, buildings, or grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officers, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school and at all times to present a professional, business like, image to students, parents and the public.

- Comply with the requirement of 22-5-4.4 NMSA 1978 by immediately reporting student drug or alcohol use or abuse to the Superintendent or the administrator who is their immediate supervisor.
- Guard against misappropriation of school assets and immediately report suspected theft or fraud to their immediate supervisor and/or the Superintendent.

**Violations of the above shall be considered serious and may result in severe disciplinary action.**

### **STAFF CONDUCT WITH STUDENTS**

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

**Employees of the District who violate these rules are subject to disciplinary action.**

### **STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

When employees have grievances, they should first attempt to resolve them with the person(s) responsible. If a resolution cannot be reached, they should write out the grievance and present it to the administration. If the employee's concern is not resolved by the subsequent actions of the administration, a formal complaint must be filed if the matter is to be given further attention. All formal complaints must comply with Board Policy GBK.

## **PROCEDURES FOR REPORTING PROHIBITED BEHAVIOR**

It is a prohibited personnel practice to take a retaliatory action against a public employee for the following activities if, in good faith, the employee believes that the action they have taken is based on an act or failure to act on the part of the school district which constitutes unlawful or improper activity:

- Communicating to a public body or third (3<sup>rd</sup>) party,
- Providing information to, or testifying before a public body,
- Objecting to or refusing to participate in an activity, policy or practice of a public body.

## **WORKERS' COMPENSATION**

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

### **Compensation Claims**

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
  - Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays two-thirds [2/3] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
  - Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.
  - In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
  - An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

## **GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS**

An employee, or that person's family, shall not knowingly accept from a restricted donor a gift of a market value greater than two hundred fifty dollars (\$250) and a licensed educator must not accept a gift

with a market value exceeding one hundred dollars (\$100). A restricted donor is a person or agent of a person:

- seeking a transaction with the donee's agency.
- who will be directly and substantially affected financially by performance of the donee's duties or the effect will be greater on a class of persons to whom the donor belongs than to the general public.
- with a matter pending before a regulatory agency in which the donee has discretionary authority.
- who is a lobbyist or a client of a lobbyist with respect to matters within the donee's jurisdiction.

An employee shall not solicit gifts or donations for a charity in such a manner that it appears that the purpose of the donor in making the gift is to influence the employee in the performance of an official duty.

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

### **DRUG - FREE WORKPLACE**

Pursuant to Board Policy GBEC, 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.

**Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.**