The International School at Mesa del Sol

Governing Council Policy List

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| **NUMBER** | **TITLE** | **ORIGINAL APPROVAL** | **REVIEWED** |
| GC1 | Open Meeting | 8 Oct 2008 | 17 August 2023 |
| GC2 | Conflict of Interest | 20 October 2008 | 17 August 2023 |
| GC3 | Prohibition on Nepotism | 17 June 2008 | 17 August 2023 |
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| GC 10\* | Furlough Policy | 16 Nov 2011 | 21 September 2023 |
| GC 11 | Compulsory School Attendance | 25 Sept 2013 | 21 September 2023 |
| GC 12 | Course / Student Grade Change |  | 19 October 2023 |
| GC 13 | Advertising and Recruitment |  | REVOKED 20 December 2018 |
| GC 14 | Policy Adoption and Review |  | 19 October 2023 |
| GC 15 | Public Concerns and Complaints | 31 Aug 2015 | 19 October 2023 |
| GC 16 | Anti-Bullying | 18 Dec 2012 | 19 October 2023 |
| GC 17 | Wellness | 18 Dec 2012 | 19 October 2023 |
| GC 18 | Safe School | 18 Dec 2012 | 19 October 2023 |
| GC 19 | Tobacco Free Campus | 25 Sept 2013 | 19 October 2023 |
| GC 20 | Personal / Sick Leave Policy | 18 Sept 2013 | 18 January 2024 |
| GC 21 | Hiring Process for Head of School | February 2017 | 14 December 2023 |
| GC 22 | Distance Learning |  | 18 January 2024 |
| GC 23 | Dual Enrollment |  | 14 December 2023 |
| GC 24 | Audit Committee | 25 Sept 2013 | 14 December 2023 |
| GC 25 | Procurement | 25 Sept 2013 | 18 January 2024 |
| GC 26 | Textbooks | 16 Oct 2013 | 14 December 2023 |
| GC 27\* | Student Retention | 20 Nov 2013 | 18 January 2024 |
| GC 28 | Cafeteria Charge | 25 May 2017 | 18 January 2024 |
| GC 29 | Student Discipline | 20 Nov 2013 | 18 January 2024 |
| GC 30 | Volunteerism | 19 Feb 2014 | 18 January 2024 |
| GC 31  | School Celebrations and Observations | 19 Feb 2014 | 15 Febuary 2024 |
| GC 32\* | Background Checks | 31 Aug 2015 | 15 Febuary 2024 |
| GC 33 | Student Drug Testing Policy | 19 Nov 2015 | 15 Febuary 2024 |
| GC 34\* | Inventory Disposal | 28 Jan 2016 | 15 Febuary 2024 |
| GC 35 | Training and Experience |  | 15 Febuary 2024 |
| GC 36 | Student Acceleration and Promotion or Retention |  | 15 Febuary 2024 |
| GC 37 | Family Educational Rights and Privacy Act | 17 Oct 2016 | 15 Febuary 2024 |
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| GC 40 | Head of School Authority |  | 21 March 2024 |
| GC 41 | Telephone / Cell Phone Use |  | 21 March 2024 |
| GC 42\* | Service Animal |  | 21 March 2024 |
| GC 43 | Prohibition of Compensation / Employment |  | 21 March 2024 |
| GC 44 | Prohibition of Sales of Insurance/Investment Securities |  | 21 March 2024 |
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| GC 46 | Library | 26 Jan 2017 | 21 March 2024 |
| GC 47\* | Social Media |  | 21 March 2024 |
| GC 48 | Homework |  | 21 March 2024 |
| GC 49 | Bus Behavior | 26 Jan 2018 | 27 April 2023 |
| GC 50 | Booster Club | 22 Feb 2018 | 27 April 2023 |
| GC 51 | Right to Collectively Organize | 28 Feb 2019 | 27 April 2023 |
| GC 52  | Fines, Fees | 28 Feb 2019 | 27 April 2023 |
| GC 53 | Expulsion | 28 Feb 2019 | 27 April 2023 |
| GC 54 | Coordinated School Health and Wellness | 24 Oct 2019 | 27 April 2023 |
| GC 55\* | Controversial Issues | 5 Dec 2019 | 27 April 2023 |
| GC 56\* | Title IX | 27 August 2020 | 27 April 2023 |
| GC 57\* | Section 504 of the Rehabilitation Act | 22 October 2020 | 18 May 2023 |
| GC 58\* | Employee Termination | 22 July 2021 | 18 May 2023 |
| GC59 | Ethical Misconduct, Investigation and Reporting | 22 July 2021 | 18 May 2023 |
| GC 60 | Discrimination for Hair | 22 July 2021 | 18 May 2023 |
| GC 61 | Prohibition of Racialized Aggression | 22 July 2021 | 18 May 2023 |
| GC 62 | Student Dental Exam Verification | 22 July 2021 | 18 May 2023 |
| GC 63 | Required Training for All Staff | 22 July 2021 | 18 May 2023 |
| GC 64 | Social Media | 18 August 2022 | 18 May 2023 |
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\*Proceedural Implementation is found in the GC Proceedural Handbook

**POLICY No. GC – 1: Open Meetings resolution**

**Date Approved: 8 October 2008**

**Who Policy Covers: Governing Council Members**

**Date last Reviewed: 17 August 2023**

**Open Meetings Resolution**

*In accordance with the New Mexico Open Meetings Act, all meetings of a quorum of the Governing Council of the International School at Mesa del Sol for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or delegated authority of the Council are declared to be public meetings open to the public at all times. Such meetings shall be held only after reasonable notice to the public.*

Policy Provisions

1. Any meeting subject to the New Mexico Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public. The Governing Council shall determine annually what constitutes reasonable notice of its public meetings.

2. All regularly scheduled Governing Council meetings shall be held at The International School at Mesa del Sol 2660 Eastman Crossing SE, Albuquerque, New Mexico, 87106. The Financial Committee begins at 4:00 p.m., with the Public Comment Session beginning at approximately 4:30 p.m., unless otherwise specified. Notice of regular meetings shall be given by publishing this policy once a week for two (2) consecutive weeks in the *Albuquerque Journal* within thirty (30) days of adoption of this policy. Unless otherwise specified, regular meetings shall be held on the fourth Thursday of each month. The agenda shall be posted at least seventy-two hours before the meeting on the entry door of the school of at the charter school building and on the school website.

3. Special meetings may be called by the Council president or a majority of the members upon forty-eight (48) hours’ notice. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.

4. Emergency meetings will be called only under circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Council president or a majority of the members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings, notice requirements are also met if notice of the date, time, place, and agenda is sent to newspapers of general circulation in the state at least four (4) days prior to the date of the regular meeting and posted in the aforementioned locations. The Council’s administrative secretary shall also mail or fax copies of the agenda to those broadcast stations licensed by the Federal Communications Commission, and newspapers of general circulation, that have made a written request for notice of public meeting.

6. For the purposes of special meetings and emergency meetings, notice requirements shall be met by posting notice of the date, time, place, and agenda on the school website.

7. In addition to the information specified above, all notices shall include the following language.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Council president at The International School at Mesa del Sol, Phone: 505.508.3295 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the president at The International School at Mesa del Sol, if summary or other type of accessible format is needed.

8. The Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement of the Open Meetings Act.

 a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing Council taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure, and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

 b. If the decision to hold a closed meeting is made when the Governing Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

 c. Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

 d. Except as provided in the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Governing Council in an open public meeting.

9. Policy Review: This policy shall be reviewed for needed changes and re-adopted annually or as needed. The Governing Council shall, annually adopt and publish the results of a resolution stating the Council’s policy regarding notice of meetings as required by the Open Meetings Act.

Date Adopted: 8 October 2008

**Policy No. GC – 2: Conflict of Interest**

**Date Approved: 20 October 2008**

**Who Policy Covers: Governing Council Members**

**Date Last Reviewed: 17 August 2023**

**Conflict of Interest**

*The Governing Council of The International School at Mesa Del Sol resolves that all Governing Council members shall disclose all professional and public relationships and obligations which may materially influence the discharge of their responsibility as a Council member of The International School at Mesa Del Sol. No member of the Governing Council shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Council member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the Council member has not made it known****.***

**Policy No. GC – 3: Prohibition on Nepotism**

**Date Approved: 17 June 2008**

**Who Policy Covers: Governing Council Members / Head of School**

**Date Last Reviewed: 17 August 2023**

**PROHIBITION ON NEPOTISM POLICY**

*The Head of School shall not initially employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of a member of the Governing Council or the Head of School.*

**Policy No. GC – 4: Financial Management / Internal Controls**

**Date Approved: 20 October 2008**

**Who Policy Covers: TIS Financial Management**

**Date Last Reviewed: 17 August 2023**

**FINANCIAL MANAGEMENT AND INTERNAL CONTROLS**

The Governing Council of The International School at Mesa del Sol resolves that the Governing Council shall establish and maintain an internal control structure to provide management with reasonable assurance that assets of The International School at Mesa del Sol are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the Council’s authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting practices (GAAP), NM Procurement Law and that state and federal programs are managed in compliance with applicable laws and regulations.

To put this policy into effect, the Head of the School and/or Business Office shall present a complete statement of expenditures to the Council at each regular meeting. The Business Manager of the School will file all required state and federal fiscal reports in a timely manner.

**Policy No. GC – 5: Reduction In Force**

**Date Adopted: 18 November 2009**

**Who Policy Covers: TIS Faculty and Staff**

**Date Last Reviewed: 17 August 2023**

**REDUCTION IN FORCE**

**I. AUTHORITY**.

Pursuant to The International School at Mesa Del Sol’s (TIS, A.K.A. “School”) charter, the Head of School, when authorized by the School Governing Council, has the authority to discharge licensed school personnel during the term of their contracts or to terminate licensed school instructors and non-licensed school employees with rights created by NMSA 1978, Section 22-10A-24(C) (hereafter "tenured employees"), after notice and a hearing when a reduction in such personnel is required as a result of circumstances justifying a reduction in force as specified herein. Reduction-in-force (R.I.F.) is "just cause" for discharge of licensed school personnel and terminations of tenured employees, when established pursuant to this policy. This policy is adopted as the procedure by which reductions in personnel who are covered by the policy may be accomplished, within the context of the School’s general personnel policies.

**II. GOVERNING COUNCIL DISCRETION**.

The Governing Council is vested with the discretion to develop educational policies for the School, so long as the state educational standards and statutorily required standards are met. The Head of School, in carrying out the educational policies of the Governing Council and administering and supervising the School, will make recommendations to the Governing Council in accordance with this policy in determining when decreased enrollment, financial exigency or other causes justify a reduction in personnel.

**III. GROUNDS JUSTIFYING REDUCTION IN FORCE**.

Situations that justify a R.I.F. will include, but are not limited to, the following:

A. decrease in student enrollment or reduced student demand for or participation in programs or activities;

B. decrease in revenue:

 1. because of decrease of student enrollment;

 2. because of loss or reduction of PSCOC lease payments;

 3. because of reduction of state, local, or federal financial support; or

 4. because of inflation reducing the value of revenues received or significantly increasing costs of operation;

C. change in The International School’s (TIS) educational program, as determined by the Governing Council, in its good-faith exercise of discretion;

D. court orders;

E. orders of the Secretary of Education;

F. legislative mandates;

G. unanticipated financial or programmatic exigencies identified by the Governing Council which warrant initiation of a RIF’s process.

**IV. GOOD FAITH DETERMINATION**.

The Governing Council will exercise discretion in good faith, and determinations that a R.I.F. is necessary will be based on bona fide educational considerations and will not be a subterfuge for discharging or terminating licensed personnel without just cause or for impermissible reasons.

**V. TIMING OF REDUCTION IN FORCE**.

A R.I.F. may occur at any time during the calendar year when the Governing Council determines that it is justified, and the procedures prescribed herein are applicable and are followed. A R.I.F. may be based upon projections of future enrollment, revenues or expenses, and the subsequent receipt of more revenue than expected or a subsequent saving of projected expenses will not invalidate any actions previously taken in good-faith reliance on such projections, nor will it require the reemployment of any employees who were released on the basis of such projections.

**VI. DETERMINATION OF NEED FOR REDUCTION IN FORCE**

Except as required by legislative mandate or orders of the State Secretary of Education, and to the extent that circumstances permit, the Head of School, with the assistance of the administrative staff, will report to the Governing Council any circumstances which may ultimately require a R.I.F., in order that notice be given to licensed personnel of the possibility of a R.I.F. and so that consideration be given to means by which a R.I.F. may be avoided. Preparation of a R.I.F. Plan will not be necessary if the reductions can be accomplished through attrition (i.e. resignations, retirements, etc.), or by termination of a sufficient number of non-tenured staff.

**A. Preparation of R.I.F. Plan**.

When the Head of School concludes that a R.I.F. is necessary, a plan for R.I.F. will be developed for presentation to the Governing Council. The R.I.F. plan will not identify individuals to be discharged or terminated, but rather will focus upon the total educational program of the school and how it may be modified to reduce costs, programs and personnel while still providing the educational program required and taking into account the particular educational needs of the school. Where circumstances warrant, a R.I.F. plan may address particular programs, departments, content areas or activities if the causes for the R.I.F. predominately impact that aspect of the educational program. Such impact will be described in the R.I.F. plan. The R.I.F. plan will include, but need not be limited to, the following:

 1. A detailed description of the cause or causes requiring a R.I.F.;

 2. A description of all adjustments already made by the Administration in an attempt to avoid a R.I.F., if any (e.g. reduction by attrition, cuts in non-licensed staff, abolition of non-essential services or activities such as extra-curricular programs, etc.)

 3. A designation of the part or parts of the total educational program or particular program or activity in which the R.I.F. is proposed and the number of positions proposed to be reduced in each program or activity;

 4. A designation of non-essential services or activities which are to be retained, with a justification for retaining such programs; and

 5. A discussion of alternatives (if any) considered by the Head of School with an explanation as to why such alternatives were rejected. The Head of School will include in the R.I.F. plan a listing of all extra-curricular, co-curricular and athletic programs or activities which may be considered for rating points in the proposed R.I.F. rating sheet and the proposed weight to be given each category of such programs or activities for discussion at the public meeting at which the R.I.F. plan is considered.

**B. Governing Council Considerations**.

The Governing Council will consider the recommendations of the Head of School for the adoption of the R.I.F. plan at a duly called meeting, the public notice of which announces that a R.I.F. will be considered. The discussion and action on the plan will be in open session; however, nothing herein will restrict the Governing Council from holding portions of those discussions in closed session, if such discussion would be proper under the New Mexico Open Meetings Act. The Governing Council may allow such review, consultation, and comment by employees and members of the public, as the Council, in its discretion, deems appropriate. The Governing Council may propose modifications to the plan recommended by the Head of School, as it deems appropriate. If a mid-year R.I.F. is proposed which would require the discharge of tenured certified staff, the Head of School and the Governing Council will adopt a joint determination that as to the projected financial burdens to TIS in the future and concluding TIS cannot survive financially for the fiscal year already underway, if the R.I.F. is not carried out. Any final plan for a R.I.F. will be made available to all staff, by providing copies thereof in the TIS office, within two (2) workdays after the Governing Council has approved the final plan.

**C. Adopted Plan**.

If an R.I.F. plan is adopted, the Governing Council will not be required to deplete its operational cash balances maintained or carried over as permitted by NMSA 1978 § 22-8-41C and Section 71, Laws 2003, Ch. 153 in order to avoid the R.I.F., if the Governing Council, in its discretion, determines that the cash balance must be maintained at the level determined by the Governing Council, in order to cover other permitted expenditures or as a contingency for unforeseen expenditures or emergencies.

Based upon the R.I.F. plan approved by the Governing Council, the Head of School and designated staff will perform a study of the School’s personnel to determine which person or persons must be wholly or partially terminated or discharged in order to implement the plan. The primary concern to be applied in making the R.I.F. selections will be the Governing Council’s interest in maintaining a sound and balanced educational program which is accredited and meets state and federal or regulatory requirements or standards, as well as the educational and extra-curricular program established for TIS. In performing the study, the Head of School will prepare a rating sheet and apply a point scale using the criteria applicable to the affected personnel specified in the following section.

**VII. CRITERIA FOR SELECTION OF EMPLOYEES FOR R.I.F.**

**A. Licensed Personnel.**

 **1. Licensing as Qualification/Substandard Licenses**. Substandard licensure is inferior to full licensure, and a person who is fully licensed to teach within the presently assigned content area will be retained in preference to a person holding a substandard license.

 (a) A person holding a "teaching waiver" of licensure requirements approved by the Public Education Department (per NMSA 1978 Section 22-10A-14B) will be treated as having substandard licensure for the purpose of this policy, and will receive zero (0) points for licensure in the survey and on the rating sheet.

 (b) A licensed person working in the affected content area pursuant to an “assignment waiver” (per NMSA 1978 Section 22-10A-14C) but possessing full licensing in another content area not affected by the RIF will be allocated five (5) points on the rating sheet.

 (c) A person who is fully licensed and teaching in the affected content area will be allocated ten (10) points on the rating sheet.

 **2. Endorsements**. Licensed personnel possessing teaching endorsements recognized by the Public Education Department beyond those requested or required as qualifications for the individual’s current assignment or content area will receive an additional two (2) points per current valid endorsement, up to a maximum of six (6) points.

 **3. Extracurricular Licensing/Experience/Assignment**. No employee may receive in excess of ten (10) total points on the rating sheet for extracurricular, athletic or co-curricular assignments. The Head of School will include in the proposed R.I.F. Plan a listing of all extracurricular, athletic and co-curricular programs or activities which may be considered for rating points in the proposed R.I.F. rating sheet and the proposed weight to be given to each category of such programs or activities for discussion at the Governing Council meeting at which the R.I.F. Plan is considered.

 **4. Length of Service**. Where cumulative scores on the rating sheet are equal between two or more licensed school instructors being considered for termination or discharge, tenured licensed school instructors will be retained in preference to licensed school instructors who have been employed by the School for less than three consecutive school years of service.

 (a.) Each licensed individual considered for termination or discharge will be awarded one (1) point for each year of full-time service during the most recent period of uninterrupted service, prior to the current year, excluding approved extended leaves of absence, up to a maximum of twenty (20) points.

 **5. Education.** The amount of credit for education will be determined based on degree and additional hours:

 (1) B.A. 1 point

 (2) B.A. + 15 2 points

 (3) B.A. + 45 or M.A. 4 points

 (4) M.A. + 15 6 points

(5) M.A. + 45 and higher 8 points

 (6) Ed.D. and Ph.D. 10 points

  **6. Performance Optional** The current supervisor of each licensed instructor considered for termination or each licensed person considered for discharge will rate the relative performance of each such person on a rating form to be prepared by the Head of School, or under his/her direction. Such rating form may be based on the standard evaluation form(s) rating teacher competencies but may include additional competencies identified by the Head of School which reflect his or her judgment as to the attributes necessary for success in the particular program(s) affected by a R.I.F. The rating form will include not more than a total of ten standard and specific competency areas, will specify the score for each performance category or attribute, and will allow for a maximum score of twenty (20) points. The supervisor(s) may consult with the Head of School concerning the implementation of the evaluation. The supervisor(s) will complete the rating forms and return them to the Head of School within the time specified for completion of the evaluations.

If different individuals considered for a R.I.F. have different supervisors, the supervisors may consult with each other and/or with the Head of School to ensure that the rating system is applied uniformly. There will be no requirement of observation of performance by a supervisor specifically for the purpose of completing the rating form; however, each supervisor will review prior evaluations of the individuals considered for a R.I.F. for a period of the three (3) years immediately prior to the R.I.F, if available. Where a supervisor lacks familiarity with an individual's performance (e.g., a new supervisor), the Head of School may assign the evaluation to a supervisor who has greater familiarity with the individual's performance. The Head of School may devise such other measures as he or she deems necessary to address situations where implementation of the performance rating cannot occur in the normal manner, so long as such measures are rationally designed to award points to licensed personnel based on the employee’s performance.

**B. Selection Based on Scores.** The Head of School will total the points allocated based on the criteria specified above. The person with the lowest score will be the person who is released by termination or discharge unless such action would have a serious and detrimental effect on the total educational program. In such event, the Head of School may select a higher scoring person for termination or discharge but will prepare a written justification for such action in the best interests of the school, along with the rating sheets for such positions. The computations of the Head of School, plus the rating forms on the persons considered for release, will be available for review by the person released.

**C. Transfers/Reassignment**. If, as a result of the application of the selection criteria, a person is selected to be released from the affected program, but such person ("the affected person") is also licensed and qualified for another program(s) within the school, the person will be considered for transfer or reassignment to such program(s). The fact that there are one or more other licensed employees within the program affected by the R.I.F. who scored higher than the affected person, and that such person(s) may be licensed and qualified to teach or administer in other programs, will not require that the higher scoring persons be transferred or reassigned to the other program or programs, even if there is a vacancy in the other program or programs. The transfer/reassignment obligation will not arise until after the selection of the person or persons to be released from program affected by the R.I.F. and will only apply to the person or persons selected for release. Consideration of transfer or reassignment of the affected person will be governed by the following criteria:

**1. Existing Vacancy**. If, upon the effective date of the termination or discharge due to a R.I.F., there is an existing vacancy in another program for which the affected person is licensed and qualified, he or she will be transferred or reassigned to that vacant position. There will be no obligation to create a vacancy to accommodate such person.

**2. No Existing Vacancy**. Where the affected person is licensed and qualified for another program or programs at the School, but all such positions are currently filled, the selection criteria described above, subject to the modifications described below, will be applied to determine whether the affected person will be transferred or reassigned to another program and another person, currently employed in the other program, will be released.

(a.) If the person is fully licensed for a position in another program or an administrative position but has not actually taught in such program or held such an administrative position during any part of the preceding five (5) school years, such person will not be considered qualified for transfer or reassignment to the other position.

(b.) If neither the Head of School nor the current supervisor of the program has observed the person being considered for transfer or reassignment performing the duties of the other program, it is impractical for the relative performance of the person being considered for transfer or reassignment and the person or persons currently teaching or administering in the program to be rated based on direct observation. Under such circumstances, the Head of School or his/her designee will make a judgment as to the likely performance of the person being considered for transfer or reassignment and assign the performance score which may be used in the selection process in comparison to the person or persons currently employed in the other program. The Head of School or designee will consider the affected person's performance in other programs and his/her knowledge of all persons in the program in question in making the judgment and may consult with other knowledgeable persons in making this determination.

Each licensed instructor or administrator discharged, and each tenured teacher terminated pursuant to this policy will be entitled to the procedural rights provided under the applicable statutes and regulations of the State Secretary of Education governing discharge of licensed school personnel or the termination of tenured teachers. The written decision of the Governing Council, to the extent required by statute and regulation, will clearly specify that the termination or discharge resulted from a R.I.F. and not from any cause personal to the person.

**POLICY No. GC – 6: Equal Opportunity**

**Date Approved: 18 March 2009**

**Who Policy Covers: Governing Council Members and TIS Faculty and Staff**

**Date last Reviewed: 21 September 2023**

**Equal Opportunity**

*The Governing Council of the International School at Mesa del Sol (TIS) affirms its commitment to providing equal treatment of all of its students, parents and employees. Neither TIS nor the Governing Council shall discriminate against any student, parent or employee on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental ability, serious medical condition or sexual orientation or gender identity with respect to his/her rights, privileges, programs, activities, and/or in the administration of its educational programs and athletics/extracurricular activities.*

**The procedural directives to outline the implementation of the Equal Opportunity policy can be found in the GC Procedural Handbook.**

**Policy No. GC – 7: Head of School Job Description**

**Date Approved: December 2008**

**Who Policy Covers: Governing Council Members / Head of School**

**Date Last Reviewed: 21 September 2023**

**Head of School Job Description / Evaluation**

**TITLE:** **Head of School**

**REPORTS TO:** The Governing Council of The International School at Mesa del Sol (TIS)

**SUPERVISES:** All TIS administrative, professional, paraprofessional, and non-teaching personnel

**POSITION** TIS Head of School is the chief executive, educational, and

**OBJECTIVE:** administrative leader of the school. The Head of School is hired by and reports directly to the TIS Governing Council. The position entails both general and specific responsibilities related to administering a public, APS chartered international school in the state of New Mexico. These responsibilities, required by the school’s Governing Council, are described in the school’s charter, strategic plan, and the Head of School’s Annual Professional Goals plan. Evaluated annually by the Governing Council to professional goals.

**EDUCATION, QUALIFICATIONS, & EXPERIENCE:**

* **EDUCATION** – Must hold a master’s degree or higher in an academic discipline, education, or related field (e.g., public policy, leadership, non-profit management, international education, MBA, etc.).
* **LICENSURE / CERTIFICATION** – Holds a valid New Mexico Administrator’s License, or is qualified to obtain one, is preferred.
* **EXPERIENCE** – At least five years demonstrated, successful leadership in charter schools, public, independent, or parochial schools, non-profit corporations or associations with a focus on education, and work in or knowledge of international education (including the International Baccalaureate Programmes).
* **GOVERNING BOARDS** – Demonstrated, successful experience working collaboratively with and developing governing boards, trustees, or councils.
* **Knowledge** – Knowledge and understanding of New Mexico laws governing charter schools and/or public schools. Knowledge and support of International Baccalaureate Program are important.

**REQUIRED GENERAL ABILITIES & PERSONAL ATTRIBUTES**

Required General Abilities

* Works effectively and collaboratively with the Governing Council and its committees.
* Communicates the school’s mission and vision effectively and promotes positive relationships among the school’s key stakeholder groups, including parents, students, faculty, staff, volunteers, donor groups & foundations, and the broader New Mexico community.
* Develops and maintains positive and productive professional relationships with the charter authorizer and the wider educational, business, and foundation communities in the greater Albuquerque area.
* Implements the school’s charter effectively and ensures that its performance goals are met.
* Collaboratively develops, and effectively implements, monitors, and communicates long-term, strategic goals of five-year planning horizons.
* Implements and ensures compliance with relevant federal and state regulations and laws.
* Demonstrates an ability to build and work effectively within an annual budget, ensuring community input and the long-range sustainability of the school.
* Able to lead a diverse school community (students, faculty, staff, and parents, etc.) as it grows and expands.

Personal Attributes *(Both personally holds and promotes these attributes in others. These are adapted from the IB Learner Profile)*

* **Inquirer—**Has a natural curiosity that has been nurtured and actively enjoys learning.
* **Thinker**—Exercises initiative in applying thinking skills critically and creatively to solving complex problems.
* **Communicator**—Receives and expresses ideas and information confidently in more than one language.
* **Risk-taker—**Approaches unfamiliar situations without anxiety and has the confidence to explore new ideas.
* **Knowledgeable**—Has explored themes that have global significance and has acquired a critical mass of knowledge.
* **Principled**—Has a sound grasp of the principles of moral reasoning and has acquired integrity, honesty and a sense of justice.
* **Caring**—Shows sensitivity towards the needs and feelings of others and has a sense of personal commitment to helping others.
* **Open-minded**—Respects the values of other individuals and cultures and seeks to consider a range of points of view.
* **Well-balanced**—Understands the importance of physical and mental balance and personal well-being.
* **Reflective**—Gives thoughtful consideration to her/his own learning by constructively analyzing her/his personal strengths and weaknesses.

**PERFORMANCE RESPONSIBILITIES:**

Governing Council

* Regularly communicates with the president of the Governing Council or designated Council member.
* Reports to and seeks input from the Governing Council and / or appropriate committees regarding the governance of TIS.
* Develops and implements recommendations of the Governing Council regarding the governance of TIS.
* Regularly reports to the Governing Council on the school’s progress towards meeting TIS charter goals.
* Assists the Governing Council in developing strategic goals and reports regularly on their effective implementation.
* Recommends policies and resolutions for the Governing Council’s approval.
* Works with the Governing Council on the re-chartering of TIS.
* Is evaluated annually to performance goals and expectations of job description by the Governing Council.

Personnel and Programs

* Inspires and promotes a culture of excellence centered on the school’s mission and vision within the school community.
* Demonstrates excellence in community relations through careful preparation and accuracy in presentations and reporting.
* Manages, supervises, and evaluates TIS faculty and staff.
* Maintains an open-door policy for all TIS faculty and staff.
* Implements all Council policies, resolutions, and applicable state and federal laws fairly and transparently.
* Develops and maintains all job descriptions and personnel policies and procedures.
* Ensures that all faculty are highly qualified, certified, and have professional development plans that align with the school’s charter.
* Oversees the staff development and training that is aligned to state standards, state and federal grant requirements, the IB PYP and MYP, and the school’s charter.
* Ensures effective implementation of the IB PYP and MYP.
* Oversees the security and control of school data and reporting systems: classroom, general school, and PED-required data.

Finance

* Oversees the development, input, and approvals of the School’s annual budget in coordination with the Governing Council, Finance Committee, Business Manager, APS, and the PED, ensuring public input; and effectively administers the approved budget.
* Is able to speak to budget questions knowledgeably and accurately.
* Develops, presents and reviews student enrollment goals as a source of revenue to support the budget and is able to explain to the Governing Council the strategy for achieving stated goals.
* Maintains ongoing communication regarding financial decisions with the Governing Council and Finance Committee, seeking approval for Budget Adjustment Requests and unbudgeted expenditures.
* Oversees the preparation and presentation of monthly financial reports to the Governing Council and Finance Committee and oversees the reporting of financial data to the APS and PED.
* Oversees all operational financial transactions, including payroll. Approves all purchases, ensuring that they are within budget, allowable under state and federal regulations, and comply with the state’s procurement regulations. Works with the Business Manager and Audit Committee to ensure that appropriate financial controls and best practices are implemented so that material audit findings are minimized.

Parents & Community

* Maintains open communication with parents and legal guardians.
* Ensures the development, implementation, and maintenance of a student enrollment management strategy.
* Participates in student-parent-teacher conferences and IEP planning as appropriate.
* Ensures and promotes opportunities for parental and community involvement in the education of the students and the life of the school.
* Works with the Parent Advisory Council to implement programs for parents, legal guardians and students.
* Ensures parental and community input in the development of the annual school budget.
* Articulates the school’s mission and vision to parents and the wider community.
* Conducts annual parent surveys and recommends related changes to the Governing Council.
* Conducts outreach programs in order to create a positive influence on the community at large.

Development and Public Relations

* Works to cultivate positive community relationships with all stakeholders and the larger community to ensure financial support, partnership opportunities, and student recruitment.
* Ensures the development, implementation, and maintenance of marketing and public relations plans that reinforce the mission and vision of the school and ensures that the school is identified and recognized for excellence in education.
* Ensures the viability and robustness of a fund raising/development program for the school through careful planning, relationship cultivation, and stewardship.

**Policy No. GC – 8: Student Enrollment and Lottery**

**Date Approved: 18 February 2009**

**Revised: 22 July 2021**

**Date Last Reviewed: 21 September 2023**

**Student Enrollment and Lottery Policy**

All students who meet the State of New Mexico’s eligibility requirements for attending a public school will be allowed to apply for admission to The International School at Mesa del Sol (TIS). TIS will not discriminate among applicants on the basis age, disability, gender, ethnic or national origin, religion, or academic standing. TIS is a New Mexico public school that does not charge tuition or have admission requirements.

Enrollment preference shall go to

* Children of employees of The International School at Mesa del Sol
* Siblings of current students
* Siblings of enrolling students

Military families relocating to military installations in New Mexico pursuant to official military orders may submit their student’s name for the lottery and, if selected, enroll their student in The International School at Mesa del Sol, prior to actual physical presence in the state. The International School at Mesa del Sol shall accept electronic enrollment applications from military families relocating to New Mexico pursuant to official military orders, and shall provide such families requesting information with information regarding the School’s program, materials regarding academic courses, electives, sports and other relevant information regarding the School. A student's parent:

(1)       shall provide proof of residence in the state within forty-five days after the published arrival date provided on official military documentation; and

(2)       may use any of the following addresses related to the family's military move:

(a) a temporary on-base billeting facility;

(b) off-base military housing; or

(c)  a purchased or leased residence.

**The procedural directives to outline the implementation of the lottery policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC – 9: Special Education**

**Date Approved: 21 September 2011**

**Date Last Reviewed: 21 September 2023**

**Special Education Policy**

**The** **International School at Mesa del Sol** will comply with all of the Federal and New Mexico state laws, regulations, policies, and procedures applicable to Special Needs students who are identified with disabilities and students who are identified as gifted.

**Policy No. GC – 10: Furlough**

**Date Approved: 16 November 2011**

**Date Last Reviewed: 21 September 2023**

The International School at Mesa del Sol Governing Council is required to balance its operating budget each fiscal year. This policy provides the framework for the implementation of an employee furlough plan that would allow the Governing Council to balance its budget if it experiences a reduction in state funding or other loss of revenue that causes a significant operating budget deficit.

Mandatory furlough days are days when employees are required to remain off work, and for which they do not receive pay. Furloughs shall not alter pay scales or salaries, current or future New Mexico Educational Retirement Board contributions of life/medical contributions. Notwithstanding the original number of contractual days provided by an employee’s contract or salary MOU, the Governing Council shall have the authority to require employees of The International School at Mesa del Sol to take mandatory furlough days, if in the discretion of the Governing Council, action is required due to budgetary needs.

**The procedural directives to outline the implementation of the furlough policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC –11: Compulsory School Attendance**

**Date Approved: September 25, 2013**

**Date Last Reviewed: 21 September 2023**

A *school-aged person* means a person who is at least five (5) years of age prior to 12:01 AM on September 1 of the school year and who has not received a high school diploma or its equivalent.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated or received a general educational development certificate.

A person shall be excused from this requirement by the Head of School, if written signed permission for a school-age person to leave school due to hardship is provided by the parent, guardian or person having custody and control of the person to be excused.

The school-age person shall attend school for the length of time of the school year that is established by The International School at Mesa del Sol. The International School at Mesa del Sol shall not excuse a student attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

LEGAL REF: 22-1-2- NMSA

 22-12-2 NMSA

CROSS REF: JE- Student Attendance

 JH- Student Absences and Excuses

 JHB - Truancy

**Policy No. GC- 12 Course/Student Grade Change**

**Date Approved:**

**Date Last Reviewed: 19 October 2023**

**The International School at Mesa Del Sol**

**Final Course and Student Grade Changes**

The Governing Council of the International School acknowledges that uniformly applied rules for correction of erroneous grades are necessary to assure the integrity of final grades and course grades and to assure public confidence in the grading process. Therefore, any course grade change, test grade or assignment grade change, which is not made in accordance with the following requirements is deemed a violation of this Policy and will result in disciplinary proceedings against the employee and /or student involved.

**I. Statewide Tests/Adequate Yearly Progress/ Graduation**

Test results on any statewide test used to determine adequate yearly progress or graduation from high school may not be changed unless a grade change is necessary due to a clearly clerical mistake, such as when a student is misidentified. In such circumstances, the Head of School shall promptly notify the assessment and accountability division of the New Mexico Public Education Department (“PED”) for guidance.

**II. Final Course Grade Change**

1. If a parent, legal guardian of a student, or a student of legal age (“Requestor”) disputes the accuracy of a final course grade, the Requestor must submit a written request for the final course grade (“course grade”) change, with supporting documentation, in substantially the same form as the school provides. Unless the student is still enrolled in the school district at the time of the course grade change request, the request must be made within fifteen (15) days after the student has exited the school unless extenuating circumstances, as determined by the Head of School, permit consideration of a longer time. Requests for final course grade changes of students who are currently enrolled shall be made no later than one (1) week after final course grade reports for that semester have been delivered.

No final course grade change shall be considered for any prior school year unless the school determines that a mathematical error or misidentification of a student has resulted in a failing grade and, but for that error, the student would have received a passing grade.

Not later than five (5) school days after receipt of the request, the Head of School or his or her designee, shall respond in writing to the request. The response shall state whether the request is denied or allowed, and if allowed, what new grade will be entered. Any grade change must be based on articulated reasons in the response such as extenuating circumstances, additional graded work submitted by the student, additional or make-up testing, or any other meaningful criteria that can be verified.

During the investigation period following receipt of a course grade change request, Head of School, or appropriate designee, shall make a good faith attempt to obtain written input from the teacher who issued the grade in dispute. The teacher shall state reasons to support or oppose the requested grade change and provide any documentation to support the teacher’s reasons.

During the investigation period the course grade, as originally entered, shall remain effective for determining a student’s eligibility for participation in extra-curricular activities or other school sponsored activities in which a minimum grade point is required.

No person shall pressure or retaliate against the teacher for making a certain recommendation.

The Head of School or designee shall be responsible for reviewing the request, approving and signing the final written response to any grade change request and for ensuring that this policy was followed.

The written response shall be mailed to the Requestor by first class mail to the Requestor’s address as shown on the request for grade change form. Posting by mail shall be deemed delivery.

1. The final written response shall also inform the Requestor that he or she has five (5) school days following notification of the written response to request a hearing before the Council, or appropriate designee (“hearing officer”), to appeal the decision. If a hearing request is timely, a hearing shall be set within ten (10) school days following receipt of the request and shall give the Requestor at least two (2) school days advance written notice of where and when the hearing will be held. The Requestor, at his or her own expense, may have an attorney or other representative at the hearing.
2. The Council or hearing officer shall render a written decision as soon as possible but no later than five (5) school days after the hearing. The decision shall be based only on evidence presented at the hearing and shall include a summary of this evidence and the reasons for the decisions. No record shall be made at the hearing.
3. If the decision of the Head of School or his or her designee is upheld, the Requestor shall be notified of that decision. The Requestor shall have the right to submit to the Head of School a statement of objection, of not more than one (1) page, to the decision. Any statement from the Requestor shall be placed in the student’s cumulative record folder, shall be disclosed by the school whenever the contested portion of the cumulative record is disclosed, and shall not be destroyed unless the contested portion of the cumulative record is destroyed.
4. The final course grade change documents shall be maintained in a separate file that is destroyed after the student graduates, transfers from, or otherwise leaves the school.

**III. Test Grade or Assignment Grade Change**

A Requestor shall first submit a written request the teacher of the class giving a test grade or assignment grade for a grade change. The request shall specify the factual grounds for the request. Any request for a change to a test grade or assignment grade must be made within five (5) school days following receipt of that grade.

The teacher shall respond to the request in writing no later than five (5) school days following the request. A student not of legal age must have his or her parent or legal guardian sign the teacher’s written response acknowledging receipt.

A Requestor who disputes the teacher’s decision on the test grade or assignment may appeal to the Head of School by submitting a written request for review by the Principal within three (3) school days of the teacher’s decision. The Head of School shall review the teacher’s decision and underlying documentation and shall render a written decision within five (5) school days. The decision shall be final and not subject to review.

Pending a final decision, the test or assignment grade, as originally entered shall remain effective for determining a student’s eligibility for participation in extra-curricular activities or other school sponsored activities in which a minimum grade point is required.

**IV. General Provisions**

Any course grade change must be available to all students who are similarly situated.

The school shall strictly adhere to all requirements under the Family Educational Rights and Privacy Act (“FERPA”). Furthermore, nothing stated herein shall in any way limit or eliminate the rights afforded to parents under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, as they relate to amendment of a student’s educational records.

**Policy No. GC-13 Advertisement and Recruitment**

**Date Approved:**

**Date Last Reviewed: Revoked 20 December 2018**

**Policy No. GC- 14 Policy Adoption and Review**

**Date Approved:**

**Date Last Reviewed: 19 October 2023**

**Governing Council Policy Adoption and Review**

The Governing Council may develop and adopt operational and instructional policies for The International School at Mesa del Sol in accordance with applicable state law and regulation.  The Governing Council may develop, review and revise any policy established by the Governing Council through a majority vote of the Council Members.  The Governing Council may suspend or revoke any policy established by the Governing Council that is not specifically prescribed by federal or state statute through a majority vote of the Governing Council Members.

**References:**

**Legal Ref.:** §22-5-4 NMSA 1978

**Policy No. GC – 15: Public Concerns and Complaints**

**Date Approved: August 31, 2015**

**Date Last Reviewed: 19 October 2023**

**Teacher/Parent/Public Concerns and Complaints Policy**

Whenever a complaint is made directly to the Governing Council of The International School at Mesa del Sol or to a Governing Council member as an individual, the complaining individual will be referred to the staff discipline and grievance procedures in the TIS employee handbook or the “Complaints and Grievance Procedure” for parents or guardians and students. The complaint will also, be brought to the attention of the school administration (Head of School). Individuals with complaints will be redirected to follow the administrative procedures described therein.

The administration will develop a procedure for courteously receiving complaints and will take steps to make proper replies to complaints. The Governing Council will become involved pursuant to the provisions of our policies.

Matters referred to the Governing Council as a whole must be in writing, should clearly identify the problem, and specifically state the desired action as prescribed in the administrative procedures. The Governing Council will not consider or act on complaints that have not been explored at the appropriate administrative level.

**Policy No. GC – 16: Anti-Bullying**

**Date Approved: December 18, 2012**

**Date Last Reviewed: 19 October 2023**

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**Anti-­‐Bullying Policy**

The International School at Mesa del Sol believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, bullying, including harassment and intimidation, are forms of dangerous and disrespectful behavior that will not be tolerated.

**Policy No. GC – 17: Wellness**

**Date Approved: December 18, 2012**

**Date Last Reviewed: 19 October 2023**

**Wellness Policy**

The International School at Mesa del Sol will work to provide an integrated family, school, and community approach to planning, implementing, and supporting health programs and projects for enhancing the health and well-being of students and staff to include Social Work Services.

The International School at Mesa del Sol will work toward the goal of family, school, and community involvement within a coordinated school health approach to create a total school environment that promotes student health and supports academic achievement through effective partnerships among families, schools, and communities.

Specific Social Work proceedures are found in the student/parent handbook.

**Policy No. GC – 18: Safe School**

**Date Approved: December 18, 2012**

**Date Last Reviewed: 19 October 2023**

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**Safe School Policy**

The International School at Mesa del Sol is committed to providing a healthy, safe and secure environment for students and employees. The SAFE SCHOOLS PLAN - POLICIES and PROCEDURES section provides the International School at Mesa del Sol staff with direction in the areas of discipline, dress, attendance, and abuse/neglect reporting, bullying, violence, etc.

**Policy No. GC – 19: Tobacco-Free Campus**

**Date Approved: September 25, 2013**

**Date Last Reviewed: 19 October 2023**

**Tobacco-­‐Free Campus Policy**

The International School at Mesa del Sol recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school- sponsored activities. No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. In addition to all tobacco products, The International School at Mesa del Sol prohibits the use, possession, or display of any electronic smoking device or smokeless tobaccoby any person, while on school property.

**Policy No. GC – 20: Personal/Sick Leave**

**Date Approved: September 18, 2013**

**Date Last Reviewed: 28 January 2021**

**Revised: 18 January 2024**

**Personal/Sick Leave Policy**

**Personal/Sick Leave.** Personal/Sick Leave is extended to employees to accommodate circumstances that are generally unavoidable and can be used for personal business, educational opportunities or illnesses (family or personal), or for any other reason an employee in his/her professional judgment deems appropriate to be absent from work. (10) Ten-month Employees accrue (9) nine days of leave per school year, (12) Twelve-month Employees accrue 12 days. Except in unavoidable circumstances, an Employee must give written notification to the Head of School or designee at least 48 hours in advance of using Personal/Sick leave. All Staff are required to follow the Employee Handbook concerning arrangements for a substitute.

***Maximum Accrual:*** The maximum number of Personal/Sick Leave days an Employee may carry over is 9 days per school year for ten-month employees, not to exceed a total of 18 days, and 12 days per school year for 12-month employees, not to exceed a total of 24 days. Permission to carryover accrued but unused Personal/Sick Leave is not intended to and does not import a right to be compensated for unpaid leave at termination from employment unless otherwise provided by TIS policy.

If an employee has exhausted accrued leave and in extenuating circumstance has an expired accrued leave, they may make an appeal to the Governing Council to recapture some or all of the expired leave, at the discretion of the Governing Council.

If an employee has exhausted accrued leave and continues on unexcused absences, leave shall be without pay. After 30 days of unpaid excused or unexcused leave, the employee will be responsible to pay all premiums to continue all employee benefits.

**Policy No. GC- 21 Hiring Process for the Head of School Position**

**Date Approved: February 2017**

**Date Last Reviewed: 14 December 2023**

**Hiring for the Head of School Position Policy**

The Governing Council (GC) will determine that an opening exists for the Head of School position and initiate the hiring procedure by a vote of the governing council. The hiring process will comply with TIS personnel policies for Equal Opportunity, Nepotism and comply with state and federal regulations.

**The procedural directives to outline the implementation of the Hiring Process for HOS position policy can be found in the GC Procedural Handbook.**

**Policy No. GC – 22: Distance Learning**

**Date Approved:**

**Date Last Reviewed: 18 January 2024**

**Distance Learning Policy**

The International School at Mesa del Sol strives to provide a high-quality education for all students that uses and develops adequate teaching and learning skills. The Head of School, or his/her designee, may establish distance learning, a process used to provide instruction for credit when the student and primary instructor are not necessarily physically present at the same time and/or place. The International School at Mesa del Sol shall assure that students enrolled in a distance-learning program have the necessary access to technology for all classes or activities.  The International School at Mesa del Sol shall ensure distance-learning programs are certified and accredited.

References

Legal Cross Ref.:

* §22-30-1 et. seq. NMSA 1978
* 6.30.7 NMAC
* 6.30.8 NMAC

**Policy No GC-23 Dual Credit**

**Date Approved:**

**Date Last Reviewed: 14 December 2023**

**Dual Credit**

The International School at Mesa del Sol has the opportunity to offer High School students Dual Credit classes to simultaneously earn credit in both High School and potentially for College. Agreements will be reviewed and signed by the Head of School annually with Institutions of Higher Learning. The Dual Credit Program, as provided in New Mexico Administrative Code (NMAC), waives college tuition and text book requirements for all students who meet eligibility requirements.

**Policy No. GC – 24: Audit Committee**

**Date Approved: September 25, 2013**

**Date Last Reviewed: 14 December 2023**

**Audit Committee Policy**

**The** **International School at Mesa del Sol** will have an Audit Committee. The Audit Committee includes two members of the Governing Council, one parent volunteer, and one community member with experience in accounting and/or financial matters, and two ex-officio members. The ex-officio members are the Business Manager and the Lead Administrator/Superintendent. The audit committee shall support the annual external audit and any internal audits deemed necessary by the committee. The Audit Committee will follow accounting policies and procedures that comply with generally accepted auditing standards (GAAS).

It will serve by evaluating the School’s internal controls~~,~~ determining the need and extent of in-house audits, receiving any internal audit reports. The internal audit~~or~~ function of this Committee will independently review, evaluate, and report through audits and management studies the status of the following in the school, departments, and programs: financial condition; accuracy of financial and property record keeping; compliance with applicable laws, policies, guidelines, and procedures; and effectiveness and economy of operations.

It will support the annual external audit by communicating with the external auditor throughout the audit process and receiving the annual external audit report and findings. The Committee will share the findings with the GC and recommend policy changes to address any findings. The Audit Committee may meet in Executive Session (closed) in accordance with the provisions of the Open Meetings Act.

**Policy No. GC – 25: Procurement**

**Date Approved: 25 September 2013**

**Date Last Reviewed: 18 January 2024**

**Procurement Policy**

**The** **International School at Mesa del Sol** will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP) and NM Procurement Code. Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

The International School at Mesa del Sol shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

The International School at Mesa del Sol understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

**Policy No. GC – 26: Textbooks**

**Date Approved: 16 October 2013**

**Date Last Reviewed: 14 December 2023**

**Textbook Policy**

**The** **International School at Mesa del Sol** recognizes its responsibility to appropriately provide instructional materials for all students including textbooks. Specific to textbooks, TIS will adopt textbooks that support the Common Core Standards and the International Baccalaureate Organization standards. When purchasing textbooks for students, TIS will ensure that each student in the class for which textbooks are purchased receives a copy of the textbook and is allowed to take such textbook(s) home. This also applies to Dual Enrollment courses.

**Policy No. GC – 27: Student Retention**

**Date Approved: 20 November 2013**

**Date Last Reviewed: 18 January 2024**

**Student Retention Policy**

**The** **International School at Mesa del Sol** endeavors to assist every student to perform and succeed to his/her highest potential and, consequently, strives to provide a developmentally appropriate and rigorous academic program for all students. To assist our students to reach their academic potential, The International School at Mesa del Sol is committed to providing appropriate interventions and remediation prior to making a recommendation to parents that a student should not be promoted to the next grade.

Consequently, **The** **International School at Mesa del Sol** will implement the following steps to minimize the necessity for retaining a student in the same grade for no more than one year. The remediation programs, academic improvement programs and promotion policies are aligned with student assessment results.

**The procedural directives to outline the implementation of the retention policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC – 28: Cafeteria Charge**

**Date Approved: 25 May 2017**

**Date Last Reviewed: 18 January 2024**

**Cafeteria Charge Policy**

**The** **International School at Mesa del Sol** recognizes that it is important for students to have a nutritious lunch to maintain focus and concentration at school. Consequently, TIS has taken steps to ensure that students who qualify for free lunches and who otherwise wish to purchase a meal, will have that option. Because TIS does not have adequate cafeteria facilities to prepare school lunches, TIS contracts with a private food service provider to bring hot meals to TIS each day. Orders for each school day are placed in the morning.

Meals are provided to students at cost, reduced fee or free, TIS derives no income from our student lunch program. Because TIS cannot pay for all or even portion of a student’s lunch, unless a student qualifies, TIS must require payment from families.

For those families who do not qualify for free lunches, payments will be kept in a segregated account for each student and parents will be notified when a student’s account has a negative balance.

Every family is requested to complete the free and reduced lunch application to determine eligibility.

**Policy No. GC – 29: Student Discipline**

**Date Approved: 20 November 2013**

**Date Last Reviewed: 18 January 2024**

**Student Discipline Policy and Procedures**

**Behavior Expectations:** The International Baccalaureate Learner Profile is the foundation for expected student behavior and conduct. Students are encouraged to make principled choices, treat themselves and others with respect, and reflect on their behavior both inside and outside of school.

**Essential Agreements:** Additionally, at the beginning of the school year, students in each classroom collaborate to create a set of Essential Agreements, which they believe will create a positive learning environment. The student classroom teacher will inform the parent of his/her classroom’s Essential Agreements and how they will be enforced.Essential Agreements are also formulated for common use areas.

**Discipline Policy:** Our progressive disciplinary process is geared toward assisting each student in the development of thoughtful reflection and the identification of appropriate choices. A progressive discipline system allows for students to take responsibility for their actions with the understanding that consequence is a part of the disciplinary process.

**Disruption of the Educational Process:** students may not disrupt the educational process, and disruption of the educational process is an infraction and is subject to disciplinary action.

## **Zero Tolerance**

The International School at Mesa del Sol follows a zero-tolerance policy on behaviors and actions that have the potential to inflict bodily injury, create an unsafe environment, or disrupt the learning environment.

**Automatic suspensions:** will be given for these types of infractions. Administration will take into consideration age and the developmental level of students when making determination as to the type and intensity of the consequences.

**Multiple Referrals:** The International School at Mesa del Sol is committed to creating a safe learning environment free of disruption and distraction. When behaviors concerns continue to occur after interventions it may have the potential to be progressively more serious and/or problematic warranting a higher level of intervention. Students will receive increasing severe consequences for infractions even if they are of a less severe nature. Students who receive six suspensions, In School or Out of School may be subject to expulsion pending a due process hearing.

Disciplinary Considerations for Special Education Students

Once placement procedures are properly followed, special education students are not immune from the school’s disciplinary process. Since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:

When considering long term suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student’s disability and whether his/her program is appropriate.

If the IEP team determines both that the behavior is not a manifestation of the student’s disability and that the student’s program is appropriate, disciplinary actions may be taken in accordance with the procedures in this handbook.

Should the disciplinary procedures include long-­‐term suspension or expulsion, the district must continue to provide the educational services defined in the IEP.

If the IEP Team determines either that the behavior is related to the student’s disability or that the student’s program is not appropriate, then the student may not be suspended and must receive an appropriate program.

Any suspension that excludes a student from his/her IEP services must be counted when calculating the total number of suspension days (10 consecutive days or a series of suspensions that constitute a change in placement).

The decision to remove a student from his/her IEP services must be made on an individual basis.

Procedural safeguards outlined in the New Mexico Department of Education Standards for Excellence in Compliance Manual ensure that parental due process rights are afforded.

All federal guidelines regarding the provision of education continuation services for suspended special education students will be adhered to.

Special education students are entitled to a due process hearing.

**Policy No. GC – 30: Volunteerism**

**Date Approved: 19 February 2014**

**Date Last Reviewed: 18 January 2024**

**Volunteer Policy**

Volunteers working within ***The International School at Mesa del Sol*** (TIS) are expected to adhere to all of the same standards of conduct that apply for TIS employees. For the purposes of this document, *volunteers* are defined as any individual not paid by ***The International School at Mesa del Sol*** (TIS) who provide time and effort on behalf of TIS.

*Volunteers* here at TIS are further defined two ways:

1. Volunteers who work directly with students, in either an individual or small group of students, either on or off school grounds (e.g. fieldtrip chaperones). Volunteers who work, or who may ***potentially*** work, directly with students, are required to satisfactorily complete a background check, as described below.
2. Volunteers who do **not** work directly with students, who perform work on behalf of TIS (e.g. painting classrooms, tumbleweed removal, representing TIS at charter school recruitment events), either on or off school grounds, during school-sponsored events or activities. These volunteers who do not work directly with students are not required to complete a background check, as described below.

This policy includes members of our community or professional staff from community-based organizations who voluntarily work with classrooms or large groups of students on campus to share information or make presentations as a part of their professional life learning experience. As per NM statute, these volunteers are referred to as *spontaneous volunteers*, and as such, do not need to have a background check completed.

***The International School at Mesa del Sol highly*** *encourages*for our families with a student enrolled at TIS to contribute on average twenty (20) volunteer hours each year that a child is in attendance at TIS. These twenty hours do **not** need to be directly working with students and may involve out of school activities or physical labor on campus.

Before working with any student or group of students, volunteers must have criminal history record check for felony convictions with the FBI, State Highway Patrol, and CYFD to include Sexual Offender Registry and Abuse Registry. Volunteers will not be permitted to work with students if the criminal records include past history of sexual abuse of children, convictions for any crime in which children were involved, history of any violence or sexually exploitive behavior. Nor will volunteers be permitted access to students if charges are pending for any of the above listed types of crime.

This policy is subject to COVID 19 restrictions.

**Policy No. GC – 31: School Celebrations/Observance of Holidays and Celebrations**

**Date Approved: 19 February 2014**

**Date Last Reviewed: 15 Febuary 2024**

**School Celebrations Policy**

In the interest of preserving a rigorous learning environment and as an IB World School preparing students to lead in a diverse global community, ***The******International School at Mesa del Sol*** uses academic time appropriately. The learning events and celebrations that do occur within the educational program provided by TIS, respecting dietary restrictions to encourage an inclusive environment, as well as respecting cultural and family diversity of our students.

**Policy No. GC- 32 Background Checks**

**Date Approved: 31 August 2015**

**Completely Revised: 22 July 2021**

**Date Last Reviewed: 15 Febuary 2024**

**Background Checks / Fingerprintinting**

1. PURPOSE: To comply with NMSA 1978, §22-10A-5 (2019), and §22-10A-\_\_/HB128 (2021). These laws require Governing Bodies of public schools to adopt policies and procedures for obtaining and reviewing applicant employment histories, and background checks on applicants who have been offered employment, or who apply to be a volunteer, or who provide services to the School as a contractor or contractor’s employee, who may have unsupervised contact with children or students on School premises or during School-sponsored events, including but not limited to online learning, and to address application, review, and reporting requirements.
2. POLICY STATEMENT. The School is committed to ensuring that its academic and related programs are staffed with qualified employees, competent volunteers, and ethical contractors. It is committed to providing a safe and secure working and learning environment for employees, students, visitors, and others doing business with our School. Further, this policy is adopted to ensure protection of the School’s property and other interests. To that end School Administration will obtain applicant Employment histories and complete a Background Check as set forth herein to safeguard our School community from individuals who have a history of ethical misconduct and/or criminal conduct of a nature that may present an unreasonable risk of harm to our School community.
3. PERSONS AFFECTED. This policy applies to all applicants for employment, and all volunteers/contractors/contractors’ employees/others who may have unsupervised contact with children or students while on School’s premises or during School sponsored events, including online learning. Failure or refusal to cooperate with the application requirements, and/or with Administration’s completion of a Background Check, disqualifies the applicant from employment, volunteering at the School, or contracting with the School and/or the Governing Body. This policy does not apply to parents/guardians supervising only their own children during periods of online learning.
4. USE OF BACKGROUND CHECK INFORMATION; DISCRIMINATION SAFEGUARDS. No applicant shall be required to disclose the applicant’s criminal record prior to being offered a position contingent upon completion of a satisfactory Background Check. Subject to mandatory child abuse and ethical misconduct reporting requirements, information discovered through the School’s Employment History/Background Check processes will be used solely for the purpose of evaluating an applicant’s suitability for employment, volunteering or contracting, and will not be used to discriminate against a Finalist on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, pregnancy, national origin, genetic information, marital/familial status, mental or physical disability, military, veteran status, or other protected status.

Convictions of felonies or misdemeanors contained in the FBI record shall be used in accordance with the New Mexico Criminal Offender Employment Act; provided that other information contained in the FBI record, if supported by independent evidence, may form the basis of employment decisions for just cause.

1. DISQUALIFYING ETHICAL MISCONDUCT/ CRIMINAL CONVICTIONS. An applicant may be disqualified from employment/volunteering/contracting for ethical misconduct (defined below) or if convicted of a felony or misdemeanor involving moral turpitude and the criminal conviction directly relates to the position for which the individual will be employed, volunteering or contracting. The Governing Body finds that ethical misconduct (defined below), and criminal offenses listed herein, are so severe and directly relate to employment in any position at a public school that initial or continued employment, service as a volunteer, or contracting with individuals who have committed ethical misconduct or who have been convicted of such crimes, places the safety of students, employees and School visitors at an unreasonable risk. Ethical misconduct, and/or such crimes are, therefore, presumed to disqualify an individual from initial or current employment, volunteering or contracting with School. Such crimes include but are not limited to:

Criminal homicide, murder, capital murder, kidnapping, aggravated kidnapping, smuggling of persons, prostitution, false imprisonment, trafficking of persons, improper relationship between educator/school employee and student, public lewdness involving a child or student, indecency with a child, injury to a child, child abuse or neglect, abandoning or endangering a child, sale or purchase of a child, child pornography, sexual solicitation of a child.

Before any offer of employment or opportunity to volunteer or contract is withdrawn by the Head Administrator, applicants will be provided the opportunity to respond to such information as set forth in Section 13(F), below.

1. FELONY CONVICTION. A Finalist may be denied employment based on a conviction for a felony or misdemeanor involving moral turpitude that *does not* directly relate to the particular employment position, volunteer service or contract for service, but which is a crime listed in Section 5, if the conviction is less than seven (7) years old, and the Head Administrator determines after an investigation demonstrates that the person has not been sufficiently rehabilitated to warrant the public trust. Before any offer of employment or opportunity to volunteer or contract is withdrawn pursuant to this Section, the Finalist will be provided the opportunity to respond to such information as set forth in Section 13(F), below.
2. CONFIDENTIALITY/MANDATORY REPORTING:
3. Confidentiality. Records and related information provided to School during the Background Check process including from the Finalist’s FBI Record shall be deemed confidential and shall not be disclosed to any person who is not authorized to be involved in the decisions or to receive information concerning a Finalist, Volunteer or Contractor.
4. Protection. Information obtained by School through an FBI Report or information from a criminal history check, shall only be used in accordance with the Criminal Offender Employment Act, provided that other information contained in the FBI Record or other criminal report, if supported by independent evidence may form the basis for an employment decision, decision to enter a contract or to permit a volunteer to serve. Such information shall be maintained separately from personnel or other confidential files that are accessible only by authorized School employees.
5. Use of Information. Subject to mandatory child abuse and ethical misconduct reporting requirements, and to Subsections 7.D and E herein, information disclosed by a criminal Background Check shall only be used to make employment, volunteering or contract decisions.
6. The Head Administrator shall immediately report to the New Mexico Public Education Department any known convictions of a felony or misdemeanor involving moral turpitude of a licensed school employee, school contractor/contractor’s employee, and/or school volunteer, as required by law.
7. The Head Administrator or designated representative shall investigate all allegations of ethical misconduct about any school personnel, employee, volunteer, contractor, or contractor’s employee who resigns, is discharged or terminated or otherwise leaves employment after an allegation has been made. If the investigation results in a finding of ethical misconduct by a licensed school employee, the Head Administrator or designated representative shall report the identity of the licensed school employee within 30 days following the separation from employment or immediately if the finding of ethical misconduct is sexual misconduct with an adult or child. The Head Administrator or designee shall also report allegations of sexual assault or sexual abuse involving any school personnel, employee, volunteer, contract or contractor’s employee to the appropriate law enforcement agency. No agreement between a departing school employee and the School shall diminish or eliminate the responsibility of investigating and reporting the ethical misconduct to the NMPED or, if legally mandated, to law enforcement, and any such agreement to the contrary is void.
8. EMPLOYEES – BACKGROUND CHECK RENEWALS. Employees must submit to a new background check after 5 consecutive years of employment. However, the School reserves the right to require any Employee to submit to additional criminal background checks at the School’s expense at any time based on a reasonable suspicion that new information exists that would place students or other employees at an unreasonable risk of harm. The School shall pay for the renewal FBI Records check. An Employee’s refusal to submit to a renewed background check will result in disciplinary consequences, up to including severance from employment. Information disclosed in a renewal background check may result in employment actions such as discharge or termination, mandatory reporting to the New Mexico Public Education Department’s Licensing Bureau and/or the Public Education Department, or any other action deemed appropriate by the Head Administrator consistent with the Criminal Offender Employment Act, the Code of Ethical Responsibility of the Education Profession, School policies and procedures, or other applicable state or federal laws, rules or policies.
9. VOLUNTEERS AND CONTRACTORS – BACKGROUND CHECK RENEWALS. New Background Checks for Volunteers must be completed after an interruption in service exceeding one (1) year. The School reserves the right to require a Volunteer, Contractor or a Contractor’s employee(s) to submit to additional criminal background checks at the School’s expense at any time based on a reasonable suspicion that new information exists. Contractors and Contractor’s employees must obtain and pay for a new FBI Record check before commencing work pursuant to a third contract. An unsatisfactory Background Check conducted on Contractor’s employees may be grounds to terminate the Contract. A Volunteer’s or Contractor’s (or Contractor’s employees) refusal to submit to a renewed background check will result in ending a Volunteer’s service at the School or may result in cancelling a Contractor’s contract.

SECTION 10. DESIGNATION OF AUTHORIZED EMPLOYEE TO RECEIVE CRIMINAL HISTORY INFORMATION. The Head Administrator shall be the authorized designee[s] for the School to request FBI Records for Finalists. The Head Administrator shall notify the New Mexico Department of Public Safety (DPS) whenever there is a change in the School’s authorized designee.

1. FINGERPRINTS. All Finalists will be informed that his/her/their fingerprints will be used to perform an FBI records check for the purposes of determining suitability for employment, volunteering or contracting with the School.
2. TRANSFER OF FBI RECORD. The School may not transfer, release to or otherwise convey information contained in the Finalist’s FBI Record for any purpose other than for which it was obtained. Under no circumstances, may the School transfer the results of an FBI records check to a third party.
3. DESTRUCTION OF FBI RECORD INFORMATION. When an Employee’s, Volunteer’s, or Contractor’s FBI Record is no longer needed by the School, it shall be destroyed by burning, shredding or other method rendering the information unreadable.
4. DPS AUDIT. FBI Records are obtained through the New Mexico Department of Public Safety. The DPS or other authorities (e.g. the FBI) may conduct security audits related to the information provided to the School. Records subject to audit include criminal history records, notifications to individuals, School policies and procedures related to security, confidentiality and records and information dissemination.

Ref: NMSA 1978, §22-10A-5;

 NMSA 1978, §28-2-4;

 NMSA 1978, §22-10A-\_\_ (HB128)(2021)

 NMSA 1978, §22-10A-2

**Policy No. GC – 33: Student Drug Testing**

**Date Approved: November 19, 2015**

**Date Last Reviewed: 15 Febuary 2024**

**Drug Testing Policy**

**The** **International School at Mesa del Sol** recognizes its responsibility to foster the health, safety, and welfare of its students. This is a zero-tolerance policy for drug/alcohol abuse, or illegal use of drugs.

There are two instances whereby random drug/alcohol testing may occur, upon parental/guardian consent:

1. When a student is a participant in an extracurricular activity.
2. When a student does not participate in extracurricular activities, but who may be struggling with drug/alcohol use.

TIS administration may deny participation in extracurricular activities when a parent/guardian does not grant consent to random drug/alcohol testing. Therefore, the Governing Council has established a policy whereby TIS students who have parent/guardian consent, can be subject to random drug testing by the TIS administration.

The Head of School or designee shall develop procedures to implement this policy.

**Policy No. GC – 34: Inventory Disposal**

**Date Approved: January 28, 2016**

**Date Last Reviewed: 15 Febuary 2024**

**Inventory Disposal Policy**

**The** **International School at Mesa del Sol** recognizes that goods and materials may, over time, become obsolete, unsafe, or outdated. This policy will provide for the efficient disposal of TIS property that has been deemed surplus, obsolete, unsafe, or of no further significant use to The International School at Mesa del Sol. This policy does not apply to real property.

**The procedural directives to outline the implementation of the policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC – 35: Training and Experience**

**Date Approved: 24 October 2019**

**Date Last Reviewed: 15 Febuary 2024**

**Training and Experience**

The International School at Mesa del Sol adheres to all guidelines mandated by the New Mexico Public Education Department (PED) regarding Training and Experience. Those guidelines are contained in the “Manual of Procedures for the Calculation of the Training and Experience Index” and are published on the Public Education Department website. A copy may be requested from The International School at Mesa del Sol’s Business Manager.

In cases where specific contract issues have not been herein addressed, and which are mandated by Public Education Department procedures governing Training and Experience, guidelines to be followed are those contained in the “Manual of Procedures for the Calculation of the Training and Experience Index” published by the Public Education Department.

1. Documentation:
	1. Training & Experience: It shall be the sole responsibility of the licensed staff member to obtain all official documentation required to confirm allowable training and experience for reporting purposes, as well as placement on the salary schedule. Required documentation is as follows:
* Licensure: A valid, signed copy of a professional license issued by the New Mexico Public Education Department that is relevant to the work being performed.
* Training: An unopened, official transcript from an accredited University that is to be examined by the Business Manager for degree completion and additional credit hours completed.
* Experience: Verification of Related Experience must be verified in writing by the prior employer and submitted to the Business Manager either by mail or fax. This documentation is to be received directly from the prior employer. The Business Office will provide Verification of Experience forms to the employee upon request.
1. Salary Schedules:
	1. Licensed school personnel shall be paid for each contract year in accordance with verified training and experience earned as of the first day of school of the same academic school year. Allowable training and experience shall be used to place the staff on the current year’s salary schedule. The International School at Mesa del Sol will adhere to all salary requirements required by statute and found in the School Personnel Act when establishing the current year’s salary schedule. The current year salary schedule is developed and approved by The International School at Mesa del Sol Governing Council.
	2. Salary increases for licensed teachers, librarians and Social Worker who are granted a higher level of licensure after commencement of a school year shall be made beginning of the date of issue when the employee’s license is issued by the PED Licensure Bureau no later than September 30th of that school year. Employees whose license is issued by the PED Licensure Bureau after September 30th of that school year will receive a salary adjustment reflecting a higher level of licensure beginning the next school year.
	3. Licensed staff hired after the first day of the current school year and who submit their application and required documents to the PED Licensure Bureau within 6 weeks (42 calendar days) from the start date on the employee’s contract shall be placed on a higher salary level once the new license is received. Licensed employees hired after the first day of the current school year and whose applications and required documents are not received by the PED Licensure Bureau by the end of the 42nd day shall not be placed on a higher salary level until the following school year.
2. Forfeiture of Right to Compensation:
	1. In accordance with the School Personnel Act, Section 22-10A-3C, NMSA 1978, a person performing the duties of a licensed school employee, other than a practice teacher as defined by rules of the New Mexico Public Education Department, “who does not hold a valid license or has not submitted a complete application for licensure or certification within the first three (3) months from beginning employment duties shall not be compensated thereafter for services rendered until he demonstrates that he holds a valid license or certificate.”
	2. Employees who have not provided evidence of licensure or submitted a completed application for licensure and supporting documentation to the PED Licensure Bureau within three (3) months shall not be paid salary or accrue leave or any other benefits during the period of non-compliance. The International School at Mesa del Sol reserves the right to cancel such employee’s contract and terminate such employee.
3. Deadline for Transcripts and Verifications of Previous Employment:
	1. Employees who earned training and experience prior to the first day of the current school year shall provide the Business Manager with unopened, official transcripts and verifications of employment prior to 40th day of the current school year in order to receive salary credit in that school year.
	2. Employees hired after the first day of the school year shall be granted six weeks (42 calendar days) starting from the date of their contract to provide unopened, official transcripts and employment verification.
	3. Employees who fail to provide unopened, official transcripts and employment verifications by 40th day, or within six weeks (42 calendar days) for late hires, shall not receive salary credit until the following year. Compensation for that year shall be based on official transcripts, current license, and employment verifications on file in the employee’s personnel file on 40th day of the current school year.
	4. Employees will be paid based on their licensure effective date, contingent on funding being in effect.
4. Experience Allowance:
	1. For purposes of experience credit on the salary schedule, full credit shall be granted to instructional staff for full-time equivalent years of experience in work-related fields to the maximum number of years designated on the salary schedule.
	2. For purposes of experience credit on the salary schedule, partial years of experience (based on a school year calendar) will be awarded as follows:
* 64 days or less taught in a school year = no (0) credit
* 65 to 134 days taught in a school year = one half (0.50) year credit
* 135 or more days taught in a school year = one (1) year credit
	1. Credit for out-of-state experience will be based on full school calendar years relative to those states and credited in the same manner and percentages as above.
	2. Credit for experience in an instructionally related position in a non-public school setting shall be based on full school calendar years and credited in the same manner and percentages as above.
	3. Credit for experience in an instructionally related position in a non-school setting will not be recognized for experience purposes.
	4. Non-instructional licensed personnel shall be allowed credit for verified professional non-instructional experience related to the current assignment upon approval of the principal.
	5. Previous work performed as a substitute, intern, or as a practice teacher before completion of a degree for licensure will not be accepted for credit as experience on the salary schedule.
	6. Upon request, military credit for work experience directly related to instruction and approved by the principal may be given to employees who have proper verification.
	7. Credit for prior experience must be verified in writing by the prior employer. The International School at Mesa del Sol reserves the right to confirm all employment verifications received by employees prior to credit being given on the salary schedule.
1. Training/Preparation Allowance for Licensed Instructional and instructional Support Staff:
	1. Credit for training on the salary schedule shall commence with the conferral of a bachelor’s degree from an accredited college or university. Credit for completion of a bachelor’s degree shall be B.A./B.S. on the salary schedule.
	2. Only credit hours earned after the conferral of the Bachelor’s Degree shall be allowed for placement beyond the Bachelor’s Degree (BA + Hrs) on the salary schedule. Credit for placement on the salary schedule beyond the Bachelor’s Degree will be allowed for upper-division (300+) or graduate courses directly related to an advanced degree plan. Employees shall obtain prior approval of courses from the principal prior to credit being given for advancement on the salary schedule.
	3. Licensed instructional personnel or instructional support staff will not receive credit on the salary schedule beyond the B.A./B.S. +45 without conferral of a Master’s Degree or Doctorate Degree from an accredited college or university. Advanced degrees must be in an academic discipline related to the subject being taught or in education. Credit for placement on the salary schedule will not be given for degrees earned that are not in an academic discipline.
	4. Upon completion of a Master’s Degree, only credit hours earned after conferral of the Master’s Degree (MA + hrs) shall be allowed for placement on the salary schedule. Credit for placement on the salary schedule beyond the Master’s Degree will be allowed for upper-division (300+) or graduate courses directly related to the individual’s current teaching assignment or licensure or courses directly related to an advanced degree plan. Advanced degrees must be in an academic discipline related to the subject being taught or in education. Employees shall obtain prior approval of courses from the principal prior to credit being given for advancement on the salary schedule.
	5. Licensed instructional personnel or instructional support staff will not receive credit on the salary schedule beyond the MA+45 without conferral of a Doctorate Degree from an accredited college or university.
	6. Continuing Education Credits will not be accepted as credit for an individual’s advancement on the salary schedule. Continuing Education Credits do not enhance a district’s Training and Experience and will not be recognized for salary purposes.
	7. Credit for training/preparation must be in the form of unopened, official transcripts for an individual’s placement on the salary schedule. The International School at Mesa del Sol reserves the right to confirm all transcripts and educational records prior to credit being given on the salary schedule.
	8. Credit for approved courses shall be allowed as follows:
* Standard Semester Hours: one (1) credit is allowed for each semester hour earned.
* Quarter Hours: two third (2/3) credit is allowed for each one (1) quarter hour earned.
* Continuing Education Credits will not be accepted as credit for an individual’s advancement on the salary schedule.

**Policy No. GC- 36 Student Acceleration and Promotion/Retention**

**Date Approved: October 25, 2018**

**Date Last Reviewed: 15 Febuary 2024**

**Student Acceleration and Promotion/Retention Policy**

**The** **International School at Mesa del Sol** uses the Student Assistance Team (SAT) process to determine if a student will be promoted or retained based on academic performance, social emotional development and other relevant factors as determined by the SAT.

**Policy No. GC- 37 Family Educational Rights and Privacy Act**

**Date Approved: October 17, 2016**

**Date Last Reviewed: 15 Febuary 2024**

**FERPA Policy**

The Governing Council at The International School at Mesa del Sol recognizes its responsibility to adhere to and direct its own policy toward the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day The International School at Mesa del Sol receives a request for access.

Parents or eligible students should submit to the Head of School a written request that identifies the records they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask The International School at Mesa del Sol to amend a record should write the Head of School, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without con­sent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an ad­ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, audi­tor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educa­tion record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records re­quest unless it states in its annual notification that it intends to forward records on request.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

* To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
* To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
* To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
* To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
* To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
* To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
* To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
* To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**Approved:** October 17, 2016

**Policy No. GC- 38 Request of Public Records**

**Date Approved:**

**Date Last Reviewed: 15 Febuary 2024**

**Request of Public Records Policy**

Student records kept by The International School at Mesa del Sol will be open to review by parents or guardians and/or students and will be treated as prescribed by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, New Mexico State Board of Education regulations, and other existing law. If there are apparent conflicts among the various statutes, the provisions of FERPA will prevail.

Legal Reference:

* 20U.S.C.99.1(c).
* 14-2-1. e NMSA 1978 (1988 Repl.)
* Family Education Rights and Privacy Act

**Policy No. GC- 39 Graduation**

**Date Approved:**

**Date Last Reviewed: 15 Febuary 2024**

**High School Graduation Policy**

Graduation requirements shall be established in accordance with federal and state laws and regulations. The International School at Mesa del Sol Governing Council has established within these rules, 25 credits required for graduation and 100 service learning hours to be completed over 4 years. Service can be performed during service class and community service; both on and off campus opportunities.

School-required courses may be waived with the permission of the Head of School when it can be verified that waiving the requirement is in the best interests of the student.

**References:**

**Legal Ref.:** §22-13-1.1 NMSA 1978

**Policy No. GC- 40 Head of School Authority**

**Date Approved: October 25, 2018**

**Date Last Reviewed:** 21 March 2024

**Head of School Authority Policy**

The Head of School has the authority and responsibility of administering The International School at Mesa del Sol and the development of procedures to implement each policy of the Governing Council. The Head of School has the authority and responsibility to employ, fix salaries of, assign, terminate or discharge all employees of the school, according to New Mexico State Statutes.

**Legal Ref.:** 22-5-4 NMSA 1978 (1986 Repl.)

22-8B-5 NMSA 1978



**Policy No. GC- 41 Technology Use**

**Date Approved:**

**Date Last Reviewed:** 21 March 2024

**Technology Use Policy**

The International School at Mesa del Sol shall permit student possession of personal electronic devices on property and at all sponsored activities while the student is under the supervision of district staff.  These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by school procedures.  Use of personal electronic devices that disrupt the instructional day or include unauthorized use shall be prohibited.

The International School at Mesa del Sol shall not be responsible for restricting, monitoring or controlling the electronic communications of students; however, it reserves the right to do so.

Legal Cross Ref.:

* §22-5-4.3 NMSA 1978

**Policy No. GC- 42 Service Animal**

**Date Approved:**

**Date Last Reviewed:** 21 March 2024

**Service Animal Policy**

The International School at Mesa del Sol will make reasonable accommodations for qualified persons with disabilities in accordance with state and federal law and applicable Governing Council policies. The basic thrust of this policy is that any animal (pet or service animal) is personal property and cannot be brought onto school property without prior approval. If the child arrives at school with an animal and previous approval has not been obtained, then the parents/guardians will be immediately notified and requested to come to the school to retrieve the animal until it can be determined that the presence of the animal in school is in compliance with the law. The animal will remain with the child until the parent/guardian removes the animal from school property. A qualifying individual with a disability is eligible to be accompanied by his or her service animal on school system property when required by law, subject to the conditions of this policy. The Head of School shall establish any necessary administrative regulations for the use of service animals on school system property in accordance with this policy.

**The procedural directives to outline the implementation of the service animal policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC- 43 Prohibition of Compensation/Employment**

**Date Approved: November 15, 2018**

**Date Last Reviewed:** 21 March 2024

**Prohibition of GC Members Compensation and/or Employment Policy**

The members of the governing council shall serve without compensation. No member of the Governing Council shall be employed in any capacity by the school during the term of office for which the member was elected or appointed.

**Policy No. GC- 44 Prohibition of Sales of Insurance/Investment Securities**

**Date Approved: November 15, 2018**

**Date Last Reviewed:** 21 March 2024

**Prohibition of Sales/Investment Policy**

No member of Governing Council or school employee shall solicit or sell or be a party to a transaction to solicit or sell insurance or investment securities to any employee of the school whom such person supervises.

**Policy No. GC- 45 Prohibition of Sales by Employees**

**Date Approved: November 15, 2018**

**Date Last Reviewed:** 21 March 2024

**Prohibition of Sales by Employees Policy**

No member of the Governing Council or employee of the school shall sell or be a party to any transaction to sell any instructional material, furniture, equipment, insurance, school supplies or work under contract school with which such person is associated or employed. No such person shall receive any commission or profit from the sale or any transaction to sell any instructional material, furniture, equipment, insurance, school supplies or work under contract to the school with which the person is associated or employed.

The fore going prohibition shall not apply to a person making a sale in the regular course of business who complies with the provisions of Sections 13-1-21, 13-1-21.2 and 13-1-22 NMSA 1978. The provisions of this policy shall not apply in cases in which school employees’ contract to perform special services with the school with which they are associated or employed during time periods wherein service is not required under a contract for instruction, administration or other employment.

**Policy No. GC- 46 Library**

**Date Approved: 26 January 2017**

**Date Last Reviewed** 21 March 2024

**Library Policy**

The International School at Mesa Del Sol will provide a library (known as TIS Library) to further the educational goals of the school and teach skills to meet International Baccalaureate standards by providing quality resources that support and enhance the curriculum through the provision of a wide range of materials, and through the teaching of study and information skills.  TIS Library will contain contemporary materials appropriate to the preK-12 International Baccalaureate™ (IB) school setting. The general collections of the library will provide educational materials covering sciences, technology, humanities, literature, the arts and tools for practicing information fluency at each programme level.

**Policy No. GC- 47 Social Media**

**Date Approved:**

**Date Last Reviewed:** 21 March 2024

 **Social Media**

The Governing Council recognizes the educational value inherent in the responsible use of Social Media sites. Staff and student expectations are outlined in the Student and Staff handbooks respectively.

**The procedural directives to outline the implementation of the social media policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**Policy No. GC – 48: Homework**

**Date Approved: 22 February 2018**

**Date Last Reviewed:** 21 March 2024

**Homework Policy**

**The** **International School at Mesa del Sol** recognizes its responsibility to appropriately provide regular, purposeful homework as an essential component of the instructional process in The International School at Mesa del Sol. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction, support curriculum development and should serve as a basis for further study and preparation for future class assignments.

In light of the major purposes for homework, it is not to be assigned as punishment for students for disciplinary reasons. Responsibility for homework should gradually increase for students in grades one through five. MYP/High School homework assignments should recognize that more time and individual student initiative are expected in order to meet increased instructional demands. Homework assignments to exceptional students should reflect the special needs of such students. The specific procedures for assigning homework are detailed in the staff handbook.

**Policy No. GC- 49 Bus Behavior**

**Date Approved: 26 January 2018**

**Date Last Reviewed 27 April 2023**

 **Bus Behavior**

The International Baccalaureate Learner Profile is the foundation for expected student behavior and conduct on campus, school transportation, and at any and all school-sponsored activities. Riding our school bus is an amenity. The bus is an extension of our school, and the ride to and from school should be safe and comfortable for everyone on the bus. Students are expected to help create this environment by demonstrating the attributes of our Learner Profile. These include being Principled in their choices and Caring towards one another during the ride to and from school.

School Administration may revoke bus privileges for up to the remainder of the year for any inappropriate behavior as defined in the student handbook while riding or waiting for the bus.

**Policy No. GC – 50: Booster Club**

**Date Approved: 22 February 2018**

**Date Last Reviewed: 27 April 2023**

**TIS Booster Club and Activity’s Policy**

**Parent Teacher Organizations**

Parent organizations should not commit the students or the school community to activities which impinge on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities, which use the name of the school or implied support of the school adhere to the policies, procedures and financial safeguards normally expected of public bodies. For the protection of the parent groups and the schools, adherence of all parent groups is necessary. School personnel must ensure that the guidelines are adequately distributed and implemented.

Although parent organizations or booster clubs are affiliated with the school in the sense that they carry the name of the school and all their activities must be approved by the Head of School, such clubs are sole and separate entities from the school and are responsible for their own compliance with applicable Federal and State regulations.

**Accounting**

Each booster club or parent teacher organization must have its own checking account and the bylaws for the group must require two signatures for any disbursement from that account.  Booster club or PAC funds and accounts are not school accounts and will not be included in the school’s budgeting and accounting for annual audit purposes.  Funds collected by the booster club or PAC are not to be deposited into the student activity accounts.

However, as an express condition to the GC approval consent for the booster club or PAC organization to use the school name, mascot, logo or facilities, the organization shall conduct an annual accounting or audit of its receipts and disbursements, submitting a financial or audit report performed in accordance with auditing principles by the end of each fiscal year (30 June).

**Policy No. GC – 51: Right to Collectively Organize**

**Date Approved: 28 February 2019**

**Date Last Reviewed: 27 April 2023**

The International School at Mesa del Sol employees have the right to form, join and otherwise participate in the activities of employee organizations of their own choosing. Employees also have the right to refuse to join or participate in the activities of employee organizations.

**POLICY No. GC – 52: Fines, Fees**

**Date Approved: 28 February 2019**

**Date last Reviewed: 27 April 2023**

The International School at Mesa del Sol may withhold the grades, diploma or transcript of the student responsible for damage or loss of any instructional material or equipment until the parent/guardian or student has paid for the damage or loss.

**POLICY No. GC – 53: Expulsion**

**Date Approved: 28 February 2019**

**Date last Reviewed: 27 April 2023**

* Any student who has been expelled from The International School at Mesa del Sol may petition for re-entry to The International School at Mesa del Sol after one calendar year from the date of expulsion. Students desiring re-entry shall submit a request in writing to the Head of School requesting a reconsideration hearing.
* Students who have been expelled from any other school may petition for admission one calendar year after the date of expulsion from that school. Students desiring re-entry shall submit a request in writing to the Head of School requesting a reconsideration hearing.

**Legal Cross Ref.:**

* §22-5-4.3 NMSA 1978

**POLICY No. GC – 54: Coordinated School Health and Wellness**

**Date Approved: 24 October 2019**

**Date last Reviewed: 27 April 2023**

The International School at Mesa del Sol shall maintain a coordinated school health and wellness program to maintain healthy students and employees.  This program shall promote the Coordinated School Health Model, which includes the following eight components:

* Nutrition
* Physical Education and Activity
* Family, School and Community Partnership
* Health Education and Life Skills
* Healthy and Safe Environment
* Social and Emotional Well-Being
* Health Services
* Staff Wellness

The Head of School will create procedural directives to outline the implementation of possession, storage, and administration of medications and non-FDA approved drugs when legally permissible

**POLICY No. GC – 55: Teaching of Controversial Issues**

**Date Approved: 28 April 2022**

**Date last Reviewed: 27 April 2023**

The Governing Council encourages the objective study of controversial issues. Provisions will be made for review of student or parent objections to presentations or to print or multi-media instructional materials in accordance with the Parent / Student Handbook.

**The procedural directives to outline the implementation of the controversial issues policy can be found in the GC Procedural Handbook and Student / Parent handbook.**

**POLICY No. GC – 56: Title IX**

**Date Approved: 28 April 2022**

**Date last Reviewed: 27 April 2023**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices.

Title IX includes sexual harassment, sexual misconduct and sexual violence.  Any report of gender/sex discrimination made to an employee must be addressed in a timely manner by school administration or the supervisor and reported to the Title IX Coordinator at the Office of Equal Opportunity Services. See the Title IX grievance complaint procedures

**The procedural directives to outline the implementation of Title IX can be found in the GC Procedural Handbook and Student / Parent handbook.**

**POLICY No. GC – 57: Section 504 of the Rehabilitation Act**

**Date Approved: 28 April 2022**

**Date last Reviewed: 18 May 2023**

The International School at Mesa del Sol affords certain rights to students with disabilities and their parents as set forth in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec.706(8)).  Section 504 of the Rehabilitation Act states: “No qualified individual with a disability shall, solely on the basis of his or her disability, be denied participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

**The procedural directives to outline the implementation of the Section 504 can be found in the GC Procedural Handbook and Student / Parent handbook.**

**POLICY No. GC – 58: Employee Termination**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

No record shall be made of termination proceedings and or the reasons for termination may not be publicly disclosed.

**The procedural directives to outline the implementation of the Employee Termination can be found in the GC Procedural Handbook and Student / Parent handbook.**

**POLICY No. GC – 59: Ethical Misconduct, Investigation and Reporting**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

The International School at Mesa del Sol employees, School volunteers and School contractors/contractor’s employees who know or who have a reasonable suspicion that a child or student has been subject to ethical misconduct by a School employee, a School volunteer, a School contractor or a contractor's employee, shall report the matter immediately to:

(1)       the Head Administrator; or

(2)       the NMPED.

If the Head Administrator receives a report of known/suspected ethical misconduct against a child/student, the Head Administrator shall immediately transmit to the NMPED by telephone the facts of the report and the name, address and telephone number of the reporter.  The Head Administrator shall transmit the same information to NMPED in writing within forty-eight hours. A written report to NMPED shall contain the name, address and age of the child or student; the child's or student's parents, guardians or custodians; the school personnel, school employee, school volunteer, contractor or contractor's employee who is alleged to have committed ethical misconduct; and any evidence of ethical misconduct, including the nature and extent of any injuries and other information that the maker of the report believes might be helpful to investigate a report of ethical misconduct.  The written report shall be submitted upon a standardized form developed by NMPED.

The Head Administrator receiving the initial report of ethical misconduct against a child or student shall take immediate steps to ensure prompt investigation of the report.  The investigation shall ensure that immediate steps are taken to protect the health or welfare of a student or child who is the subject of the report. The School shall take immediate steps to ensure the safety of enrolled students. After a report of suspected ethical misconduct against a student or child is made to the Head Administrator, the Head Administrator shall notify the person making the report within five days after the report was made that the Head Administrator is investigating the matter.

A law enforcement agency, the NMPED and/or the Head Administrator shall have access to any records and documents pertaining to an ethical misconduct case maintained by the School, School employees, School volunteers, and/or School contractors/contractor’s employees. All investigations shall be kept confidential insofar as possible in compliance with applicable laws. The identity of any alleged victim(s) shall be kept confidential in accordance with applicable laws.

For purposes of this Policy, "ethical misconduct" means the following behavior or conduct by school personnel, school employees, school volunteers, school contractors or contractors' employees:

(1)       discriminatory practice based on race, age, color, national origin, ethnicity, sex, pregnancy, sexual orientation, gender identity, mental or physical disability, marital status, religion, citizenship, domestic abuse reporting status or serious medical condition;

(2)       sexual misconduct or any sexual offense prohibited by Chapter 30, Article 6A or 9 NMSA 1978 involving an adult or child, regardless of a child's enrollment status;

(3)       fondling a child or student, including touching private body parts, such as breasts, buttocks, genitals, inner thighs, groin or anus; or

(4)       any other behavior, including licentious, enticing or solicitous behavior, that is reasonably apparent to result in inappropriate sexual contact with a child or student or to induce a child or student into engaging in illegal, immoral or other prohibited behavior.

Ref: NMSA 1978 §22-10A-5.1 (2021); 22-10A-2(F)

**POLICY No. GC – 60: Discrimination for Hair**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

The International School at Mesa del Sol shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

**POLICY No. GC – 61: Prohibition of Racialized Agression**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

The International School at Mesa del Sol prohibits any and all racialized aggression on the campus, buses or school sponsored events. Defined, *Racialized Aggression –* racialized aggression (defined broadly as hostility/aggression toward, or denigration/invalidation of, a different racial group or member(s) thereof) involving any student or school personnel, is strictly prohibited.

When statewide hotline is established/available, add link on school website to statewide hotline for reporting racial incidents/aggression.

Ref: NMSA 1978 §22-5.4.3; Black Education Act, NMSA 1978 §22-23C-1 et seq.

**POLICY No. GC – 62: Student Dental Exam Verification**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

New Mexico law requires The International School at Mesa del Sol to verify student records of dental examination prior to the student’s initial enrollment. Parents/guardians of students (or, if over 18, the student) are required to provide an executed Student Dental Examination Verification Form as part of the The International School at Mesa del Sol’s enrollment process prior to initially enrolling the student. Parents/guardians/students over 18 may request a waiver from this verification process by checking the correct box on the Form.

This Form shall be collected and stored by The International School at Mesa del Sol as part of student records; confidentiality shall be maintained and shall be only accessible to The International School at Mesa del Sol individuals on a need-to-know basis, consistent with the privacy protections of FERPA. End-of-year student data regarding student dental examination shall be reported to NMPED consistent with NMPED requirements.

Parents/guardians/students over 18 who wish to receive information about local resources regarding access to oral health case should see the School Nurse for information. In addition to local resources, the New Mexico Department of Health, Office of Oral Health is available at 505-827-0837.

Ref: 6.12.13 NMAC

**POLICY No. GC – 63: Required Training for All Staff**

**Date Approved: 22 July 2021**

**Date last Reviewed: 18 May 2023**

All SCHOOL employees, school volunteers, school contractors and contractors' employees shall be required to complete training developed or adopted by the NMPED in the detection and reporting of child abuse and neglect, ethical misconduct, professional responsibilities, sexual abuse and assault and substance abuse, within the school employee's, school volunteer's, contractor's or contractor's employee's first year of employment at SCHOOL. Employees, volunteers, contractors and their employees of the SCHOOL during the first fiscal year following adoption of this policy shall complete this training during the first fiscal year following adoption of this policy.

Ref.: NMSA 1978, §22-10A-32 (2021)

**Policy No. GC-64**

**Date Approved: 18 August 2022**

**Date Last Reviewed: 18 May 2023**

**Social Media/Social Networking Policy**

Student and Staff use of social media or social networking that disrupts the instructional process may result in disciplinary action. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of The International School at Mesa del Sol activities. All users shall use the computers, computer networks, Social Media, and Social networking websites in a responsible, ethical, and polite manner. Violation of this procedural directive shall be grounds for school disciplinary action.

 **References:**

·   **Legal Ref.:** §22-2-21 NMSA 1978

·   NMAC 6.12.7.8