



Gadsden Independent School District

VOLUNTEER PACKET

A word from our District

The Gadsden Independent School District encourages all parents and citizens of the Gadsden ISD community to volunteer their time in our schools. In order to protect our students, volunteers must comply with the Gadsden ISD Board of Education Policy **IJOC**. **This policy requires volunteers to complete a Volunteer Packet and these packets are available at the school, at the Human Resources Department, or online at www.gisd.k12.nm.us**

Background Checks for Potential Volunteers

Background checks for potential volunteers are based on database searches of criminal records, Departments of Correction records, sex offender registries, and driving records. Volunteers are authorized based on satisfactory background check results. Contact Human Resources at (575) 882-6226 to make an appointment to register for fingerprinting. **Please bring a picture identification (driver's license/passport) to your appointment.** Volunteers are required to have a State and Federal Background Check only once unless there is a break in service of one school year or longer.

Volunteer Packet Contents:

- Volunteer Information Sheet
- Policy forms-Please read and sign
 - Policy: IJOC, GBEB, GBEC, ACA, ACA-(1), JII, JII-(1), GBGB, IJNDB & JLF
- Criminal History Affidavit-Please read and sign

Background Check Exception

Volunteer speakers or parents who visit or assist in a class less than five (5) times per semester may be exempt for the FBI Criminal Background Check. The school principal determines who qualifies for exception. The five times may not include field trips where supervision of students is involved. If you feel that you qualify for an exemption, contact the Human Resources Department at (575) 882-6226.

NMSU/DACC/UOP/UTEP Students

Students with a requisite to participate in classroom observations for educational credits, practicums, internships, and enrichment programs are required to complete the volunteer packet. Student background checks are arranged through the referring educational institution.

For additional Information,
please contact:

Barbara A. Browder (575) 882-6225
bbrowder@gisd.k12.nm.us
Lupita Chavez (575) 882-6276
luchavez@gisd.k12.nm.us
Mayela Reyes (575) 882-6226
mreyes@gisd.k12.nm.us

VOLUNTEER GENERAL INFORMATION

Name: _____ Under 18 years old (Y/N) _____

Address: _____ City, State, Zip: _____

Primary Phone: _____ Emergency phone: _____

Please indicate one ☐ Parent/Guardian ☐ Relative ☐ Community ☐ Other: _____

If you have a student(s) at the school please specify their name(s) and grade(s):

First Name	Last Name	Grade	Teacher

GENERAL VOLUNTEER QUESTIONS

Volunteer hours needed/wanted		Why are you volunteering in the school?
Will you need a timesheet signed by a supervisor? (Y/N)		

VOLUNTEER PERSONAL OR PROFESSIONAL REFERENCES

References will be used as needed in the background clearance process.

Reference First/Last Name:	Contact Phone	Relationship to Volunteer
Reference First/Last Name:	Contact Phone	Relationship to Volunteer

TYPE OF VOLUNTEER OPPORTUNITY AND AVAILABILITY

Best Days:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Other:
Best Time:						

VOLUNTEER AREA OF INTEREST

<input type="checkbox"/>	STUDENT ENRICHMENT SUPPORT → <input type="checkbox"/> Tutor <input type="checkbox"/> Classroom Assistance <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Art Assistance <input type="checkbox"/> Music Assistance <input type="checkbox"/> P.E. Assistance <input type="checkbox"/> Other, Specify:
<input type="checkbox"/>	Administrative/Clerical/Non Academic Support → <input type="checkbox"/> Lunch/Cafeteria <input type="checkbox"/> Office/Library Support <input type="checkbox"/> Classroom Support <input type="checkbox"/> Other, Specify:
<input type="checkbox"/>	Field Trip Chaperone <input type="checkbox"/> Day Trips

Volunteer Applicant Signature _____

Date _____

SCHOOL VOLUNTEERS

Board of Education Policy Section **IJOC**

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- (1) adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- (2) a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

Volunteer Agreement

I have read the above Board Policy IJOC "School Volunteers" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

_____ Volunteer Name (Print)	_____ Volunteer Applicant Signature	_____ Date	_____ Social Security Number
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STAFF CONDUCT

(Standards of professional conduct)

Board of Education Policy Section **GBEB**

Preamble

We, licensed New Mexico educators acknowledge that ethical values in our schools cannot exist without ethical leadership. It is our ultimate goal to educate children so that they may become productive citizens; we understand that our guidance and ability to provide choices has a profound effect on reaching this goal. In affording students and each other choices, we agree to consider the consequence of each choice, the moral value best exemplified by the recommended choice, and our position on the choice if it were applied to us. These principles apply equally to all licensed educators in all schools except where they are uniquely applicable to public schools or where they conflict with principles of religious freedom.

Moral values are to ethical leadership what years of experience are to a successful educator. The former sets the stage for success of the latter. Abstract principles that espouse excellence do not easily equate into simple behavioral maxims. We are certain that some foundational concepts can be embraced because they truly celebrate desirable moral values. These concepts are: respect for one's self and others, honesty and openness, the delicate balance between absolute freedom and safety, the equally delicate balance between confidentiality and the right to know, equality of opportunity, fairness to all, and personal integrity.

In the final analysis it is our consistent ethical leadership that wins the most allies and produces the best results. Not only does this code highlight our professional responsibilities, but also it stimulates us to discuss the professional implications of our ethical choices and ethical recommendations, causes us to assess and reassess our application of moral values, and sets forth concrete behaviors appropriate for education professionals. We are committed to this code and understand that it provides minimally accepted standards of professional conduct in education.

Standard I – Duty to the student. We endeavor to stimulate students to think and to learn while at the same time we seek to protect them from any harm. Ethical leadership requires licensed educators to teach not only by use of pedagogical tools, but also by consistent and justifiable personal example. To satisfy this obligation, we:

- shall, in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g, 34 C.F.R. Part 99), the Individuals with Disabilities Education Act (20 U.S.C. Section 1401 et seq., 34 C.F.R. Part 300), the Mental Health and Developmental Disabilities Code (Section 43-1-19, NMSA 1978), the Inspection of Public Records Act (Section 14-2-1 et seq., NMSA 1978), the Public School Code (Section 22-1-8, NMSA 1978), and the Children's Code (Sections 32A-2-32, 32A-4-3, NMSA 1978), withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s)/legal guardian, or required by law;
- shall not discriminate or permit students within our control, supervision or responsibility to discriminate against any other student on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- shall avoid using our positions as licensed school employees to exploit or unduly influence a student into engaging in an illegal act, immoral act, or any other behavior that would subject a licensed school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;
- shall tutor students only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/legal guardian;
- shall not give a gift to any one (1) student unless all students situated similarly receive or are offered gifts of equal value for the same reason;
- shall not lend a student money except in clear and occasional circumstances, such as where a student may go without food or beverage or be unable to participate in a school activity without financial assistance;
- shall not have inappropriate contact with any student, whether or not on school property, which includes but is not limited to:
 - all forms of sexual touching, sexual relations or romantic relations;

- inappropriate touching which is any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;
- any open displays of affection toward mostly-boys or mostly-girls; and
- shall not interfere with a student's right to a public education by sexually harassing a student or permitting students within our control, supervision or responsibility to sexually harass any other student, which prohibited behavior includes:
 - making any sexual advances, requests for sexual favors, repeated sexual references, any name calling by means of sexual references or references directed at gender-specific students, any other verbal or physical conduct of a physical nature with a student even where the licensed educator believes the student consents or the student actually initiates the activity, and any display/distribution of sexually oriented materials where students can see them; and
 - creating an intimidating, hostile or offensive work/school environment by at a minimum engaging in any of the prohibited behaviors set forth at Paragraph (7) or Subparagraph (a) of Paragraph (8), Subsection B of 6.60.9.9 NMAC, above.

Standard II – Duty to the profession. The education profession has been vested by the public with an awesome trust and responsibility. To live up to that lofty expectation, we must continually engender public confidence in the integrity of our profession, and must strive consistently in educating the children of New Mexico, all of whom will one-day shape the future. To satisfy this obligation, we:

- shall not make a false or misleading statement or fail to disclose a material fact in any application for educational employment or licensure;
- shall not orally or in writing misrepresent our professional qualifications;
- shall not assist persons into educational employment whom we know to be unqualified in respect to their character, education, or employment history;
- shall not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in education;
- shall not permit or assist unqualified or unauthorized persons to engage in teaching or other employment within a school;
- shall not disclose personal, medical, or other confidential information about other educational colleagues to anyone unless disclosure is required or authorized by law;
- shall not knowingly make false or derogatory personal comments about an educational colleague, although first amendment protected comments on or off campus are not prohibited;
- shall not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational awards, honoraria, plaques, trophies, and prizes;
- shall avoid conduct connected with official duties that is unfair, improper, illegal or gives the appearance of being improper or illegal;
- shall not sexually harass any school employee, any school visitor or anyone else we might encounter in the course of our official duties, which includes:
 - making any sexual advances, requests for sexual favors, repeated sexual references, and name calling by means of sexual references or references directed at any gender-specific individuals named above;
 - making any other verbal gesture or physical conduct with any of the above-named individuals even where the licensed educator believes they consent or they actually initiate the activity;
 - displaying or distributing any sexually oriented materials where the above-named individuals can see them; and
 - creating an intimidating, hostile, or offensive work/school environment by engaging in any of the prohibited behaviors set forth at Subparagraphs (a), (b) or (c), Paragraph (10), Subsection C of 6.60.9.9 NMAC, above;
- shall educate oneself at least annually about avoiding sexual harassment by either attending periodic training, reviewing sexual harassment literature or the EEOC guidelines found at Title 29 Code of Federal Regulations Part 1604 (29 C.F.R. Section 1604.1 et seq.) or contacting appropriate school human resources personnel;
- shall not engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off campus;

- shall not without permission of a supervisor use public school property to conduct personal business or our personal affairs;
- shall use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable policy, law and regulation;
- shall not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition;
- shall not engage in any outside employment:
 - the performance of which conflicts with our public school duties, such as where a licensed educator takes a private job that would require performance in the very school district where he/she is employed;
 - where we use confidential/privileged information obtained from our public school employment as part or all of our private employment duties; and
 - that impairs our physical ability to perform our school duties;
- shall not, with the intent to conceal/confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
 - in connection with our official school duties;
 - in connection with another licensed person's official school duties;
 - in connection with any standardized or non-standardized testing;
 - in connection with any school application or disclosure process; and
 - in connection with any writing submitted to the public education department related to our initial or continued licensure, including endorsements;
- shall not in connection with any state board-approved teacher test knowingly make any misrepresentations about one's identity, or engage in any false or deceptive acts of test-taking or test-registering;
- shall not engage in any conduct or make any statement:
 - that would breach the security of any standardized or non-standardized tests;
 - that would ignore administering portions or the entirety of any standardized or non-standardized testing instructions;
 - that would give students an unfair advantage in taking a standardized or non-standardized test;
 - that would give a particular school or a particular classroom an unfair advantage in taking a standardized or non-standardized test; and
 - that would assist students in obtaining services or benefits for which they do not qualify or are not entitled;
- shall not, when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace.
- shall not hold, or continue to hold, employment for which educator licensure or certification is required when the individual knew, should have known or is informed by the PED, that the individual does not hold the required credentials; and
- shall not use school information technology equipment, hardware, software or internet access to view, download, display, store or print pornographic images or advertisements, nude images, or sexually explicit depictions or language;
- shall not engage in unprofessional conduct, which conduct shall include but not be limited to the following:
 - striking, assaulting or restraining a student for no valid reason;
 - using any written or spoken words in public schools or at school events that are inflammatory, derogatory or otherwise demonstrate a bias against a person or group, on the basis of their race, religion, culture, ethnicity, sexual preference, sexuality or physical disability;
 - bringing firearms onto school property or possessing them on school property, except with proper authorization;
 - possessing or consuming alcohol beverages at school;
 - possessing or using illegal drugs;
 - being under the influence of alcohol or illegal drugs at school;
 - actively obstructing an investigation into the possible unethical or illegal conduct of a school employee; and

- engaging in favoritism or preferential treatment toward any school employee or applicant in regards to that individual's hiring, discipline, terms of employment, working conditions or work performance due to that individual's familial relationship with the licensee;
- shall report any knowledge of inappropriate contact, as provided by Paragraph (7) of Subsection B of 6.60.9 NMAC with a student or other school employee to the local school authority within 30 days of obtaining such knowledge.

Sanctions

The standards of professional conduct establish minimal standards of accepted professional conduct with which all educators and administrators are required to comply. Therefore, the Secretary of Education through the professional licensure unit ("licensure unit") of the public education department (PED), may revoke or suspend the licensure of any person, or may deny applications for licensure or relicensure to any person, who is within the scope of this regulation and who after hearing is found to have failed to comply with one (1) or more of the enumerated provisions of the standards of professional conduct set forth in Section 6.60.9.9 NMAC, exclusive of the preamble.

In General

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Volunteer Agreement

I have read the above Board Policy GBEB "Staff Conduct" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

Volunteer Name (Print)	Volunteer Applicant Signature	Date	Social Security Number
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DRUG-FREE WORKPLACE
Board of Education Policy Section **GBEC**

No Volunteer shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

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

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

Volunteer Agreement
I have read the above Board Policy GBEC “Drug-Free Workplace” and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

_____	_____	_____	_____
Volunteer Name (Print)	Volunteer Applicant Signature	Date	Social Security Number

SEXUAL HARASSMENT

Board of Education Policy Section **ACU**

All individuals associated with this District, including, but not necessarily limited to, the Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

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

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

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

BULLYING, INTIMIDATION, AND HOSTILE OR OFFENSIVE CONDUCT

Board of Education Policy Section ACAA

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from bullying, violence, stalking, threats, name-calling, intimidation, and unlawful harassment.

Definitions

- “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies. (Please see Policy ACA, Sexual Harassment.)
- “Bullying” or “intimidation” means intimidating or offensive verbal or physical conduct toward a student, including through electronic media, when such conduct is habitual or recurring, including, but not limited to, verbal or physical confrontation, threats, stalking and name-calling.
- “Name-calling,” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature.

Prohibitions

It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. The Board and Superintendent will not tolerate such victim-based misconduct by students or staff. No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy.

- No employee or student may knowingly give false reports or information under this policy.

Reporting

It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to the principal or assistant principal of the school using the Student Complaint Form. (Please see Board Policy Exhibit ACAA-E).

Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student or by another employee, shall notify his or her principal, or the Superintendent, of such observation or report in writing as soon as possible using the Alleged Policy Violation Report form. (Please see Board Policy Exhibit ACAA-EA).

Investigation

All reports of physical or verbal misconduct in violation of this policy shall be promptly investigated by the school principal.

Principals who receive complaints of a violation of this policy shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within 10 school days of receipt of such complaints, or within (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as

determined by the Superintendent. The Superintendent will respond to such submissions within five (5) school days, approving the proposal or directing further or different action.

In assessing the existence of a violation of this policy and the appropriate discipline, the principal shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

Confidentiality

The identities of those reporting violations of this policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

Sanctions

Any employee who is found to have engaged in conduct prohibited by this policy, or to have failed to discharge a duty imposed by this policy, shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to applicable procedural requirements. Any student who is found to have engaged in conduct prohibited by this policy shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

This policy shall be published in the Board’s Policy Manual and on the District’s website. A summary of this policy shall be published each year in all student and employee handbooks.

Health Education

The Superintendent shall ensure that District health education programs address bullying and related issues encompassed by this policy.

Volunteer Agreement

I have read the above Board Policy ACA “Sexual Harassment” & Board Policy ACAA “Policy Prohibiting Bullying, Intimidation and Hostile or Offensive Conduct” and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

_____	_____	_____	_____
Volunteer Name (Print)	Volunteer Applicant Signature	Date	Social Security Number

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Board of Education Policy Section JII

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board of Education is without authority to act.

Bullying as defined below is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form. A professional staff member or support staff member shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian (other than an elementary student's parent) who wishes to complain, should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

Knowingly submitting a false report or making false accusations under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies and regulations shall be followed.

POLICY ON ELECTRONIC COMMUNICATION DEVICES

Board of Education Policy Section JII-1

Introduction

The Board of Education recognizes that cell phones and pagers can play a vital communication role during emergency situations at school and in a student's family. However the ordinary use of cell phones and pagers in school situations can be disruptive to the educational environment and is not acceptable. Current cell phone technology allows students to take digital photographs or digital video, record conversations, and may be used to text messages to other students. Due to current technological advances, cell phones now have even more disruptive applications in the educational process. Emergency phones are available for student use at all school offices and may be accessed by gaining permission from school staff and administration.

The School District shall not be responsible for loss, theft, or destruction of electronic communication devices and/or their contents brought onto school property.

Definition

1. "Paging device" is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
2. "Portable telephone" is defined as a cellular phone or comparable communication device that is not connected to a standard telephone outlet or permanent connector which receives and/or transmits signals from a dedicated communication link or cellular network or from a wireless network or link connected to the Internet. (These electronic communication devices will be referred to as "ECD" in this Policy).
3. "Sexting" is defined as the act of sending, receiving, forwarding, viewing, or reading any sexually explicit images, text messages, photo messages, video messages, or voice messages via ECD, computer, or other digital device. Sexting includes messages, photos, and images being further disseminated through e-mail and internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition. .

4. "Sexually Explicit" is defined in this Policy as actual or simulated sexual intercourse, whether between persons of the same or opposite sex or the lascivious exhibition of the genitals or the exhibition of the socially-accepted private or public area of any person, including the female breasts and buttocks or substantial portion of the body part. Under this definition, the individual or individuals depicted in any image need not be naked, but the individual must be in some state of being unclothed.

C. Prohibitions

1. Students and employees shall not use a remotely activated paging device or portable telephone or ECD while on school property and while attending a school-sponsored academic activity on or off school property or off campus in a manner that is disruptive of the educational process, including, but not limited to, posing a threat to academic integrity or

violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, ECDs in the possession of a student shall be used only as set forth in this Policy. The school administrator may grant written permission for the use of such a device by a student if the student or his/her parent or guardian establishes, to the satisfaction of the administrator, that a reasonable basis exists for the possession and use of the device. Under this Policy, students who are parents of a child shall have a reasonable basis for possession and use of the device at school regardless of activity but shall be subject to all other prohibitions in this Policy.

2. Under no circumstances shall students use or access an ECD during assemblies, emergency drills or other school evacuations.

3. High school students can use their ECD until 7:30 a.m., during their lunch period, including in the cafeteria, and after school following the instructional day. During the instructional day cell phones must remain in a backpack, book bag, pocket or purse where they cannot be seen or heard. ECD kept in or on waistbands or other areas of clothing shall not be accessed or viewed during the instructional day. At the high school, during the instructional day, ECD must be in the silent mode or turned off.

4. At the middle school or alternative school, students may bring such devices, but they are to be left in the off position during the instructional day, including during lunch. The first opportunity to use a cellular device is after regular school hours at the conclusion of the instructional day.

5. During periods of testing and other student-evaluations, teachers and/or school administrators may request that students remove all devices from their possession, either by placing them in their backpack or placing them outside the direct possession of the student during the testing. Any use of an ECD during testing will be considered cheating and will be addressed accordingly. Please refer to Board Policy J4611, Academic Dishonesty.

6. School building administrators, after consultation with and approval by the Superintendent of Schools, shall have the authority to further restrict possession of ECD in their individual buildings in order to maintain the principles of this Policy of good order and discipline and to be consistent with the unique circumstances of their individual schools or grade level.

7. Sexting is considered inappropriate for the school setting and therefore strictly prohibited on school grounds, at any and all school-sponsored events or at other times when such conduct causes or is reasonably anticipated to cause disruption of the educational setting whether occurring on or off campus. The sending, sharing, viewing or possessing pictures, e-mails or other material of a sexual explicit nature (sexting) in electronic or any other form on a cell phone or other ECD is strictly prohibited in the school setting. In some cases, Sexting is Sexual Harassment or Bullying and will also be addressed under those Policies. Please refer to Board Policy ACA, Student Sexual Harassment, Board Policy ACA, Employee Sexual Harassment and/or Board Policy ACA, Bullying, Intimidation, and Hostile or Offensive Conduct.

8. The use of Personal Digital Assistant devices and laptop computers for instructional purposes is generally permitted, but the Administration and/or the classroom teacher may limit their possession and use consistent with curriculum of the School District and to maintain general order in the classroom.

9. Students are not allowed to have laser pointers on school property.

D. Investigation

1. All reports of a violation of this Policy shall be promptly investigated by the school principal or his/her designee or by the Superintendent of Schools or his/her designee and in the case of sexting shall report the violation immediately to law enforcement and shall notify the parents of all students involved in sexting as soon as appropriate as determined by the school principal or his/her designee or by the Superintendent of Schools or his/her designee. The Superintendent of Schools shall promulgate procedures for the complete and proper investigation of violations of this Policy, specifically sexting to ensure the protection of evidence of sexting while limiting the exposure of the evidence to individuals without the need to know for the purpose of investigating, adjudicating and imposing student discipline.

2. School principals who receive complaints of a violation of this Policy shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within 10 school days of receipt of such complaints. In the case of sexting, the school principal shall report the complaints immediately to Superintendent of Schools and to law enforcement and the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within two (2) school days of receipt of such complaints. The Superintendent will respond to such submissions within the next school day, approving the proposal or directing further or different action.

3. In assessing the existence of a violation of this Policy and the appropriate discipline to be imposed, the Superintendent's procedures shall set forth to the principal or designee that he or she shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this Policy on the part of the violator.

4. The Superintendent of Schools shall promulgate procedures for parents/legal guardian or a student over the age of majority to request use of an ECD that would otherwise violate this Policy. If a parent/legal guardian requests that his/her son or daughter or a student over the age of majority request to be allowed to use an ECD, the other applicable portions of this Policy must be followed.

5. If a staff member discovers a student using an ECD during the instructional school day, he/she shall report the violation to a school administrator who shall confiscate the ECD and contact the parent/legal guardian. Repeated violation of this Policy shall result in the prohibition of the possession and use of an ECD in the future while on school property.

E. Confidentiality

The identities of those reporting violations of this Policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

F. Sanctions

- Any employee who is found to have engaged in conduct prohibited by this Policy, or to have failed to discharge a duty imposed by this Policy, shall be subject to sanctions, including, but not limited to, reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
- Any student who is found to have engaged in conduct prohibited by this Policy, shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

G. Publication

This Policy shall be published in the Board's policies manual and on the School District's website. A summary of this Policy shall be published each year in all student and employee handbooks.

H. Health Education

The Superintendent or his/her designee shall ensure that School District create and implement an education program addressing ECD possession and use and issues related to sexting encompassed by this Policy.

Volunteer Agreement

I have read the above Board Policy JII "Student Concerns, Complaints and Grievance" & JII-1 "Policy on Electronic Communication Devices" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

_____ Volunteer Name (Print)	_____ Volunteer Applicant Signature	_____ Date	_____ Social Security Number
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STAFF PERSONAL SECURITY AND SAFETY **Board of Education Policy Section GBGB**

Violence

Any employee who observes or has direct knowledge of an act of violence upon an employee during the performance of the employees duties or of an act of vandalism to school property shall file an incident report in accordance with procedures established by the New Mexico Secretary of Education.

Threats

The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.

Volunteer Agreement

I have read the above Board Policy GBGB "Staff Personal Security and Safety" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

_____ Volunteer Name (Print)	_____ Volunteer Applicant Signature	_____ Date	_____ Social Security Number
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USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Board of Education Policy Section **IJNDB**

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, flash drives, memory cards or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to receive instruction in and follow its guidelines and procedures for appropriate use. Instruction in appropriate online behavior shall include how to interact with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS user agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Web and Internet Publishing

Documents created for the Web must have a purpose that falls within at least one of the following two categories: (1) Support of curriculum, instruction, and learning, and (2) Communication with parents and the community.

All information must accurately reflect the mission, goals, policies, program, and activities of the School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate or it should relate to activities of the District or the schools within the District.

Filtering and Internet Safety

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Volunteer Agreement

I have read the above Board Policy IJNDB "Use of Technology Resources in Instruction" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

Volunteer Name (Print)

Volunteer Applicant Signature

Date

Social Security Number

REPORTING CHILD ABUSE/CHILD PROTECTION

Board of Education Policy Section JLF

All licensed school employees shall be required to complete training in the detection and reporting of child abuse and neglect and substance abuse. This requirement shall be completed within the licensed school employee's first year of employment by a school district.

Every person, including a schoolteacher or a school official who has information that is not privileged as a matter of law, who *knows or has a reasonable suspicion* that a child is an abused or a neglected child shall report the matter immediately to:

- New Mexico Child Abuse Hotline (1-800-797-3260);
- a local law enforcement agency;
- the department office in the county where the child resides; or
- a tribal law enforcement or social services agency for any Indian child residing in Indian country.

The report shall contain the following information:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of any injuries or physical neglect, including any evidence of previous injuries or physical neglect.
- Any other information that such person believes might be helpful in establishing the cause of the injury or physical neglect.

The school administrator should be informed, and the "Agency Referral Form and Procedure" should be used in order to have documentation and follow up.

A school administrator and/or their designee may permit a member of a law enforcement agency or an employee of the Human Services Department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian.

A person who fails to report abuse as provided in 32A-4-3 NMSA 1978 is guilty of a misdemeanor. A person failing, neglecting or refusing to report a suspected case of child abuse, neglect or starving as provided in 9 N.N.C. 1123 is guilty of a misdemeanor and shall be punished by a fine of (\$100.00).

Volunteer Agreement

I have read the above Board Policy JLF "Reporting Child Abuse/Child Protection" and have been given an opportunity to discuss, and ask questions and I fully understand that compliance with the terms of this policy is mandatory.

Volunteer Name (Print)

Volunteer Applicant Signature

Date

Social Security Number

GADSDEN INDEPENDENT SCHOOL DISTRICT CRIMINAL HISTORY AFFIDAVIT

Dear Applicant:

Most positions with the GISD involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants who reach the finalist pool for employment are expected to provide us with this information. *As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered.*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The GISD will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

The crimes referred to in this document include but are not limited to:

- | | | |
|---|---|---|
| 1. Abandonment or abuse of a child | 11. Delivery to a minor or drug paraphernalia | 21. Voluntary manslaughter |
| 2. Sexual Abuse of a minor | 12. A dangerous crime against a child or children | 22. Kidnapping |
| 3. Incest of a minor | 13. Criminal sexual contact of a minor | 23. Arson |
| 4. Sexual assault of a minor | 14. Molestation of a child | 24. Burglary or Robbery |
| 5. Sexual exploitation of a minor | 15. Criminal sexual penetration | 25. Sale, delivery, display or sexually orientated material to minors |
| 6. Sexual exploitation of a minor by prostitution | 16. Criminal sexual contact | 26. Patronizing prostitutes |
| 7. Contributing to the delinquency of a minor | 17. Indecent exposure | 27. Patronizing prostitutes |
| 8. Enticement of a child | 18. Aggravated indent exposure | 28. Promoting prostitution |
| 9. Trafficking controlled substances | 19. Aggravated assault of a minor | 29. Accepting earning of a prostitute |
| 10. Distributing controlled substance to a minor | 20. Murder | 30. DUI/D.W.I. |

I, _____, being a finalist for, or having been offered, apposition with the District, and being duly sworn according to law, certify that this document is true, accurate, and full disclosure of my personal and professional background history.

Section A(Check ONE of the following two statements)

☐ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

OR

☐ I certify that the statements (see NOTE at bottom of Section B) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate "yes" or "no" box for the following questions)

1.	Have you ever been convicted of a sex-related offense?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Have you ever been convicted of a drug related offense?	<input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you even been charged with sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Have you ever been investigated for sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> no
3.	Have you ever been charged with any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Have you ever pled guilty or "no contest" (<i>nolo contendere</i>) to any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Have you ever been convicted of any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no
4.	Have you even been convicted of a crime, other than a minor traffic offense	<input type="checkbox"/> yes <input type="checkbox"/> no
	Have you ever entered a plea of guilty or a plea of no contest for any crime other than a minor traffic offense?	<input type="checkbox"/> yes <input type="checkbox"/> no
	Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	<input type="checkbox"/> yes <input type="checkbox"/> no

NOTE: If you have answered yes to any of the previous seven questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.

I understand and agree that any offer of employment that I may receive, or have received, from the Gadsden Independent School District is conditioned by law upon the district's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that any offer of employment that may be made by the district may be withdrawn immediately, upon written notice by the district and without further process, on the basis of material omissions or false statements in this Affidavit or if any information received by the district is inconsistent with any statement or omission made by me on this affidavit.

I authorize the Gadsden Independent School District to check my personal and employment history, including without limitation evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the GISD, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Volunteer Name (Print)

Volunteer Applicant Signature

Date

Social Security Number