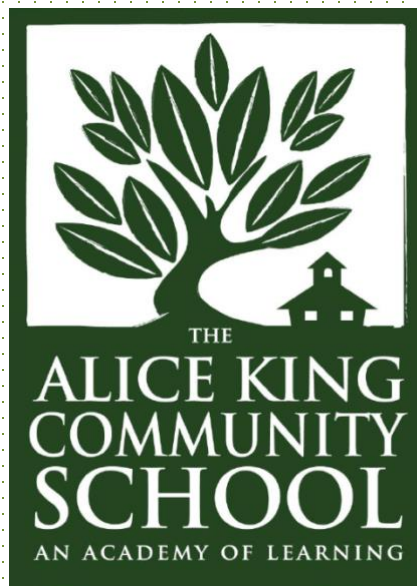


Governing Council Policy Manual

The Alice King Community School Governing Council



Version 08-2018

**Revised:
August 8, 2018**

Contents

- I. Definitions.....5
- II. The School.....5
 - A. Vision and Mission Statements5
 - 1. Vision Statement.....5
 - 2. Mission Statement.....5
 - B. School Legal Status6
 - C. Nondiscrimination6
 - D. Charter6
 - E. Bylaws6
 - F. Annual Meeting6
 - G. Compliance with Laws6
- III. The Governing Council.....6
 - A. Decision Making.....6
 - B. Council Self-Evaluation7
 - C. Public Attendance at Council Meetings.....7
 - D. Governing Council Appointment Procedure8
 - E. Policy Making.....9
 - F. Member Conflicts of Interest.....11
 - G. Council Review of Administrative Procedures11
 - H. Council Committees and Advisory Committees12
- IV. Administration13
 - A. Administration Structure13
 - B. Job Description - Head Administrator13
 - C. Public Elections - Non-School Based.....16
 - D. Conflict Resolution.....17
 - E. Tobacco Free Schools18
 - F. Drug Free Workplace and School Environment18
- V. School Personnel18
 - A. Employee and Fiscal Responsibility Handbooks18
 - B. Staffing Philosophy and Goals19
 - C. Personnel Evaluations.....19

D.	School Personnel Conflicts of Interest.....	20
E.	Personnel Records	21
F.	Personnel Concerns, Complaints, and Grievances	21
G.	Instructional Staff (Faculty)	21
H.	Administrative, Professional, and Technical Staff Salary Schedule	22
I.	Administrative, Professional, and Technical Staff Vacation and Holidays	22
J.	Administrative, Professional, and Technical Staff Assignment and Transfers	23
K.	Administrative, Professional, and Technical Staff Reduction in Force	23
L.	Catastrophic Leave Bank Policy	23
1.	Eligibility and Limitations.....	23
M.	Labor Relation Organization	25
VI.	Students.....	25
A.	Family Information Handbook.....	25
B.	Student Records.....	26
VII.	Support Services	26
A.	Support Services Policies	26
VIII.	Educational Program	26
A.	Instructional Goal and Objectives.....	26
B.	Special Education Services.....	27
C.	Snow Days and Emergency Closings.....	27
D.	Religious Expression	27
E.	Field Trips.....	28
F.	Internet Use	29
G.	School Year and School Calendar	29
H.	Curriculum Development.....	29
I.	Instructional Resources and Materials Selection	29
IX.	Finances and Accounting	30
A.	Fiscal Accounting and Reporting	30
B.	Preparation and Adoption of Annual Operating Budget.....	30
C.	Internal Audit Policy (Quarterly Financial Audits)	30
D.	Purchasing Authority	31
E.	Purchasing Agent	31

X.	Community Relations.....	32
A.	Media Relations	32
B.	Privacy Policy	33
C.	Volunteer Policy.....	34
D.	Visitors to the School	34
XI.	Business Procedures	34
A.	Document Retention Policy.....	34
B.	Inspection of Public Records.....	35
C.	Materials and Equipment	36
XII.	Facilities	36
A.	Responsibilities, Management and Improvements.....	36

I. Definitions

As used in this Policy Manual, the terms set forth below shall have the following meanings:

1. "District" shall mean the Albuquerque Public Schools District, commonly referred to as "APS"
2. "AKCS" or "school" shall mean Alice King Community School
3. "Member" shall mean a person who is a member of AKCS Governing Council as set forth in the AKCS bylaws
4. "Council" shall mean the Governing Council of AKCS
5. "Constituent" shall mean parents, guardians, family members and those who have identified they have a stake in the success of the AKCS
6. "Administration" shall mean school personnel who participate in the day-to-day management of school operations (such as the Head Administrator)
7. "Faculty" shall mean instructional personnel (such as teachers and educational assistants)
8. "Staff" shall mean school personnel who are not members of the Council, administration, or faculty
9. "State" shall mean the State of New Mexico including, but not limited to, the New Mexico Public Education Department
10. "Supermajority" shall mean two-thirds (2/3) of the seated members of the Governing Council

Adopted:

Revised: May 11, 2016

II. The School

A. Vision and Mission Statements

1. Vision Statement

The vision of Alice King Community School is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The School empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity.

2. Mission Statement

The mission of Alice King Community School is to provide a school where students thrive academically and socially in a multi age setting. This mission is accomplished through a strong educational program based upon a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators, and community will be utilized to achieve these goals.

Adopted:

Revised: June 8, 2016

B. School Legal Status

AKCS is a New Mexico charter school organized pursuant to the New Mexico Charter Schools Act.

Adopted: Revised:

C. Nondiscrimination

AKCS affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender, disability, marital status, gender identification or sexual orientation be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment.

Adopted: Revised: December 14, 2016

D. Charter

The AKCS Charter is incorporated herein by reference and shall guide the structure and governance of AKCS.

Adopted: Revised

E. Bylaws

The AKCS Bylaws are incorporated herein by reference and shall guide the structure and governance of AKCS. Definitions and terminology used herein are to be interpreted as consistent with the Bylaws. The Council shall resolve any conflicts in terminology between the Bylaws and the policies herein.

Adopted: Revised:

F. Annual Meeting

As required by the Bylaws, there shall be an annual meeting of the Governing Council in September:

Adopted: Revised: May 11, 2016

G. Compliance with Laws

AKCS will follow all applicable federal and state laws. AKCS will follow all applicable city ordinances.

III. The Governing Council

A. Decision Making

Two principles underlie all decisions made by the Council, Administration, Faculty, and Staff:

- i. AKCS's charter belongs to its constituents; and

- ii. All actions shall fall within the parameters and uphold the principles of the vision and mission statements.

Accordingly, in making any decision the Council, Administration, Faculty, and Staff shall consider the decision in the context of AKCS's vision and mission statements and from the Members' perspective.

Adopted: Revised: May 11, 2016

B. Council Self-Evaluation

The Council believes that the efficiency and performance of the Council directly affects the efficiency and performance of the school. Therefore, the Council shall conduct an annual evaluation of its own efficiency and performance including its progress on its strategic plan.

1. The following guidelines shall apply to the Council self-evaluation:
 - i. The evaluation shall be a positive, constructive process, aimed at improvement rather than criticism.
 - ii. The evaluation shall be conducted using a formal written evaluation tool.
 - iii. Members shall evaluate the Council collectively and not individual Members.
2. Council self-evaluation forms shall be distributed in April. The Council may discuss the self-evaluation at the regular meeting in May or at a special meeting called for such a discussion. It is important for all current Members to participate if possible. The Council may seek direct input from former Members who have resigned during the year being evaluated.
3. The Council self-evaluation discussion shall not be limited to those items that appear on the form. Free discussion and informal comments are valuable. Specific suggestions for improvement are encouraged.
4. The Council self-evaluation shall be reviewed at an open meeting and the community may attend; however, public comment participation shall be limited to a brief public comment session at the beginning of the meeting.

Adopted: Revised: May 11, 2016

C. Public Attendance at Council Meetings

1. The Council serves and represents the constituents. Therefore, the Council desires to provide opportunities for any constituent to express interest in and concern for the school. Accordingly, all constituents, as well as members of the community, are cordially invited to attend all open meetings of the Council. A time for public comment shall be a part of every regular Council meeting.

2. Meetings are closed to the public only when the Council is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion pursuant to the provisions of Section 10-15-1 NMSA 1978. An executive session may be called only upon the affirmative vote of two-thirds of the members present. The Council may take no formal action in executive session.
3. Although the Council encourages everyone to attend its open meetings, Council meetings are to conduct the business of the school. Council meetings are not “public meetings,” but meetings held in public, and accordingly public participation shall be controlled so the Council can proceed with its agenda within a reasonable time.
4. Persons who wish to make requests, presentations, or proposals to the Council should direct any inquiry to the Head Administrator, who shall respond according to the following process:
 - i. The person shall provide written information to the Head Administrator at least two weeks prior to the regular meeting of the Council. If presented to the Head Administrator less than two weeks prior to the upcoming regular meeting of the Council, the Head Administrator shall decide whether to make a special request of the President to include the item in the upcoming regular Council meeting or to wait until the next month’s regular Council meeting.
 - ii. Written information directly from the person shall be placed in the Council packet distributed to Members prior to the regular meeting. If the person so requests and the President of the Council agrees, the item shall be placed on the agenda for Council attention.
 - iii. If the person requests the Council take a particular action, the specific action being requested should be in the written document submitted to the Council by the person.
 - iv. If so requested by any Member, the person may present additional information or provide clarification when the agenda item is discussed.
5. Parents are free to address comments or concerns to any Member at any time. However, if there is a specific remedy or other action being requested, it is required for the parent to follow the procedure set forth above.
6. Notice of meetings of the Council shall adhere to the New Mexico Open Meetings Act, Section 10-15-1 et seq. NMSA 1978.

D. Governing Council Appointment Procedure

The Governing Council Nominating and Council Professional Development Committee shall be responsible for recruiting, vetting, and presenting for appointment Members to the Council.

Presentation of nominees will include written credentials. Eligibility requirements are delineated in the Bylaws.

- i. The Governing Council Nominating and Council Professional Development Committee shall consist of the following members: At least one Member, the Head Administrator, and the President. The President shall appoint the Chair of the GCN&CPDC.
- ii. No Council candidate, spouse of a Council candidate, or Member seeking reappointment, shall be a member of the Governing Council Nominating and Council Professional Development Committee. In the event all Members are seeking reappointment, the Council may appoint a teacher, constituent member, or community member at large to sit on the Governing Council Nominating and Council Professional Development Committee in lieu of a Member.

Adopted: Revised: August 11, 2004

E. Policy Making

1. The Council shall be solely responsible for adopting, revising, and repealing policies for AKCS. Policy action by the Council shall be accomplished as set forth in the bylaws and as described below. Any policy action approved by the Council may be reversed by a supermajority of the Council at a regular or special meeting.

Only a Member may motion the Council to adopt, revise, or repeal an AKCS policy (“policy change”). Recommendations for a policy change may be made by any Constituent, member of the Administration, Faculty, Staff, or member of the public by submitting said recommendation through the Head Administrator pursuant to Policy III.C above.

Except in cases of emergencies, the Council shall follow the following procedure in adopting, repealing, or amending policies for AKCS:

- i. First Reading.

The proposed policy change text and any necessary summary or narrative shall be provided in writing to the Secretary or President for inclusion in the Council packet distributed prior to the Council meeting.

New policies should include the title, sequence number, text, and a revised table of contents.

Written policy revisions shall reference the policy to be changed. Ideally, the entire policy shall be reprinted with revised language in capital letters, underlined, in a different text color, or highlighted, and language to be deleted lined out.

Policies to be repealed need only reference the policy to be repealed by title and sequence number along with a revised table of contents.

The proponent Member shall submit the policy change to the Council by motion for review and debate at the regular or special meeting of the Council. The proponent Member shall have the first opportunity for discussion and may have other persons comment on the policy change prior to debate.

Following debate and any amendments to the policy change, the Council shall vote on its approval on first reading.

If the policy change is approved on first reading, it shall be placed in the minutes of the meeting, as amended, and referred for second reading at the next meeting of the Council.

If the policy change is not approved on first reading, the matter shall not be considered again unless a new proposed policy change is submitted in accordance with this Policy for first reading at a future Council meeting.

ii. Second Reading.

If the policy change was approved on first reading above, it shall be placed on the agenda and considered at the next regular or special meeting of the Council.

No amendment to the policy change, as it was approved on first reading, shall be adopted on second reading unless the amendment receives a supermajority vote of the Members.

If the policy change is approved on second reading, it shall become the policy of AKCS effective immediately or as specified upon approval, and this policy manual shall be revised accordingly.

2. Emergencies.

i. Upon a supermajority vote of the Members an emergency may be declared for purposes of making a policy or approving a policy change.

ii. If an emergency is declared, a policy change may be approved on first reading regardless of whether the policy change was submitted in writing to the Members prior to the meeting.

iii. Upon approval of an emergency policy change, it shall become the policy of AKCS.

- iv. The proponent of the approved emergency policy change shall submit a revised version of the policy to the Secretary for inclusion in the meeting minutes, policy manual, and for distribution to the Members.
3. Changes to the Policy Manual.
- i. Upon approval, new and revised policies shall be entered into this policy manual in the appropriate section with a notation of the date of adoption and/or revision and the table of contents updated as appropriate.
 - ii. Upon approval, a repealed policy shall be stricken from this policy manual leaving only the word “Repealed” followed by the table of contents title and the dates of adoption, revision, and repeal, as appropriate and the table of contents updated as appropriate.

Adopted: Revised: May 11, 2016

F. Member Conflicts of Interest

Pursuant to the Bylaws, any Member may be reimbursed for travel related to Council activities.

1. A Member may not serve simultaneously on the Council and as a member of the Administration, Faculty, or Staff of the school, or Director, Officer, employee or agents the Alice King Community School Foundation.
2. Any contract with the school involving a Member or a Member’s family member shall be approved by the full Council with the conflicted member abstaining.
3. Each Member is responsible to disclose to the Council any circumstances that could involve a potential conflict of interest.
4. Salary and other remuneration received from the school by ex-officio Council members shall not be considered a conflict of interest for the purposes of this policy.

G. Council Review of Administrative Procedures

Administrative policies and regulations need not be reviewed or approved by the Council in advance of issuance except as required by law.

Administrative policies should reflect existing Council policies.

The Council reserves the right to review administrative policies at its discretion. However, the Council shall not substitute its judgment for that of the Head Administrator and shall require the Head Administrator to revise or withdraw any administrative policies proposed or issued only when, in the Council’s judgment, such policies are inconsistent with the Council’s policies, State’s policies, or applicable law.

Adopted: Revised: January 11, 2017

H. Council Committees and Advisory Committees

1. Committees.

- i. The Council, by resolution adopted by the Council, may designate from among its constituents one or more other committees of the Council, each of which, to the extent provided in the resolution, shall have all the authority of the Council; except that no such committee shall have the authority to:
 - a. Fill vacancies on the Council or any committee thereof;
 - b. Amend the bylaws; or
 - c. Approve a plan of merger.
- ii. The Council may have standing committees as designated in this policy manual or the Bylaws. The authority and responsibilities of standing committees shall be expressed in the policy or description thereof. Standing committee membership may be designated by title.

2. Advisory Committees.

- i. The Council may commission advisory committees to the Council. The advisory committees shall meet at such times as the Council shall determine or within their own requirements if given the authority to so designate when commissioned.
- ii. The advisory committee shall consider, advise upon, and make recommendations to the Council with respect to policies of AKCS or to pursue goals, goods, or services for AKCS in accordance with the vision and mission statements.
- iii. At least one Member shall serve on each advisory committee, but need not serve as the chairperson of the advisory committee. Additional members or members to fill vacancies may be appointed at any regular or special meeting of the Council or in such a manner as determined by the Council upon the commissioning of the advisory committee.
- iv. The advisory committee shall appoint its own chairperson and officers, as necessary, unless the Council expressly establishes such positions at commissioning.
- v. The assigned Member shall have the rights and responsibilities to make decisions on behalf of the Council in meeting the goals of the advisory committee. However, decision-making powers shall not extend to the advisory

committee, unless expressly granted by the Council at or subsequent to commissioning, regarding the following:

- a. Contractual agreements of any kind;
 - b. Expenses greater than \$50; or
 - c. Decisions requiring any adjustment to the long-term plans of the Council as reflected in the strategic plan.
- vi. After the first meeting of the advisory committee, the assigned Member shall assume responsibility to submit a work plan to the Council. This work plan shall include the goals of the advisory committee and a projected timeline for accomplishment of each goal. After submission of the work plan, the advisory committee need only report to the Council when progress is made specifically associated with the work plan, when approval is required to exceed or expand the decision-making authority of the advisory committee, as required by the Council in the commission, or as requested by the President or two Members.

Adopted:

Revised:

IV. Administration

A. Administration Structure

1. AKCS shall have a Head Administrator as its administrator who shall serve as an at-will employee at the pleasure of the Council and may be terminated by the Council, at the Council's sole and absolute discretion, with or without cause.
2. The Head Administrator shall be responsible for the day-to-day management and operation of the school.
3. The Head Administrator shall provide the Council an organization chart that includes, at least, the structure of the Administration, Faculty, and Staff.
4. The Head Administrator shall update the organization chart from time to time and as necessary to effectively and efficiently administer AKCS in accordance with the vision and mission statements.

Adopted:

Revised:

B. Job Description - Head Administrator

1. Required Qualifications are iterated is 6.62.2, NMAC.

2. Desired Qualifications:

- i. An advanced degree in education and/or business administration.
- ii. Three years of successful administrative experience.
- iii. Five years of successful teaching experience.

3. Leadership Duties:

- i. Demonstrates commitment to administering AKCS in accordance with its vision and mission statements and communicates the vision and mission to school personnel, students, members, and the community.
- ii. Models AKCS's values for students, members and the Council.
- iii. Is a visible leader maintaining frequent contact with students and school personnel.
 - a. When practical, exercises a participatory management style with school personnel.
 - b. Demonstrates effectively written and oral communications.
- iv. Fosters a climate of innovation.
- v. Facilitates activities for students, members, and school personnel to encourage community and shared purpose.
- vi. Attends all Council meetings in an advisory role.

Adopted: Revised: December 14, 2016

3. Educational Leadership Duties:

- i. Interviews, hires, and supervises Administration, Faculty, and Staff.
- ii. Oversees planning and evaluating of programs and priorities.
- iii. Coordinates design of curriculum with Faculty.
 - a. Administers all school-based programs.
 - b. Assists Faculty in evaluating their instructional methods and materials.
- vi. Designs schedules.

- vii. Develops cooperation and teamwork among school personnel.
- viii. Assists school personnel in accommodating individual student needs and abilities.
 - a. Monitors student progress, discipline, health, and safety.
 - b. Provides perspective on educational issues to the Council.
- xi. Establishes a plan for improvement of instruction, adherence to school philosophy, and compliance with school policies.
- xii. Assists the Council in evaluating the school's progress towards established priorities and goals.

4. Community Relations Duties:

- i. Develops and promotes a professional relationship with the Council, school personnel, members, students, and the community.
- ii. Seeks and considers opinions of others in a timely fashion.
- iii. Provides information to community, the media, and other interested parties about AKCS, its vision and mission, and its progress towards goals.
- iv. Serves in a liaison capacity with the District and State on any administrative and/or educational matters.
- v. Assists with the recruiting, scheduling, and training of volunteers within the school.
- vi. Ensures compliance with all applicable federal and state laws and regulations, district regulations and policies, and other requirements of the charter or contracts with the District or State.

5. Managerial Duties:

- i. Approves and authorizes:
 - a. Building usage
 - b. Budget items
 - c. Temporary and permanent record storage and maintenance
 - d. Building maintenance
 - e. School-based activities and schedules

- f. Purchase and utilization of material resources
- g. Purchase and utilization of equipment
- h. Purchase and utilization of textbooks and supplies
- ii. Establishes organization model for the school, including creating and maintaining an organization chart and job descriptions for school personnel.
- iii. Plans and implements the personnel development program.
 - a. Delineates all responsibilities and authority, establishing lines of communication and supervision.
 - b. Develops enthusiasm and promotes positive morale among school personnel, students, and members.
- vi. Prepares and recommends to the Council a master budget.
- vii. Provides for the generation, maintenance, and distribution of a Constituent focused school calendar as well as an internal master calendar.

Adopted: Revised: May 11, 2016

C. Public Elections - Non-School Based

1. Neither the AKCS, the Council, nor its affiliated entities shall expend resources in connection with supporting or opposing any candidate for political office or any issue in public election.
2. In the interest of broadening public participation in and awareness of the political process, the Council may, on a nonpartisan basis, invite candidates or sponsors and opponents of issues to appear at school functions to address parents or to place written statements in AKCS's newsletters or on its website. The Council shall decide whether to invite candidates and sponsors/opponents of issues on a case-by-case basis. If candidates and/or sponsors or opponents of an issue are invited to speak or to provide written statements, the Council shall ensure that both sides are given an equal opportunity to participate.
3. If the Council allows such an opportunity and one candidate or supporter/opponent of an issue declines the opportunity to participate, either specifically or by failing to appear or provide a written statement, the Council may allow the participating candidate or sponsor/opponent to go forward with the opportunity to speak or provide written statements.

Adopted: Revised:

D. Conflict Resolution

1. AKCS supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. AKCS firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process should be followed in situations of concern:
 - i. Any constituent having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
 - ii. If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Head Administrator unless the concern involves the Head Administrator (see below). The two conflicting parties shall define "reasonable amount of time". At no time shall the timeframe be extended without mutual consent of both parties.
 - iii. If the parties cannot agree on a timeframe, they are required to bring the conflict to the Head Administrator for the purpose of establishing the timeframe for resolution.
 - iv. In doing so, the Head Administrator, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
 - v. If the concern is with the Head Administrator and no resolution has been established by bringing the concern to the Head Administrator, the person in conflict with the Head Administrator may take the concern to the Council President.
 - vi. If conflicting parties and/or the Head Administrator are not able to find resolution that is mutually agreed upon by all parties, then the Head Administrator shall immediately bring the conflict to the attention of the Council. The other party may also bring the conflict to the attention of the Council
 - vii. The Council, in executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The Council shall do one or all of the following:
 - a. Remand the conflict back to the Head Administrator, with a directive to find a reasonable and quick resolution.
 - b. Remand the conflict back to the two parties, with the Head Administrator mediating the conflict.

- c. Mediate the conflict and render a decision to resolve the conflict.
- 2. If any conflict involves individual safety, a threat to the preservation or security of AKCS's facilities, or a direct or blatant violation of school policies or procedures, the Council shall be notified immediately by the Head Administrator or Head Administrator designee.

Adopted: Revised: June 8, 2016

E. Tobacco Free Schools

The use of tobacco at all AKCS sites or activities is prohibited. Use of tobacco by AKCS staff members, volunteers and/or students at any school site or school sponsored activity is prohibited.

Adopted: April 2, 2006 Revised:

F. Drug Free Workplace and School Environment

The unlawful possession, dispensing, distribution, manufacture, sale or use of a controlled substance and/or alcohol on all AKCS sites or activities by an employee, volunteer or student is prohibited.

Violation of this policy by AKCS employees will be considered a serious infraction of policy and will result in disciplinary action, which may include termination of employment and referral to law enforcement. This policy is in compliance with the Drug-Free Workplace Act of 1988.

Violation of this policy by AKCS volunteers will be considered a serious infraction of policy and will result in action, which may include termination of volunteer status and referral to law enforcement.

Violations of this policy by an AKCS student will be considered a serious matter and will result in disciplinary action. For determination of disciplinary action refer to the Student Handbook.

Adopted: April 2, 2006 Revised:

V. School Personnel

A. Employee and Fiscal Responsibility Handbooks

The AKCS Employee Handbook and Employee Fiscal Responsibility Handbook are incorporated herein by reference. Definitions and terminology used herein are to be interpreted as consistent with the Employee Handbook and the Employee Fiscal Responsibility Handbook. The Council shall resolve any conflicts in terminology between the Employee Handbook and the policies

herein. The Council shall annually review in July, and approve if the Council deems necessary, the Employee Handbook and the Employee Fiscal Responsibility Handbook.

B. Staffing Philosophy and Goals

AKCS endeavors to employ dynamic, effective, well-qualified, and efficient personnel to carry out a constantly improving educational program.

AKCS's specific personnel goals are as follows:

1. Recruit, select, employ, and retain the best qualified personnel available to operate the school;
2. Provide equal employment opportunities for all candidates for positions in accordance with AKCS's non-discrimination policy;
3. Develop high quality human relationships to foster high levels of personnel performance and satisfaction;
 - i. Deploy available personnel to use their skills and experience as effectively as possible to achieve AKCS's goals and objectives;
 - ii. Develop and manage a personnel compensation, leave, and benefit program to attract and retain qualified employees;
4. Manage the development and maintenance of job descriptions to ensure all personnel fully understand their role at AKCS;
5. Oversee an employee evaluation program to contribute to the improvement of personnel performance and professional development; and
6. Administer effective personnel policies to create and maintain a positive working relationship between the Council, the administration, and school personnel.

Adopted: Revised: September 14, 2016

C. Personnel Evaluations

- 1 Rationale. Effective personnel evaluation is essential to assure and maintain quality instruction of students with efficient and effective support services at AKCS. The goals of this personnel evaluation policy are:
 - i. To assist the Faculty in understanding the effective teaching and professional expectations of the administration and the Council;
 - ii. To improve the Faculty professional development and interpersonal performance through the use of job targets and goals; and

- iii. To have an evaluation process in place to determine continuance of employment, promotion, and/or compensation of all school personnel.
2. Head Administrator Evaluation

The AKCS Governing council shall, at least, annually evaluate the Head Administrator based on State policies, regulations and laws, the Head Administrator's job description and goals set forth by the Governing Council. The Governing Council may appoint a subset of the Council to work on the Head Administrator evaluation.

3. Faculty Evaluation

The Head Administrator shall follow State policies, regulations and laws and the AKCS evaluation when conducting faculty evaluations.

D. School Personnel Conflicts of Interest

1. Any school personnel engaged in additional employment outside of AKCS shall notify the Head Administrator. Such notification shall include the job responsibilities and time requirements of the outside employment.
2. At no time shall any employee of AKCS engage in any additional employment that would:
 - i. Adversely affect their usefulness as employees of the school;
 - ii. Make time and/or energy demands upon the individual that interfere with his/her effectiveness in performing their duties;
 - iii. Compromise or embarrass the school;
 - iv. Adversely affect their employment status or professional standing; or
 - v. In any way conflict with or violate professional ethics or AKCS's policies.
3. Faculty may not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.
4. Faculty may not engage in the provision of educational services outside of their school responsibilities or outside of school hours without notifying the Head Administrator. The Faculty member shall provide any advertisement for such services at his or her own expense and shall specifically state whether the services offered are endorsed, sanctioned, or sponsored by AKCS.
5. Employees may not sell any books, supplies, musical instruments, or equipment to any student or members unless prior approval has been received from the Head Administrator.

6. No administrator shall be responsible for the supervision and/or evaluation of a relative.

E. Personnel Records

AKCS shall maintain its own personnel records on-site. Procedures for maintaining personnel records shall be administered by the Head Administrator.

F. Personnel Concerns, Complaints, and Grievances

AKCS, through its Head Administrator, shall follow its own procedures for personnel concerns, complaints, and grievances.

G. Instructional Staff (Faculty)

AKCS's Head Administrator shall create and maintain AKCS's job descriptions and titles, except for the Head Administrator's job description.

H. Administrative, Professional, and Technical Staff Salary Schedule

1. AKCS shall negotiate administrative, professional and technical staff salaries on an individual basis, based on AKCS's discretion.
2. Training and Experience Process
 - a) Data for all licensed employees and contracted personnel are collected as follows:
 - (1) Copy of licensure
 - (2) Proof of Education (Original Transcripts are reviewed for Degree received plus any additional credit hours toward a higher degree)
 - (3) Verification of years experience as a licensed provider are collected as written verification
 - (4) Part-time staff with a full year experience (not less than 550 hours) as a licensed staff member will be counted as one (1) full year experience
 - b) All documentation will be kept in employment files maintained by the business office.
3. Reporting

Training and Experience will be reported to the Public Education Department on an annual basis as required by the School Budget and Finance Analysis Bureau.
4. Periodic Sample Testing
 - a) The Finance Committee will randomly select one (1) employment file on a quarterly basis to determine that Training and Experience is properly being recorded by the Business Manager and Head Administrator.

Adopted: August 8, 2018

Revised:

I. Administrative, Professional, and Technical Staff Vacation and Holidays

AKCS shall follow its own administrative, professional and technical staff vacation policies and procedures.

J. Administrative, Professional, and Technical Staff Assignment and Transfers

AKCS shall follow its own administrative, professional, and technical staff assignment and transfer policies and procedures.

K. Administrative, Professional, and Technical Staff Reduction in Force

All AKCS employees are considered employed “at-will”. The Head Administrator shall determine procedures for reductions in staff as necessary to maintain the fiscal stability of AKCS.

L. Catastrophic Leave Bank Policy

1. Eligibility and Limitations

- i. Catastrophic injury or illness is defined as a life threatening condition or combination of conditions affecting the mental or physical health of the employee or immediate family member or household. The catastrophic illness or injury must require the services of a physician.
- ii. Immediate family or household is defined as, husband, wife, domestic partner, mother, father, brother, sister, children, step-children, or any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed.
- iii. The Catastrophic Leave Bank is available to those employees who have completely exhausted all accumulated leave time (accrued sick leave and accrued leave) and who are not otherwise receiving any related compensable benefits such as disability, workers' compensation, or unemployment.
- iv. Eligibility for participation in the Bank begins upon the employee's original donation of at least 2 days, as defined by the employee's work day, of accumulated leave time to the bank. New full-time employees with a minimum of six (6) months of service and a minimum of five (5) days of accumulated leave time on the books can enroll voluntarily in the Catastrophic Leave Bank after their employment of 6 months. Except for new employees who sign up immediately after their probation period, there will be a 60 day waiting period for delayed entry into the Catastrophic Leave Bank program. Eligibility will continue, provided the employee donates at least one day of accumulated leave time each subsequent fiscal year; however, additional accumulated sick leave or accrued leave days may be donated up to a maximum of five days per fiscal

year. To enroll, an employee must complete an application, and submit it to the Head Administrator or the Head Administrator's designee(s).

- v. Donated accumulated leave time contributed to the pool becomes the property of The Alice King Community School and may not be withdrawn, targeted for specific individuals, returned to an employee upon separation, retirement, or become part of the employee's estate upon his/her death.
- vi. Use of benefits from the Catastrophic Leave Bank is considered under the provisions of the Family and Medical Leave Act (FMLA), and any use is calculated in the twelve weeks of leave provided under the Act.

2. Donations

- i. Any employee who wishes to transfer a portion of his/her accumulated leave time must sign a statement indicating the number of days to be transferred. Employees will be given an opportunity to donate accumulated leave time to the Bank annually. Donation forms shall be approved by the Head Administrator or the Head Administrator's designee.
- ii. The minimum amount of accumulated leave time an employee may contribute is 1 day (as defined by the employee's work schedule). The donating employee must retain a minimum of five (5) accumulated leave days in their personal account at the time of the donation process.

3. Withdrawals

- i. An employee or his/her designee must request leave from the Bank by completing an application and submitting it to the Head Administrator or the Head Administrator's designee(s). An employee may apply for leave from the Bank but cannot receive more than 25 donated sick leave days from the Bank in a twelve month period.
- ii. All requests must be accompanied by a physician's statement which includes the beginning date of the condition, and a description of the illness or injury. All requests must indicate the number of leave days requested and information supporting the request.
- iii. The Head Administrator or the Head Administrator's designee will render a decision to the employee within ten (10) business days after receipt of the request.
- iv. The amount, if any, of leave granted for each request will be determined by the Head Administrator or the Head Administrator's designee(s), but cannot exceed one-third of the balance in the Bank or a maximum of 25 working days,

whichever is less. Any unused sick leave granted in such instances returns to the pool.

4. Appeal Process

- i. Reasons for denial - An employee requesting use of the Catastrophic Leave Bank may have his or her leave usage audited. The audit may cover the two years preceding the employee's request. Patterns of absence indicating abuse will be reviewed, noted, and considered. Patterns of abuse are most often indicated by frequency, duration and time of absences.
- ii. In the event that an employee is denied entry into the Bank or is denied benefits from the Bank, the employee may appeal the decision to the Governing Council. Formal written letters of appeal should be submitted directly to the President of the Governing Council. A formal response to such an appeal shall be issued by the Governing Council within ten (10) business days following the Governing Council meeting at which the appeal was heard.

M. Labor Relations and Organization

Faculty and Staff have the right to form, join, and otherwise participate in the activities of employee organizations of their own choosing for the purpose of bargaining collectively with the Governing Council, that is chosen by employees without interference, restraint, or coercion. Employees also have the right to refuse to join or participate in the activities of employee organizations.

Adopted: October 11, 2017

Revised:

VI. Students

A. Family Information Handbook

The AKCS Student Handbook is incorporated herein by reference. Definitions and terminology used herein are to be interpreted as consistent with the Family Information Handbook. The Council shall resolve any conflicts in terminology between the Family Information Handbook and the policies herein. The Council shall annually review in August, and approve if the Council deems necessary, the Family Information Handbook.

Adopted:

Revised: September 16, 2016

B. Student Records

Student records in the possession of AKCS 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, by the State and other laws. If confronted with conflicting statutes, the provisions of FERPA will take precedent.

Adopted: Revised: September 14, 2016

C. Immigration Status

AKCS shall not:

1. Deny admission to a school age child on the basis on known, or suspected, undocumented status.
2. Engage in any practices to deter or discourage the right of a student to attend public school.
3. Require students or parents/legal guardians to disclose or document their immigration status or make inquiries that would expose their undocumented status.
4. Require Social Security numbers.

Adopted: May 24, 2017 Revised:

VII. Support Services

A. Support Services Policies

Support services policies shall be created and maintained by the Head Administrator.

Adopted: Revised:

VIII. Educational Program

A. Instructional Goal and Objectives

1. AKCS is committed to soundly educating the “whole” child and thus making all children well prepared to pursue their life goals as well as be contributing members of our society whose actions reflect sound character and ethical behavior.
2. Students shall understand that:
 - i. High expectations are a focal point of all we do.

- ii. It is expected that all students participate and perform to the best of their ability in all subject areas.
- iii. In order to flourish in a strong intellectual, social, emotional and physical environment, students need to be persistent, and embrace challenges.
- iv. Motivation and the desire for lifelong learning shall be continually emphasized.
- v. Integrity and mutual respect shall be constantly displayed when dealing with others.
- vi. It is extremely important to learn good study skills at an early age.
- vii. Success can be achieved many different ways.

Adopted:

Revised:

B. Special Education Services

- 1. It is the policy of the Alice King Community School to comply with all federal, state and local statutes, regulations and ordinances in the provision of special education services for students with disabilities and gifted students.

C. Snow Days and Emergency Closings

Generally, AKCS shall follow the District snow day determinations and schedule. However, AKCS may call a snow day when necessary even if the District has not. Administrators shall be sensitive to AKCS parents or guardians who drive a considerable distance to the school. Parents or guardians shall be notified through KKOB radio, all three-network TV stations, or the school electronic communication system when a snow day is called independent of the District.

A parent or guardian shall have the option to bring their children late due to weather conditions. Parents or guardians may pick up their children early in case of inclement weather.

The Head Administrator is authorized to close the school for any other reason deemed necessary, including for emergencies or building repair issues.

Adopted:

Revised: October 5, 2016

D. Religious Expression

- 1. Holidays
 - i. AKCS acknowledges the role of holidays with religious origins in our national, social, and cultural life. Teachers and administrators should excuse students who do not wish to participate in holiday events.
- 2. Music or Dramatic Programs

i. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holidays.

Adopted: Revised: September 14, 2016

E. Field Trips

1. AKCS authorizes and encourages field trips for educational purposes provided such trips are properly planned and the Head Administrator pre-approves the field trip including arrangements and schedules.
2. If the field trip involves unusual expense, distances, duration, or activities, the Head Administrator may consult with the Council before granting or denying approval.
3. A child may not go on a field trip without written permission from a parent or guardian.
4. An “authorized vehicle” is a vehicle the Head Administrator or his/her designee has approved for use in the field trip. The Head Administrator or his/her designee shall take the following factors into account in approving a vehicle:
 - i. the suitability of the vehicle for the intended purpose,
 - ii. the driver,
 - iii. the number of operational seatbelts,
 - iv. the date of use,
 - v. proof of insurance, and
 - vi. any other factors deemed relevant by the Head Administrator.
5. No student shall be transported in unauthorized vehicles. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events.
6. All students shall use seatbelts unless not provided within an authorized vehicle (such as a school bus).
7. For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school personnel in such supervision.

Adopted: Revised:

F. Internet Use

1. The Head Administrator shall promulgate and maintain both a Student and Employee Internet Acceptable Use Policy.
 - i. Both policies shall consist of the school's use policies as well as an agreement by the student and their parent or guardian or employee to agree to follow said policy.
 - ii. The Student Internet Acceptable Use Policy shall communicate both the educational benefits and the potential dangers of the Internet to the parents or guardians and students.
2. The Head Administrator shall have on file, a signed Student Internet Acceptable Use Policy for a student, prior to the student accessing the Internet from the school.
 - i. Both a parent or guardian and the student must sign the agreement.
 - ii. The Student Internet Acceptable Use forms shall be distributed to parents or guardians at the beginning of each school year and, when executed, shall be in effect for that school year only.
3. All school personnel wishing to access the Internet using AKCS's technology resources must agree to and sign the Employee Internet Acceptable Use Policy for each school year. The signed agreements shall be kept on file by the Head Administrator or in the personnel file.
4. All Faculty members shall review, understand, and assist the Head Administrator in enforcement of the Student Internet Acceptable Use Policy.

Adopted:

Revised:

G. School Year and School Calendar

AKCS's Head Administrator shall draft and the Council shall approve AKCS's school year and school calendar as soon as practical before the end of the prior school year.

Adopted:

Revised:

H. Curriculum Development

Curriculum development shall be the responsibility of the Head Administrator, in consultation with the Faculty.

Adopted:

Revised: October 5, 2016

I. Instructional Resources and Materials Selection

AKCS's Head Administrator shall review, select, and approve all learning resources for AKCS to deliver the stated curriculums.

Adopted:

Revised:

IX. Finances and Accounting

A. Fiscal Accounting and Reporting

1. Financial Reporting.

The Head Administrator shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of AKCS. The Head Administrator shall conform to Generally Accepted Accounting Principles. The Business Manager, in conjunction with the Finance Committee, will prepare a summary of the Financial statements for review at regular Council meetings and as necessary when significant financial changes require Council review and/or approval, or as requested by the President or Treasurer.

2. Financial Accounting Audits.

All funds and accounts of AKCS shall be audited annually after the close of each fiscal year in accordance with state law. The independent auditor shall submit a report to the Council that includes the audited financial statements and an opinion regarding those financial statements. The auditor shall also include in the report any information and documentation required by the State.

Adopted:

Revised:

B. Preparation and Adoption of Annual Operating Budget

1. The Council assigns to the Head Administrator the overall responsibility for the preparation and administration of the budget. The annual budget shall be made according to the PED guidelines. The annual budget for the upcoming fiscal year shall be submitted for review and approval by the Council during the regular April Council meeting or a special meeting for that purpose if needed.

Adopted:

Revised:

C. Internal Review Policy (Quarterly Financial Audits)

1. The Head Administrator, in conjunction with the Finance Committee, may perform internal quarterly financial reviews. Significant items or concerns shall be brought to attention of the audit committee.
2. The following areas should be considered in the internal review process by the finance committee.

- i. Cash Reconciliation - Verify that the bank statement has been reconciled to the internal ledger every month. The cash should tie out to the bank statement each and every month.
 - ii. Disbursements - Obtain a list of expenses and select all of the relatively large expenses (and several smaller expenses randomly) and verify that each expense has been approved. Verify that the amount on the check is the same on the invoice. Periodically review randomly selected ordered goods and ensure items were received and accurately placed in inventory, if required.
 - iii. Payroll - Review payroll masterfile periodically to ensure validity and accuracy.
 - iv. Receipts – Deposits should be documented and deposit slips retained. Review a sample of the deposit slips and verify that the revenue recorded was received in a timely manner.
 - v. Related Party Transactions – Committee will review any related party transactions and ensure the Governing Council is aware of the existence of potential risks.
3. The following areas should be performed as stated in the internal review process by the audit committee.
- i. Verify Fixed Asset Inventory – Review the school’s fixed asset inventory list and verify a sample the items are still in service. Identify a few high-value items on the fixed inventory list and confirm their location within the school.
 - ii. Inventory Control – Yearly, within the last 1-2 months of the fiscal year, a team shall perform complete inventory reconciliation,

Adopted: Revised: January 9, 2019

D. Purchasing Authority

AKCS shall be its own purchasing authority.

Adopted: Revised:

E. Purchasing Agent

AKCS shall be its own purchasing agent.

Adopted: Revised:

X. Community Relations

A. Media Relations

1. General Guidelines: Applies to all situations where media is present.
 - i. The privacy protection of the students shall be a main priority at all times.
 - ii. Maintaining a safe, orderly educational environment shall be a guiding principal when working with the media. Media access may be limited if the educational environment is compromised.
 - iii. All visitors, including media, must sign in at the school's front office and obtain permission to be on campus. This must be done prior to any interviews being conducted or recordings of any kind being made. Media shall be considered visitors on campus and subject to the visitor restrictions.
 - iv. Media personnel will be asked to wear/display any press identification badges they may have from their employer.
2. Planned coverage. For planned media coverage or interviews on an event or topic surrounding AKCS or in the interest of AKCS:
 - i. All media requests should be sent to the Head Administrator. The Head Administrator shall approve all scheduled requests. Under normal circumstances the Council President shall be notified.
 - ii. All press releases or other promotional materials are to be approved by the Head Administrator prior to release.
 - iii. The Head Administrator will distribute paper or electronic copies of media coverage related to AKCS to the Council in a timely manner.
3. Unplanned coverage. For unplanned media coverage or interviews on an event or topic surrounding AKCS or in the interest of AKCS:
 - i. The following persons may address media
 - a. School Personnel: The Head Administrator, or Head Administrator designee, shall address media questions.
 - b. Council: The Council President or his or her designee shall address media questions.
 - ii. Media access during a crisis

- a. During crisis/emergency situations, visitors and media access to campus may be limited to ensure student and staff safety or to maintain order. Student's names, faces, and families shall remain private under all circumstances.
- b. A media staging area may be established by the Administration and/or emergency response officials, located as near the campus as possible.
- c. Interviews/media briefings will take place in the staging area as new information becomes available.
- d. As much information as feasible will be provided to media at the staging area, being mindful that the information shared cannot compromise the ongoing investigation/proceedings, or student confidentiality.
- e. When the situation ends, media may be allowed on campus if it is determined their presence will not disrupt the operations of the school or any continued work by emergency response personnel.
- f. Names of victims are not to be released; news media should be referred to the receiving hospital or Police Department for such information.

Adopted:

Revised: April 12, 2017

B. Privacy Policy

- 1. Every reasonable measure is taken to protect Student, Member, Administration, Faculty, and Staff privacy.
 - i. Personal information provided to the school shall not be provided to other entities or persons except as ~~permitted~~ or required by law.
 - ii. Personal information or the likeness of a single individual may be used in the school newsletters or other publications and on the website only with permission of the person or their parent or guardian in case of a minor.
 - iii. If a person objects in person, by phone, letter, or e-mail to having their personal information or likeness or the personal information or likeness of their children published, then it shall be removed as soon as possible.

Adopted:

Revised: March 14, 2018

C. Volunteer Policy

AKCS welcomes and recognizes the vital role volunteers have in the success of the school. We encourage voluntary service of qualified, interested individuals. AKCS has a responsibility to the volunteers, Administrators, Faculty, Staff and Students to manage our volunteer program.

1. AKCS will develop a volunteer policy consistent with 6.50.18, NMAC
2. Prior to being allowed to participate in any AKCS functions where the person would have unsupervised access to students, AKCS volunteers must attend a volunteer training, and sign the Volunteer Pledge Agreement Form. Additionally, volunteers must have completed, at the volunteer's expense, a background check within prior two years, that has been approved by the administration.

Adopted: Revised: April 11, 2018

D. Visitors to the School

1. Any individual, including a student from another school and Members, must report to the school office and/or the Head Administrator to obtain permission to be on the school campus. Student visitors may be allowed to remain on the school campus at the discretion of the Head Administrator.
2. All visitors must follow the rules and procedures of the school. An individual failing to comply with the school rules and/or disrupting the educational process may be removed and/or barred from the school campus at the Head Administrator's discretion. The person may also be reported to the proper authorities and be charged with criminal trespass.
3. Visitors who are promoting products or ideas for personal or financial gain must obtain permission from the Head Administrator prior to being on any AKCS site.
4. All applicable federal, state and city laws apply to visitors of any AKCS site.

XI. Business Procedures

A. Document Retention Policy

1. AKCS shall retain all documents necessary for the operation of its business, accounting records, tax returns, documents necessary for potential IRS inquiries and audits, and all documents that might be relevant in pending, imminent, or reasonably foreseeable investigations or litigation. AKCS will retain documents in accordance with the New Mexico Inspection of Public Records Act, NMSA 1978, § 14-2-1 et seq., and the rules and regulations developed by the New Mexico State Commission of Public Records.

3. Requests shall be made in writing to the Records Custodian.

i. Written request must contain the name, address and telephone number of the person making the request. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

4. If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged.

i. The fee for printed pages smaller than 11 inches by 17 inches is \$0.50 per page

ii. The fee for all other copies is pursuant to agreement with AKCS.

iii. Fees will be paid in advance, before copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

Adopted: May 24, 2017

Revised:

C. Materials and Equipment

AKCS shall be responsible for managing its own materials and equipment. The Head Administrator shall have the primary responsibility to ensure materials and equipment are accounted for and properly maintained.

Adopted:

Revised:

XII. Facilities

A. Responsibilities, Management and Improvements

1. AKCS facilities will be maintained in good physical condition, be safe and in compliance with applicable building codes, and be maintained at an acceptable level of cleanliness.

2. The Head Administrator is responsible for the day-to-day utilization and operation of the AKCS facility.

3. All School personnel, in execution of their assigned duties, are responsible for assisting in the operation and management of AKCS facilities in a manner that is consistent with this policy.

4. Use of School Facilities by Private Persons.

i. AKCS will follow rules as set forth in 6.50.17, NMAC.

Adopted:

Revised: January 9, 2019

Date Adopted: **October 2, 2012** _____

Vote: FOR 6 AGAINST 0 ABSTAIN 0

Attested: _____

By: Carlos Rey Romero, President

By: _____

Secretary

Amendment: _____

Date Amended: _____

Vote: FOR _____ AGAINST _____ ABSTAIN _____

Attested: _____

By: _____

President

By: _____

Secretary