



**Governing Council  
Meeting Agenda  
Thursday, June 29, 4:15pm, Room 2  
Public Academy for Performing Arts Campus  
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112**

Type of meeting: Community/Monthly

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Virginia Wilmerding, Staff Representative	Scheduled Guests:
2. Santana Gonzalez, Vice President	6. Issac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	Scheduled Absence:
4. Barbara CampBell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 4/7 voting members)	Chair	4:15p.m.
2. Welcome and Introductions	Chair	4:17p.m.
3. Approval of Agenda ACTION ITEM	All	4:19p.m.
4. Approval of Previous Meeting Minutes (5/25/23) ACTION ITEM	All	4:20p.m.
5. Open Forum for Public Comment (Form Required)	All	4:22p.m.
6. Budget & Finance Committee Report ACTION ITEM <ul style="list-style-type: none"> <li>a. May Financial Report</li> <li>b. BARS/Permanent Transfer ACTION ITEM</li> <li>c. POs over \$5,000</li> <li>d. Out of State Travel Request ACTION ITEM</li> <li>e. Check Signers Remove/Add ACTION ITEM</li> </ul>	Phil Krehbiel and Rhonda Cordova	4:30p.m.
7. Executive Director's Report <ul style="list-style-type: none"> <li>a. Written Report</li> </ul>	Melanie Dunn-Chavez	4:40p.m.
8. Organizational Business <ul style="list-style-type: none"> <li>a. GC Training to Date</li> <li>b. Nominating Committee Selection ACTION ITEM</li> </ul>	Liz Roybal	4:45p.m.
9. President's Report	Liz Roybal	4:50p.m.
10. Other Announcements/Discussion <ul style="list-style-type: none"> <li>a. Future Building</li> </ul>	Liz Roybal	4:55p.m.
11. Executive Session		
12. Adjourn	Liz Roybal	

**---- Statement on Open Forum for Public Comment ----**

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

**----- Statement of Non-Discrimination -----**

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at (505) 830-3128 Ext. 0 at least 24 hours prior to the meeting. The Title IX Coordinator is the Executive Director.

**---- Additional Information ----**

Audit Committee – Phil Krehbiel (Chair), Melanie Dunn-Chavez, Rhonda Cordova, Donna Krosnow, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell, Paul Paradise – 8:00a.m. monthly, Tuesday before Council Meeting.  
Long-Range Planning – Santana Gonzalez (Chair), Barbara CampBell, Melanie Dunn-Chavez, Naomi Montoya, Virginia Wilmerding, Paul Paradise  
Performing Arts Committee – Santana Gonzalez (Chair), Liz Roybal, Issac Trujillo, Melanie Dunn-Chavez, Naomi Montoya  
Policy Review Committee – Barbara CampBell (Chair), Melanie Dunn-Chavez, Virginia Wilmerding, Jessica Short, Paul Paradise



## Meeting MINUTES

Thursday, May 25, 2023, 4:15 pm

Public Academy for Performing Arts Campus  
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

Type of meeting: Community/Monthly

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Virginia Wilmerding, Staff Representative and EDAC Rep	Scheduled Guests: Tamara Lopez, Assistant Director
2. Santana Gonzalez, Vice President	6. Isaac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	<b>Absent: Melanie Dunn-Chavez, Director</b>
4. Barbara Campbell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 7/7 voting members)	Chair	4:15 pm
2. Welcome and Introductions  In attendance: Santana Gonzalez, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Carol Torrez, Jessica Short, Phil Krehbiel, Barbara Campbell, Tamara Lopez	Chair	4: 18 p.m.
3. Approval of Agenda ACTION ITEM  Approved : Jessica Short – first, Isaac Trujillo– second, Roll Call vote 6/7 to Approve	All	4:20 p.m.
4. Approval of Previous Meeting Minutes (4/20//23 and 4/29/23) ACTION ITEM  Approved: Phil Krehbiel-First, Paul Paradise- second, Roll Call vote 7/7 to Approve	All	4:21 p.m.
5. Open Forum for Public Comment (Form Required)  None	All	4:21 p.m.
6. Budget & Finance Committee Report ACTION ITEM a. April Financial Report b. BARS/Permanent Transfer ACTION ITEM c. POs over \$5,000 – 3 PO's  Budget and Finance Committee report was given by Phil Krehbiel. Finance Meeting on 5/23/23 was attended by Phil Krehbiel, Barbara Campbell, Rhonda Cordova, and Tamara Lopez via Zoom. Reports reviewed are as follows: Bank statement Journal entries Bank reconciliation Balance sheet Bank register Budget expense summary Comparative financial summary	Phil Krehbiel	4:22 p.m.

<p>Trial Balance Monthly balance forecast report Detailed budget to actual report BAR history report Purchase orders over \$5,000 Check report Approved vendors</p> <p>All reports and financials are in good shape. We are under budget by 21% across all accounts. We will have a carryover</p> <p>Report was approved: Phil Krehbiel - First, Barbara Campbell -second, Roll Call vote 7/7 to Approve</p> <p>Rhonda Cordova presented the BARS (5) 0038-I (ESSA III), 0039-D (Carl Perkins Grant), 0040-T (Transfer funds covering SPED ancillary), 0042-T (Transfer funds cover school support transition specialist), 0043-D (Decrease dual credit classes): Approved by roll call vote: Phil Krehbiel – 1<sup>st</sup>, Barbara Campbell – 2<sup>nd</sup> Roll Call Vote to approve: 7/7</p> <p>PO's over \$5000 – 3</p> <p>Change in Instructional hours (State mandate) - Barbara Campbell - 1st, Paul Paradise - 2nd Roll Call vote to approve: 7/7</p> <p>Out of State Travel Request - Tamara Lopez and Assistant Director to the Ignite National Association of Secondary School Principals – Approved: Phil Krehbiel – 1<sup>st</sup>, Jessica Short – 2<sup>nd</sup> Roll Call Vote 7/7</p> <p>Anticipated Total Budget - Barbara Campbell - 1st, Paul Paradise - 2nd Roll Call Vote to approve: 7/7</p>		
<p>6. Executive Director's Report</p> <ul style="list-style-type: none"> <li>a. Written Report – Report given by Tamara Lopez</li> <li>b. EDAC Report – Dr. Virginia Wilderming, EDAC met twice (5/19 and 5/25) EDAC would like guidance on what the purpose of their organization should look like. Should be structured similarly to public schools Instructional Council. Representation from each department, parents and students if possible.</li> </ul>	<p>Tamara Lopez</p>	<p>4:42 p.m.</p>
<p>7. Organizational Business</p> <ul style="list-style-type: none"> <li>a. GC Training to Date</li> <li>b. Nomination Committee Report and Recommendation - Liz Roybal moves to suspend vote on new members to next meeting in June, Barb Campbell seconds, 7/7 approve to suspend until June meeting</li> <li>c. Business Manager Contract - Barbara Campbell - 1st, Paul Paradise - 2nd Roll call vote to approve: 7/7</li> <li>d. Matthews and Fox Professional Services - Renew Contract - Barbara Campbell - 1st, Paul Paradise - 2nd, Roll Call Vote to approve: 7/7</li> <li>e. Will form an Executive Director Goal Setting committee: Members will include Phil Krehbiel, Isaac Trujillo, and Barbara Campbell</li> </ul>	<p>Liz Roybal</p>	<p>5:17 p.m.</p>



h. President's Report	Liz Roybal	5:26 p.m.
i. Other Announcements/Discussion – NONE		5:30 p.m.
k. Adjourn	Liz Roybal	5:30 p.m.

**----- Statement on Open Forum for Public Comment -----**

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**--- Additional Information ---**

Audit Committee – Phil Krehbiel (Chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell –8:00a.m.monthly, day of Council Meeting.  
Long-Range Planning – Lisa Miller (Chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez, Virginia Wilmerding  
Performing Arts Committee – Elizabeth Roybal (Chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez  
Policy Review Committee – Lisa Miller (Chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara CampBell, Jessica Short

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# Public Academy for Performing Arts

## Budget Summary Of Funds Report

Fund	Description	Account Budgets - 6/30/16	Revised Budget - Initial Budget	Approved Budget	Current Budget	Pending Budget	Total Anticipated Budget	YTD Actuals	YTD Payable Encumbrances	Unencumbered Budget Balance	Unencumbered / Anticipated Budget	Percent Remaining of Total Anticipated
11000	Operational	\$4,413,375.00	\$4,413,375.00	\$74,039.65	\$4,487,414.65		\$4,487,414.65	\$3,225,026.91	\$708,609.03	\$553,778.71	\$553,778.71	12%
21000	Food Services	\$105,000.00	\$105,000.00	\$76,651.75	\$181,651.75		\$181,651.75	\$125,120.03	\$14,196.52	\$42,335.20	\$42,335.20	23%
23000	Non-Instructional Support	\$220,000.00	\$220,000.00	\$99,906.06	\$319,906.06		\$319,906.06	\$254,229.72	\$37,525.74	\$28,150.60	\$28,150.60	9%
24106	Entitlement IDEA-B	\$67,318.00	\$67,318.00	\$0.00	\$67,318.00		\$67,318.00	\$61,938.51	\$5,559.56	(\$180.07)	(\$180.07)	0%
24154	Teacher/Principal Training & Recruiting	\$24,581.00	\$24,581.00	\$0.00	\$24,581.00		\$24,581.00	\$12,757.56	\$1,492.94	\$10,330.50	\$10,330.50	42%
24174	Carl D Perkins Secondary - Current	\$8,972.00	\$8,972.00	(\$8,972.00)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
24308	CRSSA ESSER II	\$419,824.00	\$419,824.00	\$55,655.00	\$475,479.00		\$475,479.00	\$430,370.24	\$44,780.68	\$328.08	\$328.08	0%
24309	CRSSA - Social Emotional Learning	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00	\$4,020.04	\$9,424.26	\$1,555.70	\$1,555.70	10%
24330	ARP ESSER III CDFA 84.425U	\$1,000,000.00	\$1,000,000.00	\$222,635.00	\$1,222,635.00		\$1,222,635.00	\$412,699.21	\$83,335.44	\$716,600.35	\$716,600.35	59%
24346	Individuals With Disabilities Act		\$17,336.00	\$17,336.00	\$17,336.00		\$17,336.00	\$17,336.00	\$0.00	\$0.00	\$0.00	0%
25153	Title XIX MEDICAID 3/21 Years	\$45,000.00	\$45,000.00	\$4,422.24	\$49,422.24		\$49,422.24	\$4,489.44	\$1,255.00	\$43,677.80	\$43,677.80	88%
26207	CNM Foundation	\$4,513.00	\$4,513.00	(\$1,500.00)	\$3,013.00		\$3,013.00	\$1,000.00	\$0.00	\$2,013.00	\$2,013.00	67%
27107	Literacy For Children @ Risk PED	\$3,930.00	\$3,930.00	\$1,096.00	\$5,026.00		\$5,026.00	\$5,026.00	\$0.00	\$0.00	\$0.00	0%
27201	Literacy For Children @ Risk PED	\$0.00	\$4,614.00	\$4,614.00	\$4,614.00		\$4,614.00	\$0.00	\$0.00	\$4,614.00	\$4,614.00	100%
27502	Career Technical Education Program (Pilot)	\$8,682.00	\$8,682.00	(\$8,682.00)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
29130	Youth Chat Grant	\$2,500.00	\$2,500.00	\$2,593.45	\$5,093.45		\$5,093.45	\$6,220.14	\$1,064.40	(\$2,191.09)	(\$2,191.09)	-43%
31200	Public School Capital Outlay	\$0.00	\$354,378.00	\$354,378.00	\$354,378.00		\$354,378.00	\$324,846.50	\$29,531.50	\$0.00	\$0.00	0%
31400	Special Capital Outlay-State	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00		\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%
31600	Capital Improvements HB-33	\$352,468.00	\$352,468.00	\$59,114.73	\$411,582.73		\$411,582.73	\$267,024.85	\$154,698.63	(\$10,140.75)	(\$10,140.75)	-2%
31700	SB9 State Match	\$175.00	\$175.00	\$0.00	\$175.00		\$175.00	\$174.44	\$0.00	\$0.56	\$0.56	0%
31701	SB9 Ad Valorem	\$383,034.00	\$383,034.00	\$109,126.07	\$492,160.07		\$492,160.07	\$174,398.73	\$55,917.92	\$261,843.42	\$261,843.42	53%
31703	SB-9 State Match Cash	\$8,725.00	\$8,725.00	\$20,181.41	\$28,906.41		\$28,906.41	\$0.00	\$0.00	\$28,906.41	\$28,906.41	100%
Fund Totals		\$7,088,097.00	\$7,479,425.00	\$1,097,595.36	\$8,185,692.36	\$0.00	\$8,185,692.36	\$5,326,678.32	\$1,157,391.62	\$1,701,622.42	\$1,701,622.42	21%

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# Public Academy for Performing Arts

## Issued and Closed POs Report

Accounting Cycle: FY2023; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: ([Fund] >= "11000") ; Include Tax and Shipping: No; Include Closed POs: Yes; Show Detail: Yes; Created On: 5/16/2023 9:50:41 PM

PO Number	Type	Vendor Name	Date Issued	Status	Days Outstand	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
2022-008	Dollar	ABCWUA	7/1/2021	Issued	684	\$5,128.71	\$0.00	\$0.00	\$5,128.71
2022-015-1	Dollar	NM Gas Company	7/1/2021	Closed		\$6,144.85	\$0.00	\$6,144.85	\$0.00
2022-028	Dollar	ACES	7/1/2021	Issued	684	\$7,047.95	\$0.00	\$0.00	\$7,047.95
2022-542-2	Dollar	Wilson & Company	4/12/2022	Issued	399	\$33,252.55	\$23,378.71	\$23,378.71	\$9,873.84
2022-066 b-1	Dollar	APS	5/1/2022	Issued	380	\$54,255.48	\$6,449.05	\$6,449.05	\$47,806.43
2023-016	Dollar	Matthews Fox, P.C.	7/1/2022	Issued	319	\$5,000.00	\$1,370.16	\$1,370.16	\$3,629.84
2023-019	Dollar	CNM	7/1/2022	Closed		\$6,000.00	\$0.00	\$6,000.00	\$0.00
2023-044	Dollar	BYU Continuing Educaiton	7/1/2022	Issued	319	\$7,000.00	\$885.00	\$885.00	\$6,115.00
2023-018	Dollar	PowerSchool Group, LLC	7/1/2022	Issued	319	\$8,000.00	\$6,303.15	\$6,303.15	\$1,696.85
2023-029	Regular	Southwest Copy Systems	7/1/2022	Issued	319	\$8,200.00	\$5,943.68	\$7,000.00	\$1,200.00
2023-019-1	Dollar	CNM	7/1/2022	Issued	319	\$10,000.00	\$6,092.50	\$5,000.00	\$5,000.00
2023-037-1	Dollar	Labatt Food Service	7/1/2022	Issued	319	\$10,000.00	\$5,565.84	\$5,565.84	\$4,434.16
2023-003	Regular	EGSM Inc.	7/1/2022	Issued	319	\$11,405.41	\$0.00	\$0.00	\$11,405.41
2023-017	Dollar	Harris School Solutions	7/1/2022	Issued	319	\$13,000.00	\$12,111.65	\$12,111.65	\$888.35
2023-027	Dollar	ACES	7/1/2022	Issued	319	\$20,000.00	\$10,687.23	\$10,687.23	\$9,312.77
2023-014	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014A	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014B	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$360.45	\$25,000.00	\$0.00
2023-014C	Dollar	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$19,185.85	\$25,000.00	\$0.00
2023-189	Dollar	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014C-1	Dollar	NM Gas Company	7/1/2022	Issued	319	\$30,000.00	\$9,412.91	\$9,412.91	\$20,587.09
2023-012	Dollar	PNM	7/1/2022	Issued	319	\$35,000.00	\$34,179.16	\$34,179.16	\$820.84
2023-013	Dollar	ABCWUA	7/1/2022	Issued	319	\$38,000.00	\$27,432.19	\$27,432.19	\$10,567.81
2023-026	Dollar	CES	7/1/2022	Issued	319	\$39,500.00	\$27,210.63	\$27,210.63	\$12,289.37
2023-020	Regular	Rhonda Cordova	7/1/2022	Issued	319	\$64,650.00	\$56,568.75	\$56,568.75	\$8,081.25
2023-037	Dollar	Labatt Food Service	7/1/2022	Closed		\$68,000.00	\$63,384.30	\$68,000.00	\$0.00
2023-009	Regular	NMPSIA	7/1/2022	Closed		\$69,382.00	\$69,382.00	\$69,382.00	\$0.00
2023-004	Regular	Rio Conchos Corporation	7/1/2022	Closed		\$256,723.08	\$0.00	\$256,723.08	\$0.00
2023-004-1	Dollar	Rio Conchos Corporation	7/1/2022	Closed		\$256,723.08	\$256,500.00	\$256,723.08	\$0.00
2023-010	Regular	APS Board of Education	7/1/2022	Issued	319	\$354,378.00	\$324,846.50	\$324,846.50	\$29,531.50
2023-011	Dollar	APS	7/1/2022	Issued	319	\$367,468.00	\$235,542.55	\$235,542.55	\$131,925.45
2023-002	Dollar	Moss Adams LLP	7/5/2022	Issued	315	\$19,781.00	\$19,780.96	\$19,780.96	\$0.04
2023-054	Regular	IXL	7/14/2022	Closed		\$5,795.00	\$5,795.00	\$5,795.00	\$0.00
2023-066	Dollar	Baum's Music	7/19/2022	Issued	301	\$5,000.00	\$0.00	\$0.00	\$5,000.00
2023-076	Regular	McGraw Hill	7/21/2022	Closed		\$5,765.97	\$5,765.97	\$5,765.97	\$0.00
2023-025	Dollar	Central Region Educational	7/27/2022	Issued	293	\$47,112.19	\$35,560.35	\$35,560.35	\$11,551.84
2023-084A	Dollar	Accountability and	8/3/2022	Closed		\$5,000.00	\$3,831.76	\$5,000.00	\$0.00
2023-084	Regular	Accountability and	8/3/2022	Closed		\$5,000.00	\$478.97	\$5,000.00	\$0.00
2023-103-1	Dollar	AnchorBuilt	8/12/2022	Closed		\$76,310.09	\$76,310.09	\$76,310.09	\$0.00
2023-103	Regular	AnchorBuilt	8/12/2022	Closed		\$76,310.09	\$0.00	\$76,310.09	\$0.00
2023-114-1	Dollar	Summit Fire and Securty	8/23/2022	Issued	266	\$37,963.06	\$30,897.32	\$30,897.32	\$7,065.74
2023-114	Dollar	Summit Fire and Securty	8/23/2022	Closed		\$37,963.06	\$0.00	\$37,963.06	\$0.00
2023-146	Regular	The Center for Culturally Responsive Teaching and	9/1/2022	Closed		\$6,000.00	\$3,500.00	\$6,000.00	\$0.00
2023-163	Regular	Hudson, Su	9/12/2022	Closed		\$9,456.22	\$8,645.67	\$9,456.22	\$0.00
2023-171-1	Regular	Josten's	9/19/2022	Issued	239	\$10,620.00	\$0.00	\$0.00	\$10,620.00
2023-171	Regular	Josten's	9/19/2022	Closed		\$14,960.00	\$6,554.50	\$14,960.00	\$0.00
2023-195	Regular	Hostelling International Santa	9/29/2022	Closed		\$5,355.72	\$2,677.86	\$5,355.72	\$0.00
2023-213-2	Regular	Group Experience	10/12/2022	Closed		\$22,374.00	\$22,374.00	\$22,374.00	\$0.00

2023-213-1	Regular	Group Experience	10/12/2022	Closed		\$33,620.00	\$12,000.00	\$33,620.00	\$0.00
2023-213	Regular	Group Experience	10/12/2022	Closed		\$46,000.00	\$23,000.00	\$46,000.00	\$0.00
2023-245	Regular	UNM Public Events	11/3/2022	Issued	194	\$5,000.00	\$3,000.00	\$3,000.00	\$2,000.00
2023-407	Dollar	Rio Conchos Corporation	11/9/2022	Closed		\$114,609.36	\$114,609.36	\$114,609.36	\$0.00
2023-288	Regular	MyBus	12/1/2022	Closed		\$5,843.73	\$1,016.30	\$5,843.73	\$0.00
2023-295	Regular	Group Experience	12/5/2022	Closed		\$27,884.00	\$27,326.32	\$27,884.00	\$0.00
2023-333-1	Regular	A-com Technologies	1/5/2023	Closed		\$32,097.33	\$0.00	\$32,097.33	\$0.00
2023-333	Regular	A-com Technologies	1/5/2023	Closed		\$32,097.33	\$0.00	\$32,097.33	\$0.00
2023-406	Regular	Amazon.com	2/8/2023	Issued	97	\$13,194.00	\$11,095.00	\$10,995.00	\$2,199.00
2023-447	Dollar	PowerSchool Group, LLC	2/24/2023	Closed		\$5,770.77	\$5,770.77	\$5,770.77	\$0.00
2023-438	Regular	Hummingbird Music	2/24/2023	Closed		\$15,040.00	\$13,873.00	\$15,040.00	\$0.00
2023-448	Dollar	PowerSchool Group, LLC	2/27/2023	Issued	78	\$6,303.15	\$0.00	\$0.00	\$6,303.15
2023-536	Regular	School Outfitters	4/4/2023	Closed		\$16,829.24	\$0.00	\$16,829.24	\$0.00
2023-558	Regular	Amazon.com	4/17/2023	Issued	29	\$29,195.09	\$0.00	\$0.00	\$29,195.09
2023-536-1	Regular	School Outfitters	4/17/2023	Issued	29	\$16,829.24	\$0.00	\$0.00	\$16,829.24

# TRAVEL REQUEST FORM

Name: Tamara Lopez and Jennifer Molina

Title: Executive Director and Assistant Director

Name of Conference/Workshop: Ignite National Association of Secondary School Principals Annual Conference

Date of Conference/Workshop: July 12-15, 2023

Location: Denver, Colorado

## ESTIMATED TRAVEL COSTS

<b>Out of State Travel - Requires Board Approval</b>	
Airline Ticket	\$ <u>\$600.00</u>
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ <u>\$1,820.00</u>
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ <u>N/A</u>
Meals: Out of State (Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>\$360.00</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>\$100.00</u>
Total Registration Fees:	\$ <u>\$1,680.00</u>
<b>TOTAL ESTIMATED COST OF TRAVEL:</b>	<b>\$ <u>\$4,560.00</u></b>

<b>In-State Travel</b>	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$ _____
Rental Car or Mileage: (\$.46)	\$ _____
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ _____
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ _____
Total Registration Fees:	\$ _____
<b>TOTAL ESTIMATED COST OF TRAVEL:</b>	<b>\$ _____</b>

Approved By: GC Board Member

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved By: Executive Director

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# TRAVEL REQUEST FORM

Name: Tamara Lopez of Assistant Director  
 Title: Executive Director & Assistant Director  
 Name of Conference/Workshop: Ignite National Association of Secondary School  
 Date of Conference/Workshop: July 12-15 Principals Annual Conference  
 Location: Denver, CO

## ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	
Airline Ticket	<u>550</u>
Hotel (Receipts required - actual expenses up to \$220 per night)	<u>118.90</u> <u>403</u>
Rental Car (Rental cars not included if hotel is adjacent to conference)	<u>NA</u>
Meals: Out of State (Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	<u>360</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	<u>60</u>
Total Registration Fees:	<u>11080</u>
TOTAL ESTIMATED COST OF TRAVEL:	<u>4357</u>

Approved By: Euzabeth Roybal  
 Print Name: Euzabeth Roybal  
 Signature: [Signature]

In-State Travel	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$ <u>          </u>
Rental Car or Mileage: (\$436)	\$ <u>          </u>
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>          </u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>          </u>
Total Registration Fees:	\$ <u>          </u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u>          </u>

Employee Signature: \_\_\_\_\_

# TRAVEL REQUEST FORM

Name: Peter Bernath  
 Title: Jazz Dance / Musical Theatre  
 Name of Conference/Workshop: National Dance Education Organization (NDEO) National Conference  
 Date of Conference/Workshop: 9/29/23 - 10/1/23  
 Location: Hwy 1 Regency Denver @ Colorado Convention Center

## ESTIMATED TRAVEL COSTS


Out of State Travel - Requires Board Approval	
Airline Ticket	\$ 750.00
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ 220 x 4 = \$ 880.00
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ N/A
Meals: Out of State (Receipts required - actual expenses for meals up to \$46 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ 180.00
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ 250.00
Total Registration Fees:	\$ 500.00
<b>TOTAL ESTIMATED COST OF TRAVEL:</b>	<b>\$ 2,560.00</b>

Approved By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

In-State Travel	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$ _____
Rental Car or Mileage: (\$.436)	\$ _____
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ _____
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ _____
Total Registration Fees:	\$ _____
<b>TOTAL ESTIMATED COST OF TRAVEL:</b>	<b>\$ _____</b>

Employee Signature: 



11800 Princess Jeanne Ave., NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930 / [www.paparts.org](http://www.paparts.org)  
Melanie L. Dunn-Chavez, Executive Director

## Executive Director's Report June 29, 2023

### OPERATIONAL/FACILITIES

- Pipes clogged Science/Math wing. Clog was determined to be potting soil from a classroom.
- Custodial task schedule for summer in progress.
- Fully staffed, hired Assistant Director and teacher for Special Education in ELA
- NM VISTAS and school ratings back in picture, reviewing data, recognized as **top schools for graduation rate and academic growth**
- Master schedule complete, schedules finalized until final registration in July
- Theme for 2023-24 – Experience It
- Staff Handbook changes
- Student Handbook changes

### VISIBILITY

- PAPA Flamenco performed at NHCC Saturday, 6/17 for Flamenco Festival. Week-long workshop for youth, several PAPA students attended, Fabian Sisneros was director, participant and teacher of 11-14 year olds. Workshop led by professional artists from Spain.
- Naomi Montoya and Ginny Wilmerding will be presenters at NMPED Charter School Conference in July – Culture in the Classroom
- Peter Bennett and Josh Heard (?) to present at National Dance Education Organization in Sept/Oct (Denver)

### ACADEMICS

- Summer school – students who need credit recovery (HS) were notified. Middle school students in grades 7, with skill deficits enrolled. Two sessions, 35?? Enrolled in session 1??? Calls, emails to students and parents if behind on work.
- Preliminary results for summative assessments (see below)
- 2019-20 VISTAS report (assessment data from 2018-19)
- Off Campus Work Study/Internship course packet ready, contacts continue

### ARTS

- PAPA Flamenco performed at NHCC Saturday, 6/17 for Flamenco Festival. See above.
- NM Jazz Workshop using campus for camps month of June.

### TRAINING

- 6<sup>th</sup> Grade Team (core teachers) will attend Responsive Classroom workshop in July
- Executive Director and Assistant Director to attend National Association of Secondary School Principals conference in Denver in July

### ASSESSMENT DATA

INDICATOR	READING/ELA % PROF	COMPARISON	MATH % PROF	COMPARISON	SCIENCE % PROF	COMPARISON
SAT, grade 11		APS 40% NM 34% US 51%		APS 15% NM 19% US 28%	71%	tbd
8 <sup>th</sup> Grade	70%	tbd	32%	tbd	55%	"
7 <sup>th</sup> Grade	64%	"	30%	"	"	"
6 <sup>th</sup> Grade	56%	"	40%	"	"	"

# Public Academy For Performing Arts

**School type**  
Public District Charter

**District**  
Albuquerque Public Schools

**Address**  
11800 Princess Jeanne Ave. NE  
Albuquerque, NM 87112

**Phone**  
505-830-3128

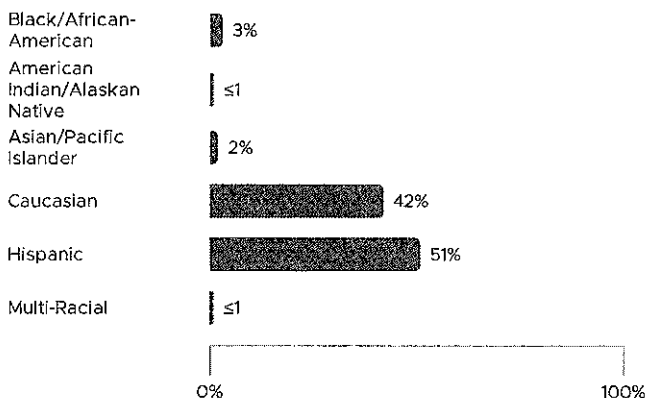
**Grades served**  
Grade 6 - Grade 12

**Principal**  
Melanie Dunn-Chavez

**Website**  
<https://paparts.org>

## Total Enrollment: 429

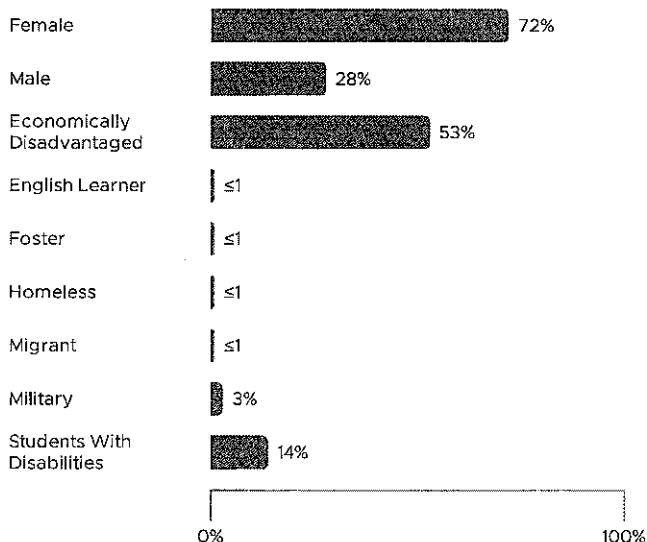
### Enrollment by race/ethnicity



#### What does this mean?

The NM PED celebrates the diversity of its student population. This measure showcases the racial and ethnic diversity of the school or district.

### Enrollment by student group



#### What does this mean?

The NM PED celebrates the diversity of its student population. This measure showcases the diversity of students enrolled at the school or district.

## Academic performance

The New Mexico Public Education Department (NM PED) is committed to ensuring every student is adequately equipped to achieve their goals. Academic Performance is one way to understand how well schools are preparing students for their futures.

### Overall Performance 2018-2019

63

out of 100

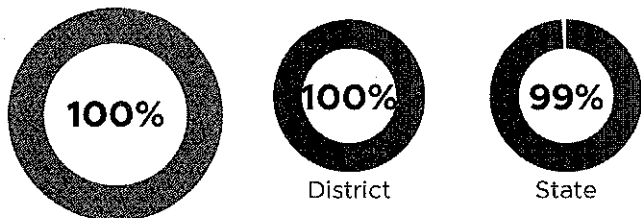
#### What does this mean?

This number represents an overall score for the school. It helps to inform the level of support provided by the PED, and also identifies areas for celebration. The average score for Elementary and Middle Schools is 48, while High Schools average 49. The average overall score for Districts is 53. All schools that score within the top 25% across the state will receive a Spotlight Designation.

#### How was this calculated?

Schools can earn points by performing well in a variety of areas. Some components reflected in a schools overall performance number include school climate, attendance and graduation rates, as well as traditional metrics around academic proficiency and growth. For additional detail on how this number is calculated, please refer to the technical user guide.

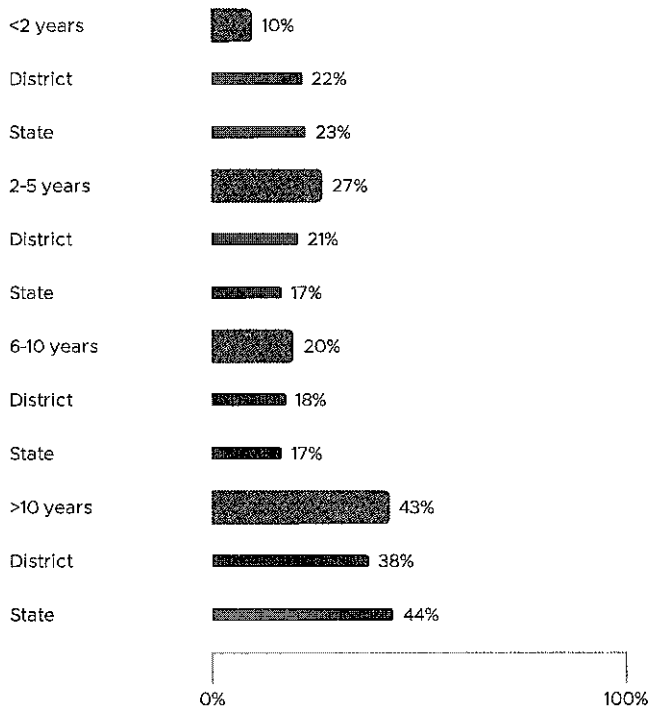
### Teacher Certification



#### What does this mean?

This reports the percentage of teachers at this school who are certified.

### Average teacher experience

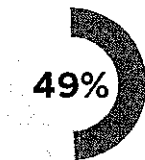


#### What does this mean?

This includes the percentage of teachers at this school/district by years of experience.

## Academic performance (continued)

### Proficiency rates



Reading

#### What does this mean?

The reading proficiency rate measures the percent of students who are reading at the expected level, or higher, for the student's grade.



Math

#### What does this mean?

The math proficiency rate measures the percent of students whose ability in math is at the expected level, or higher, for the student's grade.



Science

#### What does this mean?

The science proficiency rate measures the percent of students whose knowledge in science is at the expected level, or higher, for the student's grade.

### Academic Growth

56

Reading

#### What does this mean?

This measure shows whether students are learning less than, about the same as, or more than other students who are academically similar to them in reading.

65

Math

#### What does this mean?

This measure shows whether students are learning less than, about the same as, or more than other students who are academically similar to them in math.

### Four-Year Graduation Rate



#### What does this mean?

This measures the percent of students graduating within four years with a high school diploma. The data for graduation rates is one year behind the data for other accountability measures.

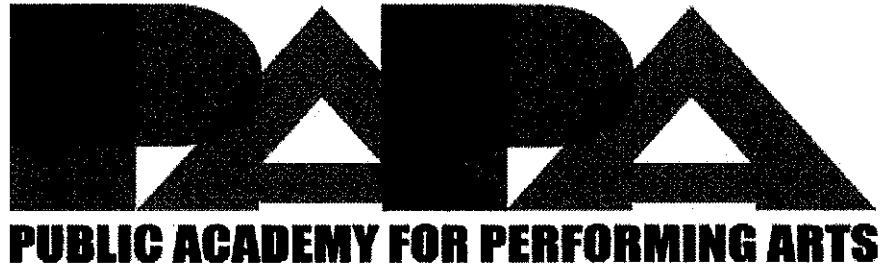
### Regular Attendance

89%

#### What does this mean?

Regular attendance is the percent of students who attended more than 90% of school days.

# **PAPA 2023-24 EMPLOYEE HANDBOOK**



## **PAPA VISION**

The Public Academy for Performing Arts will be a small, supportive educational community where students achieve high academic standards and pursue excellence in the performing arts.

## **MISSION STATEMENT**

The Public Academy for Performing Arts is a public charter school that integrates a rigorous college preparatory curriculum with the performing arts and prepares students to pursue their passions and talents.

11800 Princess Jeanne Ave NE  
Albuquerque, NM 87112

Phone: (505) 830-3128

Fax: (505) 830-9930

Website: [www.paparts.org](http://www.paparts.org)

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## I. OVERVIEW OF PAPA COMMUNITY

### A. Vision and Mission:

**Vision:** The Public Academy for Performing Arts will be a small, supportive community where all students pursue both high academic achievement and excellence in the performing arts.

**Mission:** The Public Academy for Performing Arts is a public charter school that integrates a rigorous college preparatory curriculum with the performing arts and prepares students to pursue their passions and talents.

**B. PAPA Working Environment:** PAPA endeavors to create a positive, professional working environment for all employees. In pursuit of this goal, PAPA has adopted the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select employees on the basis of skill, training, ability, attitude, and character without discriminating.
3. Review salary schedules, employee benefits, and working conditions periodically with the objective of being competitive, yet consistent with sound business practices.
4. Assure employees an opportunity to discuss any issue with the appropriate administrator.
5. Take prompt and appropriate action to resolve issues which may arise in the everyday conduct of our business.
6. Respect individual rights and treat all employees with courtesy and consideration.
7. Maintain open communication, professionalism, and mutual respect within our working relationships.
8. Promote an atmosphere consistent with PAPA's vision and mission.

The policies in this handbook are guidelines; are not expressed or implied contracts with employees; and do not create contractual obligations of any kind between PAPA and any of its employees. The provisions of this handbook have been developed at the discretion of the Governing Council, and the policies/procedures in this handbook may be amended, revised, supplemented, or rescinded at any time, at the sole discretion of the PAPA Governing Council.

**C. Employee Expectations:** As a member of PAPA's team, employees are expected to perform assigned duties in a positive, professional, and skillful manner. Employees are expected to cooperate with administration and fellow employees while building positive, working relationships with students and parents. How employees interact with fellow staff and those whom PAPA serves, and how they accept direction can affect the success of each department. In turn, the performance of one department can impact the entire service offered by PAPA.

The Governing Council is dedicated to making PAPA an organization where administration is approachable and sharing ideas and opinions are encouraged. All communication should have the

same end result in mind: to promote and support student academic and/or performing art success. All employees are encouraged to bring forward their suggestions and ideas about how PAPA can become a better place to work and our service to students enhanced. When an opportunity for improvement arises, employees should talk to the Executive Director who will bring ideas to the attention of the people of PAPA who may be responsible for implementing it. All suggestions are valued.

Employees are expected to go through the proper channels when issues arise or to voice potentially controversial opinions. The chain of command begins with the staff member(s) involved; then moves on to the Department Chair (if not resolved); then to the Executive Director; and finally the Governing Council. All communication must be ethical, professional, and supportive of the vision and mission of PAPA without the intention of undermining those involved.

**D. Purpose of the Employee Handbook:** The purpose of this handbook is to provide guidance and information in regard to the various, in some instances complex, employment issues, terms, and policies/procedures. It has been developed to advise employees of their rights and responsibilities to PAPA. Any clarification questions should be presented to the Executive Director or Business Manager in charge of human relations for PAPA.

## **II. EMPLOYMENT POLICIES**

**A. Equal Employment Opportunity:** PAPA is an equal opportunity employer committed to maintaining a non-discriminatory, diverse work environment. PAPA does not unlawfully discriminate against any person on the basis of race, color, ancestry, religion, age, sex, national origin, disability, medical condition, status as a veteran, sexual orientation, spousal affiliation, gender identity or any other basis protected by federal, state or local law. This policy covers all PAPA programs, services, policies, and procedures.

**B. Employees with Disabilities:** In accordance with the Americans with Disabilities Act (ADA), PAPA does not discriminate against any "qualified individuals with a disability." Individuals qualify for employment if they meet the educational, skill, and experience requirements of a position and can perform the essential functions of the job with or without a reasonable accommodation. Individuals have a disability if they have an impairment that impacts a major life function such as caring for one's self, performing manual tasks, walking, hearing, seeing, speaking, breathing, learning, or if the impairment otherwise impacts an individual's ability to perform a class of jobs or a broad range of jobs. Psychological impairments, learning disabilities, and some chronic health impairments, such as epilepsy, diabetes, arthritis, cancer, cardiac problems, and AIDS may also be considered disabilities.

PAPA is committed to diversity and nondiscrimination and supports the full employment of qualified individuals with disabilities in its workforce. Therefore, a process has been established to assist employees with disabilities in reasonably modifying the work environment to allow the employee to perform the essential functions of his or her job. It is the responsibility of the employee to request an accommodation of his or her physical or mental disability by contacting the Executive Director. In accordance with the ADA, PAPA will take such requests seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on PAPA or other employees. If an employee believes he/she

has been unlawfully discriminated against because of a disability, the employee should discuss the matter with the Executive Director or the Human Resources Manager.

**C. Anti-Harassment/Discrimination Policy:** PAPA is committed to providing a work place that is free of unlawful discrimination or harassment. Every employee is expected to treat his or her co-workers, visitors, students and guests professionally and respectfully.

Each employee is required to familiarize him/herself with this Anti-Harassment/Discrimination Policy, reporting obligations and procedures. If any questions arise about the school's policy, the Executive Director or his/her designee should be contacted for clarification.

1. No Tolerance Harassment/Discrimination Policy. PAPA is committed to creating a workplace free of discrimination and harassment. Both the law and PAPA prohibit any form of discrimination and/or harassment based on race, color, ancestry, religion, age, sex, national origin, disability, medical condition, status as a veteran, sexual orientation, spousal affiliation, gender identity or any other basis protected by federal, state or local law. All of these groups are referred to in this policy as "protected classes." This prohibition applies in your relationships with all other employees, students, parents and guardians, visitors and guests.

2. Discrimination/Harassment Described. Discrimination and harassment include conduct that could reasonably be construed generally as any unwelcome behavior towards another, whether verbal, physical or visual, that is based on a person's belonging to a protected class. This conduct will most likely interfere with others' ability to work and most certainly will be intolerable as an example to our students and our community.

a. SEXUAL HARASSMENT: Because sexual harassment raises issues about human interaction that are to some extent unique, the subject of sexual harassment is described separately here, however, it is no more or less tolerable than harassment based on some other protected status. Sexual harassment is a form of sex discrimination that may include:

- requests for sexual favors;
- sexual advances;
- persistent or unwelcome flirtation or requests for dates, especially if the behavior continues after a clear objection has been made;
- sexually motivated inappropriate conduct such as facial expressions or body language, leering, making sexual gestures or actual touching, kissing, impeding or blocking another's movements;
- displaying sexually suggestive objects, pictures or cartoons; demands to submit to sexual requests in order to maintain employment or avoid some employment-related loss (e.g. salary), and offers of job benefits or favors in return for sexual favors;
- intimidation and hostility directed to an individual because of sex; or explicit or degrading verbal, written or electronic comments of a sexual nature, such as comments about an individual's body or dress.

This list is not exhaustive and applies to conduct by co-workers, supervisors, volunteers and others invited to the school premises. Sexual harassment can apply to conduct in any work-related setting outside the work place as well.

Consensual sexual behavior between adults, outside the workplace and welcome by both parties is not considered sexual harassment; however, those who engage in such relationships should be aware that questions regarding the actual freedom of

choice of one of the parties may be raised later, especially when a superior/subordinate relationship exists between them.

b. harassment/discrimination other basis. Other prohibited harassment includes verbal or physical conduct which degrades or shows hostility or aversion toward an individual even partly because of a person's belonging to a protected class. Conduct similar to that described above as sexual harassment and discrimination, if based on one of these protected classifications is illegal. For example, verbal conduct such as epithets, jokes based on ethnicity, age-related derogatory comments, foul or obscene language or racial slurs will likely be unwanted and offensive to others resulting in unwelcome behavior that could be interpreted as harassing or discriminatory.

3. Employee Responsibilities. All employees of PAPA are responsible for taking appropriate action to prevent and eliminate harassment and discrimination at PAPA. If an employee experiences discrimination or harassment, PAPA encourages him/her to firmly and promptly notify the offender that his/her conduct is offensive, even if it is not directed at the employee. If the conduct continues the employee should report the conduct immediately. If an employee observes discrimination or harassment of another employee, student, visitor or guest, by a fellow employee, the concern should be reported immediately. At no time should an employee assume that inappropriate conduct between a student and an adult is acceptable, "consensual" or that it should not be reported because he/she concerned that the conduct may be misinterpreted.

4. Reporting Complaints. If an employee experiences or observes harassment or discrimination he/she should bring the concern directly to PAPA's Executive Director or the Business Manager in charge of human resources. The complaint will be promptly investigated. The complainant and the alleged offender will be instructed to limit their work contact with each other immediately, pending the outcome of the investigation.

5. No Retaliation. PAPA will not tolerate retaliation or reprisals of any type against any employee who complains of harassment or provides information in connection with any such complaint. Retaliation is considered to be misconduct and grounds for disciplinary action, up to and including discharge.

6. Complaint Procedure, Investigation and Response. Complaints may initially be made verbally; however, the complainant will be asked to complete a "Harassment Complaint Form" to assist with the investigation process. The form can be obtained through the business office.

a. Normally, an investigation will include interviews with the complainant, and the alleged offender (who will be told of all of the allegations against him or her) and all witnesses or other relevant persons as necessary to establish the facts. All employee-witnesses, the complainant and the alleged offender are expected to cooperate in the investigation. Failure to cooperate or deliberately providing false information during an investigation, including in complaint itself, will be grounds for disciplinary action, up to and including discharge. Other individuals, such as a third party investigator, may be involved to resolve the complaint. The investigator will collect and review all relevant documents.

b. PAPA will investigate every report of harassment or discrimination. In conducting an investigation, PAPA will respect the privacy of all concerned; however, complete confidentiality may not always be possible because of the need to conduct a complete and thorough investigation and to ensure that both sides' interests are fairly protected.

c. As soon as the investigation is finished, the investigator will meet with the individual's supervisor or if appropriate the supervisor's supervisor(s), and report whether he or she believes that discrimination or harassment has occurred. If the investigation results in a finding of discrimination and/or harassment, then the supervisor will determine the appropriate disciplinary action up to and including a recommendation to terminate or discharge the employee. The supervisor will inform the complainant and the alleged offender of the outcome of the investigation and his/her proposed disciplinary action. The date of the discussion with the respective party shall constitute the "determination date."

d. Appeal. If the complainant or alleged offender is not satisfied with the outcome of a discrimination complaint, either employee may appeal that decision to the PAPA Governing Council or to a neutral third party, whichever is deemed appropriate by the Executive Director under the circumstances. The employee appealing the supervisor's decision must submit a written appeal to the Executive Director with copies to the other party within five (5) working days of the determination date. The non-appealing party and supervisor of the appealing party has the option of submitting written materials in support of their respective positions within three (3) working days from the date they receive the appealing parties' appeal.

e. Final Decision. The Governing Council or neutral third-party will inform the complainant/respondent of the appeal decision in writing within five (5) working days from the date the appeal was submitted. This is the final level of review in the internal complaint process. The timelines set forth in this policy may be waived or extended by the Governing Council.

**D. Religious Accommodation:** Sometimes individuals hold religious beliefs or conduct religious practices that conflict with their work schedules or assigned responsibilities. PAPA will attempt to provide a reasonable accommodation for religious beliefs and practices of such individuals if to do so does not impose an undue hardship for the employee's department, or interfere with the employee's ability to perform the essential functions of the position. If you would like to request reasonable accommodation based on your religious beliefs, you should contact the Executive Director or the Business Manager. You may be asked to provide appropriate documentation to support your request.

**E. Employee Background Check:** Prior to becoming an employee of PAPA, a comprehensive background check consisting of prior employment verification, professional reference checks, education licensure and certification confirmation, and a criminal background check is conducted in accordance with applicable laws.

**F. Immigration Law Compliance:** All offers of employment are contingent upon verification of a potential employee's right to work in the United States. Potential employees will be asked to provide original documents verifying right to work and, as required by federal law, to sign a

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Federal Form I-9, "Employment Eligibility Verification Form." If an immigrant employee, at any time cannot verify his/her right to work in the United States, PAPA may be obliged to terminate employment.

**G. Personnel Records:** The responsibility of handling personnel records and related personnel administration functions at PAPA has been assigned to the Business Manager. Questions regarding insurance, wages, and interpretation of personnel policies may be directed to him/her. PAPA strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state, or local law. The Executive Director (or designee) is responsible for overseeing the record keeping for all personnel information. Employees have the responsibility of ensuring their personnel records are up to date and should notify the Business Manager in writing of any changes in name; address; contact phone numbers; marital status (for benefits and tax withholding purposes only); number of dependents (for benefits and tax withholding purposes only); addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only); beneficiary designations if applicable; and emergency contact information. If you have a change in any of these items, please complete an "employee change" form and return to the Business Manager as soon as possible.

1. Contents of File. An employee's personnel file may contain the following information:

- a. Complete application for employment along with verification of qualifications for the position as outlined in job description;
- b. Professional license;
- c. Official transcript;
- d. Employee's contract;
- e. Signed Job description;
- f. Pre-employment references;
- g. Signed acknowledgment that the employee has received the employee policies handbook. Separate signed acknowledgements submitted by the employee signifying understanding of policies and procedures including, but not limited to those regarding child abuse/neglect, drug free workplace, handling cash/checks from fundraisers, code of ethical conduct, and computer usage.
- h. Performance appraisals;
- i. Documented attendance at educational and training programs, including in-service courses and orientation;
- j. Any complaints, allegations, inquiries or findings of student abuse or neglect; warnings or disciplinary actions;

k. Documentation of equipment issued to employees: keys, pagers, cell phones, etc.

2. Separate File. The following records will be maintained in a separate file, apart from the personnel file, for each employee:

- a. Employment medical records;
- b. INS (Immigration and Naturalization) I-9 Form;
- c. Workers' compensation records;
- d. Health records;
- e. Drug testing records.

3. Inspection of Personnel File. Employees may inspect their own personnel records in the presence of the Executive Director (or designee). Such an inspection must be requested in writing to the Executive Director (or designee) and will be scheduled at a mutually convenient time. Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Executive Director (or designee) that documentation to correct such materials be added to personnel files. Only supervisors and others in administration who have an employment related need-to-know about another employee may inspect the personnel files of a particular employee.

#### **H. Work Schedule:**

1. Business Hours. PAPA generally operates from 7:30 am until 4:30 pm. Work schedules are determined by the Executive Director.

2. Classroom Coverage. Students must be supervised at all times and are never left unattended. If an employee needs to leave the classroom or work station, he/she must contact the Executive Director so adequate coverage can be arranged. If an employee needs to leave the campus for any reason, he/she is required to notify the Executive Director, sign out at the front desk, and sign back in upon returning.

3. Duty Day, Sign Out. The duty day for regular start teachers is 7:45am - 3:30pm and late start teachers is 8:45am - 4:30pm. All other staff report as instructed by the Executive Director. When an employee leaves campus during the duty day, they must check out in the office and back in when they return.

4. Absence or Lateness. If an employee is unable to report to work, or if he/she will arrive late, he/she is required to contact the Executive Director and administrative assistant before 6:00am or the night before by 10:00pm. If an employee knows in advance that he/she will need to be absent, a leave request must be turned in to the Executive Director. If an employee is absent because of an illness, the Executive Director may require the submission of a written statement from the employee's health care provider stating that he/she is able to resume employment responsibilities. Unauthorized absences, lateness, or leaving campus may lead to disciplinary action, up to and including possible discharge. Documentation from a medical professional is required

when the absence extends a holiday, during an in-service day, or if the employee needs flexibility with hours due to a medical condition.

5. **Attendance at PAPA Events.** Staff are expected to volunteer at three (3) events per year in addition to attending the following: Open House, Panda BamBOO, Prospective Student Open House, Year End Awards Ceremony, and Graduation.

6. If teachers are asked to substitute during their prep period, they will be reimbursed for their time at a rate of \$35/period. This reimbursement assumes that tasks usually completed during the prep period will need to be completed during non-contract hours.

7. **Severe Weather and Emergency Conditions.** In the event of severe weather conditions or other emergencies, PAPA will close if APS has a closure or delay (unless the only APS schools on closure or delay are east mountain schools).

**I. Fundraising for Out of State Travel:** All out of state travel must be approved by the Governing Council. A specific, written fundraising plan must be submitted to and approved by the Executive Director prior to submission with the out of state travel packet to the Governing Council. The fundraising plan must include: total amount of money needed for trip, cost breakdown by activity (hotel, airfare, conference cost, meals, etc.), deadlines for payment, expected parent contribution. Parent contribution may not exceed 33% of the individual student's cost. Interim goals for fundraising must be identified and consequences of not meeting those goals may include cancellation of the trip.

**J. Personal Items in the Classroom:** Personal items that violate safety procedures/protocols or that place undue stress on the electrical system or limit the capacity of the PAPA's technology/internet/servers are not permitted. These items include but are not limited to: microwaves, refrigerators, personal/space heaters, lights, coffee pots, or decorative string lights.

### **III. WAGE AND SALARY POLICIES**

**A. PAPA – An Equal Opportunity Employer:** Employee compensation will be structured to attract, motivate, retain, and reward high quality personnel to effectively carry out the objectives of PAPA without regard to race, color, ancestry, religion, age, sex, national origin, disability, medical condition, status as a veteran, sexual orientation, spousal affiliation, gender identity or any other basis protected by federal, state or local law. PAPA will prioritize its expenditure of resources to achieve a competitive compensation position in public education in the local area market.

**B. Pay Periods:** Paychecks will be issued on the 5<sup>th</sup> and 20<sup>th</sup> of each month for a total of 24 paychecks. Checks will reflect compensation for the pay period, less required and optional payroll deductions. If an employee is hired after a payroll deadline (check with the Business Manager), his/her first paycheck will be delayed until the second payday after employment begins. Paychecks will be issued on the Friday before if the 5<sup>th</sup> or 20<sup>th</sup> falls on a weekend or holiday.

Deductions will be itemized on the payroll stub. Paycheck stubs should be carefully reviewed by employees each payday. If questions arise about the amounts shown on a paycheck or how they are calculated, the employee should contact the Business Manager. If an employee has

been overpaid, and it is later discovered, he/she will be required to return the overpayment in full to PAPA

**C. Basis for Determining Pay:** The PAPA Governing Board adopts a salary schedule for teachers, ancillary staff and educational assistants each year based upon education, experience, and legislative mandates.

**D. Salary Increases:** Each job class or licensing level presently has a salary range. Increases beyond the initial or minimum salary for a class or license level may be granted annually until the employee reaches the top step of their salary range. If an employee receives a new job at a higher or lower level of pay, the salary will be adjusted according to the salary schedule rules that are adopted by the PAPA Governing Council.

If a certified PAPA employee intends to seek a change in licensure level that will result in an increase of salary or is seeking National Board Certification, the intent must be reported to the Executive Director, in writing, by April 1<sup>st</sup> of the year prior to the change. In order for an increase in salary to occur within a contract year, the change must be approved and all licensure documentation submitted to the PAPA Business Office by October 1<sup>st</sup> of the corresponding contract year. Salary increases for licensure changes that occur after October 1<sup>st</sup> will not begin until the following contract year.

**E. Direct Payroll Deposit:** Direct payroll deposit is the automatic deposit of an employee's pay directly into a financial institution account. The Business Manager should be contacted for details and the necessary authorization forms. This is a benefit we provide for employee convenience. We encourage all employees to take advantage of this service.

**F. Mandatory Deductions from Paycheck:** Federal, state and local income taxes and employee contribution to Social Security and New Mexico Educators retirement system will be deducted from pay checks as required by law. These deductions will be itemized on the check stub. The amount of the deductions will depend on earnings and on the information furnished on an employee's W-4 form regarding the number of exemptions claimed. If an employee wishes to modify the number of deductions, a new W-4 form must be requested from the Business Manager. Only an employee may modify his/her W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Employees are advised to check pay stubs to ensure that the proper number of withholdings are reflected. Other mandatory deductions from an employee's paycheck include court-ordered garnishments or support deductions. If PAPA receives a court order mandating that an employee pay be garnished he/she will be notified and provided a copy of the order. PAPA will comply with the court order until such time as the employee provides a subsequently dated and signed court order directing PAPA to cease making the deduction.

**G. Reimbursement for Travel and Expenses:** Employees will be reimbursed for authorized travel and per diem expenses pursuant to the New Mexico Travel and Per Diem Rule, NMAC 2.24.2 as amended. An employee must obtain prior written authorization for expenditures for which he/she expects to be reimbursed for by PAPA. Failure to follow the appropriate procedures prior to incurring an expense, for which an employee wants to be reimbursed, may result in a denial of the request for reimbursement.

**H. Employment Classifications:** An employee's position at PAPA is classified as either regular full-time, part-time or short-term. In addition, employees are classified as either non-exempt or

exempt. Certain policies and procedures outlined in the Employee Handbook may apply differently to you depending on how your job position is classified. If you have a question concerning applicability of any particular provision, contact the Executive Director or the Business Manager prior to signing the receipt for this handbook.

1. Non-Exempt and Exempt Employees. At the time an employee is hired or transfers to a new position, he/she will be classified as either "exempt" or "nonexempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are the Executive Director, principals, business managers, teachers, counselors, social workers, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

2. Full-Time Employees. An employee who works 40 hours per week, is considered a full-time employee.

3. Part-Time Employees. An employee who is regularly scheduled to work less than 40 hours per week is considered a part-time employee. If an employee is part-time working less than 20 hours per week, he/she is not eligible for the full employee benefits described in this Employee Handbook.

4. Overtime Pay. If an employee is a non-exempt employee he/she will be paid overtime in accordance with state and federal laws. Any overtime must be approved in advance by the Executive Director. Failure to obtain authorization prior to working overtime may result in disciplinary action. For purposes of determining overtime pay, PAPA's work week shall be from 12:00 a.m. Monday until 11:59 p.m. Sunday.

## **IV. PERFORMANCE**

**A. Performance Reviews:** The Executive Director will follow Governing Council policies and New Mexico Public Education Department requirements when conducting performance reviews for all certified and classified personnel. The performance reviews will be conducted collaboratively between the Executive Director (or assistant designee) and PAPA employees. Non-exempt employees will be evaluated annually. Licensed personnel will be evaluated in a manner consistent with PED regulations. The school's Executive Director will be evaluated no less frequently than once per year by PAPA's Governing Council.

During a formal performance review the Executive Director may cover the following areas:

- The quality and quantity of an employee's work.
- Strengths and areas for improvement.
- Initiative and teamwork.

- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- All other competencies for an employee's position, level of licensure or certification.

Additional areas will also be reviewed as they relate to a specific job.

The evaluation provides an opportunity for collaborative, two-way communication between an employee and Executive Director. This is a good time to discuss interests and future goals. The Executive Director is interested in helping employees progress and grow in order to achieve personal and work-related goals. The Executive Director can answer questions concerning the performance review process.

The Executive Director uses the annual performance evaluation as a factor in determining future employment and assigned position. The performance evaluation may also be impacted by an employee's willingness to follow and cooperate with PAPA's employee conduct policies as described in this handbook or other directives or instructions given by the Executive Director or direct supervisor.

## **V. STANDARD OF CONDUCT**

Generally speaking, PAPA expects each employee to act in a professional and responsible manner at all times following the New Mexico Public Education Department Regulation 6.60.9.9 "Standards of Professional Conduct". If an employee has any questions concerning any work or safety rule, or any of the unacceptable activities listed below, he/she should present those questions to the Executive Director.

**A. Smoking:** The use of tobacco, or tobacco products at school or any PAPA-sponsored functions, events or activities is prohibited.

**B. Meetings:** Attendance at staff meetings, parent meetings or a school function outside your duty day may be required. If you are a non-exempt employee, you will be paid for required time spent. Prior approval by the Executive Director will be required for any overtime.

**C. Computer Software (Unauthorized Copying):** PAPA licenses the use of computer software from a variety of outside companies. PAPA does not have the right to reproduce the software or to grant licenses for other users. Employees shall use the software only in accordance with the software publisher's license agreement. Employees must not download school-purchased software on any other computer without verifying the right to do so. Illegal reproduction of software can subject an employee to civil damages and criminal penalties, including fines and imprisonment.

**D. Employee Technology Acceptable Use Policy:** PAPA provides technology resources and business equipment to its staff for educational and administrative purposes. This policy governs the use of business equipment, computers and telephonic communication systems, including e-mail, Internet and Internet systems (collectively referred to as "technology resources"). The use of PAPA technology resources is a privilege granted to employees for the enhancement of job-related functions, violation of which may result in disciplinary actions.

PAPA does not attempt to articulate all possible violations of this policy. In general, users are expected to use PAPA computers and computer networks in a responsible, polite, and professional manner for work related applications. Users are not allowed to:

1. Knowingly send, receive, or display sexually oriented images, messages, or cartoons.
2. Knowingly or recklessly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs or for any other reason.
3. Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others or otherwise undermine the vision and mission of PAPA.
4. Knowingly send, receive, or display communications that disparage or berate PAPA, Board Members, or employees, or diminish employee productivity and/or professionalism.
5. Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws.
6. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes.
7. Disrupt, disable, damage, or interfere with services, equipment, or other users.
8. Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.
9. Use PAPA computers for personal business.

PAPA reserves the right to review, audit, intercept, access, and disclose all matters placed on PAPA technology resources, as business conditions and/or security considerations warrant, without employee notice, during or after employee working hours. The use of a PAPA provided password by an employee does not restrict PAPA's right to access electronic communications. While PAPA does not regularly monitor electronic communications, it reserves the right to do so without notice. Because PAPA reserves the right to access and monitor the use of PAPA's technology resources, no employee should have any expectation of privacy in connection with the use of this equipment or the transmission, receipt, or storage of information in such equipment, whether the information is personal or school-related.

**E. Social Networking Website Use and Cell Phone Use with Students:** State statutes and regulations and the PAPA Governing Council-adopted ethical and professional policies and standards require that professional educators and School employees establish strict, appropriate and professional boundaries in their conduct and communications with students. To that end, School employees shall not use Social Networking Websites or texting on cell phones as a means of communication with any School student for purposes unrelated to the school curriculum or school programs. School employees shall not use Social Networking Websites or personal cell phones to distribute or publish pictures, videos, or any other school curriculum-related material as an element of a classroom activity or assignment without prior written approval of the Executive Director. Social networking websites include, but are not limited to, Facebook, MySpace, YouTube or similar Internet-based websites.

**F. Dress Code and Personal Appearance:** Employees are expected to dress and groom in accordance with accepted social and business standards at any time he/she is representing PAPA. If the Executive Director decides that an employee's attire and/or grooming are inappropriate, the employee may be required to leave the workplace/activity until he/she is properly attired and/or groomed. Employees who violate dress code standards may be subject to disciplinary action up to and including termination or discharge.

**G. Drug-Free Workplace Policy:** Employees who work while under the influence of alcohol or drugs present a safety hazard to themselves, their co-workers and students. In addition, employees who work under the influence of alcohol or drugs threaten PAPA's reputation and integrity. PAPA policy is to create a drug-free workplace in accordance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, possession, sale or use of a controlled substance in the workplace or while engaged in business off premises, such as at a parent's home, are strictly prohibited.

#### **Prohibition and Standards.**

1. General Prohibition. No employee or student will unlawfully possess, use, distribute, dispense, manufacture or be under the influence of alcohol or drugs while on PAPA school grounds; at PAPA sponsored or supervised activities (e.g., field trips); in any PAPA owned, leased or used vehicle; while engaged in or going to or from PAPA activities; or, while attending a school-related activity (e.g., workshop).

2. Definition of Drug. For purposes of this policy, the term "drug" will include any "illicit drug," "controlled substance," "intoxicating substance," "inhalant," "counterfeit substance," "look-alike substance," "marijuana," "cannabis," "opiate," "hallucinogen," "narcotic," or other unlawful drug for purposes of federal or state law including, but not necessarily limited to the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act Amendments, the U.S. Controlled Substances Act and the New Mexico Controlled Substances Act. NMSA 1978 §§30-31-1 et seq.

3. Exceptions. This policy is not intended to prevent possession of a controlled substance if it was obtained directly pursuant to a valid prescription or order, from a physician, dentist or other person duly licensed, registered, or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice. If an employee is taking prescribed or over-the-counter medication that may affect work performance, this information should be immediately reported to the Executive Director or her designee.

4. Conditions of employment. As a condition of employment, each employee will abide by the terms of this drug-free workplace policy. Every employee is required to notify the Executive Director of any criminal drug conviction or plea of no contest for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Sanctions. Where an employee violates the terms of this policy or is convicted of violating a criminal drug statute for an offense occurring in the workplace, the employee will be subject to sanctions, consistent with law and policy, which may include either appropriate personnel action against the employee, up to and including termination; or, a requirement that such employee satisfactorily participate in a drug-abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health agency, law enforcement or another appropriate agency. The employee will be responsible for all uninsured costs associated with any such program.

**H. Acceptance of Gifts:** Advance approval from the Executive Director is required before an employee may solicit a gift on behalf of PAPA. PAPA staff members are not to receive payment for tutoring, counseling, advising or providing services related to special programs from any student assigned to their classroom or other school functions.

**I. Employment of Relatives:** If an employee and members of his/her family are employed by PAPA, one may not supervise the other nor work in the same department. If the employees are unable to develop a workable solution, the Executive Director will decide which employee may be transferred in such situations. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner. Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

No person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, or daughter-in-law of the Executive Director may be employed by PAPA unless approved by the Governing Council. The Governing Council may not hire a Executive Director who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, or daughter-in-law of any member of the Governing Council.

**J. Solicitations and Distributions:** Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-PAPA literature in work areas at any time during working time. Employees are not permitted to sell raffle chances, merchandise or otherwise solicit or distribute literature without management approval. Persons not employed by PAPA are prohibited from soliciting or distributing literature on PAPA property without the approval of the Executive Director.

**K. Confidentiality:** Employees of PAPA often learn confidential information about students, other employees or school business (together referred to as "confidential school information"). During and after employment with PAPA, confidential school information may not be shared with non-employees of PAPA and may only be shared with other PAPA employees on a need-to-know basis. If an employee violates this policy, disciplinary action will be taken up to and including termination or discharge.

PAPA will provide employee information to outside agencies only upon written authorization of the employee or as provided by law. Only the Executive Director or his/her designee can make decisions about releasing confidential personnel information. Most banks, credit agencies, or other parties requiring employment information will provide an appropriate form. Employees must provide a written and signed authorization form to the school, before PAPA will release personal information. PAPA's standard reference letters are limited to confirming dates of employment, job title, and current rate of pay. All requests for employment verification must be received by the Executive Director or Business Manager in writing. PAPA's response will be in writing. PAPA does not provide letters of recommendation.

PAPA protects employees' confidentiality and expects the employees to protect confidential school information as well. No one should provide any information about an employee and must

refer any phone calls seeking such information to the Executive Director or Business Manager. Under no circumstances will PAPA verify employment by telephone.

In addition, PAPA expects that employees respect the privacy of fellow employees, both with employees and non-employees. Personal information about any employee may not be discussed with other employees or non-employees without written authorization. Breaching confidences may be grounds for disciplinary action up to and including termination or discharge.

**L. Employee Privacy:** PAPA reserves the right to search any person entering on its property or offsite while performing services for PAPA and to search property, equipment, and storage areas including but not limited to, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch and equipment boxes or bags, and equipment. Any items that you do not want to have inspected should not be brought to work.

**M. Basis for Conduct Related Discipline:** In addition to the foregoing described standards of conduct, the following is a list of unacceptable activities that can result in disciplinary action, up to and including termination. This list should NOT be considered comprehensive and nothing in this list alters the at-will nature of employment for some employees.

1. Violation of any PAPA policy, Educator Code of Ethics, State or Federal law, or NMPED mandates.
2. Negligence or any careless action which endangers the life or safety of another person..
3. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; unreasonably refusing to help out on a special assignment.
4. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by PAPA; unauthorized alteration of PAPA or student records or other documents.
5. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
6. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
7. Arriving late or leaving work early (including during prep) without prior approval of administration..
8. Failure to report an absence.
9. Failure to immediately report damage to, or an accident involving, PAPA equipment.

10. Failure to use required timesheets, alteration of your own timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
11. Any other act or omission which impairs or restricts the ability of PAPA to provide a safe and healthy environment for employees and students.

**N. Discipline Process:** A number of tools are utilized to motivate, correct, and/or discipline employees, including, but not limited to verbal and written warnings, suspensions, and discharge or termination as determined to be appropriate in each individual circumstance.

If your work performance is unsatisfactory or if your conduct on the job becomes a problem, your supervisor may counsel you and work with you to help resolve the issues. You may initiate this counseling as well. Your supervisor may also use a progressive, corrective process. This progressive disciplinary process may involve, but is not limited to, oral or written warnings, probation for poor work performance/habits, disciplinary suspension, and termination.

If progressive discipline is not considered appropriate, however, the sequence described above will not be followed. Decisions about whether discipline is necessary and what type of discipline is to be imposed are at the sole discretion of the Executive Director.

In the case of serious misconduct, it may be necessary to protect the safety and security of the workplace by suspending or placing the involved employees on administrative leave in order to remove them from the workplace. In addition, in some instances, while your supervisor is investigating and considering appropriate action, you may be relieved from duty pending a full investigation of the circumstances. The investigation may have one of the following results: (a) if the circumstances do not justify suspension, you will be allowed to return to work, although other disciplinary action may be taken; (b) if the circumstances do justify suspension you will be notified of the suspension and dates and conditions for returning to work. You will not be paid or accrue sick leave (if applicable to you) for the period suspension occurs; or (c) if the circumstances justify termination, and you are not a "tenured" employee within the meaning of the New Mexico School Personnel Act, you will be dismissed and a final paycheck will be issued excluding time of unpaid suspension. If you are a "tenured" employee and the circumstances justify termination or discharge, the process outlined in this handbook will be followed.

**O. Grievance Procedures for on the Job Problems:** As an employee of PAPA and an important member of our team, we are concerned that your on the job problems are brought to the attention of PAPA. Many problems tend to arise out of misunderstanding or lack of complete information. If problems are kept hidden, they tend to fester and to grow out of proportion to their seriousness. If you feel that anything has occurred that is in any way unfair to you, or if you have any complaints, requests, or constructive criticism, the best way to eliminate the problem is to talk it over. If the problem involves harassment of any kind, please see the previous section. This grievance procedure policy does not apply for complaints about the following situations:

1. The contents of an evaluation or the discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by his/her immediate supervisor;
2. Discharge or termination decisions (See below);
3. Situations in which the remedy for the alleged violation resides exclusively in some person, agency, or authority other than PAPA, its Executive Director or Governing Council;

4. A former employee cannot file a grievance after the effective date of separation from employment.

All problems should be taken to your immediate supervisor first for discussion. Your supervisor is always ready and willing to answer your questions about your work or your progress. If you have ideas for doing things a better way or encounter a problem about practices discussed herein or if any problems arise in the course of your work, talk to your supervisor. In most instances, the problem can be immediately solved after this first step is taken.

If, after talking to your supervisor, you have not received a satisfactory explanation or decision, you should notify your supervisor that you wish to present the problem to the Executive Director. To do this, please write a note to the Executive Director stating

- (1) your name and department;
- (2) what the problem is;
- (3) when you discussed it with the supervisor;
- (4) what your supervisor's response was;
- (5) why you disagree; and
- (6) what you suggest as the proper response to the problem you raised.

The Executive Director or his/her designee will investigate and, to the extent necessary, will discuss the problem with you.

Option for a third step: If you feel you did not receive a satisfactory explanation or decision, you should notify the Executive Director that you wish to present the problem to a neutral third party. To do this, please write a note to the Executive Director stating

- (1) your name and department;
- (2) what the problem is;
- (3) when you discussed it with your supervisor and the Executive Director;
- (4) what his/her responses were;
- (5) why you disagree; and
- (6) what you suggest as the proper response to the problem you raised.

The person designated by the Executive Director will investigate and, to the extent necessary, will discuss the problem with you.

In all cases, if an immediate decision is possible, it will be given to you; if not, you will be informed of a time when an answer will be available.

We urge you to bring all problems or complaints into the open since only in this manner can any action be taken by PAPA. All complaints should be brought no later than ten (10) school days from the complaint of the incident. This is to ensure that a proper investigation and fair evaluation can take place.

## **VI. TERMINATION AND DISCHARGE**

### **A. Definitions.**

1. Termination. In the case of a licensed employee, "termination" means non-renewal of a contract at the end of its term. For all other employees, "termination" means severing or ending the employment relationship.

2. Discharge. Discharge means to sever the employment relationship of licensed personnel or employees under contract before the end of the existing contract.

3. Just cause. Just cause refers to a reason for termination or discharge that is rationally related to an employee's competence or moral turpitude or the proper performance of his/her duties and that is not in violation of the employee's civil or constitutional rights.

**B. Termination/Discharge Policy for Employees with Less than Three (3) Consecutive Years of Service:**

1. General. PAPA may terminate an employee (licensed or non-licensed) with fewer than three (3) years of consecutive service for any reason it deems sufficient.

a. Non-contract employees. Employees with three (3) years or fewer of consecutive service and who are not employed pursuant to a contract are considered at-will employees. A written notice of termination will be provided to the employee.

b. Contract employees. Contract employees with three (3) years or fewer of consecutive service; i.e., who have not been reemployed under a third consecutive contract, may be terminated by non-renewal of their contracts without cause.

2. Protest Procedure for Employees with Fewer than Three (3) Consecutive Years of Service. For an employee of fewer than three (3) consecutive years who was terminated or whose contract was not renewed, there is no protest procedure because such an employee may be terminated or not renewed without just cause. However, an employee of fewer than three (3) years may request a written explanation from the Executive Director that details the rationale for his/her termination or non-renewal. Requests for an explanation will be made in writing and delivered to the Executive Director no later than five (5) working days after receipt of the notice of termination or notice of non-renewal. Reasons for the determination will be provided to the employee within ten (10) days of receiving his/her request. The decision of the Executive Director to terminate is final and not subject to appeal.

**C. Termination/Discharge Policy for Employees with Three (3) Years or More Years of Consecutive Service.**

1. Non-Contract and Contract: No employee who has been employed by PAPA for three (3) years or more of consecutive service may be discharged except for just cause as described in the employment contract.

2. Protest Procedure. PAPA provides the following procedures for challenges to termination or discharge decisions for employees with three (3) or more years of consecutive service:

a. Request for Statement of Rationale. An employee who has been employed by PAPA for three (3) consecutive years and who receives a notice of termination or notice of non-renewal may request a written statement of the reasons for

non-renewal. The Executive Director will provide a written statement of the rationale within five (5) working days from the date she receives the request.

b. Hearing Before the Governing Council. If after receiving the Executive Director's written reasons for termination, the employee contends that the reasons do not constitute just cause, the employee will be granted permission to address his/her objections to termination to the Governing Council by following these steps:

i. The employee must submit a written request for a hearing before the Governing Council within ten (10) days after receiving the written rationale for termination from the Executive Director. The request for hearing must include a statement explaining why the employee believes that he/she was terminated for reasons that do not constitute just cause. In addition, the statement must include facts, supporting documentation and potential witnesses who will support the employee's position.

ii. The Governing Council will meet to hear the employee present the statement in no less than five (5) and no more than fifteen (15) working days after receipt of the employee's written statement of contentions.

iii. At the hearing, both the employee and the Governing Council may have representation of their choice, but at their own expense. Both parties will notify the other no later than 10 calendar days prior to the scheduled hearing date whether either will have an attorney present. Failure to notify the other of having an attorney representative will be good cause to postpone the hearing.

iv. Rules for Hearing:

(A) The hearing will be conducted in accordance with the provisions of the Open Meetings Act; i.e. the employee may request that the hearing be held in a public session. The PAPA Governing Council, however, reserves the right to deny an open meeting if the grounds for termination are based on issues that will include identifiable student information and the employee has not secured a full release from the named student's legal guardian at least three days prior to the proceedings. The employee must provide the original release to the school.

(B) A designee of the Governing Council will first state the reasons for termination and present the factual support for those reasons. The reasons will be limited to those first provided to the employee after his/her request for an opportunity to address the Governing Council.

(C) The employee will next state his/her reasons and factual support for contending that the termination was not for just

cause. Those reasons and factual support must be the same as those provided in the employee's written response to the statement provided by the Executive Director.

(D) The Executive Director may offer such rebuttal testimony that he/she deems appropriate.

(E) Each party may question all witnesses.

(F) Only evidence presented at the hearing will be considered and the Governing Council is only required to consider that testimony it considers reliable.

(G) No record will be kept of the hearing.

(H) The Governing Council will notify the employee and the Executive Director of its decision in writing within five (5) working days from the conclusion of the meeting.

[Reference, NMSA 1978 §22-10A-24.]

**D. Appeals from Determinations by Governing Council: Arbitration.** Either the terminated employee or other representatives of PAPA may appeal the decision of the Council. The matter will be appealed to an independent arbitrator who will hear all evidence as if presented for the first time. The arbitration process takes place as follows:

1. **Timely Request.** The employee must submit a request for appeal in writing that states his/her reasons for the appeal to the President of the Governing Council within five (5) working days from the receipt of the Governing Council's written decision. The request for appeal must include a statement of facts supporting the basis for appeal. Failure to submit a timely appeal will bar the employee's objection to the decision of the Governing Council and will render the Governing Council's decision final.

2. **Selection of Arbitrator.** The Governing Council and the employee will meet within ten (10) working days from the receipt of the employee's request for appeal to select an independent arbitrator. If they cannot make a choice, they will ask the presiding judge of the Second Judicial District Court for the State of New Mexico to select an individual to hear the matter. The judge will make the selection within five (5) days of the request. The arbitrator selected must be experienced in school employment matters and must have no financial, personal or other direct interest in the outcome of the proceeding.

3. **Scope of Arbitration.** The arbitrator will hear all of the evidence presented and not be limited to a review of the Governing Council's decision. The issue before the arbitrator will be limited to whether the evidence presented demonstrates just cause for termination.

4. **Date of Arbitration.** The arbitration will be held within thirty (30) working days from the date the arbitrator is selected. Notice of the hearing will be provided by the arbitrator, which will include the date, time and location of the hearing.

5. **Rules of Arbitration:**

a. PAPA and the employee may have representation of their choosing, but at their own expense; both parties will notify the other no later than 10 calendar days prior to the scheduled hearing date whether either will have an attorney present. Failure to notify the other of having an attorney representative will be good cause to postpone the hearing.

b. Discovery will be limited to depositions and requests for production of documents on a time schedule to be determined by the arbitrator;

c. The arbitrator has the power to issue subpoenas for witnesses and documents and to administer oaths;

d. The New Mexico Rules of Civil procedure will not be strictly enforced, however, the rules will apply to the extent that both contentions and responses are amply and fairly presented;

e. The Rules of Evidence will not strictly apply, but the arbitrator will permit either party to call and examine witnesses, to cross-examine witnesses and to introduce evidence. The arbitrator will require reasonable substantiation of statements and authentication of records where the accuracy or truth is in reasonable doubt;

f. The Governing Council will have the burden to show by a preponderance of evidence that the employee was terminated for reasons that constitute just cause.

g. If the Governing Council cannot show just cause, or the employee sufficiently rebuts the Governing Council's reasons, then the arbitrator will reverse the decision to terminate and order reinstatement of the employee;

h. Either the employee or PAPA may record the proceeding at their own expense, but it will not constitute an official record for purposes of further appeal.

i. Departures from these procedures are considered harmless unless the party can demonstrate prejudice.

6. Decision. The arbitrator will issue a written decision within thirty (30) working days of the hearing, which will contain findings of fact and conclusions of law.

7. Remedies. The only remedies available to an employee who has been reinstated by the decision of an arbitrator are: reinstatement; back pay, but subject to any scheduled salary increase to which the employee may be entitled; or, both, less an offset for any compensation received by the employee during the period the compensation was terminated; e.g., unemployment benefits.

8. Binding Decision. Decisions by the arbitrator are final and binding on both PAPA and the employee. The decision may not be appealed unless the decision was procured by corruption, fraud, deception or collusion, in which case it will be appealed to the Second Judicial District Court for the State of New Mexico.

9. Costs/Fees. The employee and PAPA will pay their own fees, expenses and costs. The arbitrator can assign to either party or both parties the fees and costs of the independent arbitrator.

**E. Report to PED:.** PAPA will report to the Albuquerque Public Schools all terminations and all actions arising from terminations annually. APS is required to report the terminations to the NMPED. [Reference NMSA 1978 §22-10A-25 (2003)]

**F. Termination/Discharge Policy for Other Personnel Exempt From Protest Procedures:** In addition to employees who have fewer than three (3) consecutive years of employment, the rights to due process protests upon termination do not apply to the following PAPA personnel:

1. Certified school instructors employed to fill the position of certified school instructor entering military service;
2. Persons employed as licensed school administrators;
3. Non-certified school employees employed to perform primarily school-wide management functions. [Reference, NMSA 1978 §22-10A-26 (2003)]

**G. Termination/Discharge Policy for Contract Employees Discharged Prior to Contract Term:** A contract employee may be discharged prior to the end of his/her contract term for just cause according to the following procedures:

1. Notification and Immediate Removal.

a. Notice of discharge. The Executive Director will serve written notice (certified mail return receipt requested) or will arrange personal delivery retaining a receipt signed and dated by the employee, of intent to recommend to the Governing Council that the employee be discharged. Service otherwise consistent with the rule of civil procedure will be sufficient to complete service as meant by these provisions.

b. Stated reasons. The notice will include the reasons for the Executive Director's recommendation that the employee be discharged along with a written description of the employee's right to a hearing before the Governing Council.

c. Immediate Removal. In the event that the Executive Director determines that it is necessary to immediately remove the employee from the school premises, the employee will be placed on paid administrative leave pending the outcome of a hearing on the recommended discharge. The hearing will take place prior to discharge unless the employee presents a risk of harm to self, students, employees or the continued operations of PAPA.

2. Protest Procedure/Hearing. A contract employee who receives a notice of intent to recommend discharge may request a hearing before the Governing Council by giving the Executive Director a written notice of his/her decision to request a hearing within five (5) working days of receipt of the notice to recommend discharge.

a. Date of hearing. If the employee timely notifies the Executive Director that he/she is requesting a hearing on the recommendation for discharge, a hearing will be scheduled by for no less than twenty (20) and no more than forty (40) working days after the Executive Director receives the written election from the employee. The employee will have at least ten (10) working days prior notice of the hearing date.

b. Hearing Procedures.

i. PAPA and the employee may have representation of their choosing and at their own expense. Both parties will notify the other no later than 10 calendar days prior to the scheduled hearing date whether either will have an attorney present. Failure to notify the other of having an attorney representative will be good cause to postpone the hearing

ii. Discovery will be limited to depositions and requests for production of documents, which will be completed prior to the hearing.

iii. The Governing Council will have the authority to issue subpoenas for the attendance of witnesses and to produce documents and other evidence at the request of either party and will have the power to administer oaths.

iv. PAPA will have the burden of proving the just cause for discharge by a preponderance of the evidence. The evidence at hearing will be limited to the reasons as stated in the notice to the employee recommending the discharge.

v. PAPA will present its evidence first; the employee will present second; either party may present witnesses and introduce documents to prove their respective case.

vi. An official record must be kept of the preceding and the employee is entitled to one copy at the expense of PAPA.

vii. The Governing Council will render its written decision within twenty (20) calendar days of the conclusion of the hearing and deliver its decision to the employee by certified mail return receipt requested or by personal delivery.

3. Appeal from Decision on Discharge: Arbitration. Either the discharged contract employee or a representative(s) of PAPA may appeal the decision of the Governing Council. The matter will be appealed to an independent arbitrator who will hear all evidence as if presented for the first time.

a. Request Appeal/Arbitration. To request an appeal the employee must state his reasons for the appeal in writing ("request for appeal") and submit it to the President of the Governing Council within five (5) working days from the receipt of the Governing Council's written decision. The appeal must contain a statement of

the particular reasons the employee believes the Governing Council's decision was incorrect and include a statement of facts supporting his/her decision.

b. Timely Appeal. Failure to submit a timely appeal will bar the employee's right to object to the decision of the Governing Council and will render the Governing Council's decision final.

c. Selection of Arbitrator. The Governing Council and the employee will meet within ten (10) working days from the receipt of the employee's request for appeal to select an independent arbitrator. If they cannot decide, they will request the presiding judge of the Second Judicial District Court for the State of New Mexico to select an individual to hear the matter. The judge will make the selection within five (5) days of the request. The arbitrator selected will be experienced in school employment matters. He/she will have no financial, personal or other direct interest in the outcome of the proceeding.

d. Scope of Review. The arbitrator will hear all of the evidence presented and not be limited to a review of the Governing Council's decision. The issue before the arbitrator will be limited to whether the evidence presented demonstrates just cause for discharge.

e. Date of Arbitration. The arbitration will be held within thirty (30) working days from the date the arbitrator is selected. Notice of the hearing will be provided by the arbitrator, which will include the date, time and location of the hearing.

f. Arbitration Rules:

i. PAPA and the employee may have representation of their choosing, but at their own expense. Both parties will notify the other no later than 10 calendar days prior to the scheduled hearing date whether either will have an attorney present. Failure to notify the other of having an attorney representative will be good cause to postpone the hearing;

ii. Discovery is limited to depositions and requests for production of documents on a time schedule to be determined by the arbitrator;

iii. The arbitrator has the power to issue subpoenas for witnesses and documents and to administer oaths;

iv. The New Mexico Rules of Civil procedure will not be strictly enforced, however, the rules will apply to the extent that both contentions and responses are amply and fairly presented;

v. The Rules of Evidence will not strictly apply, but the arbitrator will permit either party to call and examine witnesses, to cross-examine witnesses, and to introduce evidence. The arbitrator will require reasonable substantiation of statements and authentication of records where the accuracy or truth is in reasonable doubt;

vi. The Governing Council will have the burden to show by a preponderance of the evidence that the reasons provided for recommended the employee's discharge constitute just cause;

vii. If the Governing Council cannot show just cause, or the employee sufficiently rebuts the Governing Council's reasons, then the arbitrator will find in favor of the employee;

viii. Either the employee or PAPA may record the proceeding at their own expense, but it will not constitute an official record for purposes of appeal; only the official record prepared by a certified court reporter will constitute the official record;

ix. Departures from these procedures are considered harmless unless the party can demonstrate prejudice;

x. Decision. The arbitrator will issue a written decision within thirty (30) working days of the hearing, which will contain findings of fact and conclusions of law;

xi. Final Decision. Decisions by the arbitrator are final and binding on both PAPA and the employee; the decision may not be appealed unless the decision was procured by corruption, fraud, deception or collusion, in which case it will be appealed to the Second Judicial District Court for the State of New Mexico.

xii. Costs/Fees. The employee and PAPA will pay their own fees, expenses and costs; the arbitrator may assign to either party, or both of them, the fees and costs of the independent arbitrator.

xiii. Compensation after discharge. Payment of compensation to any certified school instructor or certified administrator will terminate as of the date of a final decision, provided by the Governing Council, if not appealed, or by the arbitrator. If the contract is to be paid monthly during a twelve (12) month period for services to be performed during a period less than twelve (12) months, the person will be entitled to a pro rata share of the compensation payments due for the period during the twelve (12) months in which no services were to be performed.

**H. Phasing Out and Elimination of Positions/Reduction-in-Force:** From time-to-time, it may be necessary to phase-out or eliminate certain job classifications or reduce the number of positions in a particular employment category. An orderly process will be established by the PAPA Reduction in Force Policy to guide such phase-out or reduction in force. A reduction in force carried out pursuant to PAPA's policy is just cause for termination or discharge.

**I. Administrative Leave Pending Possible Disciplinary Action:** If you are suspected of violating PAPA's policies, procedures, or work rules, you may be placed on administrative leave with pay pending an investigation of the situation.

**J. Resignation:** Non-exempt employees should give a minimum of two weeks written notice of resignation to the Executive Director. PAPA will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from PAPA,
2. Fail to return from an approved leave of absence on the date specified by PAPA, or
3. Fail to report to work or call in for two (2) or more consecutive work days

All contract employees are required to provide written notice of their intent to terminate employment with PAPA to the Executive Director at least thirty (30) calendar days in advance. Failure to provide adequate notice may result in a complaint to the PED Licensing Bureau.

**K. Retirement:** Eligible employees who meet the criteria established by the New Mexico Educators Retirement Board and wish to retire should contact the Business Manager in advance of the anticipated retirement date to initiate retirement proceedings. Employees anticipating retirement should contact the New Mexico Educators Retirement Board to ensure that the employee follows the most appropriate and current retirement policies.

**L. Return of PAPA Property:** Any PAPA property issued to you, such as keys, computer equipment, etc. must be returned to PAPA at the time of your resignation, termination, or discharge. You will be responsible for any lost or damaged items. If you do not return property of value, you will be asked to sign a wage deduction authorization form for this purpose.

**M. Safety:** PAPA is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. PAPA will maintain safety and health practices consistent with the needs of our profession. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask the Executive Director for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. We strongly encourage employee participation and your input on health and safety matters

#### **SAFETY COMMON SENSE:**

**Lifting:** Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

**Materials Handling:** Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

**Trash Disposal:** Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

**Cleaning Up:** To prevent slips and tripping, clean up spills and pick up debris immediately.

**Preventing Falls:** Keep aisles, workplaces and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

**Handling Tools:** Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

**Falling Objects:** Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

**Work Areas:** Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

**Using Ladders:** Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

**Machines:** Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

**Electrical Hazards:** Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

**Fire Prevention:** Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source. Evacuation exits should be posted. Be familiar with fire drill procedures and plans for evacuating students.

### **REPORTING SAFETY ISSUES:**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the Executive Director or his/her designee. If you or another employee is injured, you should contact outside emergency response agencies, if needed. The Employee's Claim for Worker's Compensation Benefits Form must be completed for any instance of employee injury, even if no medical attention is sought at the time of injury. If you fail to report your injury in a timely manner, you may jeopardize your right to collect workers' compensation benefits.

**N. Weapons:** PAPA prohibits all persons who enter PAPA property from carrying a handgun, firearm, knives of any length, or other weapons regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards or other persons who have been given written consent by PAPA to carry a weapon on the property. Any employee violating this policy will be subject to disciplinary action

All staff must review and be familiar with safety policies and procedures listed in the Safe School Plan.

**O. Violence in the Workplace Policy:** PAPA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect PAPA or which occur on PAPA property will

not be tolerated. Every employee is required to report incidents of threats or acts of physical violence of which he/she is aware to the Executive Director.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at PAPA, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction of or threatening to destroy PAPA's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

**P. Security:** Maintaining the security of PAPA buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:- When you leave PAPA premises make sure that all entrances are properly locked and secured.

**Q. Parking Areas:** You are encouraged to use the parking areas designated for employees. Remember to lock your car every day and park within the specified areas. Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor. PAPA is not responsible for any loss, theft or damage to your private vehicle or any personal property.

**R. Conflict of Interest:** No person shall sell or use student, faculty or staff lists with personal identifying information obtained from a public school or a local school district for the purpose of marketing goods or services directly to students, faculty or staff or their families by means of telephone or mail. The provisions of this section shall not apply until the students, parent(s) have consented in writing or it is for a legitimate educational purpose as determined by PED regulations.

1. Employees of the school shall not directly or indirectly, sell or be a party to any transaction to sell or receive any commission or profit from any contract for sale on any instructional materials, furniture, equipment, insurance, or school supplies to PAPA. This provision shall not apply in cases in which school employee contracts to perform special services with the school with which they are associated or employed during time periods wherein service is not required under a contract for instruction, administration or other employment.
2. No employee of the school shall solicit or sell or be the party to a transaction to solicit or sell insurance or investment securities to any employee of the school.
3. Violation of these conflict of interest provisions may constitute a fourth degree felony. In addition, the PED may suspend or revoke the licensure of a licensed school employee for acting in a manner that constitutes a conflict of interest.

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## VII. BENEFITS

PAPA is committed to sponsoring a comprehensive benefits program for all eligible employees. Literature is available from our insurance companies for details on your health/dental coverage. Please see the Business Manager for information on your benefits and coverages.

If you are a full-time employee, or a part-time employee who works twenty-one and one quarter (21.25) hours or more per week, you will be eligible to receive all of the benefits described in this Employee Handbook. For part-time employees, benefits are prorated. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions. Please see the Business Manager for details.

**A. Group Insurance:** A comprehensive, quality insurance program is available to employees and their families. You become eligible for coverage on the first day of the month following your date of hire.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical Care Coverage
- Dental Care Coverage
- Vision Care Coverage
- Retirement Savings

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail. Should you select coverage, you will pay a percentage of coverage yourself and your dependent(s) coverage based on the coverage you select. PAPA will pay a portion of the insurance premium. According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with PAPA or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

Charter Schools shall comply with all state laws and regulations pertaining to employee health and basic life insurance coverage. The requirements of the New Mexico Public Schools Insurance Authority (NMPSIA) Employee Benefits Group Plan shall apply at all times to Charter Schools in the administration of benefits. The Charter School is required to provide newly hired employees with the appropriate applications, information and instructions relating to the enrollment process.

Employees may participate in the NMPSIA Employee Benefits Group Plan, which consists of Group Medical, Dental, Vision, and Basic Life coverage. Employees who are active at work and work the minimum qualifying number of hours shall be eligible for the following:

- 1.) All employees who work a minimum of twenty (20) hours or more per week shall be entitled to participate in Medical, Dental, and Vision coverage.
- 2.) Charter School shall enroll and pay premiums at the rate of 100% for Basic Life insurance coverage for any employee who works a minimum of fifteen (15) hours per

week, regardless if the employee participates or is eligible to participate in any other line of NMPSIA coverage.

- 3.) Members of the Governing Council are not eligible to participate in medical, dental, vision, and life insurance coverage.
- A. A newly eligible employee is required to enroll within thirty-one (31) calendar days of being hired or within thirty-one (31) calendar days of being upgraded to that of an eligible employee.
- B. An eligible employee who has a change in status is required to complete the appropriate NMPSIA Employee Record Change Card within thirty-one (31) calendar days from the qualifying event.
- C. Pursuant to federal law and NMPSIA rules, an eligible employee may enroll in medical coverage for the occurrence of "special events" as defined by NMPSIA rules. These enrollments do not apply to dental or vision coverage.
- D. The Charter School shall comply with the 1985 Consolidated Omnibus Budget Reconciliation Act (COBRA) in notifying employees of their right to continue health and life insurance coverage upon resignation, termination, or retirement. Dependents who are also losing coverage upon becoming ineligible shall also be informed of their COBRA rights.
  - a. The Charter School shall provide the following Basic Life/Accidental Death and Dismemberment coverage to all employees: \$50,000 Life/AD&D.
  - b. Charter School employees have the option to select Voluntary Life through Prudential for themselves, spouse or children, which is a 100% employee deduction.
  - c. PAPA shall provide employees, on a matching basis, long-term disability coverage. The waiting period for coverage shall be sixty (60) days.

**B. New Mexico Retirement Plan:** The New Mexico Educators Retirement Act is provided to eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All employees who work more than 25% of the time (.25 FTE) are mandated by the New Mexico Educational Retirement Act to participate in the retirement plan. Participation in the Plan begins on ***the first day of the month following your date of hire***. PAPA and the employee are required by State law to contribute to this retirement plan operated by the New Mexico Educators Retirement Board. The details regarding PAPA and employee contributions, vesting, administration, and investments are provided in the Summary Plan Description, made available through the Education Retirement Board.

**C. Social Security:** In accordance with the applicable federal law, all employees are required to participate in and contribute to Social Security. PAPA also makes a mandatory matching contribution on behalf of employees. Contribution levels are established by law, and are subject

to change. To obtain information about Social Security and related programs, you may contact the local Social Security office.

**D. Workers' Compensation:** PAPA maintains Workers' Compensation Insurance coverage for employees who sustain an injury or illness compensable under the New Mexico workers' compensation laws. PAPA pays the full cost of the workers' compensation insurance. All workers' compensation claims are subject to evaluation and investigation by PAPA and its insurance carrier. If you are injured while performing duties related to your job at PAPA, you must report the injury promptly to your immediate supervisor. More information is available from PAPA's Business Manager.

**E. Unemployment Compensation:** PAPA employees are covered in accordance with applicable unemployment compensation laws and regulations that also govern eligibility for unemployment benefits. All forms or contacts related to unemployment compensation claims should be delivered or referred to the PAPA Executive Director or Business Manager.

**F. Leave Benefits:** As a part of the Benefits package provided to PAPA employees, the Board may allow approved leaves of absence. Leaves may be granted with or without pay. Requests for Leave forms must be completed and submitted to the Executive Director for approval. Explanations of the reason for leave request need not be entered on a Request for Leave form for personal leave. However, explanations are necessary for all other types of leave

**1. Sick Leave:** Employees are entitled to the number of sick leave days stated in their contract. Unless otherwise provided for or as approved by the Executive Director, sick leave is to be used by employees in accordance with the following provisions:

Sick Leave is to be used only in the event of illness of the employee, or of the employee's immediate family, and for no other purpose. Misuse of sick leave is cause for disciplinary reasons, up to and including termination or discharge. For the purposes of this section, "immediate family" is defined as a spouse, child, sibling, parent, grandparent, any other relative permanently residing with the employee, or any other person as defined by the Executive Director.

Notice of absence from work due to illness should be provided to the Executive Director or his or her designee by 6:30am on the day of illness or 10:00pm the night before, if possible, or as soon thereafter as is reasonable.

When possible, such as in the event of foreseeable extended illnesses and planned medical procedures, advance notice of the use of Sick Leave should be given to the Executive Director or his or her designee

An employee will not be paid for unused sick leave days upon severance of his/her employment from PAPA, however, unused sick leave may be carried over into succeeding school years up to a maximum of 200 hours. Accumulated unused sick leave may be used for personal or family illnesses as described in the Family Medical Leave provisions below. If an employee resigns but returns to PAPA within one (1) year, Sick leave will be restored. If the employee returns after one (1) year, sick leave will not be restored.

If an employee misses three (3) consecutive work days, during an inservice day or before/after a holiday due to illness, the Executive Director may request that you submit a

release to return to work notice from your physician or licensed health practitioner. The Executive Director may, at any time, request that an employee bring a doctor's note verifying that your leave was necessitated by illness.

**2. Personal Leave** Personal Leave days are specified per the conditions of the employee contract for personal matters that require absence during working hours. Requests for personal leave should be made at least five (5) school days in advance and the Executive Director has the discretion to deny personal leave as she/he deems it appropriate. A request must be in writing and approved prior to taking the leave. Personal leave not taken shall be lost with no compensation upon severance of employment with PAPA.

**3. Professional Leave** Professional leave is granted at the discretion of the Executive Director. Professional leave may be assigned by the Executive Director. Requests for professional leave must be presented in writing and approved by the Executive Director prior to taking the leave.

**4. Family and Medical Leave Policy** (applicable only if PAPA has 50 or more employees)

a. Leave. In accordance with the Family and Medical Leave Act of 1993, PAPA has established a policy that will allow up to twelve weeks of unpaid leave in a twelve-month period:

- for an employee's own serious health condition that makes the employee unable to perform the functions of the employee's job;
- for a serious health condition of an employee's child, spouse, or parent where the employee is needed to care for that family member;
- upon the birth of a child to care for the child; or
- because of the placement of a child with an employee for adoption or foster care.

Any one of these reasons is referred to as an "employee's serious health condition" in this policy.

b. Eligibility. In order to be eligible for family and medical leave an employee must have worked for PAPA:

- for at least twelve months; and
- at least 1,250 hours during the year preceding the start of the leave.

c. Return to Work. Unless otherwise permitted by law, at the end of the approved family and medical leave, the employee will be offered restoration to the same position he/she held when leave commenced or to an equivalent position. PAPA may choose to exempt certain highly compensated employees from this requirement and not return them to the same or an equivalent position.

An employee whose family and medical leave exceeds twelve weeks within a twelve-month period will not be guaranteed a job upon return from the leave, unless otherwise required by law. An employee who fails to return to work at the end of an approved medical leave will be considered as having voluntarily terminated.

PAPA requires that upon returning from leave due to an employee's serious health condition, the employee must provide certification from his/her health care provider or that of his/her family member. If the employee is ill when the employee is able to resume work his/her health provider must provide certification that the employee is fit for duty with regard to the serious health condition that caused the employee's need for family and medical leave.

d. Request for Leave. Employees must provide thirty days' prior notice if the leave is foreseeable. If an employee is unable to provide such notice, notice must be provided as soon as practicable.

An employee undergoing planned medical treatment will be required to make a reasonable effort to schedule the treatment to minimize disruptions to PAPA's operation.

Family and medical leave request forms are available from the Business Manager and completed and returned to the Business Manager for approval by the Executive Director.

e. Certification. An employee requesting a family and medical leave for a serious health condition must provide the PAPA with certification from a health care provider.

The Business Manager has certification forms for the health provider to complete. The forms must be fully completed.

The employee should furnish the required certification when requesting leave or soon after the leave is requested, but not more than fifteen calendar days from the start of the requested leave, unless it is not practical under the particular circumstances. During the leave, PAPA may also require that the employee obtain recertification of the medical condition supporting the leave.

PAPA has the right to require an employee to obtain an opinion by a health care provider designated and paid for by PAPA either before or during the leave. If there is a disagreement, a third health care provider will settle the dispute.

f. Disability/Workers' Compensation Benefits. Employees on a family and medical leave due to their own serious health condition may be eligible for payments from other sources such as workers' compensation, state disability, or disability insurance, if any. Employees should ask the Business Manager if they think they are eligible for these benefits.

g. Substitution of Paid Leave. Employees taking family and medical leave must use all of their available accrued and unused paid sick and personal days and vacation (if full-time, year-round employee) as part of the leave. Once the employee's paid leave benefits are exhausted, the employee will continue for the duration of the family and medical leave without pay.

h. Benefit Continuation. PAPA will continue to maintain group health insurance coverage for the employee and, where applicable, for his/her dependents during the

family and medical leave, up to a maximum of twelve weeks in a twelve-month period. Employees must, however, arrange to pay the premium contributions they previously had deducted in order to continue group health or other insurance for themselves and, where applicable, their dependents during the family and medical leave. The employee will be required to arrange for and pay for other benefits while on leave without pay. Failure to make arrangements and to pay the premiums for benefits other than health insurance while on leave, by result in termination of those employee benefits.

If an employee fails to return to work at the end of the family and medical leave, PAPA may require the employee to reimburse it for the amount PAPA paid for the employee's health insurance premiums during the leave.

**5. Bereavement (Funeral) Leave:** may be granted, upon request, to all employees for a death in the immediate family of the employee. Up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request. The purpose of this leave is to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, granddaughter, grandson, daughter-in-law, son-in-law, domestic partner, brother, sister, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee. Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. Requests for extended bereavement may be considered by the Executive Director.

**6. Leave for Jury Duty and Court Subpoena Leave:** is available to employees as follows:

1. Full-time and part-time employees will receive their normal pay for days that they are required to report to jury duty. Employees must immediately report a call to jury duty or subpoena to their supervisor.

2. If an employee is excused from jury duty or the subpoena assignment prior for any full day, they must report to work on that day.

3. In order to receive compensation for jury duty leave, the employee must remit all fees paid by the courts to PAPA.

**7. Religious Leave:** may be granted, upon request, to all employees for observance of recognized religious events. Personal leave may be used or leave without pay will be granted. This leave may be granted for up to two (2) days per year.

**8. Military Leave of Absence:** If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for reemployment after completing military service, provided:

- a. You show your orders to the Executive Director as soon as you receive them.
- b. You satisfactorily complete active duty service of five years or less.

c. You enter the military service directly from your employment with PAPA.

d. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

**9. Military Reserves or National Guard Leave of Absence:** Employees who serve in U. S. military organizations or state militia groups may take the necessary time off during the school year, with pay up to 15 days, to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. ***You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.***

**10. Voting Leave:** will be granted to employees who are eligible voters and whose work day begins less than two hours after the polls open and ends less than three hours before the polls close. If you qualify you will be granted a maximum of two (2) hours with pay in order to vote in an election recognized under the law. Written requests for this leave must be submitted prior to the day of the election. Employees utilizing this benefit must vote in the election for which they are granted leave. The Executive Director will schedule voting leave to ensure department work is covered

**Public Academy for Performing Arts  
Receipt of Employee Handbook**

I, \_\_\_\_\_, have received the 2021-22 Public Academy for Performing Arts Employee Handbook on \_\_\_\_\_.

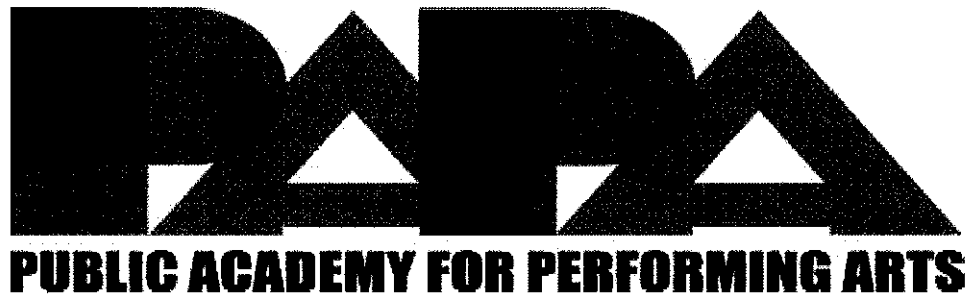
My signature on this form acknowledges that I have received and agree to read the Public Academy for Performing Arts Employee Handbook.

I understand that the policies contained within the Employee Handbook represent fundamental and mandatory policies of the Public Academy for Performing Arts, and I agree to comply fully with the standards contained in this handbook. I understand that compliance with these standards, policies and procedures is a condition of my continued employment. The Public Academy for Performing Arts reserves the right to occasionally amend, modify and update the Employee Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PUBLIC ACADEMY FOR PERFORMING ARTS (PAPA)  
PARENT/STUDENT HANDBOOK  
2023-24**



**PAPA VISION**

The Public Academy for Performing Arts will be a small, supportive educational community where students achieve high academic standards and pursue excellence in the performing arts.

**MISSION STATEMENT**

The Public Academy for Performing Arts is a public charter school that integrates a rigorous college preparatory curriculum with the performing arts and prepares students to pursue their passions and talents.

11800 Princess Jeanne Ave NE  
Albuquerque, NM 87112  
Phone 505-830-3128 / Fax 505-830-9930  
[www.paparts.org](http://www.paparts.org)



## From the Desk of the Executive Director

Dear Parents/Guardians,

Thank you for selecting the Public Academy for Performing Arts as the school of choice for your child! You have chosen a school dedicated to college readiness and the pursuit of excellence in the arts. This means you have the opportunity to watch your child grow in academic skill, technical and expressive artistry. The development of a student performer is nourished with our community as students learn tools to build endurance, to maneuver productive struggle, overcome setbacks, take direction with grace, and build community with one another. While you don't need tickets to watch this "show", we are happy to partner with you through the "rehearsal" of middle school and high school.

This book is a guide for the journey at PAPA. Please review the following pages carefully with your child. Our guidelines are designed to provide a safe, secure and orderly school environment in which your child can reach his/her ultimate potential. We cannot predict every situation nor reflect every possible decision in one short document. Therefore, the PAPA administration and Governing Council reserves the right to make decisions and revise this document as needed.

If you have any questions or concerns after reading the handbook, please call or email me (505-830-3128 or [tlopez@paparts.org](mailto:tlopez@paparts.org)). If you would like to review PAPA policies, a complete PAPA Governing Council Policy Manual is available for review in the school office and is updated regularly and posted on the school website ([www.paparts.org](http://www.paparts.org)).

A college-preparation curriculum and the pursuit of excellence in the arts takes a focus on learning (not just grades), dedication, consistency, encouragement, patience, and motivation. I encourage you to be involved in your child's education on a daily basis. You can start by making sure your child attends school on time and every day, by checking PowerSchool for grades and assignment completion, attendance, engaging with teachers, and checking your child's homework. Other ways to be involved include attending and volunteering for school events, becoming an active PTSO member, volunteering for the Executive Director's Advisory Council, volunteering for the PAPA THRIVES (SEL, EQUITY, MLSS), assisting the Performing Arts Foundation and attending meetings. Our efforts will be successful when they are an extension of the base you construct at home.

We look forward to a year of performance in the classroom and on the stage! Thank you for your commitment to PAPA! We look forward to working with you to make 2023-24 excellent!

Sincerely,

Tamara Lopez



## **PUBLIC ACADEMY FOR PERFORMING ARTS COMMUNITY EXPECTATIONS**

Following are the expectations of the PAPA Community - administration, teachers, support staff, parents, and students. It is our belief that if these expectations are met, students will achieve their greatest success.

### **ADMINISTRATION**

1. Be present and available to staff, students, and parents.
2. Provide opportunities for professional development for staff.
3. Provide leadership and support for challenging education/student management issues.
4. Help staff, students and the school community meet professional and academic goals.
5. Create a welcoming environment for staff, students, and parents.

### **TEACHERS**

1. Help make PAPA a positive, engaging place that is academically challenging with stellar performing arts.
2. Be organized, consistent, flexible, and reflect over practice/lessons.
3. Mentor students and encourage them to meet high expectations.
4. Provide differentiated instruction to meet the needs of all learning styles.
5. Encourage student responsibility.
6. Keep parents informed, and respond to their communications.
7. Be available to students.
8. Share appropriate student information with appropriate staff members.

### **SUPPORT STAFF**

1. Always act in a polite, professional manner.
2. Maintain confidentiality.
3. Help the school run smoothly and efficiently.
4. Communicate, cooperate, and exhibit flexibility.

### **PARENTS**

1. Bring your child to school on time (well fed, with adequate sleep, and with appropriate school supplies).
2. Help your child with Homework, utilizing on-line resources (PowerSchool, Google Classroom, Google Docs, IXL, Edmodo, Kahn Academy, Classflow, etc.), and provide time and an appropriate study space.
3. Hold your child accountable with high expectations for academic and artistic excellence - do not enable them.
4. Establish a positive relationship with staff and students – Volunteer!
5. Stress the importance of responsibility to your child.
6. Communicate with your child's teachers.

### **STUDENTS**

1. Come to school on time, prepared for each class.
2. Hold yourself accountable and act responsibly.
3. Exhibit self-motivation and take ownership of your education.
4. Demonstrate behavior appropriate to succeed.
5. Respect others' right to learn.
6. Advocate for yourself – Ask questions.
7. Help each other succeed (mentoring, tutoring...).

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## PAPA Calendar 2023-24

GC Approved 1/26/23

Notes:	
Jul 04	Independence Day
Sep 04	Labor Day
Oct 09-	Indigenous Peoples' Day,
Oct 10	Fall Break
Nov 11	Veterans Day
Nov 23	Thanksgiving Day
Dec 15-	Winter Break
Jan 3	
Jan 15	M.L. King Day
Feb 19	Presidents' Day
Mar 29	Vernal Holiday
May 27	Memorial Day
	In-service
	No school for all
	New Student Orientation
	Jump Start, new students
	First/last day of school
	Final registration
	All-school awards, 1pm release
	Graduation

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PUBLIC ACADEMY FOR PERFORMING ARTS

**8th Period Lite &  
PLC Staff Collaboration  
2023-2024**

## **No 8th period classes**


**Study Hall is available in  
the cafe for those that  
cannot get picked up on  
these dates.**

***Study Skills Class will not Cancel  
and will meet as usual.***


### **Contact Us**

 505-830-3128


 [www.paparts.org](http://www.paparts.org)


 **8/23/23**


 **9/20/23**

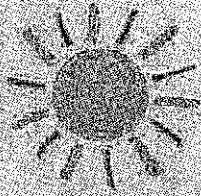
 **10/18/23**

 **11/29/23**

 **1/24/24**

 **2/14/24**

 **3/13/24**



# Health & Wellness Monthly Focus 2023-2024



**August**

**Social Emotional Skills**  
Week 1: Self-Awareness  
Week 2: Self-management-  
use Alongside  
Week 3: Responsible  
decision making  
Week 4: Social Awareness  
Week 5: Relationship

**September**

**Substance Abuse-  
Education**  
  
Hispanic Heritage

**October**

**Bullying Prevention &  
Digital Literacy**  
  
Red Ribbon Week

**November**

**Diabetes Awareness/  
Kindness & Gratitude**  
  
Week 1: Diabetes  
Weeks 2 & 3:  
Kindness & Gratitude  
  
Food Drive

**December**

**Helping Others/  
Community**  
  
Giving Tree

**January**

**Healthy You/  
Healthy School**  
  
Body, Mind, & Movement

**February**

**HS Healthy Relationships/  
MS Body Boundaries**  
  
Black History Month

**March**

**Agency & Advocacy**  
  
Disability Awareness  
Month

**April**

**Stress Management**  
  
Arab American Heritage

**May**

**Mental Health Awareness  
Month/  
Volunteerism**  
  
Asian Pacific American  
Heritage  
Jewish American Heritage



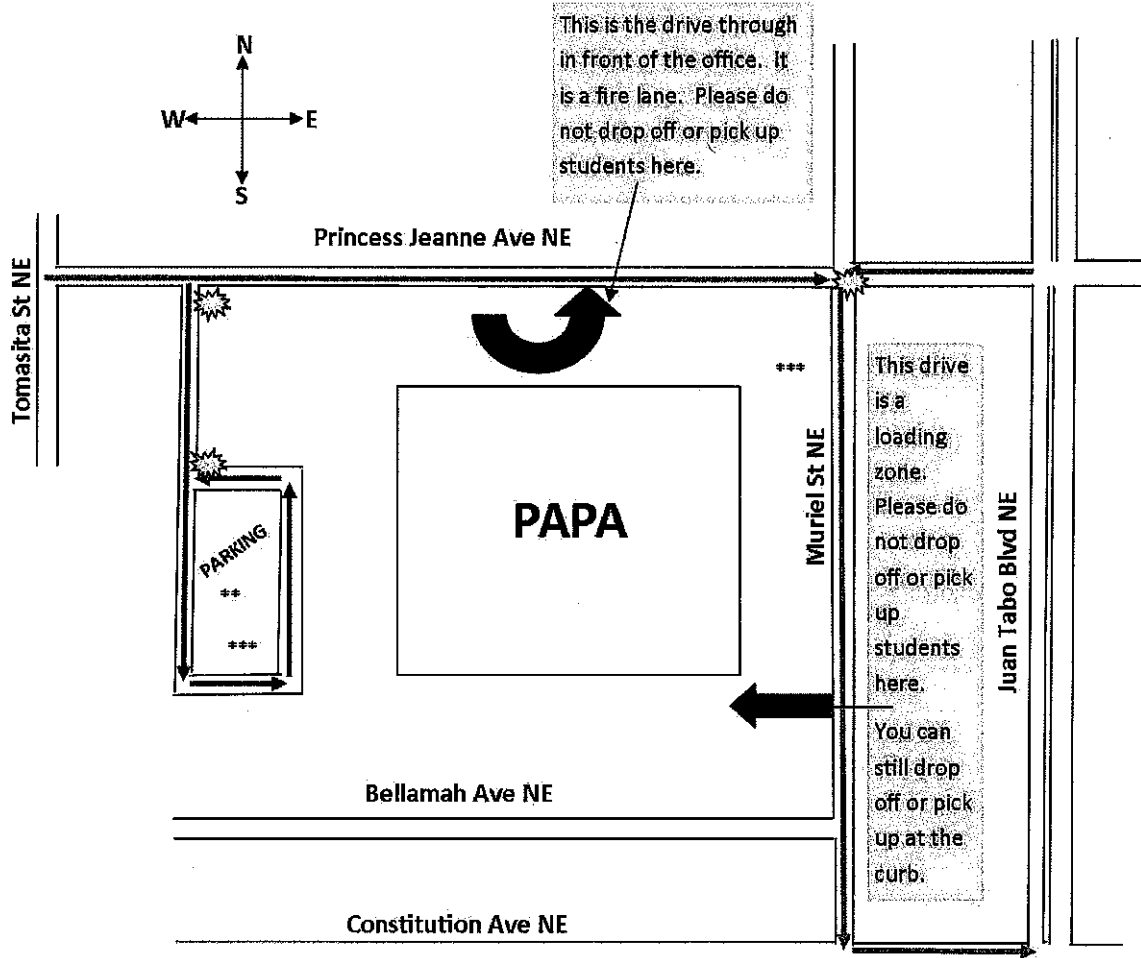


## Performance Agreements

Location	Respectful We treat ourselves, others and the environment with care.	Professionalism We take honest reflection and ownership of our words and actions. (No PDA/drugs/gangs)	Agency, Initiative, Attitude, Self Advocacy, Effort We are truthful to ourselves and others.	Kindness We take care of each other.
Classroom	Listen to speakers. Engage with lessons. Treat all students well. Stay on Task	Take care of all materials. Keep the room clean. Come prepared and on time. Always try your best.	Admit your mistakes, learn from them. Do your own work. Give credit for ideas you use. Work through challenges, try your best.	Keep a positive attitude. Be inclusive and helpful. Be kind and encouraging.
Common Areas	Use kind language; speak softly. Take care of all materials and return them when you're done.	Be in the correct locations at breaks. Do not run inside. Water bottles only (no food or drinks).	Own up to your actions. Stick to the rules of the game. If something breaks, let a teacher know.	Be kind towards all people. Always practice inclusivity.
Bathroom / Dressing Rooms	Give people privacy. Speak with a low volume. Minimize time in the bathroom. Keep the lights on.	Use the appropriate amount of products (water, paper towels). Take care of the property inside. Clean up after yourself.	Only use bathroom when needed. No technology in the bathroom. Own up to your behavior. Use the assigned change room.	Treat others as you'd like to be treated. Inform an adult if you or someone else needs help.
Cafeteria & Outside Eating Areas	Keep noise to a conversation level. Be polite to staff and each other.	Clean up after yourself. Avoid food waste. Remind your peers to follow protocol.	If something spills or breaks, let the staff know. Wait your turn in line.	Help out others in need. Include others in your table group.
Online	Collaborate in encouraging and supportive ways. Take care of all school devices. Always communicate respectfully.	Only share information with people you know. Check email regularly. Close chat programs during class time. Use school computers for work, even at home.	If you see something that makes you uncomfortable, report it to an adult. Give credit if you take information from an online source. Do not plagiarize.	Build people up in positive ways. Consider your actions and their effect on others.
Theater	Remain quiet during the performance. Speak and clap at appropriate times. Sit properly and stay in the chairs. Turn off devices during the performance.	Leave in an orderly manner and remember to take all your belongings. Be on time for the performance. Food and drink must stay outside.	Put props/equipment where they belong. Report if you break something. Give credit to those who did the work. Only take videos and photos with permission.	Be appreciative to those who made the performance possible. Have empathy for the performers. Give constructive feedback (if asked).

We are not here to create the stars of tomorrow; rather we are here to create a whole human today.

**PUBLIC ACADEMY FOR PERFORMING ARTS  
DROP-OFF AND PICK-UP OPTIONS**



**Drop-off and Pick-up Options:**

- ➔ Enter the West lot from Princess Jeanne and follow the loop. This will probably be the most congested as traffic can enter from East or West.
- ➔ From Juan Tabo, take Princess Jeanne West to Muriel South. Drop off students anywhere along Muriel, and take Constitution back to Juan Tabo.
- ➔ From Tomasita, take Princess Jeanne East. Drop off students anywhere along Princess Jeanne, and continue East.

☀ **CAUTION!! Bottleneck areas!**

**PLEASE NOTE: THERE ARE NO CROSSING GUARDS. PLEASE ACT WITH COURTESY, AND DO NOT SPEED. OUR STUDENTS' SAFETY IS THE #1 PRIORITY!**

**\*\*PARENTS AND STUDENTS PARK IN THE WEST LOT.**

**\*\*\*SENIORS MAY USE WEST AND EAST LOT.**

## **PHYSICAL PRESENCE**

### **CLASS BELL SCHEDULE**

PERIOD	TIME
First Bell	7:50
1	8:00-8:58 (+Announcements)
2	9:02-9:56
3	10:00-10:54
4	10:58-11:52
HS 5	11:56-12:50
MS LUNCH	11:56-12:26 (Closed Campus)
MS 5	12:26-1:20
HS LUNCH	12:50-1:20 (Closed Campus)
6	1:25-2:19
7	2:23-3:18
8 (Only students with class/school business may be present)	3:22-4:16

### **SCHOOL CLOSING**

Local radio and television stations post APS delays and school closings. PAPA will follow APS' lead with school closings. PAPA will close if all of APS delays (district-wide). Keep in mind that PAPA is not included in East Mountain Schools. Any days needed to be made up will be added at the end of the school year. If a student lives within the boundaries of another district, parents have the discretion to follow that district's weather-related schedule changes. Parents need to call the attendance line (830-3128 ext. 5) to report a weather-related absence by 9:00a.m., and the student must make up all missed work.

### **PARENT OFFICE ASSISTANCE**

PAPA's office is open for assistance from 7:30a.m. – 4:30p.m. Please call the office at 505-830-3128 to set up conferences, report student absences, etc. The registrar is available 8:00-3:00p.m. to provide official records assistance. Records requests or transcripts may be ordered via email at [llucero@paparts.org](mailto:llucero@paparts.org). Please give at least 24 hour notice. Special Education records may be requested at [mpower@paparts.org](mailto:mpower@paparts.org).

If you need to reach your child during school hours, office staff will be happy to relay messages or hold items in the front office for student pick-up. Please note that students are not allowed to use their phones during class time for personal business, including phone calls/text from parents. If you have an urgent situation that requires you to contact your child, please call the office. If a child feels unwell, they are to report to the office, speak with the health assistant. The health assistant will determine if a call to the parent and/or pick up is necessary.

### **NOTICE OF NON-DISCRIMINATION**

The Public Academy for Performing Arts does not discriminate on the basis of race, religion, gender, age, national origin, sexual orientation, gender identity or disability in any of its educational programs, school-sponsored activities or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, or Section 501 of the Rehabilitation Act of 1973 may be directed to the office of the executive director.

Federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, physical or mental handicap, serious medical condition, race, creed, color, sex, gender identity, sexual orientation, spousal affiliation, national origin, religion, ancestry or need for special education services. There will be no imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, or culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

## **SCHOOL HOURS**

School is in session from 7:50a.m. until 3:18p.m with a 4:16p.m. release for 8th period. Students enrolled in 8th period classes may not leave after 7th period without being signed out by a parent/guardian at the front office. Faculty members are on campus from 7:45a.m. until 3:30p.m. There is no supervision before or after those times. The administration office is open from 7:30a.m. - 4:30p.m. The building will be locked at 4:30p.m.

Please do not leave your child on campus unattended. If a student is unable to be picked up by 3:30, they should be enrolled in an 8th period class or enrolled in a community after school program. If a student needs to wait for parent pick up, they should wait on the patio outside of the main office doors until their parent arrives. The Jeanne Bellamah Community Center (11516 Summer Ave NE, Albuquerque, NM 87112; (505) 767-5910) provides an after-school program until 6 p.m. and partners with PAPA to provide transportation (determined by need) to the Center. Parents should call the center directly to register their child. APD or APS Police will be called to take care of students left unattended after school hours.

## **LOTTERY**

PAPA follows NM statute (22-8B-4.1 NMSA (1978)) in its operation of the lottery. Current PAPA students complete an intent to return form in December that helps PAPA determine the number of spots available at each grade level for the following year. State law provides that only the following categories of applicants may be exempted from the lottery process: (1) students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and (2) siblings of students already admitted to, or attending, the same charter school.

The application and the lottery process are posted on the website at [paparts.org](http://paparts.org). The lottery application is accessed and submitted via a Google Form and the window is open for over 4 weeks, in January/February. Lottery applications are assigned a ticket number; that number is emailed to the parent/guardian of the applicant.

Once the lottery window is closed, the drawing begins. The date of the drawing is posted on the website. PAPA uses a computer randomizer to select applications by grade based on the number of spots available. Lottery results are posted on PAPA's website by ticket number. The parent/guardian of students selected through the lottery are required to call PAPA within the designated time (usually two weeks) to accept the spot. Failure to contact PAPA within the allotted time will result in loss of the spot. PAPA's office number is (505) 830-3128 ext 0.

Students not drawn for the lottery are placed on a waitlist in the order assigned by the randomizer. If a space becomes available, it will be offered to students on the waitlist (in order). Waitlist students have 24 hours from the time of the call to accept the spot. If there is no response, the opening will be given to the next student on the waitlist.

All selected students and a parent/guardian are to attend New Student Orientation to complete online and paper enrollment forms, choose classes for next year, take skills assessments in math and reading, participate in a mandatory audition experience, and to learn about PAPA. If there is an extenuating circumstance prohibiting attendance at New Student Orientation, contact the office at (505) 830-3128 ext 0 or [info@paparts.org](mailto:info@paparts.org).

Forfeiture of the enrollment spot includes: lack of correspondence/response to accept the spot and/or to attend New Student Orientation, failure to complete required enrollment forms by the deadline, failure to provide required enrollment documents by the deadline (birth certificate, immunization records, etc.), or misrepresentation of a student's grade level or number of credits earned (high school).

New PAPA students are required to attend Jump Start in August of the new school year.

## **REGISTRATION**

Pre-registration for current PAPA students is held each spring for the following school year. High school credits are analyzed and Individual Learning Plans (middle school students) and Next Step Plans (high school students) are created and updated by each student. Students also receive academic, career, and college advisement and request elective courses for the following year. Parent involvement in this process is crucial for student success. Parents have an opportunity to attend meetings at certain grade levels, meet during parent/teacher conferences, and review/approve their child's registration.

Potential students who did not go through the lottery process may be added to the waiting list if they are a student in good standing at their current school and provide a current transcript/attendance record.

Siblings of current PAPA students are given admission preference. Siblings and children of staff must still go through the lottery process. They will be awarded a position based on availability and placement in the lottery drawing. However, if the current PAPA student withdraws prior to the 40<sup>th</sup> day of the school year, the sibling(s) also lose their position.

Students entering high school after being homeschooled will receive credit for courses earned under an accredited, home school correspondence course approved by New Mexico Public Education Department (NMPED). A verifiable transcript from the organization is required.

PAPA will not admit a student who has been expelled from another school. PAPA will not admit students who do not provide required documentation including shot records or medical exemption and a verified birth certificate.

## **WITHDRAWAL**

Withdrawal of a student from PAPA will be handled through the registrar's office. Parents are requested to call the registrar's office a week in advance of withdrawal. School records will be provided after the withdrawing student returns all books and school property, pays fines/fees, cleans out his/her locker and obtains current grades from all teachers.

## **SCHEDULES AND FEES**

Students will have an opportunity to pick up schedules and make any necessary changes before the school year begins. Once the schedule is set, student class/activity fees will be assessed and paid.

Any further schedule changes will occur only through the approval of the executive director. Fees will not be reimbursed if a schedule is changed, but may be assessed if a class is added.

### **STUDENT PARKING, VEHICLE ACCESS, CLOSED CAMPUS, NO FOOD DELIVERY**

Student parking is on the west lot and only in the dirt lot with special permission (late start/early release students and with a special pass). Students are not permitted to park on the street or in the neighborhood. Students must obtain a parking pass at the beginning of each year through the school office in order to park on campus. The parking pass must be displayed on their vehicle.

The west gate, bus loop and service entrance are closed at 9:15am and reopen at 3pm. If a student arrives at that time and needs access to the parking lot, call (505) 830-3128 and the gate will be opened. If a student needs to leave early and exit from a locked gate, they need to check out in the office and ask for the gates to be opened.

Students may not access or sit in their cars during the school day or during lunch. If a student needs to access their vehicle for any reason, they are to contact the front office prior to going to their car. Students should leave campus when their school day is over. They are not permitted to be in their cars during any part of the instructional day. This includes students who do not have an 8th period class but need to wait for someone who does. The waiting student should enroll in an 8th period class or participate in off campus activities such as the community center.

PAPA is a closed campus. Once a student arrives at school, the student may not leave without school permission until the end of the school day. Permission must be obtained through the school office by parent check-out, a verifiable parent note, or a parent phone call to school personnel if the student needs to leave during the school day. This includes students on class rosters for 8th period classes. Students are not allowed to check themselves out for lunch. If a parent wants a student to leave during lunch, the student has to come to the office and sign the student out. The age of 18 has no bearing on the closed campus rule.

Ordering food from off-campus delivery services and receiving food deliveries during the day is not permitted.

### **VISITORS**

Parents are welcome and encouraged to visit the school. Please make appointments with teachers. Parents must check in at the office before visiting any other part of the campus. We generally do not allow friends and other relatives to visit as this is an educational disruption. There are certain times during the year that PAPA hosts Open House where families and potential students may visit the school. A Non-PAPA Student Guest Form must be completed, verified, and approved in order for an out of school guest to attend any high school dances. The guest must be a current high school student in good standing. All exceptions must be approved by and arranged through the executive director. Compliance with school rules and respectful behavior of visitors is required at all times. Any visitor who does not comply may be banned from the school campus and all performances/activities for a timeframe determined by Governing Council policy.

### **ATTENDANCE**

PAPA is a school of choice where attendance is critical in order for a student to be successful. Therefore, when the choice is made to attend PAPA, the choice is made to follow the New Mexico Compulsory School Attendance Law requiring that all students be in attendance while school is in

session. School begins at 7:50a.m. Traffic is not generally an excusable reason for tardiness. As a "commuter school" parents and students need to adjust their time for travel if there is difficulty arriving by the start time. Illness involves fever, diarrhea, vomiting, etc. are reasons to miss school. If your child is not experiencing this type of issue, there is no reason to claim an illness.

Parents are encouraged to monitor student attendance through the PowerSchool system. Parents and students will receive a PowerSchool username and password during registration.

In the event of a necessary absence, parents are required to call the school and leave a message on the attendance line by 8:00a.m. **(505) 830-3128, ext. 5** or e-mail the attendance account at **attendance@paparts.org**. If it is not possible to give prior notice by phone or e-mail, the parent/guardian must provide the school office with a written explanation of the absence upon the student's return to school. If this does not occur, the absence will be considered unexcused. A doctor/dentist note or court document must be provided to the school attendance clerk as soon as the student returns in order to excuse such absences. Excused absences include doctor/dentist appointments, court appearance, religious reasons, illness, family emergency, and bereavement. Excessive absence (particularly for parent call-ins for illness without medical documentation) may require the approval of the executive director to excuse future absences. Vacations are not considered excused absences. Tardies in excess of 15 minutes are considered an absence for that class period.

School-sponsored activities are considered excused, and no parent phone call is necessary. Participation in some school-sponsored extracurricular activities require a behavior, attendance, and/or grade check showing the student is in good standing.

All absences are closely monitored at PAPA. An attempt will be made to investigate unexplained absences. However, attendance is the responsibility of parents and students. Providing documentation to excuse absences is the responsibility of parents and students. All documentation must be provided within 3 days of the absence. Excessive, unexcused absences may be reported to the appropriate state agencies for possible parent prosecution.

### **COMPULSORY ATTENDANCE PROCEDURES**

The Attendance Success Act allows students to miss a total of 10 days in total. All absences, excused, or unexcused will be counted in this total per the regulation of the law.

Chronically Absent Students are defined as students that miss 10% or more of classes or school instructional time for any reason. Absences will be marked in this way; missing 50% of class will count as a full class absence, missing 50% of the day will be marked as a full day absence. A student shall not be absent from school for interscholastic extracurricular activities for more than 15 days per semester.

- **Three unexcused absences:** When a child has accumulated three unexcused absences, contact will be made with the family to address the concern.
- **Five unexcused absences:** When a child has accumulated five unexcused absences, school personnel will arrange a meeting at the school with the parent or legal guardian to discuss the unexcused absences. A plan to improve attendance will be developed and implemented.
- **Seven unexcused absences:** When a child has accumulated seven unexcused absences, school personnel will arrange a second meeting at the school with the parent or legal guardian to review the attendance plan and discuss the impact of truancy on the future of the child. At this time, the child may enter into an attendance contract requiring him or her to attend school

regularly or other consequences may be applied (i.e., removal from PAPA to attend the child's home school in the case of transportation issues).

- **Ten unexcused absences:** If a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by personal service or certified mail that the student is habitually truant and is not in compliance with the Compulsory Attendance School Law. At that time, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

If a student is having an issue with attendance AND behavior, the process may be accelerated to involve a strict contract that will result in punitive consequences with possible long-term suspension or expulsion.

Non-compliance with the Compulsory School Attendance Law may result in up to \$500 in fines and/or a prison term up to six months for the parent. Students may lose driving privileges or delay the acquisition of a driver's license. Excessive absences may result in loss of high school credit due to insufficient, required class time.

### **GRADES CONNECTED TO PARTICIPATION**

In order to gain the full benefit of instruction, students must participate in class. Therefore, students will be given a weekly participation grade in all core classes (math, English, science, social studies). Students who are in class and fully participate will earn all of the possible points for that week. The participation grade is worth 10% of a students' course grade each quarter. Performing arts classes currently have participation grades that may exceed 10%. Alternate participation assignments may be given as necessary (injury, illness, etc.).

### **EXTRACURRICULAR ACTIVITIES AND NON-PAPA PERFORMING ARTS-RELATED ABSENCES**

PAPA's primary emphasis is education. Extra-curricular activities are supplemental to the instructional priority and are meant to enhance students' experience. Students must be in attendance more than half of the day of an extracurricular activity in order to be eligible to participate. Students not in attendance will not be permitted to participate/perform. Extracurricular activities include and are not limited to: performances, dances, field trips, competitions, movie nights, etc. There are additional requirements for performances (see below in the section called "Absences from Performing Arts Classes"). Attendance is expected the entire day following an extracurricular activity.

Extracurricular student activities not connected with the school have to receive approval from administration (executive director and assistant director) prior to the absence (i.e., sports, cheer, dance competitions, theater, dance, musical performances, etc.) at least one week prior to the absence. Appropriate documentation for the event along with the Performing Arts Absence Request form is available on the school website or in the office. Students must submit the form and supporting documents at the time the request is made. Supporting documents include verification of the event listing the student's name and the days absent and/or game schedule. The student must also provide the name and contact information of his/her director, dance studio, agent, coach, or manager. Out of town events may require further documentation.

Extra-curricular absences are a privilege and are subject to administrative approval. The administration may limit approval of out-of-school extra-curricular absences for the following reasons: poor school attendance, poor academic performance or grades, not following the process for approval, and behavioral issues. If a student chooses to be absent without approval, the absence will

be considered unexcused and will be treated as any other according to the New Mexico Compulsory School Attendance Law, '22-12-9 NMSA 1978'.

Students who miss school for non-PAPA extra-curricular activity must make up all missed assignments following the one day for each day absent rule stated below.

### **ABSENCES FROM PERFORMING ARTS CLASSES**

Since PAPA is a performing arts school, attendance is critical in all performing arts classes, particularly prior to a performance. Absences affect the entire class. Students may not miss a performing arts class within two weeks of a performance unless there is a verifiable medical or other emergency excuse (verification in the form of a medical note/court order, etc.). If a student misses class/rehearsal within 2 weeks of a performance, consequences may include a failing grade and/or removal from the performance. Excessive unexcused absences (3 or more in any quarter) may result in removal from the performance and a failing grade. Students are required to attend school the day of the show and all dress/tech rehearsals in order to perform. Students who do not attend school the day after a performance will receive an unexcused absence. PAPA's goal is to have students work toward the standards of professional artists.

### **MAKE-UP WORK/CREDIT DUE TO ABSENCES**

Generally, students have 1 day for each excused day absent in order to make up missed assignments. Classwork and learning continue during student absences. It is the responsibility of students to request make-up work from their teachers. If an assignment is due the day a student is absent, the assignment is due the day the student returns. Students can make arrangements with math teachers to attend Targeted Assistance to address learning loss. For planned absences, students should contact the teacher to collect work prior to the absence. Out of school performing arts activity absences are approved through the front office after students turn in form, available in the office and on the school website (see Non-PAPA Performing Arts- Related Absences). Make-up work for unexcused absences, including suspension, is at the discretion of the teacher.

Excessive absences of 10 or more may result in a loss of credit for high school students. Loss of credit may require students to repeat a course at the expense of parents and/or delay graduation.

## **ACADEMICS**

Students will be successful at PAPA when they engage in the academic environment, complete homework, and study after school. They must come to school prepared (homework finished, materials ready, well-rested and fed). This commitment must be encouraged and monitored by parents. We ask that parents be proactive in communicating with teachers, checking grades, and taking a daily interest in their child's homework and class work. Parents should expect homework daily. If this does not occur, parents are encouraged to contact teachers and find out why.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Educational records of current and past students will only be released as governed by FERPA. This Federal law provides parents of students under age 18 and students 18 and older with the right to inspect and review education records. Students 18 or older may choose not to allow parents access to their school records.

## **ACADEMIC SUCCESS**

Students must earn a 60% or higher semester grade in a class in order to “pass” the course. Demonstrating proficiency toward a standard or skill set, however, may be required at a level above 60% mastery. In math classes, students are expected to demonstrate mastery at 80% as math is a subject that builds on prior skills. Large gaps in skills are difficult to remediate and negatively impact a student’s ability to master current and future concepts. If mastery is not demonstrated, students will participate in remediation to relearn the concepts and then retest over that standard/skill. Math and reading skills are remediated during Targeted Assistance during the school year. Students may be required to take Targeted Assistance, participate in academic tutoring or take a study hall class in lieu of arts electives if the student is performing below academic standards. All interventions are implemented to ensure students master course content and earn high grades.

PAPA may require a middle school student to repeat a grade or class if the student fails all or most academic subject area classes. In the event a student would benefit from additional time during the summer for skill development in any middle school class, summer coursework may be required at parental expense.

Academic honesty is expected and is a hallmark of professionalism. Cheating, plagiarism and/or using AI/internet websites to complete/submit assignments that impersonates work performed or knowledge learned and/or is not a student’s own work is not acceptable. Academic dishonesty will result in consequences determined by the teacher. Consequences may include: a zero for the assignment, alternate assignment, or other disciplinary action.

Lack of homework completion will negatively affect grades, knowledge, and skills. Students who are failing courses due to incomplete coursework may be assigned to receive student support during lunch or Targeted Assistance. Once the work is caught up and/or the student has a verified passing grade, the student will be excused from such support.

## **HIGH SCHOOL CLASSIFICATION**

One-half credit is awarded at the high school level for each semester grade of 60% or higher. High school students will be classified based on the number of credits earned and are required to make up graduation required courses at a cost to the student (if necessary). High school students are classified accordingly by credits earned: Freshman 0-5; Sophomore 6-12; Junior 13-18; Senior 19 and above. When a student earns the credits needed for graduation, the student will graduate. Students will not participate in the graduation ceremony unless all credits have been earned and verified.

Students are not encouraged to graduate early. Instead they are encouraged to take challenging dual enrollment, AP, or honors classes. An early graduation program must be arranged through the school academic transition specialist and approved by the executive director and the student's parents.

## **COURSE OFFERINGS**

All academic courses at PAPA are geared toward college preparation. The benefits of PAPA's performing arts focus include the cultivation of a love of the arts, development of skills and talents, improved academic achievement, positive social and emotional development, enhanced civic engagement, and the provision of equitable opportunity for all students. PAPA offers courses in traditional and advanced academics, foreign language, Advanced Placement, Dual Credit and Honors English, and numerous arts options, each at different skill levels. Support courses offered at PAPA include those in reading, math, tutorial, and assigned study halls. Courses for students are created

and selected based on graduation requirements, skill levels, interests, academic plans, and school vision/mission. See Dual Credit Enrollment for more information.

PAPA strives to personalize educational programs for all students through the Individual Learning Plan (middle school) and Next Step Plan (high school) processes during Panda U, annual registration. Credits earned toward graduation are analyzed yearly during pre-registration through the Next Step Plan. A Notice of Failure is sent home to parents at the end of the semester if a student fails a required course. Students who fail a required course are required to make up the credit through on-line, night school, or summer school courses at the students' expense. Repeating the same course at PAPA is not always possible. If a student's parents have made arrangements to pay a credit recovery course fee through PAPA, the fee must be paid in full before course registration occurs.

## GRADING

PAPA is set up on a quarterly, 2-semester grading system. Students receive a report card at the end of each 9-week period (quarter). Two quarter period grades and a final exam grade make up a semester grade in the following manner:

Semester 1 - 40% = 1<sup>st</sup> Quarter Grade; 40% = 2<sup>nd</sup> Quarter Grade; and 20% = semester final exam/EOC  
Semester 2 - 40% = 3<sup>rd</sup> Quarter Grade; 40% = 4<sup>th</sup> Quarter Grade; and 20% = year-long final exam/EOC

The following Grade Point Average (GPA) scale will be used:

LETTER GRADE	PERCENT RANGE	GRADE POINTS
A	100 – 90	4.00
B	89 – 80	3.00
C	79 – 70	2.00
D	69 – 60	1.00
F	< 60	0.00

Progress reports will be sent home with students during the middle of each 9-week period (quarter). Parents are encouraged to check grades through PowerSchool at least weekly during the school year. PowerSchool reflects the most current grades in each class. Double-click on the course grade for assignment details. PowerSchool log-in information will be provided to parents during fall registration and by request from the registrar.

Advanced Placement (AP) and Honors courses (including AP Calculus) earn an additional 1 point weighting toward GPA (5 point scale). Any college class taken in Math, English, Science, or Social Studies will earn an additional 1 point weighting toward GPA (5 point scale). Other dual credit courses will not receive weighting (including Financial Literacy). Dual enrollment grades are included in students' transcripts and calculated in GPA's. For courses taken at UNM, dual enrollment grades are provided to PAPA through an official transcript request arranged by the student. It is the student's responsibility to ensure the grades are provided to PAPA through an official transcript request if the dual credit school does not provide one.

An "incomplete" grade must be converted to a grade within 30 school days following the grade report. If the grade is not converted, it will automatically become an "F" and will count toward GPA.

Dropping a course after the semester has begun must be approved by the executive director. If a high school course is dropped after the first 2 weeks of a semester, a grade of WF (Withdraw Fail) will be assigned. The WF will remain on the transcript and count toward the student's GPA until the course is replaced with another approved course in the same content area of the dropped course. If a student is removed from a course for discipline reasons, the student may earn an "F" in the course. The "F" will not be removed at the end of the semester.

Students who transfer to PAPA from another school shall receive the grades assigned by the previous school as reflected on the official transcript. Any grades that are awarded a weighting at the previous school will be assigned the same weighting at PAPA. The same rule applies to home school grades awarded by accredited home school correspondence courses.

If a student transfers into PAPA during the middle of a grading period, the withdrawal grade from the student's previous school will be averaged with PAPA's grade on a weighted basis based on length of time in class. For example, there are 9 weeks in a grading quarter. If a student transfers into PAPA after the third week of the grading period with a grade of 62%, one-third of the student's quarter grade will be a 62% and the other two-thirds will be from the grade earned at PAPA.

A student who repeats a specific course will receive the higher of the two grades. Both course titles and grades will be recorded on the transcript but the higher grade will be used in calculating Grade Point Average (GPA). The lower grade will remain with a line drawn through it, the credit designation removed, and the word "REPEAT" inserted in its place. Credit for both classes will not be allowed. Generally, progression in the arts curriculum is not considered a repeat of a course of study.

#### **GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

High School credit requirements for graduation are determined by the New Mexico Public Education Department (NMPED) and the PAPA Governing Council. Students must meet the course requirements described below and pass state required assessments in Reading, Writing, Math, Science and Social Studies to receive a diploma.

#### **GRADUATION REQUIREMENTS - 24.5 units to include:**

- 4 units English
- 4 units math (one unit = or > than algebra 2)
- 3 units science (2 w/lab)
- 3.5 units social science, including United States history and geography, world history and geography and government and economics, and 0.5 unit New Mexico history
- 0.5 unit health
- 1 unit physical education
- 1 unit career cluster, workplace readiness or language other than English
- 7.5 units electives

*One of the above units must be honors, Advanced Placement, dual credit, or distance learning.*  
For a New Mexico Diploma of Excellence, students must meet the proficiency cut scores in designated reading, writing, math, science, and history exams determined by the New Mexico Public Education Department (NMPED).

## REQUIRED ASSESSMENTS

Frequent assessments are required to gauge student progress in class. Worksheets, written assignments, presentations, projects, quizzes and tests are used as assessments in any given class. Students must prepare for these assessments by keeping up with course content and practicing skills. If a student has trouble understanding, the student needs to seek assistance from the teacher.

At the end of each semester, all students will take a comprehensive final exam worth 20% of the semester grade. The fall semester exam will include material learned over the course of the first semester. The spring semester exam will include material learned over the course of the entire year.

PAPA students follow Federal, State, and NMPED assessment requirements and PAPA **does not allow students to opt out of testing**. NMPED required assessments include, but are not limited to End of Course Exams (EOC) or Local Demonstration of Competency (LDC), NM-ASR (Science), NM-MSSA (middle school ELA and Math), PSAT, and SAT. Proficiency on PSAT, SAT and EOC/LDC, in addition to other assessments determined by PED are required for graduation. NMPED sets passing cut scores for all assessments used to satisfy graduation requirements including the PSAT, SAT, and EOC/LDC. More detailed information will be provided during registration meetings and during student academic advisement.

PAPA students will participate in the PSAT and/or Pre-ACT in grades 9 and 10 to gauge skills in preparation for the SAT and ACT. The SAT and ACT are highly recommended assessments for use in graduation, college entrance requirements, college course placement and scholarship acquisition. Students are required to take the SAT during their 11<sup>th</sup> grade year. It is highly recommended that students take the SAT and/or the ACT once or twice during the spring/summer of their junior year. Students may also be encouraged to take the test again during the fall semester of the senior year. There are limited fee waivers for students who receive free or reduced lunch. Students are encouraged to research colleges to determine requirements for admission. Students may speak with the Academic Transition Specialist for more information.

Up-to-date, detailed information about testing requirements is available on the NMPED website at <http://ped.state.nm.us>. More information can also be obtained through the school academic transition specialist.

## SENIOR SHOWCASE

Senior Showcase provides an opportunity for seniors to collaborate with peers and to highlight art forms they have developed throughout high school. Students must complete the process and perform their piece if they plan to participate in the graduation ceremony. The preparation process starts with the Senior Showcase Guidelines presented at the beginning of the year. Each senior will be enrolled in a Senior Showcase course in the student's chosen art form counting for a 0.5 elective credit earning a pass or fail grade. Seniors meet with their mentor and an Arts Panel to prepare for their performance during in-service days. The Senior Showcase course teacher will serve as Showcase Mentor who facilitates and evaluates the development of the student's Showcase.

## DUAL CREDIT ENROLLMENT

PAPA supports the opportunity for student participation in the high school dual credit program as a transition for success in college, for use with students who need accelerated core classes, to meet the individual interests of PAPA students, and/or to satisfy the honors course requirement for graduation. Courses must be approved through the academic transition specialist. PAPA currently has an agreement with CNM to offer courses hosted by PAPA, on-line and at the college. There is no cost to students for courses hosted at PAPA and taught by PAPA teachers. Depending on available

budget, there is no cost to students associated with taking one to two dual credit courses per semester on-line or at CNM campus. Additional on-line or on college campus courses can be taken in the same semester with administrative approval only. However, the cost of the book and fees for each additional course is the responsibility of the student or parent.

March 31<sup>st</sup> is the deadline to enroll for all on-line courses during the corresponding school year. Seniors have until May 1<sup>st</sup> to complete any on-line or off campus credit recovery if they plan to participate in the graduation ceremonies.

Course eligibility guidelines and processes may change as changes occur at the state or institution level. PAPA's general participation requirements include:

- Open to sophomores, juniors and seniors.
- Must take (and pass with a B or higher) Financial Literacy or First Year Experience before taking another course.
- Meet course prerequisites for each course.
- Have a 95% attendance rate over the past 2 grading periods.
- Have a 3.0 or higher GPA over the past 2 grading periods.
- Have no credit recovery needs.

Students who are enrolled in on-line dual credit courses are required to submit weekly grade checks to their host teacher and the Academic Transition Specialist. Screenshots of grades will be entered into PowerSchool during the semester and will be used to determine Honor Roll and year-end awards. Students who fail to submit grades as required may be denied the permission to take future dual credit courses. The grade earned in a dual credit course is reflected on the permanent college transcript and PAPA's transcript. A typical 3-credit college course is worth 1 credit at PAPA. It is the responsibility of the student to have an official transcript sent to PAPA from the institution. Students who fail a course must reimburse PAPA for the cost of any book/fees incurred and must retake the same course, earning a passing grade before taking a different course. Dual enrollment courses in the core areas may count as a graduation requirement as long as the course content is aligned to the NMPED requirements. Otherwise, the course counts as an elective. If the dual credit student withdraws from any course while failing, the student must reimburse PAPA for the books and fees.

Enrollment and additional dual credit eligibility guidelines and processes are facilitated through the academic transition specialist. Courses may NOT be added or dropped without a conversation with the academic transition specialist. Students must take Algebra I, Geometry and Algebra II before they are eligible to take dual credit math courses.

### **CREDIT RECOVERY OR ADVANCEMENT**

Students/parents are responsible for any cost involved in credit recovery or advancement.

If a required course is failed at PAPA, the student is responsible for credit recovery by repeating an equivalent course with a passing grade. The course may have to be repeated in summer school, on-line through a state-approved program, or through another school. Students may not opt to take a course on-line during the semester if the same course is offered at PAPA, unless there are extenuating circumstances and with the approval of administration.

As stated above, remediation for middle school takes place during the school year. If a middle school student would benefit from summer skill development in any middle school class, summer coursework may be required at parental expense.

Students can also take courses outside of PAPA to advance in credits or to enrich their coursework. All arrangements for credit recovery or advancement are facilitated by the academic transition specialist.

### **EXTRA-CURRICULAR ELIGIBILITY**

Students attending PAPA have the opportunity to participate in both intra- and extra-curricular activities. Intra-curricular activities are those required as part of the requirements of a course, i.e. participation in the dance or band concert. PAPA teachers will inform parents of intra-curricular requirements. Extra-curricular activities are not required as part of the program, but are designed to enhance a specific course, i.e. field trips to the legislature. Students must meet the following requirements in order to participate in extracurricular activities:

- Be enrolled in at least 4 classes,
- Earn a 2.0 GPA on the last report card,
- Earned no F's on the last report card, and
- Maintain excellent attendance (95% or higher).

Please note that sponsors of an extra- or intra-curricular activity have the discretion to adjust eligibility prerequisites by adding to the above requirements including the use of current grade checks.

### **SCHOOL-WIDE STUDENT ORGANIZATIONS**

PAPA has a number of student organization and clubs including Student Council, National Honor Society, PAPA Junior Honor Society, Garden Club, Climate Crew, Poetry Club, Gender Sexuality Alliance, Chess Club (pending), Sci Girls (pending funding), and Femme Art Code (pending funding). PAPA has an active Student Council. The focus is community service, promotion of school spirit, facilitation of activities and fundraising for activities. Membership begins with officer elections at the end of the year for each organization. At the beginning of the following year, grade levels elect student representatives for Council meeting membership. All students are encouraged to volunteer and participate in any of the Student Council activities.

### **PERFORMANCE EXPECTATIONS (PERFORMERS AND AUDIENCE MEMBERS)**

Student performances are connected to grades when they are considered intra-curricular. If the following performance expectations are not met, the student will not receive a passing grade for the performance.

- Arrive at or before Call Time.
- Follow check-in procedures.
- Stay in your designated area.
- Check your props or costumes before the show begins.
- Know the show order and be prepared for cues and entrances.
- Stay calm, safe and injury free while waiting backstage (ie. stay warm, don't distract others, no horseplay, clean up after yourself).
- Performers should use their own make-up and should not share products for hygienic reasons.
- Be supportive of fellow performers and crew members through encouraging words and assistance if needed.
- Speak softly in all backstage areas.
- Bring something to do quietly during any downtime during tech and before/during the show.
- Be respectful of the way others get ready for a show, and give fellow performers space or quiet if needed. Do not touch or move another performer's equipment, props, costumes, etc.
- Help clean up after the show.
- Arrange transportation ahead of time, so transportation arrives 10 minutes before the show is expected to end or at a time determined by the teacher.

- Stay until dismissed by the teacher or designee.
- Take all “stuff” with you when you leave (ie. costume, instrument, food) unless otherwise directed by the teacher.
- Always be respectful of the venue staff and thank them when leaving.

PAPA also holds audience members to a level of appropriate behavior conducive to the respect and support of all performers and enjoyment of the show by all. Audience members who fail to meet the following standards, may be banned from future performances.

- Arrive before the performance starts. The doors may be locked to late arrivals.
- Photographing/filming a performance is prohibited.
- Silence and put away cell phones or other electronic devices.
- Stay silent during the performance unless participation is requested as part of an interactive show.
- Use good posture. Blocking the view of others by slumping to the side, putting feet on chairs, standing, laying across chairs, etc. disrespects the ability of others to enjoy the show.
- Remove crying babies from the auditorium.
- Follow all show guidelines stated before the performance begins or written on the program.
- Clean up and properly dispose of trash.
- Stay seated.
- Applause is wonderful! Calling out to the stage is distracting and unsupportive of all performers.

## **ACADEMIC RECOGNITION AND NATIONAL HONOR SOCIETY AND PAPA JUNIOR HONOR SOCIETY**

At the end of each grading period, students will be recognized for achieving academic excellence through a celebration for students earning all “A’s” and “A/B’s”. Students in Grades 10-12 with a 95% attendance rate or higher and a cumulative GPA of 3.5 or higher will be invited to apply for membership in the PAPA Chapter of National Honor Society (NHS). Students in Grades 7-9 with a 95% attendance rate or higher and a cumulative GPA of 3.5 will be invited to apply for membership in the PAPA Junior Honor Society. Academic excellence will also be recognized at the End of Year Awards Ceremony.

## **END OF YEAR AWARDS**

At the end of the year, there will be an awards ceremony honoring students with the following awards/distinctions:

- Academic Awards- Any student that earns the Honor Roll during the 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, 3<sup>rd</sup> quarter.
  - o High School Letter (“A” for academics, 1st time award=letter, subsequent awards=bar)
  - o Middle School Academic Panda (1st time award=panda, subsequent=pin)
- Number 1 Awards – The Freshman, Sophomore, and Junior with the highest cumulative GPA in their respective classes.
- Attendance - Perfect Attendance five or fewer absences, not including field trips. Excellent Attendance six to nine absences, not including field trips.

### **Nominated Awards:**

- Performing Arts
  - o High School Letter - (“P” for performing arts, 1st time award=letter, subsequent awards=bar)
  - o Middle School Performing Arts Panda (1st time award=panda, subsequent =pin)

- o Any student in grades 6-12 can earn this award in each of the performing arts classes based on the following criteria:
  - o Earn all As, Bs, and Cs for the year,
  - o Earn an A or B all year in the performing arts class nominated,
  - o Have an excellent/good attendance/all year in the nominating class (fewer than 12 absences in nominated class),
  - o Participate in all performances or activities, and
  - o Receive a teacher recommendation based on the student's desire to learn:
    - arrive on time, prepared for class,
    - taking direction with grace,
    - readiness to try anything,
    - exhibiting a positive attitude,
    - work ethic,
    - cooperation, and
    - support of others
- Rising Artist Certificate
  - o Teachers may nominate students for this award based on improvement, character, etc.
  - o If nominated for a performing arts letter or panda (above) but the student does not meet all criteria (grades or attendance), they will receive the Rising Artist Award.
- Dayana Diaz Community Service Award – In addition to serving as a student ambassador in at least one PAPA event during the school year, the recipient of this award must be a student in good academic and behavioral standing (academic standing based on New Mexico Activity Association guidelines and behavioral standing with no discipline referrals during the current year). It will be presented to a student or students who consistently demonstrate qualities of compassion for school peers and members of the greater community. The recipient(s) must have provided unpaid service during the current school year for at least (2) two organizations not affiliated with the school. Community service is not limited to performing arts, although it is highly encouraged. Award recipient(s) must also attend at least one community-based workshop, conference or event promoting social justice, diversity, safety, non-violence, or healthy habits. Staff, students, or community members can nominate students for this award. A nomination form is available in the office. A committee assigned by administration will determine the award recipients.
- Artistic Distinction – This will be awarded to the top seniors in each of the six arts departments: Visual Arts, Film, Theater, Dance, and Music. The Artistic Distinction award is nominated by teachers and the winner(s) selected collectively by the performing arts teachers in each department. This is the highest honor awarded to a PAPA performing artist.

There may be other special awards presented for improvement, attendance, leadership, etc.

## HONOR GRADUATES

- Academic Honor Graduates
  - o Seniors who have earned a 3.5 or higher cumulative GPA will be given the distinction of being an Academic Honor Graduate.
- Fine/Performing Arts Honor Graduates
  - o Seniors who have participated in performing arts courses each semester of high school, participated in at least two (2) different advanced performing arts courses, or the aptitude to have been enrolled in advanced classes when schedule prohibits enrollment in the advanced course but enrolled in the corresponding intermediate course and

completed all Senior Showcase requirements by the deadlines are given the distinction of being a Fine Arts Honor Graduate.

- Valedictorian and Salutatorian honors are earned through the final cumulative GPA.
  - The senior with the highest final cumulative (all semesters of high school) GPA will be named Valedictorian. Second in the GPA ranking will earn Salutatorian honors. There will be no ties unless the cumulative GPAs are exactly the same. Other requirements to earn Valedictorian/Salutatorian honors include:
    - Length of enrollment at PAPA - Students who have attended PAPA for 5 semesters or more of high school are eligible for Valedictorian/Salutatorian honors.
    - The candidate must have participated in a performing arts course every semester while attending PAPA.

## **SUPPORT**

### **PARENT INVOLVEMENT**

Parents are encouraged to be involved with their child's education through communication with school personnel and close attention to the school website, PowerSchool, and emails. Parents may also volunteer to help in the school if they are willing to get fingerprinted and have a background check (the form is on the school website). Parent volunteers may help serve lunch, volunteer time for special events, work with student activities after school, assist with concerts, work in classrooms, etc. The PAPA PTSO, SAC/SHAC (see below), and Equity Council also provide an excellent avenue for involvement and support.

### **EXECUTIVE DIRECTOR ADVISORY COUNCIL (EDAC), SCHOOL HEALTH ADVISORY COUNCIL (SHAC), PAPA THRIVES (PAPA EQUITY COUNCIL, SOCIAL-EMOTIONAL LEARNING (SEL))**

The committees above are composed of teachers, staff members, students, parents, and/or community members. The main goal of these committees is to provide input on programs, policies, procedures, health, and safety to PAPA Administration and the Executive Director, and to the Governing Council (for policy additions or modifications). Contact the Executive Director if you would like to volunteer for these committees.

The goal of PAPA's Equity Council is to make recommendations to the executive director regarding equal access to education. PAPA's Equity Statement is as follows:

*PAPA is a public charter school committed to advancing historically marginalized and underrepresented students in the arts and academics by our continual efforts devoted to intentionally identifying and dismantling the structures of institutional oppression in education, consistently validating the unique social, historical, cultural, linguistic, gender, sexuality, and ethnic identities of our students, families, and community, and constantly working to build equitable access to power and resources by bridging barriers to higher education and career choice for underrepresented students. We show our commitment to a holistic response to this work in our efforts to create equitable and culturally responsive school-wide systems reflected in, among others- administrative policies, practices, and procedures; a diverse and multicultural student body, and staffing which reflects this diversity; culturally and linguistically responsive curriculum and instruction and;*

*sufficient resources devoted to promoting and sustaining the health and wellness of PAPA students and designing student support strategies which validate and affirm the unique cultural identities of our students and leverage the strengths of their communities.*

## **SPECIAL SERVICES PROGRAMS**

PAPA shall provide a free, appropriate public education for all students with disabilities that complies with the Individuals with Disabilities Education Act, its implementing regulations, and state regulations established pursuant to 20 U.S.C. Section 1412 of the U.S. Code. PAPA also works closely with parents to create Individualized Education Plans and necessary 504 Plans. PAPA's Fine Arts and College Preparatory curricula will provide enriched learning opportunities in the least restrictive environment as defined by IDEA. Accommodations and modifications that meet the needs of individual students are provided by appropriate staff. All inquiries about special special services may be directed to the Special Services Director, Michael Power, at [mpower@paparts.org](mailto:mpower@paparts.org).

## **GENDER SUPPORT PLANS**

The Public Academy for Performing Arts strives to support inclusivity. The Gender Support Plan (GSP) is a detailed document created to support our transgender and non-binary students. It establishes a shared understanding among student, parent(s)/guardian(s,) and school faculty and staff about the ways in which the student's authentic gender will be accounted for and supported at school and will affirm the gender-inclusive climate The Public Academy for Performing Arts implements within our community.

Parent(s)/guardian(s) and students have access to requesting a Gender Support Plan (GSP) via The Gender Support Plan Request Form located on PAPA's website. Once submitted, the requester will be contacted by the Safe Zone Coordinators to begin the official process. Once the GSP is finalized, it will be implemented school wide. Gender Support Plans will be reviewed each academic year to ensure that the student's gender-related needs are being met during their time at PAPA. There are different types of gender support plans:

**Informal:** Upon student request, our school will recognize students by their affirmed name/gender identity in interpersonal interactions, such as how the student is addressed in class. No parental notification or permission is required. Students have the right to access the facilities and activities that affirm their gender identity, regardless of legal name or sex assigned at birth. Pupil records, such as records in PowerSchool will remain in the legal name.

**Formal:** Parent participation is required. Students may request that their name/gender be changed in most school-generated documents, google classroom, PowerSchool, performance programs, certificates. Legal documents that are generated internally (e.g., transcripts) and externally (e.g., Advanced Placement exams) will continue to show the student's legal name/gender.

**Legal:** A court order showing legal name/gender change is recognized permanently across student records. Some historical documents may be updated upon request.

For questions or concerns, please contact the Safe Zone Co-Coordinator at [safezone@paparts.net](mailto:safezone@paparts.net).

## **BREAKFAST AND LUNCH SERVICE**

PAPA provides breakfast and lunch for students. All meals served follow Federal and State guidelines for nutrition and portion size. Breakfast is served in the Cafe at 7:30am and PAPA has separate lunch periods for middle and high school students.

No food or drink (except water) is permitted in the classroom. Students who arrive at school with drinks other than water will be asked to finish them before entering the classroom. If your child has a medical condition that necessitates access to food at times other than breakfast and lunch, contact our health assistant in the main office.

Students are permitted to eat outside and in the Cafe. Students are not permitted to eat lunch in the hallways or classrooms except during inclement weather or if they are part of an organization that meets during lunch, or if their teacher provides extra support during lunch. Students are strongly encouraged to go outside for fresh air and sunshine. They need to dress according to the weather.

If a parent delivers lunch for a student, it should be taken to the office for the student to pick up during passing period. Students will not be called out of class to pick up lunches, to meet parents in the parking lot, and food will not be delivered to classrooms. Ordering food from off-campus delivery services and receiving food deliveries during the day is not permitted. Food deliveries are an inappropriate use of instructional time, disrupt the educational process and compete with state-mandated food service programs.

For the 2023-24, all students have free breakfast and lunch. PAPA is still required to collect information contained on Free and Reduced Lunch Forms. Therefore, parents/guardians will need to complete the form at registration. All students will receive a Free and Reduced Lunch Form as part of the registration process. A determination of eligibility will be provided to the parent once the form is processed. Eligibility will determine whether the student pays fully for lunch, has a reduced lunch rate or receives free lunch. The forms will also be available in the school office if a family's status changes. The information provided is kept confidential.

The following two paragraphs pertain to years when PAPA must charge for school lunches. Students who pay a reduced or full price lunch must pay in advance through the website or business office (cash, check or credit card). Students are allowed to charge up to three (3) lunches. After the 3<sup>rd</sup> charge, notice will be provided to the parents of the unpaid lunches. The business office phone number is (505) 830-3150.

If a student owes money for five or more meals, the school shall:

- (1) check the state list of students categorically eligible for free meals to determine if the student is categorically eligible; if so, the school will complete the application for the student.
- (2) make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
- (3) require a director, assistant principal or social worker to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

PAPA is required to provide a United States Department of Agriculture reimbursable meal to a student who requests one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. However, the PAPA budget for meals depends on prompt payment from parents for meals ordered. Not paying may affect the variety of lunches offered,

extra-curricular activity participation, reduce the budget and cause cuts in funding to other educational programs.

### **SNAP AND FNS**

Federal Supplemental Nutrition Assistance Program (SNAP) and Food and Nutrition Service (FNS)  
USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **MEDICAL AND HEALTH**

PAPA will always follow PED and DOH guidance for health and safety related to illness and medication.

All students must comply with state-mandated health screenings and immunization requirements. Shot records or a state form for exemption are required for each student. If a parent provides the exemption, this form must be updated each year to avoid student disenrollment. In the event of an infectious disease outbreak, PAPA will notify the Infectious Disease Epidemiology Bureau at the New Mexico Department of Health and follow their recommendations. This may include students with vaccination exemptions being excluded from school and school activities for a period of time.

PAPA is not legally obligated to administer medication to any students. Students are not permitted to carry medicine (over the counter or prescribed) with them during school hours, on campus or school-related activities without appropriate medical authorization. Students who require over the counter medication must have doctor's authorization on file, have parents bring medication to school, and have medication dispensed in the health office by staff as needed. Medication will only be administered at school if it is necessary for a student to remain in school. If authorized, students will be allowed to medicate at school under supervision (this includes asthma and anaphylaxis

self-administration). The school must be notified in writing of the need to take medication at school using **PAPA's Medical Authorization Form** with the following information:

- A physician must submit, in writing, his/her recommendations. The statement must include the name of the student, the name of the drug, dosage to be administered with the precise schedule of administration, possible side effects, and period of administration time indicated.
  - o Medication Authorization Form
- Parents must provide written consent for administration of the drug by school personnel including an emergency telephone number in case contact is necessary, because the student has a negative reaction to the drug.
- Medication must be brought in the original pharmacy bottle.
- Medication must be brought immediately to the administrative assistant/health assistant to be kept in a locked cabinet.
- Students with a **Health Management Plan** must provide a current copy to the office annually.
- Students who need to take medications on a field trip on a field trip must comply with the information and procedures above. Medication will be collected at the beginning of the trip, stored by a staff member, and administered by staff. Students are not permitted to carry medications on them unless specifically stated on the Medical Authorization Form.

## **DRESS CODE**

PAPA's dual focus on arts and college preparation lends itself to preparing students to understand the role dress plays in different settings from audition, interview, college and career. PAPA expects student dress and grooming to reflect high standards of personal conduct while providing an avenue for creativity and individuality. Student dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program.

Undergarments should not be exposed. Unacceptable clothing and accessories include, but are not limited to, attire or accessories which advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, gangs, or disrespect and/or show bigotry toward any group are not acceptable.

PAPA's administration has the authority to use discretion for any instance that the student's dress may be questionable or when violations are not specifically mentioned above. Students will be removed from class and required to obtain appropriate clothing before being readmitted. Refusal to dress appropriately will result in disciplinary action.

## **PERSONAL ITEMS, CELL PHONES, ELECTRONIC DEVICES**

PAPA is not responsible for the security, cost of, or replacement of any lost or stolen personal items. Students should not bring items of value to school. School personnel will not spend time looking for missing cell phones or other personal items. Any electronic device will be confiscated or banned if misused. Instances of misuse by students include, but are not limited to using social media and video sharing platforms such as YouTube to post unauthorized photographs and/or films taken at PAPA or any PAPA sponsored event.

PAPA staff should not see or hear electronic devices during class time. Cell phones should not be accessed during instructional time, unless explicitly directed by the teacher. to do so is a disruption to the educational process for your child and other children. Each teacher has their own procedure about where cell phones should be stored during the period. Failure to comply with cell phone procedures may result in collection of the phone for that period, cell phone collected and housed in the office for parent pick up, or additional measures as necessary. Please do not call, text or Facetime your child during instructional time. Cell phones are used in exchange for a hall or restroom

pass. Cell phone use during lunch is permitted so long as use follows anti bullying policy and appropriate technology usage. When cell phones are brought to school, they are no longer solely personal property and are subject to search and seizure if the student is suspected of violating school rules or local law, including harassment, bullying, or drugs.

### **LOCKER USE**

Students may use school lockers as long as the privilege does not result in damage to or misuse of the locker. Examples of damage are dents, permanent markings, etc. Examples of other misuse are sharing, overloading, leaving food or other trash, pranks, etc. Students will sign up for a locker each year. Students will provide their own padlock and must turn in the combination or extra key. Locker combinations should not be shared with other students as students are responsible for the content in their assigned locker. If a new lock is needed during the school year, the new combination or key must be shared with the office. Any locks put on without signing up in the office will be cut off with no reimbursement for the lock. PAPA administration reserves the right to search a student's locker with reasonable suspicion of misconduct. Students are encouraged to decorate their lockers using guidelines provided by administration. Students must empty and clean their lockers by the last day of the school year. There will be a \$25 cleaning fee added to a student's account for any locker not cleaned out.

### **RESTORATIVE PRACTICES AND DISCIPLINE**

PAPA seeks to use positive, preventative and restorative approaches to manage student behavior, minimize the need for discipline, and maximize instructional time for students. Our goal is for all students and staff to exhibit respect for each other in all aspects of the education process including behavior, dress, and communication. The staff at PAPA strives to uphold the highest levels of positive behavior. Students are expected to conduct themselves in a manner that supports the educational purpose of PAPA and with regard for the rights and welfare of all school community members. PAPA's restorative practices give students an opportunity to create and understand shared behavioral expectations in the classroom, understand behavioral expectations as PAPA students, and to build relationships that foster the development of healthy, productive students while preventing behavioral infractions. The emphasis on restorative relationships and positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among students, teachers and staff members and parents, as well as respect for the school campus and public property.

If infractions do occur, restorative practices help students acknowledge and be accountable for their behavior, repair damage caused, learn and grow, and prevent a recurrence of that behavior. Punishment may be used in conjunction with restorative justice, as determined by the administrative team.

At the beginning of the year, teachers will create a set of classroom rules with student input. When a student fails to follow the rules set forth by their teacher, the behavior becomes a distraction to the teacher and to the class and disrupts the education process. Teachers will use a progressive series of restorative practices to address behavioral concerns which may include conversation, responsive circles with the class, conference, and office referral. Continued failure to follow classroom expectations and rules that have a negative impact on the relationships within the classroom and prevents students from learning. This may result in an office discipline referral.

Following are school-wide expected behaviors at PAPA. Students are expected to exhibit these behaviors while on campus and at all PAPA activities. See the Performance Agreement listing expected behaviors by location at the beginning of this document.

**Respectful** - We treat ourselves, others and the environment with care. Use appropriate language, engage in class, take care of school property, practice performance etiquette. Be safe on campus.

**Professionalism** - We take honest reflection and ownership of our words and actions. This includes keeping hands and feet to ourselves, no public display of affection. Come to school/class prepared and on time. No drugs. No gangs or gang-like behavior.

**Agency, Initiative, Attitude, and Self Advocacy, and Effort** - We are truthful to ourselves and others. Try, learn from mistakes, give full attention and effort in class, if you see something, say something. Have a positive attitude.

**Kindness** - We take care of each other. Be kind and supportive of each other, practice inclusivity, help others in need by getting an adult.

Appropriate actions, including restorative practices and/or discipline will be taken when students do not meet these expectations. Potential consequences for misbehavior are determined by frequency and intensity of the behavior. Consequences always contain a restorative component and self/behavioral reflection (conversation, make it right, corrective action, reintegration meetings, etc.) and may include: redirection, removal from setting, parent contact, loss of free time, lunch detention, campus clean up, in school suspension, out of school suspension, or expulsion.

## **TECHNOLOGY USE**

The use of PAPA technology resources is a privilege granted to students primarily for the enhancement of the education process. Violations of this policy may result in the revocation of this privilege. Depending upon the severity of the infraction, students may also face disciplinary action up to and including expulsion, and/or criminal prosecution for misuse of this resource.

Respectful digital citizenship must be adhered when using PAPA technological tools or any of the programs used in the completion of assignments for PAPA. Respectful digital citizenship includes recognition that all students have rights and responsibilities to uphold. These include treating others the way you want to be treated; being respectful/nice on and off-line; respecting the privacy of others; respecting other people's digital property and space; and insisting that others have the same respect. Remember, your online life is a reflection of you!

PAPA does not attempt to articulate all possible uses or violations within this document. In general, users are expected to use PAPA computers and computer networks in a responsible, polite, and respectful manner. Users are not allowed to:

- Knowingly send, receive, or display sexually oriented images, messages, or cartoons;
- Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs;
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others;
- Knowingly send, receive, or display communications that disparage or berate Governing Council members, or students, or employees, or diminish employee productivity and/or professionalism. Nothing contained in this paragraph shall be construed to interfere with the conduct of official PAPA business;
- Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws;

- Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes;
- Disrupt, disable, damage, or interfere with services, equipment, or other users;
- Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.
- Student social media accounts which impersonate PAPA, incite ill feelings, spread gossip or rumors that result in conflict or upset the educational process can be subject to disciplinary action.

PAPA reserves the right to review, audit, intercept, access, and disclose all matters on PAPA computers, Internet access, and e-mail systems, as business conditions and/or security considerations warrant, with or without notice, during or after school hours. Technological resources are the property of PAPA. Students using this resource have no expectation of privacy in their use of PAPA technological resources such as e-mail or on the Internet.

Students are not permitted to create PAPA social media accounts. All clubs and activity social media posts must be approved by the PAPA Executive Director and under the supervision of club sponsors.

### **ANTI-BULLYING POLICY**

Any display of bullying behavior at PAPA is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally and that:

- (1) may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or cognitive disability or any other distinguishing characteristic; or an association with any such person or group, and
- (2) can be reasonably predicted to place a student in reasonable fear of physical harm to a student's person or property; cause a substantial detrimental effect on a student's physical or mental health; substantially interfere with a student's academic performance or attendance; or substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by PAPA.

Retaliation against persons who report, or witness incidents of bullying is prohibited. Students and parents may file verbal or written reports concerning suspected bullying behavior or retaliation to school personnel and administrators. Anonymous, written reports may be made through the administrative mailboxes, provided that no formal disciplinary action shall be taken solely on the basis of an anonymous report. All reports of suspected bullying behavior or retaliation will be reviewed and/or investigated by administration or designee. If acts of bullying or retaliation are verified, prompt disciplinary action may be taken against the perpetrator through a Behavior Intervention Plan that may include conferencing, counseling, anger management training, participation in skill-building and resolution activities, removal of privileges, community service, suspension and/or expulsion. All reports and investigation records will be documented and maintained for four years. Bullying/incident report forms are located in the front office and on our website under policies & PTSO. All forms are to be turned in to any administrator. Bullying/Incident Report Form

### **SUBSTANCE USE/ABUSE**

NM law (NMAC 6.12.4) clearly "prohibits the use, possession and distribution of tobacco products,

e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs in school buildings, on school premises and by students at school-sponsored activities away from school grounds." The law requires schools to "establish a tobacco, alcohol and drug free school policy that provides specific rules of conduct prohibiting the use, possession and distribution of such items, establish adequate provisions for its enforcement, including the enumeration of possible sanctions or disciplinary action, consistent with applicable statutory and case law." Schools are to post notices on school premises prohibiting use, possession or distribution of drugs/alcohol and at school-sponsored activities off campus.

Other NM and Federal laws state that it is illegal to possess, use, purchase, sell, procure or attempt to procure, offer or barter for illegal substances for the minor's own use or for another minor prior to the age of 21.

Substance abuse prevention activities and learning opportunities will take place in multiple classrooms and settings throughout the year. The School Health Advisory Council (SHAC) will offer after school educational events to students, staff and parents to increase awareness of and prevent the use of illegal substances and to increase the physical, mental, social and academic health of students.

In an effort to keep everyone safe and deter illegal activity, the possession/distribution or use of drugs/alcohol are non-negotiables at PAPA and will result in a 9-day suspension. In addition to suspension, students will be required to participate in restorative practices such as community service, research papers, counseling, reintegration meetings, etc.

Choosing to violate this rule more than one time in a school year will result in additional disciplinary action including expulsion from PAPA.

## **SEARCH AND SEIZURE**

A student's person or property while under the authority of PAPA and PAPA's property assigned to a student, are subject to search, and items found are subject to seizure in accordance with the law. An administrator may direct or conduct a screening (random or blanket search of students/belongings generally as a preventative measure) and/or search (individual search of students and belongings with probable cause) when the administrator believes that a either is necessary to help maintain or improve school safety and security. PAPA may use trained dogs or specialized equipment to screen for concealed, prohibited items including drugs or weapons on campus. This includes classrooms, lockers, and vehicles on school grounds, and backpacks. Screenings conducted by trained dogs may or may not be announced in advance. Screening and/or searches of the entire student body or of individual students may occur.

The following requirements govern the conduct of permissible searches by authorized persons:

- School property and student property/vehicles on campus may be searched with or without students present. When students are not present, another authorized person shall serve as a witness whenever possible. Students are to assume full responsibility for the content and the security of property assigned to them.
- Physical searches of student's person may be conducted only by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another person of the same sex.
- Illegal items, legal items which threaten the safety or security of others or personal/public property, which are used to disrupt or interfere with the educational process, may be seized by

authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when the administrative authority deems appropriate.

When a search discloses illegally possessed contraband material or evidence of some other crime, the administrative authority shall have the discretion to notify a law enforcement officer.

## **POLICE REPORT**

A police report may be filed with local law enforcement if a student displays any of the following arrestable offenses: arson, assault, weapons possession/use, battery, threats, theft, vandalism, trespass, exploitation, interfering with the education process, and possession, use, under the influence, sale and/or distribution of controlled/illegal substances including drugs and alcohol. Arrestable offenses may also result in expulsion from PAPA.

## **GRIEVANCE PROCEDURE**

The Public Academy for Performing Arts strives to provide students with a positive, productive, safe, healthy, orderly environment in which they can thrive in academics and the arts. To this end, issues may arise that cannot be resolved at the classroom or administrative level, resulting in the need for intervention by the PAPA Governing Council. Thus, PAPA has instituted the following chain of procedure in regard to parent grievances:

1. If there is an academic or behavioral concern involving a student in the classroom, the first step is for a parent to contact the teacher.
2. If the concern cannot be resolved with the teacher, the parent may choose to present the concern to PAPA administration – the Director of Special Services for Special Education Concerns; the Assistant Director for discipline concerns; or the Executive Director for academic and other concerns.
3. If the concern was brought to the Director of Special Services or the Assistant Director and could not be resolved, the next step is to present the concern to the Executive Director.
4. If the concern cannot be resolved with the Executive Director, the parent may choose to appeal to the Governing Council for intervention through the following:
  - a. Present a written grievance statement to the Governing Council President detailing the situation and the resolution efforts within 5 work days after meeting with the Executive Director.
  - b. The Governing Council President, via the Executive Director, shall provide the written grievance to the person(s) who is/are the subject of the grievance. The person(s) who is/are the subject of the grievance may submit to the Governing Council President a written response to the grievance.
  - c. Within 10 work days of receipt of the written concern, the voting members of the Governing Council will meet.
  - d. The grievance proceeding will be held in Executive/Closed Session. At the beginning of the Executive/Closed session of the meeting the President will read the grievance and allow the parent to make a statement providing any additional information. Written response(s) from the person(s) who are the subject of the grievance will also be read and will be allowed to make a statement providing any additional information. The parent and his/her representatives along with the person(s) who are the subject of the grievance will then be excused from the meeting to allow the Governing Council to discuss the grievance.
  - e. The parent and Governing Council may choose to bring legal representation to the meeting. The parent must notify the Governing Council President at least 72 hours in advance of the meeting if the parent will bring legal representation.
  - f. The Governing Council's decision on the grievance will be made in open session and a written response to the grievance will be made within 5 work days of the Executive

- Closed Session. The Governing Council's open session action shall not be specific enough to violate the privacy of employees, students, or other protected acts.
- g. The Governing Council's response is final.

**If parents need more information or have concerns in areas not covered by the content of this document, feel free to call or email PAPA staff.**

**I HAVE REVIEWED THE 2023-24 PUBLIC ACADEMY FOR PERFORMING ARTS  
PARENT/STUDENT HANDBOOK.**

**STUDENT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

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PAPA

Liz Roybal	President	<FY18	FFY23.1, FFY23.2; AUFY23a/AUFY23b; Fiscal 3/Equity & CL; OGLOP23; REFY23	3	2	1	1	1	1	8 lroybal@paparts.org
Santana Gonzalez	Vice President	FY21	AUFY23a/AUFY23b; ECLRY23; OGLOP23; REFY23; FFY23.1; FFY23.2; FFY23.3	3	2	1	1	1	1	8 santana505@gmail.com
Phil Krethiel		<FY18	FFY23.1; ECLRY23; FFY23.3; AUFY23a/AUFY23b; OGLOPY23; REFY23; FFY23.2	3	2	1	1	1	1	8 phkrethiel@paparts.org
Barbara Campbell		FY20	ECLRY23; OGLOP23; REFY23; AUFY23a/AUFY23b; FFY23.1; FFY23.2; FFY23.3	3	2	1	1	1	1	8 bcampbell@paparts.com
Jessica Short	Secretary	FY21	OGLOP23/REFY23; AUFY23a/A ECLRY23/IntroFY23	3	2	1	1	1	1	8 jshort_j@ps.edu
Isaac Trujillo		FY23							7	8 isactrujillo@gmail.com
Paul Paradise		FY23								0 papm305@gmail.com / paradise@paparts.org

Use Ulbarr-Miller  
Resigned  
Alexis Corbin  
Resigned

Changes to Board Information, please email charter.schools@state.nm.us