

QUALIFICATIONS AND REQUIREMENTS FOR SCHOOL BUS DRIVERS

LICENSE

A driver of a school bus transporting any school child shall hold a current, valid school bus drivers license.

A. LICENSE REQUIREMENTS

1. Each applicant shall present a character certificate signed by at least three responsible people to whom he is well known, certifying as to his good character and habits.
2. Each applicant shall pass the regular written examination administered by the Drivers License Division of the State of New Mexico and the special supplementary examination covering knowledge of school bus operation.
3. Each applicant shall pass a driving test, administered by a New Mexico State Police Officer, in the school bus which he is going to drive or one of equal size.

NOTE: This applies to new applicants or to those whose license have expired. Renewals shall be governed by the requirements of the Drivers License Division.

EXPERIENCE

At least one year of driving experience in a vehicle larger than a passenger car or special training in operating a school bus prior to time of making application.

AGE

No person under the age of eighteen may be licensed as a school bus driver. (A minimum of 21 years of age is recommended.) No driver, not already in service, who has reached the age of sixty-five, shall be employed.

PHYSICAL & VISUAL ABILITIES

- A. Possession and full and normal use of both hands, both arms, both feet, and both legs.
- B. No structural defects or limitation likely to interfere with safe driving.

- C. Visual acuity (either without glasses or by correction with glasses) of at least 20/20 in one eye and 20/40 in the other eye.
- D. Field of vision of at least 150°.
- E. No color vision deficiency.
- F. No muscular anomalies.
- G. Ability to hear whispered voice at 20 feet.

HEALTH

- A. Freedom from organic or functional disease likely to interfere with safe driving, such as epilepsy, tuberculosis, paralysees, diabetes, abnormal blood pressure, and heart ailments.

PHYSICAL EXAMINATION

- A. All physical examinations shall be conducted by licensed physicians approved by the employing agency.
- B. Each driver applicant must pass a physical examination before he is employed to transport pupils.
- C. A physical examination is compulsory every year for all drivers and at other times, at the request of the employing agency.
- D. A copy of each physical examination shall be filed with the employing agency.
- E. All drivers sixty years of age or older, shall pass a thorough physical examination semi-annually.
- F. Examination shall include all items shown on the physical examination form on page 40.

INSTRUCTION

It is recommended that all school bus drivers should receive adequate instruction in basic duties connected with school bus driving before transporting pupils. This should be accomplished by attendance at the New Mexico School Bus Driver Institute which is held prior to the opening of school each year.

It is further recommended that all drivers attend the Institute at least once every three years. They should also be active participants in their local, district and state School Bus Driver Association and attend the follow up and refresher schools when held in their area. Record of attendance will be considered when contract is up for renewal.

CHARACTER

No person shall be employed as a school bus driver who has been convicted of any of the following offenses as a result of driving a motor vehicle: (a) manslaughter (b) driving while under the influence of intoxicating liquor or habit forming drugs (c) failure to stop, disclose identity and tender assistance when involved in an accident.

A. OTHER ELEMENTS TO BE CONSIDERED ARE:

- (1) Reliability or dependability
- (2) Initiative, self-reliance and leadership
- (3) Ability to get along with others
- (4) Freedom from use of undesirable language
- (5) Personal habits of cleanliness
- (6) Good moral character
- (7) Honesty
- (8) Freedom from addiction to narcotics or habit-forming drugs or the excessive use of alcoholic beverages or liquors

EMOTIONAL STABILITY

In selecting applicants and in re-employing drivers full recognition should be given to the importance of emotional stability in relation to school bus driving. Due consideration should be given therefore to the following factors.

1. Patience
2. Consideration
3. Even temperament
4. Calmness under stress

APPEARANCE

Each driver must be neat and clean in his appearance.

CITIZENSHIP

Every school bus driver must be an American citizen.

DRIVING RECORD

No one shall be employed, re-employed, or retained whose driving record contains violations or accidents which would indicate improper attitude, knowledge or skill. Driving records may be checked by contacting the Driver Services Division of the Motor Vehicle Department.

REPORTS

The driver shall be competent to keep such records as may be required by the Board of Education or the Transportation Division. Each driver shall make a monthly report, showing the number of pupils transported each day during the month.

RELATIONSHIPS

The driver shall satisfy the Board that he is thoroughly familiar with his relationships with parents, teachers, pupils, and other school authorities.

AVAILABILITY

The bus driver should be available to the route he is selected to serve.

SUBSTITUTE DRIVER

Substitute drivers shall meet the same requirements as a regular driver.

All drivers must be approved by the local Board of Education.

Cook

Job Description:

Serves as one of the cooks in a large kitchen; may requisition food to meet menu requirements and kitchen supplies and equipment as required. May maintain food and kitchen supply and equipment inventories. Prepares or directs preparation of food for cooking. Roasts, broils, fries, bakes, boils or otherwise cooks meats, fish, poultry, and vegetables; carves meats for individual servings as required. Makes soups, gravies, stews and sauces, toasts, sandwiches, custards, puddings, and other desserts, coffee and other beverages. Prepares salad mixtures and salad dressings. May be responsible for keeping refrigerators, ranges, ovens and all appliances and utensils, as well as kitchen and food store rooms in a sanitary condition. Supervises kitchen helpers and students in preparation and serving of foods and in maintaining sanitary conditions in cooking areas. May give on-the-job instruction to students in cooking processes.

Minimum Qualification Requirements: (X-118-CPC-518-4)

Applicants must have had six months experience in performing the more elementary general cooking duties, or assisting in general cooking under supervision.

Applicants must have acquired the knowledges and skills necessary to perform general cooking duties that suit the position.

Substitution:

Six months only of experience as short order cook may be substituted for not more than three months of the required general cooking experience.

The successful completion of any of the following may be substituted for any or all of required experience.

- (1) The successful completion of a course in cooking or in cooking and baking in a school of secondary grade or higher--provided the course includes a substantial amount of training in quantity cooking and actual practice.
- (2) The successful completion of a training course in cooking or in cooking and baking in the armed forces.
- (3) The successful completion of a "specialty course" in cooking and baking in which concentrated training and quantity cooking was given.

Physical Requirements: (X-118-2-5)

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis.

In addition, applicants must possess emotional and mental stability, and for positions in the Indian Service show positive reaction to the tuberculin test and be free from clinical and laboratory evidence of tuberculosis and skin and venereal diseases.

FOOD SERVICE WORKER
or
Waiter

Job Description:

Waits on tables in a dining room or mess hall of a Government institution, including responsibility for spreading clean linen, setting tables with silverware, glasses, sugar bowls, salt and pepper shakers and napkins; serves food family style, from food carts or from cafeteria lines; assists in the maintenance of discipline in dining room; maintains dining room in a clean and sanitary condition; may instruct and supervise student details in distributing and apportioning food, washing dishes and cleaning the dining room; may instruct students in proper table manners.

Minimum Qualification Requirements: (X-118-CPC-2590-4)

Applicants must have had one year experience in waiting tables in a hotel, institutional dining room, restaurant, or club; or experience in supervising waiters and other dining room employees.

Appointment to these positions is restricted by law to persons who are entitled to veteran preference as long as such persons are available.

Substitution: Experience as a kitchen helper may be substituted for not more than one year of non-supervisory waiter experience, provided such experience has been acquired under the immediate supervision of a waiter or supervisory waiter.

Physical Requirements: (X-118-2-5)

Good distant vision in one eye and ability to read without strain printed materials the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by the use of satisfactory prosthesis.

Bus Driver

Job Description:

Operates school bus in transporting students to and from school and on field and recreation trips; follows assigned routes and schedules; is responsible for safety and conduct of students while on school bus, knows rules and regulations of I.C.C. and State and local laws; has sufficient mechanical knowledge of bus to maintain it and make minor repairs and keep it in good working order. May perform incidental manual labor tasks when not engaged in driving.

Minimum Qualification Requirements: (X-118-CPC-604-4)

Applicants must have 1, 2 and 3 below:

- (1) One year's experience in the operation of passenger motor vehicles, including the making of minor repairs and adjustments to such vehicles; and
- (2) An appropriate permit to operate motor vehicles (in any state or territory where required) or the applicant must obtain such permit within 30 days after date of appointment; and
- (3) A satisfactory driving record.

Applicants must also pass a practical road test, but such test may be waived for non-competitive actions.

The minimum age of 18 is not waived in any case for chauffeur positions.

Physical Requirements: (X-118-CPC-604)

The duties of the position require light to moderate physical exertion. Arms, hands, legs, and feet must be sufficiently intact and functional, or if loss of limb exists, the loss must be satisfactorily compensated by suitable prosthesis and/or specially equipped motor vehicle to offset the disability. For unlimited duty (Agency Reservation and public highways) applicants must have vision of at least 20/30 in one eye and 20/50 in the other, with or without glasses. For limited duty (Agency Reservation) applicants must have vision of at least 20/30 in one eye, with or without glasses. Hearing, with or without a hearing aid, must test 15/20 for ordinary conversation in one ear. Any physical defect or emotional instability which would cause the applicant to be a hazard to himself or to others will disqualify for appointment.

REQUIREMENTS FOR GRADE GS-5

Possession of the basic requirements meets in full the requirements for GS-5.

REQUIREMENTS FOR GRADE GS-7

In addition to the basic requirements (page 4), you must fulfill one of the following requirements:

- A. **EXPERIENCE:** One year of appropriate experience in teaching, educational research, development of education or training material and aids, educational testing, guidance counseling, educational administrator, or other comparable activity. The experience must clearly demonstrate success in the application of the principles, methods, and techniques of education and training, or in developmental work in connection with the areas mentioned above, and familiarity with current developments in the education and training field, and, as necessary, knowledge of subject matter field(s) *applicable to the position for which you are being considered; or*
- B. **EDUCATION:** One year (30 semester hours) of pertinent graduate study in education and/or related fields appropriate for the duties of the position; *or*
- C. **SUPERIOR ACADEMIC ACHIEVEMENT:** Your application will be accepted for grade GS-7 provided you meet any one of the following "quality graduate" criteria:
 1. Standing in the upper third of the class based on completed college work at time application is filed.
 2. 2.90 or better grade point average in all completed college courses, or in all courses completed during the last two years of the undergraduate curriculum.
 3. 3.50 or better grade point average in all completed courses in the major field of study, or in all courses in the major field of study completed during the last two years of the undergraduate curriculum.
 4. Election to membership in one of the national honorary scholastic societies (other than Freshman honor societies) which meet the minimum requirements of the Association of College Honor Societies.
 5. A score of 600 or better on an Area Test or Advanced Test of the Graduate Record Examinations.

6. For teacher positions only, a superior score in the National Teachers Examination. This requires a composite NTE score of at least 1300, with not less than 650 in the Common Examination and not less than 650 in the appropriate Teaching Area Examination.

The superior academic achievement criteria does not apply if you meet the basic requirements (page 4) based on NTE scores.

SUBSEQUENT WORK EXPERIENCE

Applicants who are rated as superior under the provisions outlined above may be acceptable for grade GS-9 provided that they have had at least one year of professional experience at the level of difficulty and responsibility equivalent to grade GS-7 in the Federal service.

NOTE: If your basic eligibility is based on your score on the NTE you may not use your score again to qualify for grade GS-7, regardless of the score attained.

REQUIREMENTS FOR GRADE GS-9

In addition to the basic requirements, you must fulfill the following requirements:

1. Two years of appropriate professional experience as described in the requirements of GS-7 above; *or*
2. A combination of 1 year of pertinent graduate education and 1 year of appropriate professional experience, both as described above for GS-7; *or*
3. Completion of all requirements for the master's degree in Education or in an appropriate subject matter field; *or*
4. Two full academic years of pertinent graduate study in Education or in an appropriate subject matter field.

1 through 4 above must be pertinent to the position for which you are applying.

CREDIT FOR PART-TIME AND/OR UNPAID EXPERIENCE

Credit will be given for part-time experience as well as unpaid experience or volunteer work such as in community, cultural social service, and professional association activities on the same basis as for paid experience of the types acceptable under this announcement. To ensure the receipt of proper credit you should show the dates and actual time, such as the number of hours per week spent in such activities.

APPROVED-PROGRAM APPROACH

Under this approach, the institution itself rather than the State establishes program requirements which are acceptable to the State.

For those applicants offering an "Approved-Program" background, a certified statement from the college or university, containing the following must be filed with the application: (1) certification that the college or university has a teacher education program approved under an "Approved-Program" approach; (2) the date such approval was granted the institution and by whom; (3) the date you successfully completed training under this program; and (4) the area of concentration. The statement above is not necessary if the approved-program course work content meets the basic requirements through course credit accumulation (page 4).

APPLICATIONS ACCEPTED FROM STUDENTS

Applications will be accepted from senior and graduate students. Credit will be given for all course-work to be completed within 9 months of the date of filing your application. If you are a student, and are qualified in all other respects, you may receive a provisional appointment prior to completion of the courses, but you may not enter on duty until you furnish proof of successful completion of all the courses submitted to fulfill the requirements for acceptance. You will be required to show that your course work is completed at the time you enter on duty.

The letter notifying you we have accepted your application will be stamped "May not enter upon duty until completion of required education is shown."

INTERVIEW

Interviews are not conducted routinely for everyone whose application is accepted. The Bureau of Indian Affairs *may* contact you regarding an interview when you are actually being considered to fill a vacancy.

SELECTIVE PLACEMENT

Some positions require special knowledges or competencies. In such cases, selection for these positions may be limited to those candidates whose records show evidence of the required capabilities.

BASIS OF RATING NO WRITTEN TEST REQUIRED

Your rating will be based on an evaluation of your education, experience, special skills and abilities shown in your application and on additional information which may be obtained from confidential inquiries.

STATE CERTIFICATION

You may be required to obtain state certification. The Bureau of Indian Affairs will allow you the same amount of time for obtaining state certification that is allowed for public school teachers within the state in which you are given an appointment. The Bureau of Indian Affairs applies the requirements of the state in making appointments from this announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, political affiliations, or any other nonmerit factor.

LIST OF ACCEPTABLE COMPETITORS

Separate lists of competitors will be established for each of the positions and grades covered by this announcement. The Civil Service Commission has no prior knowledge about specific vacancies. We refer these lists to the Bureau of Indian Affairs for consideration as vacancies occur.

ADDITIONAL INFORMATION

For information about citizenship, kinds of appointments, physical abilities required, veteran preference, and other general information, see Civil Service Commission Pamphlet No. 4, "Working for the U.S.A." which can be obtained at most Post Offices and Interagency Boards of Examiners.



Guidance is helping: a Guidance Counselor (sitting) and an Instructional Aid assisting at table.

ARTICLE XIV.

EMPLOYEES

The professional educational staff of the School shall meet the qualification standards of the Civil Service Commission and/or the State Educational Certification Standards for employment and career advancement. If the School Board elects to recruit and employ professional staff members as Federal employees, all rights and privileges as Federal employees will be preserved.

Section 37 - Teacher Aides

DEFINITION

A teacher aide is a non-professional assistant to the teacher.

PURPOSE

The major intention is to free the qualified teacher from minor, essential tasks which are time-consuming and thus detract from the process of teaching.

QUALIFICATIONS

- Preferably a high school graduate or a college student
- Acceptable references
- Interest in working with children
- Ability to follow directions
- Ability to learn to operate a duplicating machine
- Ability to learn to operate audio-visual equipment
- Knowledge and ability to react promptly and wisely in emergency situations
- Adaptable and presentable
- Possesses good physical and mental health
- Ability to work with various ethnic groups

DUTIES

- To work under the general direction of the classroom teacher
- To maintain attendance records
- To schedule, secure, and project audio-visual aids
- To secure library, art, physical education, music, and other supplementary materials
- To duplicate materials
- To distribute and collect materials
- To monitor fieldtrips under the supervision of the teacher
- To foster safety practices
- To assist small groups with minor academic problems in special situations (when competence has been demonstrated by the aide in a special area)

TEACHER CONTRACT
Gallup-McKinley County School District
School Term 1970-1971

The Board of Education of Gallup-McKinley County, New Mexico, herein called Board, and _____, herein called Teacher, agree:

1. The Board employs the Teacher to teach and perform related services during the school year 1970-1971, beginning _____, 19 _____, in school or schools of the Gallup-McKinley County School District to which the Teacher may be assigned by the Board.

2. The Teacher shall present himself or herself for duty to the Superintendent of Schools at such times and places as designated. The Teacher shall be prompt, thorough, conscientious, judicious in punishment, watchful of the morals of the pupils, and shall attend all school meetings called by the Superintendent, school principal, or other authorized person.

3. The Teacher's annual salary shall be computed on the basis of a _____ degree and _____ additional approved semester hours and _____ years of allowable experience plus special increment(s) for

Salary per schedule \$ _____

Special increment \$ _____

Total contract salary \$ _____

The total contract salary shall be paid the Teacher in _____ installments.

The first installment of _____ shall be due and payable on _____, 19 _____.

Each installment thereafter of _____ shall be payable on scheduled paydays.

The total contract salary is based upon a schedule of _____

_____ teaching days

_____ non-teaching days

_____ total contract days

and is subject to the approved budget. For each day's absence from duty not included in sick leave, or otherwise compensated for in accordance with the rules and regulations of the Board, there shall be deducted from total contract salary an amount proportional to the total contract days or such lesser portion of total contract salary as shall be established by the Board.

Such deduction shall be made from the installment(s) due the Teacher following such absence. In the event of resignation or discharge, the Teacher shall be entitled to the proportion of his total compensation as his service rendered bears to the total service required herein.

4. The Teacher shall not be discharged during the term of this contract except for proven disability, disqualification, immorality, incompetency, insubordination, breach of this contract, or for any other good and just cause, and after hearing on written charges, notice of which shall be given as required by law.

5. The Teacher will give the Board thirty (30) days' written notice of intention to resign. Failure to give such thirty day notice shall entitle the Board, in its discretion, after deducting an amount for services not rendered, to retain from any unpaid balance of the total contract salary an additional amount equal to one-twelfth (1/12) of the contract salary specified above, and to file a written complaint with the State Board of Education.

6. Should the Teacher contract for, or perform any other employment which will result in absence from duty required under this contract, the Board may declare this contract terminated after a hearing as provided by law, and file a written complaint with the State Board of Education. This section shall not prevent a Teacher from holding an office not incompatible to the teaching profession, or from performing any activity allowed a qualified elector as provided by the Constitution.

7. The Teacher shall comply with the lawful rules and regulations of the Board. The Board shall comply with the provisions of the law relative to renewal of employment, discharge, and retirement.

8. The Teacher shall furnish the Board the following:

A. At such times as may be required by the Board:

- (1) A proper teacher's certificate for the position to be held.
- (2) An official transcript showing the education record and training of the Teacher.
- (3) Suitable evidence of date of birth.

B. On or before the commencement of the school term:

Each person employed in a public or private school, including bus drivers, shall present to the governing authority of the school where employed, upon initial employment and once each year thereafter, a certificate from a licensed physician stating that the person is free from all communicable diseases in a transmissible stage dangerous to the health of students. The certificate from a licensed physician shall be according to a form prescribed by the State Board of Public Health and approved by the State Board of Education. The certificate must be obtained annually from a licensed physician not more than ninety (90) days prior to the beginning of the school year.

C. The Teacher shall accept or reject the contract or offer of employment within fifteen (15) days from receipt of such offer or contract.

Failure to furnish any of the foregoing items at the required time may result in the termination of the contract after a hearing by the Board, as provided by law.

Date signed by and for Board:

Board of Education of Gallup-McKinley County, New Mexico

By: _____

Date signed by Teacher:

Teacher

NEW MEXICO SCHOOL PERSONNEL HEALTH EXAMINATION CERTIFICATE*

REGULATIONS

GOVERNING EMPLOYMENT OF TEACHERS AND OTHER PERSONS WITH COMMUNICABLE DISEASE BY PUBLIC, PRIVATE OR PAROCHIAL SCHOOLS

All persons employed by public, private, and parochial schools, and school lunch personnel, and school bus drivers shall present to the governing authorities of the schools where employed, upon their initial employment and once each succeeding year thereafter, a certificate to the effect that they are free from tuberculosis in a transmissible form. The certificate must be signed by a licensed physician, and must be secured annually not more than 90 calendar days prior to the opening of the yearly fall school term.

In order to meet this requirement:

- a. all such persons preferably shall have an annual chest X-ray, but an intradermal skin test for tuberculosis each year within the 90-day time period specified above is acceptable;
- b. all such persons known to be positive reactors to the intradermal skin test shall have a chest X-ray and other tests that may be needed to establish a diagnosis;
- c. persons found through intradermal skin tests to be positive reactors shall immediately have a chest X-ray and other tests that may be needed to establish a diagnosis before initial employment and once each succeeding year thereafter within the 90-day period specified above.

In addition to the above minimum requirements, the State Board of Health and Social Services and the State Board of Education strongly recommend that all school personnel receive an annual physical examination.

CERTIFICATE OF EXAMINATION*

Name _____ Sex _____

School _____ Occupation _____

RESULTS OF TESTS FOR TUBERCULOSIS

A. Intradermal Skin Test: Positive _____ Negative _____

B. Chest X-ray Results: Positive _____ Negative _____

Suspicious _____

C. Results of additional tests needed: _____

I hereby certify that to the best of my knowledge, the above-named person is free from tuberculosis in a transmissible form, as of this date.

PHYSICIAN

DATE

* THIS CERTIFICATE MUST BE SUBMITTED TO THE SUPERINTENDENT OF SCHOOLS WHERE INDIVIDUAL IS EMPLOYED.

SCHOOL ADMINISTRATOR CONTRACT
Gallup-McKinley County School District Number One
Gallup, New Mexico

This is a contract of employment between the Board of Education of Gallup, New Mexico, herein called Board, and _____, herein called Employee, a duly qualified and certified _____,

1. The Employee shall be employed by the Board for a period from _____, 19____, to _____, 19____, as _____ of the Gallup-McKinley County School District, County of McKinley, New Mexico.

2. The Employee shall, during the term of employment, faithfully perform the duties appertaining to his position, administer the duties assigned by the Superintendent of Schools, and abide by the rules and regulations of the Board. During the term of this contract the Employee shall be subject to discharge for any good and just cause, provided, however, said Employee shall have the right to service of written charges, notice of hearing, and a hearing before the local Board as specified in Sec. 73-12-15, N.M.S.A. (p.s.).

3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist from time to time.

4. If the Employee is employed on a twelve (12) month contract, he shall be entitled to fourteen (14) working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than _____ working days, but, upon termination of this contract, no payment shall be made for more than twenty (20) days of the unused annual leave.

The Employee shall be entitled to sick leave with pay for a total of not more than _____ working days per year. Unused sick leave is cumulative until the employee leaves the school district.

5. The Employee shall furnish the certificate required by Section 73-12-11, N.M.S.A., 1953 Comp., as amended, in the form and at the time or times provided therein.

6. Subject only to the provisions of the applicable approved budget and the availability of funds thereunder, the Employee shall, during the term hereof, receive a salary of \$ _____ per year, payable in equal monthly installments, less required or authorized deductions, on or about the _____ day of each month.

Recommended, Superintendent of Schools

Employee

Date of Execution: _____

Board of Education of Gallup-McKinley
County Schools, Gallup, New Mexico

By _____
President

Secretary

Date of Execution _____

GALLUP-MCKINLEY COUNTY
BOARD OF EDUCATION
Post Office Box 1318
Gallup, New Mexico

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EMPLOYEE'S CONTRACT

(Aide - Custodian)

The Gallup-McKinley County Board of Education hereby employs
_____ of _____
as _____
for the period of _____.
Total compensation for services rendered shall be \$ _____,
payable on the 30th of each month for the earned portion of the total
amount of compensation payable.

Said employee hereby agrees to present himself or herself for duty
to the Superintendent of Schools at such time and place as he may require
and to perform faithfully and fully the duties of the position assigned.

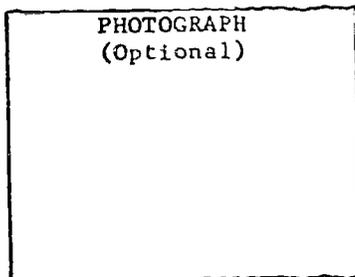
It is understood that new employees must serve a thirty (30) day
probationary period during which time their services can be terminated
immediately. It is further understood that any involvement of the employee
in criminal, immoral, or other disgraceful action is cause for immediate
dismissal. Otherwise, after thirty (30) days probationary service, each
party of this contract agrees to give a fifteen (15) work day advance
notice if they desire to terminate this contract.

Employee

Gallup-McKinley County Board of Education

Date

By _____
Superintendent of Schools



GALLUP-McKINLEY COUNTY SCHOOLS
Gallup, New Mexico

Application for Aide Position

NAME _____ DATE _____

PRESENT ADDRESS _____ TELEPHONE _____

SOCIAL SECURITY NUMBER _____

Circle type of assignment most preferred:

Teacher Aide

Library Aide

Nurse Aide

Location (List School Preferred) _____

SKILLS

Type _____ wpm _____

Mimeograph _____

Ditto _____

Other _____

PERSONAL DATA

Date of Birth _____ Place of Birth _____

Height _____ Weight _____ General Health _____

Physical Defects (if any) _____

Marital Status _____ Single _____ Married _____ Divorced _____

Husband's Name _____ Occupation _____

Number of Children _____

Are you presently employed? _____ Where? _____

When are you available for assignment? _____

Add in the space below any information which you believe will assist in giving a true estimate of your qualifications.

REFERENCES

Include the names and addresses of all former employers. Three references are required. Do not give relatives.

Name	Address	Official Position

I understand that the information recorded herein is confidential and to be used for professional purposes only.

EXPERIENCE

Location of Business	Dates		Type of Work
	From	To	

EDUCATION AND PREPARATION

Name of School	Years Attended	Diploma or Degree Subject

If not a high school graduate, do you have a GED Certificate? Yes _____ No _____
Date of GED Certificate _____

Signature of Applicant

Section 13 - Professional Leave

Professional leave of absence is granted to school employees for absence which is required because of professional commitments and is in the best interest of the school system.

All professional leave requests must come through the Office of Instruction. All elementary and secondary teachers will submit their request for professional leave in writing to the principal of their respective building. The building principal will in turn submit the request to the supervisor of Elementary Education or to the supervisor of Secondary Education for final approval. No professional leave will be granted unless authorized by the Office of Instruction and/or the Superintendent of Schools.

Chapter 199

AN ACT

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RELATING TO EDUCATION; PROHIBITING THE EMPLOYMENT BY A SCHOOL DISTRICT OF PERSONS RELATED WITHIN STATED DEGREE OF CONSANGUINITY OR AFFINITY TO SCHOOL BOARD MEMBERS; AND ENACTING A NEW SECTION 77-4-3.1 NMSA 1953.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. A new Section 77-4-3.1 NMSA 1953 is enacted to read:

"77-4-3.1. NEPOTISM PROHIBITED.--No local school board shall employ or approve the employment of any person in any capacity by a school district if the person is related by consanguinity or affinity within the first degree to any member of the school board governing the district. This section does not prohibit the continued employment of any person who is employed by a school district on July 1, 1972 and who, on that date, is related within the prohibited degree to a member of the governing school board."

Section 2. EFFECTIVE DATE.--The effective date of this act shall be July 1, 1972.

House Bill 362
Approved April 1, 1971

Section 36 - Grievance Policy

The following statements shall define 'Problem' and 'Grievance.'

'Problem': A complaint of misunderstanding on the part of a professional staff member which arises from the application and interpretation of Board of Education policies and/or administrative regulations.

'Grievance': An unresolved, aggravated problem which becomes a grievance when either party to a disagreement states that a grievance exists and requests that the procedures contained herein be invoked.

The channels that an employee will take in voicing his/her complaints shall be as follows:

1. Simply state case to principal or other designated school administrator. Principal renders a decision. If matter is not rectified,
2. Resort to formal procedure and written documents. The employee may be represented by teachers' organization or counsel. The Superintendent renders a decision. If the matter is not rectified,
3. Use a review board or panel. Such board or panel to consist of three members selected from a predetermined list of eligible people within the school district; one selected by complainant, one by administration, and one selected by both to act as chairman. The panel holds hearings, gathers evidence and issues a report, which includes findings and recommendations to the Superintendent. Then the Superintendent issues a decision. If matter is not resolved,
4. A formal appeal shall be made to the Board of Education. The Board's function: to uphold, reject, or modify the Superintendent's decision from the panel findings.

GALLUP-McKINLEY COUNTY SCHOOLS
Gallup, New Mexico

REIMBURSEMENT ITEMIZATION
For Trips and Other Expenses

PAYEE _____ Address _____

For reimbursement of travel and other expenses incurred in the discharge of official duty from _____
to _____ as itemized below and authorized by _____

JURAT: I, _____, do swear that the below account and itemization are just and true in all respects.

Subscribed and sworn to before me at _____, this _____ day
of _____, 19_____

Payee sign here

Notary Public
(SEAL)

Title

PURPOSE OF TRIP: _____

ITEMIZATION: Receipts must be submitted on 11 and 1V.

1. PER DIEM: Out of State: 6 to 12 hours - \$6.25; 12 to 18 hours - \$12.50; 18 to 24 hours - \$18.75; 24 hours - \$25.00
In State: 6 to 12 hours - \$3.75; 12 to 18 hours - \$ 7.50; 18 to 24 hours - \$11.25; 24 hours - \$15.00

DATE		TIME		POINTS OF TRAVEL		TOTAL TIME		AMOUNT
Depart	Return	Depart	Return	From	To	Days	Hours	

11. TRANSPORTATION: Receipt or paid invoice must be submitted to obtain reimbursement.

TRAIN FARE	PULLMAN	PLANE FARE	PRIVATE AUTOMOBILE			AMOUNT
			Speedometer beginning	Speedometer ending	Total Miles traveled	@.07 mile

111. MISCELLANEOUS: No more than \$10.00; For Out of State only.

TIPS	TAXI	AMOUNT

1V. EXPENSES: Non-Personal . Receipt or paid invoice must be submitted to obtain reimbursement.

VENDOR	ARTICLE	AMOUNT

Principal's Authorization _____

Administration Authorization _____

TOTAL AMOUNT CLAIMED, 1-1V _____
ACCOUNTING CLASS _____
BUDGET _____

TITLE II APPLICATION FORM & INVENTORY REPORT

SCHOOL _____ DISTRICT _____

Most of the information required for the distribution formula will be obtained from other reports submitted to the State Department of Education. The following additional information is needed so your allocation can be determined. Complete one form for each school in your district.

1. Number of student positions in library _____
List all schools using this library on a regular basis:

2. Number of certified librarians assigned to library _____
Number of certified personnel assigned to library _____
Number of library aides or clerks _____

Give fraction of full school day personnel above are assigned to library, ie. 1/4, 1/3, 1/2, full, etc.

3.	Number on Hand Received Through Title II	Number on Hand Purchased with Local or funds Other than Title II
Textbooks	_____	_____
Library or Supplemental Books	_____	_____
Sets of Encyclopedias	_____	_____
Filmstrips	_____	_____
AV Items other Than Filmstrips	_____	_____

4. To be Completed by Non Public Schools Only:

Total amount spent for library and audio-visual materials from July 1, 1969 through June 30, 1970 \$ _____
Do not include any Federal funds, but do include amounts spent for library and audio-visual materials (not equipment) by the PTA or other parent or community groups.

_____ Date _____ Signature of Person Authorized to Submit Project

All schools in each district should return one copy of this form to their Central Office. The Central Office will return all forms to the Title II Office.

GENERAL SCHEDULE - 5 U.S.C. 5332(a)										Amt. of Step Iner.	
GS	1	2	3	4	5	6	7	8	9		10
1	\$4326	\$4470	\$4614	\$4758	\$4902	\$5046	\$5190	\$5334	\$5478	\$5622	144
2	4897	5060	5223	5386	5549	5712	5875	6038	6201	6364	163
3	5524	5708	5892	6076	6260	6444	6628	6812	6996	7180	184
4	6202	6409	6616	6823	7030	7237	7444	7651	7858	8065	207
5	6938	7169	7400	7631	7862	8093	8324	8555	8786	9017	231
6	7727	7985	8243	8501	8759	9017	9275	9533	9791	10049	258
7	8582	8868	9154	9440	9726	10012	10298	10584	10870	11156	286
8	9493	9809	10125	10441	10757	11073	11389	11705	12021	12337	316
9	10470	10819	11168	11517	11866	12215	12564	12913	13262	13611	349
10	11517	11901	12285	12669	13053	13437	13821	14205	14589	14973	384
11	12615	13036	13457	13878	14299	14720	15141	15562	15983	16404	421
12	15040	15541	16042	16543	17044	17545	18046	18547	19048	19549	501
13	17761	18353	18945	19537	20129	20721	21313	21905	22497	23089	592
14	20815	21509	22203	22897	23591	24285	24979	25673	26367	27061	694
15	24251	25059	25867	26675	27483	28291	29099	29907	30715	31523	808
16	28129	29067	30005	30943	31881	32819	33757	34695	35633		938
17	32546	33631	34716	35801	36886*	General Schedule -- Effective January 10, 1971					
18	37624*	DEPARTMENT OF THE INTERIOR									

*The salary for employees at these rates is limited by 5 U.S.C. 5308 to the rate for level V of the Executive Schedule (as of the effective date of this salary adjustment, \$36,000).

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20240

REGULAR WAGE SCHEDULE
(COORDINATED FEDERAL WAGE SYSTEM)

LEAD AGENCY: Department of Defense	EFFECTIVE DATE: May 31, 1970	AREA 0201 Northeastern Arizona
ISSUE DATE: May 28, 1970		

Pursuant to 5 U. S. C. 5341 (a) and the authority delegated to the undersigned, the following wage rates are approved as recommended by the lead agency for the area indicated above. In accordance with the provisions of FPM Supplement 53-1 and the instructions of this Department, the rates shall be applied in the area to all Interior wage board positions which are not excepted from the general wage system of the Coordinated Federal Wage System.

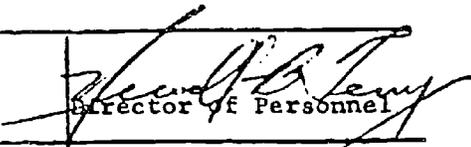
STEP GR	WG-NON SUPERVISORY			WL-LEADER			WS-SUPERVISORY				
	1	2	3	1	2	3	1	2	3	4	5
1	2.47	2.57	2.67	2.72	2.83	2.94	3.49	3.69	3.88	4.07	4.27
2	2.64	2.75	2.86	2.91	3.03	3.15	3.65	3.86	4.06	4.26	4.47
3	2.83	2.95	3.07	3.12	3.25	3.38	3.83	4.05	4.26	4.47	4.69
	3.03	3.16	3.29	3.34	3.48	3.62	4.02	4.25	4.47	4.69	4.92
5	3.23	3.36	3.49	3.55	3.70	3.85	4.20	4.44	4.67	4.90	5.14
6	3.42	3.56	3.70	3.76	3.92	4.08	4.38	4.63	4.87	5.11	5.36
7	3.61	3.76	3.91	3.97	4.14	4.31	4.56	4.82	5.07	5.32	5.58
8	3.80	3.96	4.12	4.19	4.36	4.53	4.74	5.01	5.27	5.53	5.80
9	3.99	4.16	4.33	4.40	4.58	4.76	4.92	5.20	5.47	5.74	6.02
10	4.19	4.36	4.53	4.61	4.80	4.99	5.10	5.39	5.67	5.95	6.24
11	4.38	4.56	4.74	4.82	5.02	5.22	5.27	5.57	5.86	6.15	6.45
12	4.57	4.76	4.95	5.03	5.24	5.45	5.49	5.80	6.10	6.41	6.71
13	4.76	4.96	5.16	5.24	5.46	5.68	5.77	6.09	6.41	6.73	7.05
14	4.95	5.16	5.37	5.45	5.68	5.91	6.09	6.43	6.77	7.11	7.45
15	5.15	5.36	5.57	5.66	5.90	6.14	6.47	6.83	7.19	7.55	7.91
16							6.89	7.28	7.66	8.04	8.43
17							7.38	7.79	8.20	8.61	9.02
18							7.91	8.35	8.79	9.23	9.67
19							8.50	8.97	9.44	9.91	10.38

SHIFT DIFFERENTIALS

2nd \$.09 3rd \$.19

DATE

JUN 5 1970


Director of Personnel

ELEMENTARY PRINCIPALS' SALARY SCHEDULE

Ten Months

ENROLLMENT	YEARS AS PRINCIPAL IN SYSTEM											
	0	1	2	3	4	5	6	7	8	9	10	11
199 or Less Base \$9,313	1.01 \$9,223	1.02 9,499	1.03 9,592	1.04 9,686	1.05 9,779	1.06 9,872	1.07 9,965	1.08 10,058	1.09 10,151	1.10 10,244	1.11 10,337	1.12 10,431
200 to 299 Base \$10,995	1.03 11,325	1.04 11,435	1.05 11,545	1.06 11,655	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534
300 to 399 Base \$10,995	1.05 11,545	1.06 11,655	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754
400 to 499 Base \$10,995	1.07 11,765	1.08 11,875	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974
500 to 599 Base \$10,995	1.09 11,985	1.10 12,095	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974	1.19 13,084	1.20 13,194
600 or More Base \$10,995	1.11 12,204	1.12 12,314	1.13 12,424	1.14 12,534	1.15 12,644	1.16 12,754	1.17 12,864	1.18 12,974	1.19 13,084	1.20 13,194	1.21 13,304	1.22 13,414



GALLUP-MCKINLEY COUNTY SCHOOLS
Gallup, New Mexico

Teacher's Salary Schedule
1970-1971

Experience	BA (1.00)	8 (1.02)	16 (1.04)	24 (1.06)	Ma (1.12)	8 (1.14)	16 (1.16)	24 (1.18)	EDS or DM (1.24)
	6200	6325	6450	6570	6945	7070	7190	7315	7690
	6510	6635	6760	6880	7255	7380	7500	7625	8000
5%	6820	6945	7070	7190	7565	7690	7810	7935	8310
	7130	7255	7380	7500	7875	8000	8120	8245	8620
	7440	7565	7690	7810	8185	8310	8430	8555	8930
	7750	7875	8000	8120	8495	8620	8740	8865	9240
	8000	8125	8250	8370	8745	8870	8990	9115	9490
	8250	8375	8500	8620	8995	9120	9240	9365	9740
4%	8500	8625	8750	8870	9245	9370	9490	9615	9990
	8750	8875	9000	9120	9495	9620	9740	9865	10240
	9000	9125	9250	9370	9745	9870	9990	10115	10490
					9995	10120	10240	10365	10740
					10245	10370	10490	10615	10990
	9100	9225	9350	9470	10495	10620	10740	10865	11240
					10745	10870	10990	11115	11490
					10995	11120	11240	11365	11740
	9200	9325	9450	9570					
					11095	11220	11340	11465	11840
					11195	11320	11440	11565	11940

Credit for additional hours as shown on this salary schedule must be earned subsequent to conferral of the bachelor's or master's degree and must apply on an advanced degree program, or be approved by the Superintendent of Schools. Correspondence credit will be accepted only if it is part of a degree program. Resident or extension credit earned in a fully accredited institution will be accepted. No fraction of eight hours will be considered. Verification of such credit must be filed in the Personnel Office on or before October 10 to be included in the current annual contract.

Contract Year: The teacher's contract year shall be 185 school days as defined by law.

Credit for experience: Beginning July 1, 1963, a maximum credit of five years will be allowed for teaching experience outside Gallup-McKinley County School System. No credit is allowed for fractional years. Any teacher who has previously been employed by the Gallup or McKinley County Public Schools and is returning shall be given credit for all full years of experience gained within the system.

Teacher's Salary Schedule

Credit for military service: Any teacher whose teaching career is interrupted due to military service will be: (1) Assured of a job at the end of the service time, and (2) given credit year for year for teaching experience on the state retirement schedule and on the salary schedule.

Rural increments shall be from \$80.00 to \$250.00

Substitute teachers who hold a bachelor's degree will be paid \$24.00 per day. Those who do not hold a bachelor's degree will be paid \$16.00 per day.

School Nurses will be paid on the teacher's salary schedule. A registered nurse holding a one-year certificate will be paid on the teacher's salary scale less \$500, not to exceed the fifth step on the teacher's salary scale. A registered nurse holding a five-year certificate will be paid the full amount of the teacher's salary schedule. Head nurse is to be paid \$200.

Personal Leave (certified personnel only): Two days personal leave shall be granted each contract year at full pay less \$20.00 per day.

Professional growth: The Board of Education requires each teacher to have filed in the Personnel Office a currently valid teaching certificate issued by the Department of Education for the State of New Mexico.

Insurance: The Board of Education carries a \$1,000 life insurance policy on each employee. Group health and hospitalization insurance is also available to all employees on a voluntary basis.

Retirement: The Board of Education, in compliance with the State Retirement program, has established the retirement age of tenure teachers at 62 years. A teacher reaching retirement age no longer has tenure; therefore, the employment of such a teacher will be on an annual basis following the recommendation of the Superintendent and the approval of the Board.

Sick Leave (all Employees): Sick leave available for full-time teaching personnel shall be ten (10) days per year, eleven (11) days per year for certified personnel on a ten-month contract, twelve (12) days per year for certified personnel on an eleven-month contract, and thirteen (13) days per year for certified personnel on a twelve-month contract. Unused sick leave may be allowed to accrue until the employee leaves the school district.

Teacher's Salary Schedule

SUPPLEMENTAL SALARIES

1970-71

SPORT	Class AA High School		Class A High School		6 Year Class B High School		Junior High		
	Head Coach	Asst. Coach	Head Coach	Asst. Coach	Head Coach	Asst. Coach	Jr. High	Head Coach	Asst. Coach
Football	1000	2@600 2@500	800	1@500 1@400	600	400	1@350 1@300	400	300
Basketball	1000	1@600 1@500	800	400	600	400	2@300	400	1@300 1@200
Cross Country	400		350		350				
Track	500	400	450	300	400		300	300	200
Baseball	600	400	500	300					
Wrestling	600	400							
Gymnastics	500 (M)	400 (F)							
Tennis	300								
Golf	300								
Trainer	800	(All Sports)							
6th Grade Coaches		(All Sports)						200	
Annual Sponsor			200		200			200	
Newspaper Sponsor			200		100				
Student Council Sponsor			200		200			100	
Class Play Sponsor			100		100				
FTA Sponsor			200		100				
Band Director			500		400			300	
Chorus Director			500		400			300	
Department Head			400		200			400	
Teaching Principal		\$600							
Special Education		\$200							
Other Club or Activity sponsorships approved by the principal and Superintendent		\$200 \$100 \$100							
Elementary Consultants (salary schedule plus 1/9 base)								\$300	
Travel for authorized personnel Counselors (10 Months) (teacher's Salary Schedule plus 1/9 salary base)								\$100	

BUREAU-WIDE PHILOSOPHY AND OBJECTIVES FOR EDUCATION

The basic philosophy of the Bureau of Indian Affairs encompasses the belief that all Indian youth must have the opportunity to realize their full potential and to become useful members of society.

The great explosion of knowledge demands from each student independence and self-initiative. To facilitate ongoing and independent learning, teachers should have access to widespread and well-organized materials and services. They should bend their energies toward developing attitudes of discovery, problem-solving, research, and experimentation leading to creative and critical thinking. More specifically, the Bureau objectives for Indian education are as follows:

- A. To provide a climate conducive to aesthetic, social, and intellectual development
- B. To develop communication skills
- C. To develop and maintain sound health of body and mind
- D. To develop a feeling of belonging, a feeling of importance, and a sense of security coincident to an adequate self-image in both the Indian and non-Indian society.
- E. To maintain pride in Indian heritage and to develop awareness, understanding, and respect for other cultures
- F. To develop a code of values acceptable to the student and to the society in which he lives; and to motivate in him a desire to practice it
- G. To develop economic competency
- H. To develop an inquiring mind

NEW MEXICO STATE BOARD REGULATIONS

- Innovative Programs
- Non-Public School Benefits

In adopting standards necessary to the regulatory activities of the State Board of Education, an effort has been made to allow local school districts adequate flexibility and autonomy to develop procedures designed to maintain and improve sound educational programs. It is the intent of the State Board of Education that nothing presented in this document shall impede or restrict initiative in the development and implementation of sound, exploratory and experimental programs.

Non-public schools will be evaluated in accord with the above provisions and standards. Approval by the State Board of Education entitles these schools to participate in the school lunch program, to receive surplus property, and to share in the textbook distribution of monies.

DEPARTMENT OF EDUCATION

STATE OF NEW MEXICO

STATEMENT OF POLICY — BILINGUAL EDUCATION

The 1960 U. S. census lists the population of New Mexico as comprising approximately 29% Spanish surnamed, 10% Indian, and 61% English-speaking, or otherwise known as Anglo. This division in the composition of our population indicates that the schools of the State must serve three distinct groups.

It is an established fact that in certain regions of our State the population may be predominantly Spanish-speaking; in others the residents may speak any of the various Indian languages found in the southwest. In addition to the mother tongue, the national language, English is also developed as a medium of communication. The immediate consequence is the generation of bilingualism, in which the individual person is forced to develop concepts in two languages and to be able to move from one language into the other on demand. Bilingualism, then, is used here to indicate the development of the basic communicative arts of understanding, speaking, reading, and writing in at least two languages. Whereas, developing monolingual communication skills implies certain objectives, problems, materials and techniques, we cannot expect these to apply unchanged to the bilingual situation where highly specialized approaches are required, especially for the teaching of English as a second or foreign language. Further compounding the condition is the fact that other home environmental circumstances—social, economic, and cultural—are reflected in the classroom population.

Among the objectives listed by the New Mexico State Board of Education for the education of all children, are the following:

1. To develop the child's capacity to think rationally, make sensible decisions, and deal effectively with his environment.
2. To help the child understand his own abilities and limitations and achieve a positive concept of self.
3. To foster the child's individual talents and creative abilities.

4. To achieve maximum development of the fundamental skills in each student.
5. To achieve maximum development of ability and desire in each individual to make the greatest possible contribution to his own society through responsible participation in, and benefit from, the great privileges of American citizenship.

The State Department of Education is increasingly aware that the standard curriculum may not satisfy the educational needs of bilingual children. In certain areas of the State materials, methods of instruction, and the objectives of the local school may not be appropriate for bilingual children. Thus, a Division of Bilingual Education has been formed at the New Mexico Department of Education to assist local schools in formulating and implementing programs for bilingual students. In order to attain the objectives listed above as well as to implement the educational philosophy stated in Standards For New Mexico Schools, local school personnel are urged to study the educational problems of their bilingual children with a view towards effecting necessary changes for the full education of these students.

The implications are many: teacher training and re-training, materials selection and development, alteration of teaching techniques, changes in grouping practices, lesson planning, course offerings, inservice programs, re-appraisal of administrative or supervisory responsibilities, etc. Course-wise, one conclusion is certain: we must re-design the language arts program for approximately 40 percent of the 270,000 students in the State, or 108,000 pupils. In some areas of the State a more realistic educational program should include instruction in the mother tongue and English for children who have not acquired fluency in the English language.

For example, many children who have Spanish as the language of the home have not progressed satisfactorily in several areas of the curriculum. In some cases, subject matter instruction in the Spanish language would ascertain satisfactory educational growth. A planned program for bilingual education would make these children literate in both English and Spanish, thus making the mother tongue of these students a positive factor in their educational development.

PARENT SIGNATURE:

1. _____
2. _____

COMMENTS:

SCHOOL _____

PUPIL PROGRESS REPORT

Kindergarten

GALLUP-MCKINLEY COUNTY SCHOOLS

Year 19__

PUPIL _____

AGE _____

TEACHER _____

PRINCIPAL _____

BIRTH DATE _____

EXPLANATION OF PROGRESS:

S - Satisfactory

N - Needs more time to grow and develop

Your child will be in Grade _____ next school year.

Teacher _____ Date _____

You are invited to consult with the teacher or the principal at any time regarding your child's work and progress.

Superintendent

PROGRESS REPORT	First Report	Second Report	Third Report
CHARACTER GROWTH			
Gets along well with teacher			
Gets along well with other children			
Takes turns			
Is dependable			
SKILLS AND ABILITIES			
Can express himself well with:			
Music			
Rhythms			
Crayons			
Clay			
Paint			
Scissors			
Play			
WORK HABITS			
Follows instructions			
Is neat			
Works by himself			
Works to the best of his ability			
Completes work			
Cares for and picks up materials			
HEALTH AND SAFETY NEEDS			
Tends to bathroom needs			
Obeys safety rules			
Rests well during rest time			

PROGRESS REPORT	First Report	Second Report	Third Report
PHYSICAL GROWTH:			
Shows Skill in:			
Running			
Jumping			
Skipping			
Throwing			
Catching			
LANGUAGE GROWTH			
Listens well			
Understands			
Vocabulary growth			
Conversational growth			
Speaks so others can hear			
READINESS GROWTH			
Notices likenesses and differences in:			
Colors			
Shapes			
Sizes			
Sounds			
Letters			
Numbers			
Reading Readiness			
Arithmetic Readiness			
ATTENDANCE			
Days Present			
Days Absent			

PARENT SIGNATURE:

1. _____
2. _____
3. _____
4. _____
5. _____

SCHOOL _____

PUPIL PROGRESS REPORT

Grades P - 2

GALLUP-McKINLEY COUNTY SCHOOLS

Year 19__ - 19__

PUPIL _____

GRADE _____

TEACHER _____

PRINCIPAL _____

94 COMMENTS:

TO THE PARENTS:

The aim of education in our schools is to produce mature, competent, conscientious, and loyal citizens. In order to achieve the maximum in results it is necessary that the school and the home maintain a close working relationship.

We urge you to take the necessary time to make a careful observation of this report which is the evaluation of the progress of your child. The interest, cooperation, and helpful suggestions of parents can aid greatly in the improvement of your schools and in the development of your children.

You are invited to consult with the teacher, the principal, or the superintendent at any time regarding the work in progress.

PUPIL PROGRESS REPORT

Explanation of Progress:

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Not Acceptable

Levels	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grades	Readi- ness	PP	1 ¹	1 ²	2 ¹	2 ²	3 ¹	3 ²	4 ¹	4 ²	5 ¹	5 ²	6 ¹	6 ²	Extended Program

Academic Area Indicated By Level and Letter Grade

Level indicates grade level at which child is currently working	First Report		Second Report		Third Report		Fourth Report		Fifth Report		Sixth Report		Assignment for next year
	Level	Grade	Level	Grade	Level	Grade	Level	Grade	Level	Grade	Level	Grade	
READING													
LANGUAGE													
SPELLING													
HANDWRITING													
ARITHMETIC													
SOCIAL STUDIES													
SCIENCE													
HEALTH													

Explanation of Progress: Satisfactory Not satisfactory

PHYSICAL EDUCATION													
ART													
MUSIC													

DAYS PRESENT													
DAYS ABSENT													

Citizenship and Attitudes Key: No check indicates satisfactory progress X Indicates improvement needed

Follows directions													
Works neatly													
Works independently													
Completes work													
Accepts responsibility													
Participates in class													
Is courteous & respectful													
Respects property rights													
Works well with others													
Works to capacity													

TEACHER

INTRODUCTION

DEFINITION OF COUNSELING

The counseling program is an on-going process designed to assist children in coping with their problems and in developing to their fullest potential.

SUGGESTED COUNSELING SETTING

The counselor should strive to acquire an atmosphere that will put children at ease and in a receptive mood for counseling.

The school program should allow the counselor free movement within the total program and provide the opportunity for formal and informal relationship with students. Also, student and staff members should have unobstructed access to the counselor.

Counseling services entail individual and group counseling, psychometrics, counseling, activities with primary grade students and consultative services.

STATEMENT OF COUNSELING TECHNIQUES

Individual counseling is a one-to-one situation in which the counselor uses the approach which he considers most appropriate.

Group counseling in meeting the unique needs of Navajo students is divided into three areas of involvement.

(con't)

They are:

1. Situations in which small groups with common problems meet with a counselor in an informal setting.
2. Situations in which groups discuss informally topics of interest.
3. Formal instruction pertinent to the group.

In this guide, counseling with primary children refers to counseling activities in a lower grade setting which is not geared to the traditional counseling services, it requires creativity and experimentation in a flexible program format.

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In meeting the unique needs of the Navajo child, psychometrics is used to gather pertinent information to be synthesized so that the counselor can see the child as a whole person dramatically related to and influenced by his own environment. Caution should be used in the selection, administration and interpretation of test materials. The counselor is encouraged to develop his own test materials.

Consultative services entails involvement of local and regional community resources to supplement the composite counseling services.

