



VOLUNTEER HANDBOOK

Dear Volunteer:

Thank you so much for your support of Los Alamos Public Schools. Without the assistance of people like you, our efforts to serve the students in this district would not be as effective. Your willingness to share your time and talents is greatly appreciated.

Certain policies and regulations affect your relationship with the students and staff of our district. They are enclosed in this handbook for your guidance. If you have any questions or concerns, please address them to the site administrator. A complete policy & regulation manual is available online at www.laschools.net.

Please read this handbook and sign the signature page provided to acknowledge your understanding and acceptance of the policies/guidelines noted. Please make sure you give the signature page to the clerk or site secretary where you plan to volunteer.

Thank you.

LOS ALAMOS PUBLIC SCHOOLS VOLUNTEER HANDBOOK

Welcome to the Los Alamos Public Schools Volunteer Program! Thank you for offering your time and expertise to our schools. We value the time you give and the enrichment you provide for our educational programs.

We want the experience of volunteering in our schools to be fun and rewarding for you and beneficial to our students. We hope this handbook will help volunteering to go smoothly for you, that it will answer your questions, and give you guidance throughout your volunteer experience.

Although a handbook is a ready reference, please remember that either the teacher or the principal – will be glad to answer your questions and provide any assistance you may need.

I. Volunteer Program

The Los Alamos Public Schools Volunteer Program is a district-wide program with volunteers in every school. The purpose is to:

1. Help teachers and other staff in ways that are specifically requested by them.
2. Provide opportunities for all community members to serve as volunteers in our schools in ways that are appropriate for them.
3. Provide enrichment of the learning experience for all students, K-12.
4. Use a system of placing volunteers that helps put each individual where they are most useful.
5. Serve as a communications network between the schools and community.

II. Guidelines

1. Volunteers, other than club sponsors and coaches, are expected to conduct their volunteer work in a supervised environment in the presence of school personnel.
2. A volunteer should be punctual and reliable in fulfilling any given assignment. If you are unable to come to school when you are expected, please call the school and let them know. Your thoughtfulness will be greatly appreciated.
3. If you find you cannot complete a task that you have agreed to do, please notify the principal or the teacher.
4. Please sign in when you come to volunteer. There is a notebook in the office for that purpose. It is important for us to know where our volunteers are in case of any personal or school emergency.

5. Become familiar with school and classroom policies and procedures. The school handbook is a good place to start, and the teacher for whom you work will also help. Please read the district policies that are included in this volunteer handbook.
6. It is important to respect teachers' and pupils' privacy and to maintain confidentiality. *As a volunteer, you are not to divulge to any one confidential information which you may find out at school.* If you have any questions or comments, please take them to the school staff or building principal.
7. Office equipment and audio-visual machine training is available through the school office. Please let the staff know if you need training to properly perform your volunteer tasks.
8. Retain your sense of humor.

III. How Can You Help?

There are many volunteer opportunities within the schools. You can volunteer as a:

- coach
- classroom instructional volunteer
- classroom clerical volunteer
- office clerical worker
- tutor
- library volunteer
- arts and crafts volunteer
- nurse's helper
- field trip chaperone
- special education assistant
- career speaker (What do you do for a living?)
- special topics speaker (What do you know a lot about?)
- story teller
- telephone caller
- special programs coordinator

Or you can simply offer to do an "odd job" occasionally? Whatever you want to do, please let us know.

IV. Working With Large Groups

When we speak of a "large group," we think of a classroom-size group of about 25 students. Occasionally it might be a larger group. Usually, a volunteer will only be working with a large group if he or she is making a special presentation, reading or telling stories or coaching. Some things to remember are:

- Plan in advance exactly what you wish to share with the students;
- Organize your presentation so that you have an introduction, a body or main part, and a conclusion;
- Bring hands-on activities for the students; and
- Make sure the teacher has any special equipment you might need ready ahead of time.

When you interact with a large group of students:

- Maintain eye contact with all students;
- Provide opportunities for interaction (questions, etc.);
- Keep on track, don't let the students get you off on a tangent; and
- Use simple vocabulary and a direct, conversational manner of speaking.

V. Working With Small Groups

When you work with a small group of students, you can get to know them quite quickly. This is rewarding in itself. The following suggestions will help you have things go smoothly:

- Learn each student's name and use it regularly;
- Be calm and consistent, use a low voice and the students will follow your lead;
- Use positive comments whenever possible and appropriate;
- Avoid letting any student take over, and be aware of very shy or quiet students, gradually involving them in the group's activities;
- Let all students do as much as possible independently and help them as they need it, but never do student's work for them;
- Keep instructions clear and simple, making sure all students understand;
- If you do not know an answer, say so; the students will appreciate your honesty; and
- Follow the teacher's rules and standards for behavior, let the teacher handle the discipline of students.

VI. Tutoring

If you like to work in a one-to-one situation with a student, tutoring may be a highly satisfying way to volunteer. Tutoring is simply working with a child in a specific academic area, providing either remediation, enrichment, or helping her make up something that was missed. If you do not feel you know enough about the topic to tutor in the area in which you are asked, please say so. But if you do accept a tutoring assignment, here are some pointers:

1. Be sure to get specific instructions and materials from the teacher.
2. Find a quiet place in or out of the room where you will not be disturbed and will not disturb others.
3. Establish a friendly relationship with the child by using their name, being sure to look at them when you are talking and showing interest in which he is doing.

4. Help the student, but do not do the work for him/her.
5. Direct the student's thinking by asking questions rather than simply stating the answer.
6. Use praise when appropriate, and always be encouraging.
7. make sure that the student has mastered each step before going on to the next.
8. It is important to be prompt, consistent, and dependable when you are tutoring. If you will not be there, inform the student ahead of time.
9. Establish a routine of reporting briefly to the teacher on the progress of the student or any problems you may be having.

VII. Discipline

Discipline is the responsibility of the teacher. Inappropriate behavior should be quietly corrected in a non-judgmental way by the volunteer, and referred to the teacher if it continues. By accepting each child as she is and by encouraging consistent, positive behavior, you will be on the right tract and will encounter few difficulties.

VIII. Health and Safety

Please do not come to school if you are ill. Call the teacher or your students to let them know that you will not be coming due to illness.

Safety is largely common sense. Do not let a student do things that threaten their safety or a classmate's safety. Watch carefully if you are supervising the use of scissors, stoves, ovens, woodworking tools, sewing machines, and other potentially dangerous items.

IX. Self-Evaluation

Here are some questions for you to ask yourself to help you evaluate your performance as a volunteer. Reviewing them once or twice a year will give you an idea of what you are doing well and what you might improve.

1. Do I plan for what I do?
2. Do I observe closely so I can learn teacher's and children's likes, dislikes, routines, etc.?
3. Do I follow through with the teacher's techniques when I am working with a group?
4. Do I really listen?

5. Do I accept suggestions without becoming upset?
6. Do I give adequate notices of my absences?
7. Am I friendly to all my co-workers?
8. Do I emphasize the positive things that happen?
9. Am I professional in my respect of confidentiality?
10. Do I follow LAPS policies and regulations?

POLICIES AND REGULATIONS

These school district policies and regulations are very important.
Policies are typically followed by regulations that provide the rules associated with a District's policy.
Regulations contain an "R" in the number code. Please read them.

- Volunteers 1210
- Visits to the Schools – 1240
- Megan's Law – 1416
- Code of Ethical Responsibility – 4001
- Civil Conduct of Parents, Other Visitors, and District Employees 4002
- Tobacco Policy - 4028
- Drug Free Schools/Campuses/Workplaces - 4029
- Staff-Student Relations
- Reporting Child Abuse and Neglect – 4094
- Student Travel: Activity and Field Trips - 5139
- Trip Regulation - 5139R
- Sexual Harassment – 5152
- Offensive Conduct; Bullying, Cyber Bullying, Harassment, Hazing, Intimidation, And Violence - 5158

VOLUNTEERS**1210**

The Los Alamos School Board expects administrators and staff members to encourage community involvement in school programs. The use of volunteers strengthens the instructional programs for the students and improves communication between the schools and the community.

Supervision of volunteers in the schools shall be the responsibility of the principals or delegated staff members. Principals and delegated staff members will provide clear and explicit directions concerning the assigned duties and extent of responsibilities to each volunteer.

Individuals who volunteer their services and are provided unsupervised access to students shall be subject to reference checks and background checks as provided by law and shall be subject to Los Alamos Public Schools District policies and regulations. All other volunteers will be supervised. Background checks, conducted by LAPS are to be paid for by the volunteer.

The Human Resource Department maintains a volunteer handbook, which is available on the LAPS website and hard copies will be provided to all volunteers upon request.

The Handbook shall include but is not limited to the following policies and regulations, which must be followed by volunteers:

- Visits to the Schools – 1240
- Megan’s Law – 1416
- Code of Ethical Responsibility – 4001
- Civil Conduct of Parents, Other Visitors, and District Employees - 4002
- Tobacco Policy - 4028
- Drug Free Schools/Campuses/Workplaces - 4029
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VOLUNTEERS**1210R**

1. Building administrators and staff members shall encourage citizens to participate voluntarily in school programs and should utilize citizen volunteers to the extent deemed useful and appropriate.
2. Principals and delegated staff members should provide clear and explicit directions concerning the assigned duties and extent of responsibilities to each volunteer.
3. Supervision of citizen volunteers shall be the responsibility of the principals or delegated staff members.
4. School volunteers are required to read the Volunteer Handbook that is located on the Los Alamos Public School’s webpage and sign a school document that states their understanding of the volunteers’ role.

Regulation Revised 3/09

VISITS TO THE SCHOOLS**1240**

The Los Alamos Public Schools is committed to providing a safe and welcoming environment at all campuses and events for all District students, staff, parents and other visitors. The Board encourages parents and other citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Public conduct will also

be regulated on school property and at school functions in order to provide an orderly, respectful environment.

The Superintendent shall establish regulations regarding the visitation of schools, classrooms, and district facilities, and regulations regarding public conduct on school property.

References:

Board Policies 1411, 4013, 5145

Policy Revised 08/17

VISITS TO THE SCHOOLS

1240R

PURPOSE

To maintain a safe, orderly and respectful environment at all schools and district property, and at school functions, and to prevent interference with the educational process.

The site administrator shall have the discretion to control the number of visitors, the length or frequency of visits and to impose reasonable restrictions on such visits to avoid interference with or disruption of the educational process.

DEFINITIONS

“General Public” means anyone who does not come under the definition of student, faculty member, staff member, or employee.

“School Visitor” means anyone who does not come under the definition of student, faculty member, staff member, volunteer, or employee.

“Student Day” starts at the time students arrive at school and ends when the dismissal bell indicates the end of the instructional day.

A. Authority to ensure safety of students and staff

1. The principal at each school site and the responsible administrator for other district facilities shall establish procedures aligned with the following guidelines:
 - a. Balance a visitor’s purpose for access to the campus with potential harm to students and staff including guidelines for security at public performances and athletic events.
 - b. Minimize disruptions to the learning environment.
 - c. Maintain physical control of all entry points to the campus.
 - 1.) Principals shall take active measures to ensure the safety of students and staff including the development of procedures for reporting crimes or potential threats, following up on credible threats, developing local campus procedures for access control appropriate to the neighborhood and building design, and notifying Police and Campus Security when known sex offenders are on campus.
 - d. Actively enforce visitor sign-in policies and ensure that signs are posted that explains visitor procedures.
 - e. Establish procedures for removal of any visitor who demonstrates conduct, which is reasonably perceived as an imminent physical threat to students, staff or school property or otherwise engages in disorderly conduct as defined in NMSA 1978 Section 30-20-1A.

2. The principal or administrator will require a person who enters District property to display his or her driver's license or another form of identification containing the person's photograph.
3. Campus staff is authorized to refuse entry to any visitor who poses an imminent threat to students or staff based on the visitor's prior conduct on school property or on information obtained through law enforcement data bases, including but not limited to data bases maintained pursuant to the Sex Offender Registration and Notification Act, NMSA 1978 Sections 29-11A-1, et seq.

B. Visitor sign-in requirements

Principals and other building Administrators shall designate a staff member to log visitor activity. This log should show the name of the visitor, destination, date, time in and out of the facility, and purpose of visit. Visitors (other than District employees with District ID badges) will be issued a visitor badge. Visitors will be required to submit a governmentally issued photo identification card in order to receive a visitor's badge through the district's legal identification system. The visitor shall return the badge when leaving the campus. The principal or designee may modify these procedures for special events.

C. Campus visits by known or reported sex offenders

The Superintendent or designee will check monthly the New Mexico Registered Sex Offenders list maintained by the New Mexico Department of Public Safety and will report any new registrants that live in the Los Alamos School District and provide the website report and photographs of all registrants to the site secretaries and site principals. The Superintendent and staff shall have no obligation to check the Registered Sex Offenders list more frequently or to report the listing of an individual who does not reside in the Los Alamos Public School boundaries.

Any individual whose name appears on the New Mexico Registered Sex Offenders list and is a resident of Los Alamos County will receive a letter from the Superintendent of Schools outlining procedures for any business at a school. Building administrators shall prohibit the presence on school property of known registered sex offenders when persons under the age of 18 are present, unless the offender is a parent or guardian of a student present on the school property, or the offender has been granted express, written permission to be present on school property from the Superintendent or the Assistant Superintendent.

D. Campus visits monitoring and restrictions

The following procedures are designed to mitigate risk from known sex offenders or any other person that poses a threat while honoring parental and civil rights of visitors with legitimate reasons for being in a District facility.

1. Parental rights: Parents, guardians or other documented student custodians who are registered sex offenders, under court supervision or not, still retain certain parental rights. However, registered sex offenders should not be allowed on campus outside the office area unless accompanied by school personnel. Any visit to a campus by a sex offender (other than a parent or guardian) should be immediately reported to District Police and Campus Security.
2. Escort by District personnel: No known sex offender may have unsupervised access to students. Known sex offenders must always be escorted by a District staff member while on campus property. No sex offender without legitimate campus business should ever be allowed on campus during normal operations.
3. Other restrictions: Principals are authorized to establish individualized restrictions on parents, guardians or other documented student custodians who fail to sign in, fail to comply with school policies while on school property, or engage in behavior reasonably perceived as a physical threat to students, staff or other authorized persons on school

property, or, after warning, continue to engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace. Such restrictions include, but are not limited to establishing limited times of the day, dates or locations during which such persons will be allowed to visit school property or to attend school sponsored functions, including athletic or other extracurricular activities, limiting parental contact with teaching and other staff to telephonic meetings and limiting parental contact with administrators to written communication.

E. Access to areas of the campus

1. Campus common areas must be supervised or monitored. Campus staff should have a process to randomly and periodically check common areas and areas that are not immediately visible such as bathrooms, closets, and stairwells. Campus staff must develop procedures to safeguard students during unusual activities on campus that require open access to parts of the campus by the public.
2. Classrooms must be secured when not in use.
3. Campus staff will take reasonable precautions to ensure the safety of students on campus to include supervision at the points of drop off and release to include bus-loading zones.

F. Eligibility to serve as volunteers

Neither sex offenders nor others who pose credible threats to children or staff may volunteer in any capacity that would put students or staff at increased risk.

Reference: 1411R, 5125R
Regulation Revised 08/17

MEGAN'S LAW

1416

As required by law, the Los Alamos Public Schools' Board of Education will support the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") by providing notification to parents and guardians of district students of the availability of public information concerning the presence of registered sex offenders residing within the district.

- A. Accordingly, the administration will issue a notice to parents and guardians of district students at least once a year, preferably at the beginning of each school year, in substantially the following form:

Notice to Parents and Guardians:

The New Mexico Department of Public Safety (DPS) regularly publishes information on registered sex offenders.

The Board of Education urges all parents and guardians of district students to check the listing of registered sex offenders residing within the district so that they may take appropriate precautions for the safety and welfare of their children/charges.

The listings include addresses of registered sex offenders in most cases, so parents and guardians may determine if registered sex offenders live near their children's or charge's schools, school bus stops, or their walking routes to school.

Parents and guardians may review the listing on the DPS's website www.nmsexoffender.dps.state.nm.us. The listings may be searched by city, county, and by

other categories. If you do not have a computer in your home through which you can access the DPS website, you can access the website through the Public Library.

Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date who were incarcerated or on probation/parole as of that date.

The integrity and accuracy of the information provided by DPS is based on the information provided at the time a sex offender registers. Address information is subject to request change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal; however, you are cautioned that the information contained on the DPS's web page may not reflect the current residence, status, or other information regarding the offender.

If you believe there is a question regarding the accuracy of the information provided, please notify DPS at (505) 827-9193.

- B. The Superintendent may also issue such administrative directives that, in his or her judgment, may further promote the purposes of the Sex Offender Registration and Notification Act. (See Policy 1240- Visits to the Schools)

Revised 5/06

CODE OF ETHICAL RESPONSIBILITY OF THE EDUCATION PROFESSION **4001**

The Los Alamos Public Schools Board, along with the New Mexico Public Education Department (PED), hereby sets standards of accepted ethical behavior and professional conduct in education that are applicable to all licensed school personnel and instructional personnel under contract. This includes any other persons who provide instructional services in a school but who do not hold a standard license and whose presence is authorized by the PED through a waiver, substandard license, substitute license, or an educational plan approved by the PED. Athletic coaches and activity sponsors are included under this policy.

The NMAC 6.60.9, Licensure Requirements, Code of Ethical Responsibility of the Education Profession, is attached to this policy. The School Board directs the Superintendent to develop a regulation to set forth procedures in the event there is a failure to comply with the code, a failure to disseminate the code, or a failure to follow reporting requirements.

The Los Alamos School Board seeks, through the policy and regulation, to make ethical values and ethical leadership an integral part of the day-to-day activities of schools and holds all persons within the scope of this policy accountable for adhering to the standards of accepted professional conduct and ethical behavior.

Legal Reference: 6.60.9 NMAC
Policy Revised 05/14

CODE OF ETHICAL RESPONSIBILITY OF THE EDUCATION PROFESSION **4001R**

Any employee who fails to comply with the New Mexico Code of Ethical Responsibility may be subject to disciplinary action up to and including suspension, dismissal, and/or loss of licensure. Any employee who receives a complaint of harassment, hazing, or violation of the code will be disciplined appropriately (see Policy 4071). Any employee who retaliates against

any individual who has made a complaint is subject to disciplinary action up to and including dismissal.

1. The Code will be disseminated to all personnel.
2. New employees will be given this policy during their initial training session.
3. This policy will be referred to in all staff and student handbooks, including any extracurricular activity handbooks. It will appear in any school district or worksite publications which set forth the school district's comprehensive rules, regulations, procedures, and standards of conduct for employees.

REPORTING PROCEDURE/INVESTIGATION

1. All complaints for violations of the Code will be put in writing by the complainant or the person who receives the complaint and will be signed by the complainant. They will be given to the immediate supervisor/evaluator of the person being reported.
2. Each complaint shall be promptly investigated by the supervisor/evaluator and then referred to the Department of Human Resources, as appropriate, in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
3. The complaint investigator will put his/her findings in writing and will forward a copy to the Assistant Superintendent, within one (1) week, or a reasonable extension of time thereafter for good cause, after concluding the investigation.
4. The investigator will communicate his/her findings to the complainant and the person being reported as expeditiously as possible.
5. Results may be indeterminate. If so, the matter will be recorded as unresolved. A written record of the investigation will be maintained by the school district separate and apart from any student or employee personnel file.
6. It is the duty of each school Superintendent to provide written notification to the director of the licensure unit after taking final action to discharge or terminate the employment, based in whole or in part on a violation of the Standards of Professional conduct, of any certified school employee, or any other person providing instructional services in a school who does not hold a standard license but whose presence was authorized by the Public Education Department through a waiver, substandard license, substitute license, or an educational plan approved by the Public Education Department.

The above reporting/investigation procedures apply to internal investigation of complaints by the school district.

Nothing in this reporting procedure shall relieve any employee of the school district from the reporting obligation imposed under the child abuse reporting acts.

Regulation Revised 7/10

CIVIL CONDUCT OF PARENTS, OTHER VISITORS, AND DISTRICT EMPLOYEES 4002

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected levels of behavior:
 - a. School and district personnel, parents and visitors will treat everyone with courtesy and respect.

2. Unacceptable/disruptive behavior – Disruptive behavior includes, but is not limited to, the following:
 - a. behavior that interferes with or threatens to interfere with the operation of any function of the school district on or off site.
 - b. using loud and/or offensive language, swearing, cursing, display of temper, or aggressive behavior;
 - c. threatening to do bodily or physical harm to a teacher, school administrator, school employee, student, or parent regardless of whether or not the behavior constitutes or may constitute a criminal violation. This would include incidents involving hazing and intimidation which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or staff;
 - d. damaging or destroying school district property;
 - e. any other behavior that disrupts the orderly operation of a school, classroom, or any other school district facility; and
 - f. abusive, threatening, or obscene email or voice mail messages.
3. Parent recourse:
 - a. Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.
4. Authority of school personnel:
 - a. Authority to direct persons to leave school or school district premises any individual who does the following:
 - (1) disrupts or threatens to disrupt school or school district operations;
 - (2) threatens or attempts to do or does physical harm to school district personnel, students, or others lawfully on school premises;
 - (3) threatens the health or safety of students, school district personnel, or others lawfully on school premises;
 - (4) intentionally causes damage to school property or property of others lawfully on a school campus;
 - (5) uses loud or offensive language or who, without authorization, comes on a school campus or other school property.

Persons may be directed to leave school property or a school sponsored function by a school's principal or assistant principal, or, in their absence, a person who is lawfully in charge of the school, any district level administrator, including superintendent of schools, or other authorized personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

Authority to Deal with Persons Who Are Verbally Abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school district property, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the principal or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Purpose

This document establishes the Los Alamos School Board's policy concerning the protection of air quality in order to protect the health, peace, safety, and general welfare of individuals on school district property, and at any school activity that is sponsored by the District. All related procedures and practices by students and adults shall be based on this policy, and all District activities will be carried out consistently with this policy.

The School Board also recognizes the health problems related to both active smoking, exposure to secondary smoke, and nicotine. It also recognizes the "Clean Indoor Air Act" which provides that a school district may, with respect to the property, buildings, facilities, and vehicles of the school district, impose restrictions on the smoking, use, sale, distribution, marketing, display, or promotion of tobacco or products made or derived from tobacco or from any other plant product intended for inhalation.

- A. It is the policy of the District that possessing, using, smoking, or carrying lit tobacco products, facsimiles (i.e., "vapor" or "e-cigarettes"), tobacco devices, or smokeless tobacco products is prohibited by students at any time on school district property and at any school activity/activity sponsored by the District. For purposes of this policy, school district property includes any building used for instruction, administration, support services, maintenance, or storage; the grounds and surrounding buildings; and all district-owned vehicles, including school buses. This policy applies to all students.
- B. The Los Alamos School Board also prohibits adults, including school personnel or volunteers from inhaling, exhaling, burning, carrying or holding any lighted tobacco product, including all types of cigarettes, cigars, pipes, any other lighted tobacco products and facsimiles (i.e., "vapor" or "e-cigarettes") on school campuses, or at school-sponsored functions/activities, in school buildings, on school property, in school vehicles, including buses, and in personal vehicles that transport students to and from school sponsored events.
- C. The District will not permit cigarette vending machines or the advertising of tobacco products, including facsimiles (i.e., "vapor" or "e-cigarettes"), tobacco devices and smokeless tobacco, in any District building nor will it allow the sale of cigarettes, "vapor" or "e-cigarettes," smokeless tobacco products, or other smoking materials on District premises. In addition, no person, nor group representing the District may accept donations from tobacco companies.
- D. For the purpose of this policy, "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of any facsimiles such as "e-cigarette" which creates a vapor, in any manner or in any form, or the use of any oral smoking device.
- E. For purposes of this policy, facsimiles ("e-cigarette" and "vapor cigarette") includes any electronic or oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor on nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an "e-cigarette," "e-cigar," "e-pipe," or under any other product name or descriptor.

- F. Information concerning assistance for the cessation of tobacco use may be available through student and employee assistance programs.
- G. The District will ensure that signs notifying constituents of this policy are posted in appropriate areas on school district property and in district-owned vehicles.

This policy does not apply to those portions of school facilities, which are rented on a lease agreement basis, e.g., Pajarito, Canyon, Mesa, or Pueblo, unless such properties are being used for school-sponsored activities.

Legal Reference: NMSA 1978 24-16-4

Policy Revised 11/15

DRUG-FREE SCHOOLS AND CAMPUSES AND DRUG-FREE WORKPLACE

4029

The purpose of this policy is to ensure an alcohol and other drug-free environment for all employees and volunteers, to establish an alcohol and other drug awareness program for all school district personnel and volunteers and to provide assurances to state and federal government agencies that the school district is complying with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated thereunder.

1. The Los Alamos Public Schools prohibits the employees and volunteers of the district from smelling of, manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances, illicit drugs, drug analogs or drug paraphernalia in the workplace. Use or misuse of prescription drugs that affect an employee's ability to perform his/her job, especially use of heavy machinery, in a safe, acceptable manner are also prohibited. Violation of this prohibition may result in termination of employment with the district or other appropriate disciplinary action, including referral to law enforcement.
2. "Controlled substance" shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined by regulation 21 CFR1300.11 through 1300.15.3. "Workplace" is defined as the site for the performance of work done in connection with employment, and shall include any place where work of the school district is performed, including a school building or other premises, any school-owned vehicle or any other approved vehicle used to transport students to and from school or school activities, and off school property during any school-sponsored or school-approved activity, event or function where students are under the supervision of the school district.
3. An employee is required to report all arrests, convictions, or any detentions, including those for driving while intoxicated (DWI/DUI) and other substance abuse violations to the Superintendent/Assistant Superintendent within 5 days of occurrence. Failure to comply with the above may result in disciplinary action, including termination. The school district, upon receiving such written notice, shall take one of the following actions within thirty (30) days:
 - a. Require the employee (at employee's expense) to participate satisfactorily in an alcohol and/or other drug abuse counseling or rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency; or

- b. Impose appropriate personnel action against the employee up to and including termination of employment.
4. The Los Alamos Public Schools recognizes that alcohol and other drug abuse is a treatable health problem. Health problems of adults are primarily the individual's responsibility; however, the schools are impacted because use/abuse problems often interfere with job performance and the maximum effectiveness of each employee. The schools shall intervene with persons manifesting signs of use or abuse. Preference is for the employee to seek assistance voluntarily through the Employee Assistance Program (EAP). If substance use is impacting the employee's work, an administrative referral can be made to EAP.
5. An alcohol and other drug awareness program shall be included in new employee orientation to inform all employees about:
 - a. the dangers of alcohol and other drug use in the workplace;
 - b. the school district's policy of maintaining an alcohol and other drug-free workplace;
 - c. any available alcohol and other drug counseling, rehabilitation, and assistance program;
 - d. the penalties that may be imposed upon employees for alcohol and/or other drug use violation occurring in the workplace.
6. Upon employment, each employee of the school district shall be given a copy of this policy and be notified that compliance with the terms of this policy is mandatory. This policy will also be included in the volunteer handbook.
7. The school district shall make a good faith effort to maintain an alcohol and other drug-free workplace through implementation of this policy.

Reference:

Regulation 6152R

Legal Reference

Drug-Free Workplace Act of 1988 PL 100-690

Drug-Free Schools and Community Act, 1986, Amended in 1989,

Section 5145 In Title V of ESEA

Federal Regulation: 34CFR86.201 (EDGAR)

Policy Revised 05/14

DRUG-FREE SCHOOLS AND CAMPUSES AND DRUG-FREE WORKPLACE

4029R

The Los Alamos Public School District recognizes that alcohol and other drug abuse is a preventable and a treatable health and social problem. This administrative regulation is based upon: the requirements of the Federal Drug Free Workplace Act, Drug Free Schools and Community Act, amended in 1989, and Federal Regulation 34CFR86.201 (EDGAR); the need to provide a safe work environment for employees; the responsibilities of both the schools and its employees to insure public trust and public safety; and, the responsibility of the employees for their fitness for work.

The Superintendent or his designee has the authority to implement disciplinary actions, including discharge, against any employee who violates the condition of Board Policy 4029 and Administrative Regulation 4029R.

Applicable due process rights of employees under Board Policy and State Rules/Regs/Statutes are not affected or limited by this Policy/Regulation.

The Board Policy 4029 and Administrative Regulation 4029R covers all employees and volunteers of the Los Alamos Public Schools regardless of assignment or full-time equivalency.

Contract and subcontract personnel, while not directly covered under this Policy/Regulation, are required to comply with the schools' commitment to the maintenance of a drug free, healthy, safe work environment. Noncompliance with this Policy/Regulation will result in cancellation of any agreement with the schools and notification to the employer, where appropriate. Visitors/ volunteers not complying with this Policy/Regulation will be asked to vacate the schools property, as a minimum. The Superintendent/Assistant Superintendent's office may be contacted for assistance with non-employee problems.

An employee is responsible for his/her own fitness for duty and for avoiding behavior such as alcohol and other drug abuse which could compromise his/her health, safety, job performance, well being, or that of others. An employee is responsible for reading and complying with this Policy/Regulation.

1. An employee is required to notify the Superintendent/Assistant Superintendent within 5 days of any criminal drug/alcohol statute conviction.
2. An employee is required to report all arrests, convictions or any detentions, including those for driving while intoxicated (DWI/DUI) and other substance abuse violations to the Superintendent/Assistant Superintendent within 5 days of occurrence. Failure to comply with items 1. and 2. may result in disciplinary action, including termination.

The school district shall provide a drug free workplace awareness program to employees.

Substance abuse testing may be required under the following procedures/ guidelines. Failure to submit to a substance abuse test/urinalysis by an employee, when required to under this Administrative Regulation, shall be considered insubordination and shall be grounds for disciplinary action, including termination.

Decisions to require a substance abuse screen of an employee, with the exception of pre-employment screens, require consultation with the Superintendent/Assistant Superintendent.

1. Prior to being offered a position with the Los Alamos Public Schools, the finalist applicant may be required to have a substance abuse test (urinalysis) at a designated location. The applicant shall sign an authorization to test and release of information form.

Positive results in the substance abuse test will result in denial of employment.

2. When an employee's supervisor has reasonable suspicion that the employee is under the influence of alcohol or other drugs, the employee may be required to submit to a substance abuse test/urinalysis.

Reasonable suspicion or probable cause includes any employee demonstrating signs of erratic behavior and/or significant mood swings or such behaviors as slurring of speech, smelling of mind altering substances, affected balance while walking, etc. Observable deterioration of job performance, and increase in absenteeism, tardiness, minor accidents and injuries may be probable cause requiring that the employee submit to a substance abuse test.

3. When an employee is found in possession of suspected illegal drugs or alcohol or when suspected illegal drugs or alcohol are found in an area controlled or exclusively used by

the employee, e.g., locker, work closet or office, the employee may be required to submit to a substance abuse test.

4. Following an accident or incident where there is damage to school property in excess of one hundred dollars, an employee may be required to submit to a substance abuse urinalysis. Supervisors are required to report any occurrence in which school property is damaged as a result of an employee accident or incident to the Superintendent/Assistant Superintendent.
5. An employee must be told of the reason for a required substance abuse test.
6. An employee will be given an initial saliva test under the supervision of the Human Resources Director, Superintendent or Assistant Superintendent at a site designated by that supervisor. If the initial results are positive, the employee will be transported to a medical facility in Los Alamos or Santa Fe for additional testing. An employee testing positive with the initial test will be placed on administrative leave with pay until the official results from the medical facility are received. At that time a meeting will be scheduled by the Director of Human Resources with the employee and the Assistant Superintendent.
7. The reporting of substance abuse test results will be to the Assistant Superintendent who will be responsible for interviewing the employee/ applicant regarding the results.
8. The results of substance abuse tests shall be confidential, with the Assistant Superintendent and only those others who absolutely need to know, e.g., the Superintendent, the Director of Human Resources and/or the immediate supervisor. Records/results of the substance abuse test will be placed in the employee's file's Confidential section in a sealed envelope labeled "Confidential: To be opened by the Superintendent/ Assistant Superintendent ONLY."
9. An employee testing positive on a substance abuse test must have a conference with the Assistant Superintendent. The employee shall be given the opportunity to explain the presence of alcohol or other drugs in his/her system. The Assistant Superintendent in consultation with the Superintendent and other personnel deemed appropriate, shall make a determination of violation of this Policy and Administrative Rule and the subsequent disciplinary action, including termination.
10. An employee must be free of alcohol/drugs in his/her system. Initial substance abuse testing/urinalysis, when required, will follow the protocol identified below:
 - A. The employee signs a release form before a sample is collected.
 - B. The employee may be placed on suspension with pay, pending the results of the test. The Assistant Superintendent will, in consultation with the immediate supervisor, determine the suspension status.
 - C. The urine specimen will be initially tested using Health and Human Services guidelines for drug testing. Cutoff levels for the initial test plus alcohol are:

Alcohol	.02 gram % of Blood Alcohol (BAC) or greater
Marijuana Metabolites	100 ng/M1
Cocaine Metabolites	300 ng/M1
Opiate Metabolites	300 ng/M1

Phencyclidine	25 ng/M1
Amphetamines	1000 ng/M1

If the initial urinalysis test is positive, a confirmation of the same sample shall be made using a more specific technique, e.g., gas chromatography/mass spectrometer (GC/MS).

- D. The presence of any of the listed drugs in the specimen shall be deemed as a positive test and a violation of this Policy/Regulation.

Exception: The exception is that the alcohol level will continue to be .02 BAC unless the employee is on a no-use contract through the EAP, then the BAC shall be 0.00.

11. Substance abuse testing for specified work groups shall be the following:

- A. Transportation - All transportation employees are under the provisions of this Administrative Regulation, including all the items in section 10.

- B. Bus drivers, mechanics and mechanics helpers are subject to random substance abuse testing, including alcohol.

(1) At least 50% of these employees will be randomly tested annually. The testing procedures outlined in section 8 will apply.

(2) The employee covered under section 11B is required to submit to a substance abuse test, at a minimum, of once every two years. The random selection will be done by the Department of Human Resources.

- C. Maintenance and Custodial employees - all employees are required to comply with the conditions of section 10 of this Regulation.

(1) All maintenance and custodial employees are subject to random substance abuse testing including alcohol.

(2) Up to 50% of the employees in each department may be randomly tested annually.

(3) Seasonal employees may be randomly tested during their term of employment.

(4) The Department of Human Resources shall do the random selection of those required to be tested and the procedures under section 10 shall be followed.

12. Employee Assistance Program (EAP) - The school district's EAP shall be utilized, when appropriate (Reference Policy 4030/Regulation 4030R). An employee may be required to enroll in a substance abuse treatment program as a condition of continued employment.

- A. Any employee completing a required substance abuse treatment program will be required to comply with an EAP no-use contract, including the aftercare plan, as a condition of continued employment.

13. Any employee completing a self-referral will be required to sign a no-use contract as a condition of continued employment.

14. An employee who demonstrates behavior that reasonably appears to be as a result of being under the influence of alcohol or other drugs must immediately be removed from his/her job site (workplace).

- A. If the supervisor reasonably suspects substance use or if the employee is a threat to himself / herself or others or to the property of the district, the employee shall be removed.
 - B. The supervisor shall place the employee on immediate suspension with pay and attempt to arrange for a ride home for the employee. If no ride is available, the police shall be called and the employee will be released to their custody.
 - C. The incident shall be reported as soon as practicable to the Assistant Superintendent for follow-up as a violation of this Policy/Regulation.
15. Off-Site Behavior - An employee is encouraged to consider the impact of his/her drug or alcohol behavior that reflects negatively on the school district or casts doubts on the employee's suitability for work, including trustworthiness, reliability, safety, or job performance. This includes outside of work hours, away from district property or a district event. Non-work alcohol or drug related behavior which impacts the employee's ability to perform his/her job expectations may result in corrective action including disciplinary action against the employee up to termination.
16. Violation - an employee is subject to disciplinary action including termination when he/she:
- Violates the alcohol and drug-free workplace Policy/Administrative Regulation.
 - Refuses to submit to substance abuse testing as directed.
 - Refuses formal offer of a rehabilitation program.
 - Fails to complete a required treatment program including out - patient.
 - Violates a no-use contract.
 - Falsifies any record or action related to substance abuse.
 - Fails to report his/her arrest or conviction for substance abuse violations.
 - Violates the substance abuse urine sampling procedures.

Regulation Revised 3/09

STAFF-STUDENT RELATIONS

4093

Employees and volunteers of the Los Alamos Public Schools are encouraged to take a sincere professional interest in students. However, professional ethics require that employees and volunteers avoid social situations through which they could exploit their positions of authority over students.

Employees and volunteers will not make personal demands upon students, become sexually involved with them, engage in dating activities, or participate in any other unethical behaviors. These behaviors violate the New Mexico CODE OF ETHICAL RESPONSIBILITY OF THE EDUCATION PROFESSION, 6.60.9 NMAC. Any employee who fails to comply with the New Mexico Code of Ethical Responsibility may be subject to disciplinary action up to and including suspension, dismissal, and/or loss of licensure. Any employee who receives a complaint of harassment, hazing, or violation of the code will be disciplined appropriately (see Policy 4071). Any employee who retaliates against any individual who has made a complaint is subject to disciplinary action up to and including dismissal.

Policy Revised 07/14

REPORTING CHILD ABUSE AND NEGLECT

4094

By law, all employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child to the Children, Youth and Families Department (CYFD) or the police department.

So long as such report is made in good faith, the reporting school employee shall be immune from civil liability or criminal sanctions for their action. Any school employee who permits a member of a law enforcement agency or an employee of the CYFD to interview the child with respect to that report without the permission of their parent, guardian or custodian is presumed to be acting in good faith and shall be immune from civil and criminal liability that might otherwise be incurred, unless the employee acted in bad faith or with malicious purpose.

All school employees shall be required to complete training in the detection and reporting of child abuse and neglect, including sexual abuse and assault, and substance abuse. Except as otherwise provided in this subsection, this requirement shall be completed within the licensed school employee's first year of employment by a school district. The periodicity of continued training in the detection and reporting of child abuse and neglect, including sexual abuse and assault, and substance abuse for existing staff will be determined by the administration.

A school employee who fails to report knowledge or suspicion of child abuse or neglect will be subject to disciplinary action. New Mexico law provides that a person who violates the mandatory reporting requirements is guilty of a misdemeanor.

Reference

Children's Code, 32A-4-1 through 32A-4-33, NMSA, 1978 (2011)

6.29.1.9(C)(3) NMAC (2011)

Board Policy 5145

Policy Revised 11/16

REPORTING CHILD ABUSE AND NEGLECT

4094R

1. All Los Alamos Public Schools employees who know or have a reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to:
 - A. The New Mexico Children, Youth, and Families Department (CYFD), via the New Mexico Child Abuse Hotline 1-855-333-SAFE (7233).
 - B. A local law enforcement agency 505-662-8222.
 - C. A Tribal law enforcement or social service agency for any Indian child residing in Indian Country.

Failure to make a report is a misdemeanor.

2. No school employee, regardless of position within the school system, shall inhibit, prevent, obstruct or intimidate another school employee from reporting suspected child abuse or neglect to CYFD or a local law enforcement agency. There is no requirement that a school employee consults or obtains the approval of a supervisor before making a report of suspected child abuse or neglect (NMSA 30-6-4(A))
3. The school or its employees are not to conduct an investigation to determine if such abuse occurred.
4. School personnel need not verify that a child has actually been abused or neglected.
5. Principals/Supervisors shall review and clarify with staff members the following procedures for reporting cases of suspected child abuse or neglect:

- A. The report may be made to the Children, Youth and Families Department or police prior to discussing their suspicions with their principal/supervisor(s).
 - B. Personnel shall discuss their suspicions, findings or concerns with their principal/supervisor(s). However, advising the principal/ supervisor(s) does not relieve an employee of the legal responsibility to report to the Children, Youth and Families Department or police.
 - C. The report may be made anonymously.
 - D. The report should include the name, age and address of the child, the name and address of the parent or guardian, and the nature of the suspected/actual abuse or neglect.
 - E. The report should also include any information that could be helpful to the investigating agency.
 - F. All reports shall remain confidential.
 - G. If an incident of alleged child abuse involves an LAPS employee, the reporter of the incident shall notify the Human Resources Director who shall determine the appropriate course of action.
6. School personnel shall permit a member of a law enforcement agency or an employee of the Children, Youth and Families Department to interview the child with respect to a report without the permission of his parent, guardian or custodian in accordance with the Children’s Code, Section 32-A-4-5 (C) NMSA 1978. The Department worker shall notify the parent or guardian of the interview within 24 hours.
- A. Identification of a PSD Worker: All CYFD/PSD workers are issued an identification badge by the State of New Mexico to identify themselves. CYFD workers will present the badge to school staff to identify themselves. CYFD/PSD Workers will not present their personal Driver’s Licenses for their safety and the protection of their private information, to include date of birth address etc. LAPS school staff may call 505-753-7191 to verify if an employee is an employee with the Department.
 - B. CYFD Timeframes:
 - **Emergency:** Investigator must interview all alleged child victims within 3 hours of receiving the report from Statewide Central Intake.
 - **Priority 1:** Investigator must interview all alleged child victims within 24 hours of receiving the report from Statewide Central Intake.
 - **Priority 2:** Investigator must interview all alleged child victims within 5 days of receiving the report from Statewide Central Intake.
7. A law enforcement agency or the Children Youth and Families Department shall have access to any of the records pertaining to a child abuse or neglect case maintained by any of the persons required to report except as otherwise provided in the Abuse and Neglect Act.

Regulation Revised 11/16

STUDENT TRAVEL: ACTIVITY AND FIELD TRIPS

5139

Student trips of significant educational value shall be permitted. Student trips support the District’s curricular objectives through activities that enhance learning in ways not easily implemented in the school building.

Teachers who organize school sponsored trips must have the approval of the site administrator and prior written consent from the parent or guardian for each student.

Student participation in voluntary trips will not impact grades. Some co-curricular trips may be identified as mandatory if they are an essential part of course of study, and may impact grades.

No student may be denied participation due to financial circumstances in a school-sponsored trip that directly relates to the instructional program.

Trips beyond the boundaries of the continental United States require approval of the School Board.

Promotion of and solicitation for any trip not sponsored by the District as a part of the curriculum shall be prohibited in school facilities. Neither students nor staff may promote a non-sponsored trip at school.

The Superintendent shall establish regulations in compliance with Public Education Department regulations to govern trips.

References

- Board Policy 3545
- 22.16.1-11 NMSA 1978
- 6.41.4 NMAC (2005)

Policy Revised 01/17

STUDENT TRAVEL: ACTIVITY AND FIELD TRIPS

5139R

GENERAL PROVISION

The purpose of this regulation is to develop procedures for Los Alamos Public Schools-sponsored travel-study, field trips and student organization trips; definitions; and to establish procedures for obtaining approval and implementing approved trips. The Superintendent or designee may approve student trips that have a strong connection to instructional goals of the district. The Superintendent or designee may approve activity trips that are non-educational in nature providing that the trips meet requirements outlined in this regulation.

TYPES OF TRAVEL

1. "Co-curricular Activities" -- Activities that are extensions of classroom instruction. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities may not require a student to be absent from class other than for the performances/competitions (School Reform Act of 1986). Examples: Vocational or fine arts club activities, field trips.
2. "Field trip" means a school-sponsored activity that takes students away from their primary campus of attendance during or outside of school hours, and is directly related to the curriculum and instructional goals of the district.
3. "School-sponsored" means any activity (including, but not limited to sports, organized school clubs, sports and activities, and field trips) that has a staff member assigned as an agent of the school, and has been approved.

4. "Student organization trip" means an activity that provides extended opportunities related to an officially recognized school organization. Participation is limited to members of the organization or club. Student organization out-of-state trips should be scheduled for non-school days.
5. "Travel-study trip" means an activity that combines instruction and travel for an extended period of time on this continent or abroad. Some programs include a specific course of study to be completed, while others place emphasis upon exposure to foreign cultures. Participating students may be from different grade levels or classes. Travel-study trips should be scheduled for non-school days.

TRIP SPONSORS

Trip sponsors shall be required to be a certified teacher or licensed coach employed by the Los Alamos Public Schools. No other individuals shall be authorized to be a trip sponsor for a Los Alamos Public Schools field or activity trip. In most cases, trip sponsors shall be required to attend the trip in its entirety.

All trip sponsors wishing to organize and execute a field or activity trip shall be required to submit justification to the Superintendent or designee, explaining why the trip supports classroom curriculum activities and instructional goals. Trip sponsors shall not receive payment or any financial benefit beyond travel cost from any organization or from the students that are connected with the trip.

The trip sponsor must submit the Request for Activity or Field Trip Form or the Out-Of-State, Out-of-Country Student Travel Request Form for the principal's preliminary approval before proceeding with further planning for the trip. All modifications required by the principal as a condition of preliminary approval shall be noted on an amended version of the appropriate form. The trip sponsor shall proceed with travel arrangements upon FINAL approval by the appropriate level of authority.

PERMISSION TO ATTEND TRIP

Students shall be required to have a signed Student Trip Parent/Guardian Permission Form prior to the trip. Students who do not have written permission will not be permitted to attend the trip and may be provided with alternate assignments.

Signed permission forms and Authorization for Medical Services must be in the possession of the trip sponsor at all times. A list of students who have signed permission forms will remain in the school office during the trip as well as contact information for the trip sponsor that is in charge of the field trip. The list will indicate which students with permission forms were absent. It is the sponsor's responsibility to arrange for supervision of students who did not provide signed permission forms.

ATTENDANCE

The attendance or participation of a student on an activity and/or field trip authorized by the district shall be considered attendance for the purpose of crediting attendance for the apportionment from the average daily attendance counts in the school year.

CHAPERONES

The trip sponsor(s) will be the primary chaperone(s) for student activity and field trips. The district encourages trip sponsors to use parents/legal guardians as the majority of chaperones

on the trip. It is important that non-school aged children will not be allowed to attend the trip, since chaperones will need to provide full attention to the students on the trip. Principals will review and approve a list of chaperones prior to each trip. Principals and trip sponsors are responsible for the reliability of chaperones.

The school must follow all state laws with regard to volunteer background checks for chaperones who may have unsupervised access to any student. Chaperones of overnight trips who are not LAPS staff members must have a completed background check on file at the school and in Human Resources. Chaperones should be advised prior to their participation in a field trip that the conduct of all trip participants, including volunteer chaperones, is governed by state law and school district policy and regulation, including drug free and gun-free guidelines and a prohibition against the use of all tobacco and alcohol products.

The chaperone minimum standard for general education student supervision are as follows:

- Chaperones must be 21 years of age in grades 7 through 12.
- Chaperones must be 18 years of age in grades pre-school thru 6th.
- One adult chaperone for every 15 students or less for any day trip.
- One adult chaperone for every 10 students or less for any overnight trip.
- One adult chaperone on a bus for every 15 students or less.
- Additional chaperones may be necessary if the sponsors have assignments that make them unavailable to the students due to duties or responsibilities obligations to be performed during the trip.
- Non-staff chaperones must pass a background check and will be responsible for the background checks fees.
- For multi gender trips a male and female chaperone are required.

These are minimum standards; high chaperone/student ratios are encouraged to reduce the risk of student injury/accident.

The chaperone minimum standard for students with disabilities or 504 Plan may require higher chaperone/student ratios to reduce the risk of student injury/incident. Some students may need 1 to 1 supervision, whereas supervision ratios for others may decrease, consistent with the individual student's, IEP or 504 Plan. The principal and trip sponsor working with a particular group of students will have authority to establish the appropriate supervision for students with disabilities.

CANCELLATION OF TRIPS

Cancellation of trips may occur due to weather, safety, world events, or local school needs. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

Los Alamos Public Schools is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or designee.

Insurance coverage for out-of-state or out-of-country trips will be required to cover the cost of any cancellation fees.

PROCEDURES

Approval Process Deadlines

- In-District Travel
Written request on Request for Activity or Field Trip Form, three weeks notice for site administrator approval.
- In-State Travel
Written request on Request for Field or Activity Trip Form, one-month notice for site administrator approval.
- Out-of-State Travel
Written request on Out-of-State Student Travel Request Form, three months notice for site administrator and appropriate Superintendent or designee approval.
- Out-of-Country Travel
Written request on Out-of-Country Student Travel Request Form, six months notice for principal, appropriate Superintendent and School Board approval.

Approval of international travel will be subject to United States Department of State travel advisories and warnings. Travel warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. No school sponsored international travel will be approved if warnings have been issued for the specific country or countries of travel or if a worldwide caution has been issued at the time of request for approval. The trip will be cancelled if warnings or cautions to specific countries are issued between the approval date and the departure date for the trip.

Procedures for In-District and In-State Trips

Steps in developing and obtaining approval for school sponsored trips.

1. A request for the school-sponsored trip is developed by the trip sponsor and reviewed by the principal.
2. If the principal approves the request, the trip sponsor prepares the final request utilizing the District Request for Activity or Field Trip Form.
3. Upon final approval, the sponsor may begin any necessary agreements and travel arrangements, which may require the encumbrance of funds.

Procedures for Out-of-State and Out-of-Country Trips

Steps in developing and obtaining approval for school sponsored trips.

1. A request for the school-sponsored trip is developed by the trip sponsor and reviewed by the principal.
2. If the principal approves the request, the trip sponsor prepares a detailed written proposal according to the following guidelines:
 - A. A statement of the learning goals and objectives of the school sponsored trip and an

outline of anticipated educational experiences and/or the course of study to be followed.

- B. An itemized statement of the estimated costs, including transportation, meals, and accommodations, with evidence that the fees charged are competitive for the services provided, and other expenses not included in basic costs.
- C. A statement of expenses (if any) not included in the basic costs as appropriate to the school-sponsored trip such as required vaccinations, passport or visa expenses, costs of a personal nature, and optional insurance.
- D. Procedures for maintaining financial records for purposes of auditing.
- E. Description of transportation arrangements with assurances that transportation will be provided by school car, school bus, charter bus, or other district approved carrier.
- F. Description of insurance coverage(s) for each student on the trip.
- G. Identification of accommodations to be used with assurance that they:
 - 1) Are nondiscriminatory,
 - 2) Have adequate health and safety standards,
 - 3) Are adapted and suitable for the disabled.
- H. The detailed itinerary – departure, travel schedule, and return.
- I. A plan to identify the estimated number of qualified chaperones
- J. Identification of a travel agency, educational travel company, or tour guide, if appropriate, and evidence that the agency, company or guide:
 - 1) Can provide proof of satisfactory service and experience in handling educational groups,
 - 2) Has quoted a fee which is competitive for services provided,
 - 3) Has well-defined procedures for handling personal emergencies of the participants,
 - 4) Is a member of the Better Business Bureau, the American Society of Travel Agents, or similar accrediting entity.
- K. Orientation plans for parents and students, including written information concerning the program, such as:
 - 1) The learning goals and objectives of the program of travel.
 - 2) The standards of conduct established for the program and appropriate disciplinary actions and consequences for students not meeting acceptable standards of conduct.
 - 3) The responsibilities students assume by participating in the program and the responsibilities parents assume in the event the student is not following acceptable behavior.
 - 4) The basic costs of travel, meals, accommodations, and other expenses not included in the basic fee.

- 5) Cancellation procedures as outlined in above.
- 6) Travel arrangements, overnight accommodations, if appropriate, and the itinerary.
- 7) Arrangements for coping with illness, injuries, accidents, or other emergencies.
- 8) Need for special equipment or clothing.
- 9) Parent Orientation Student Trip Meeting

L. A plan for students to makeup work during or from their absence from school.

3. The fully developed proposal, with supporting data, is submitted to the principal for approval. The principal is responsible for reviewing and approving or disapproving all proposed school-sponsored trips. The principal is responsible for assuring that every effort has been made to provide a learning experience that is aligned to the learning goals and objectives of the instructional program or enhances the instructional program and that all reasonable provisions are made for the safety of the students.
4. Out-of-State Trips: The Out-of-State Student Travel Request Form and the trip proposal, approved by the principal, must be submitted to the Superintendent at least three months prior to the departure date and prior to parent notification of and the collection of any payments for the proposed trip. The proposed group of participating students must be attached.

The Superintendent or designee shall be responsible for approving the Out-of-State trip proposal, maintaining a file of approved proposals and notifying the principal and trip sponsor of approval.

After Superintendent approval, the requesting sponsor shall complete the following:

- Leave Request, if applicable.
 - Transportation Request, if applicable
 - Student Trip Parent/Guardian Permission Form.
5. Out-of-Country Trips: The Out-of-Country Student Travel Request Form and the trip proposal, approved by the principal, must be submitted to the Superintendent at least six months prior to the departure date and prior to parent notification of and the collection of any payments for the proposed trip. The proposed group of participating students must be attached.

The Superintendent or designee shall be responsible for reviewing the Out-of-Country trip proposal seeking School Board approval, maintaining a file of approved proposals and notifying the principal and trip sponsor of School Board approval.

After School Board approval, the requesting sponsor shall complete the following:

- 1) Leave Request, if applicable.
 - 2) Transportation Request, if applicable
 - 3) Student Trip Parent/Guardian Permission Form.
6. At this point in the process, the sponsor may begin any necessary agreements and travel arrangements, which may require the encumbrance of funds.

7. All Out-of-State and Out-of-Country school-sponsored student travel shall be reported to the School District's insurance carrier, the New Mexico Public Schools Insurance Authority (NMPSIA) to assure that the District's foreign jurisdiction claims coverage is in place for such trip.

NON-SCHOOL SPONSORED TRIPS

Any trip or activity which does not receive School District approval as described in this regulation shall not be promoted or represented as school-sponsored. The school district shall not sponsor commercially promoted student trips. Such trips fail to meet the criteria for field or activity trips and, therefore, shall neither be supported nor sponsored by the Los Alamos Public Schools.

School employees involved in non-school sponsored trips or activities, and/or students who choose to represent companies promoting student trips shall be considered agents of that company. Companies and their agents that promote student trips shall not be permitted to use school resources to promote such trips, school or work time, access to students at school or afforded by the employee's position, use of school directories or records, or school equipment or other resources to organize, solicit participation in, raise or collect funds for or promote such trips. A company or its agent(s) sponsoring student trips shall be responsible, and hence liable, for any and all accidents, injuries, and lawsuits, et al, resulting from its student trips.

Any employee who promotes or sponsors a non-school sponsored trip or activity in which Los Alamos School students will attend or participate shall expressly disclose that the trip or activity is not school sponsored in the promotional materials distributed for the trip or activity, and shall expressly disclose to parents or students that the trip or activity is not school-sponsored in all parent and student permission or participation forms. Failure of the employee to assure that such disclosures are made shall be subject to discipline.

Regulation Revised 01/17

SEXUAL HARASSMENT - STUDENTS

5152

The purpose of this Policy is to require a school environment in which students feel safe and secure. All students have a right to be educated in an environment free from sexual harassment. The Los Alamos School Board prohibits sexual harassment of or by any student, employee, volunteer or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school and school sponsored activities.

Sexual harassment of students impairs the proper atmosphere for education, and creates an inequitable climate for learning.

Policy Revised 02/16

SEXUAL HARASSMENT – STUDENTS

5152R

DEFINITION OF SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

"Harassment on the basis of protected characteristics" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, sexual orientation, sexual identity or disability, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment; and
2. Has the purpose or effect of unreasonably interfering with the student's ability to benefit from any educational program or service provided by the School District; and
3. Is so offensive or pervasive as to adversely affect the educational performance of the student.

Examples of Conduct of a Sexual Nature which may constitute sexual harassment and would therefore be prohibited include but are not limited to:

1. Verbal or physical sexual advances, including subtle pressure for sexual activity;
2. Repeated or persistent and unwelcome requests for dates, meetings, and other social interactions;
3. Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
4. Showing or giving sexual pictures, photographs, illustrations, messages, texts messages, instant messages, e-mails or notes;
5. Writing graffiti of a sexual nature on school property;
6. Comments, rumors or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature regardless of communication medium;
7. Sexually-oriented "kidding," "teasing," double-entendres, and jokes;
8. Any harassing conduct to which a student is subjected because of or regarding the student's sex;
9. Displaying sexually suggestive objects

NATURE OF SEXUAL HARASSMENT

Sexual harassment may occur:

- Student to student
- Staff to student
- Student to staff
- One person to another person regardless of gender

DISCIPLINE/ CONSEQUENCES

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee or volunteer who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including removal or dismissal.

Any employee who receives a complaint of sexual harassment from a student and who fails to report that complaint to the site administrator in a timely manner may be appropriately disciplined by the Director of Human Resources.

The School Board prohibits employees or students from knowingly giving false reports or information. Employee or students who knowingly give false reports or information related to a complaint or report of an alleged violation of the Sexual Harassment policy shall be subject to discipline, and/or to any applicable procedural requirements.

REPORTING POSSIBLE VIOLATIONS OF THE SEXUAL HARASSMENT POLICY

1. Any student who believes he or she has been the victim of harassment based on protected characteristics by another student or by an employee of the School District should immediately report any alleged violation of Policy 5152 or any alleged acts, which may constitute prohibited harassment to any employee of the School District.
2. Any School District employee who witnesses, or is aware of conduct which may violate Policy 5152 shall report it to the principal or assistant principal of the school where the employee works or to their immediate supervisor at his or her earliest opportunity. Any employee who receives any report, written or verbal, of possible harassment of a student based on protected characteristics, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of prohibited harassment must notify his or her immediate supervisor, the principal or assistant principal of the school where the employee works or the Superintendent, regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.
3. Teachers and other school staff who witness acts of possible harassment based on protected characteristics by students shall have an affirmative duty and the authority to act in a reasonable manner within the disciplinary standards of conduct established for School District employees to promptly stop such conduct, including but not limited to, taking custody of the alleged student-violator and removing the student from the educational environment for the purpose of immediately transferring custody of the student to a School District administrator for further review and action under this Regulation.
4. Where possible, reports of violations of Policy 5152 must be submitted in writing. A copy of the submitted report shall be immediately forwarded to the Site Administrator for appropriate action and distribution within the Administration.
5. Nothing in Policy 5152, or in this Regulation, shall prevent any person from reporting possible harassment of a student based on protected characteristics to the Site Administrator.

PROCEDURE AND INVESTIGATION

1. The School Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal. If the report involves a staff member the principal will forward a copy to the Director of Human Resources within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment the principal or trained designate will initiate an investigation into the complaint within two working days.

5. Annually the Coordinator of Human Resources will train the administrators to investigate sexual harassment complaints.
6. Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
7. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
8. The complaint investigator will put their findings in writing and will forward a copy to the principal.
 - a. If the investigation report involves student to student a report will be forwarded onto the Office of The Assistant Superintendent.
 - b. If the investigation report involves student to staff the report will be forward to the Director of Human Resources within 5 working days or a reasonable extension of time thereafter for good cause, after concluding the investigation.
9. Complaints by students of sexual harassment by staff, volunteers or non-employees doing business with the school district will be handled in accordance with school district Policy #4071.
10. The investigator will communicate his/her finding to the complainant and the alleged harasser as expeditiously as possible.
11. Results may be indeterminate. If so, the matter will be recorded as unresolved. A written record of the investigation will be maintained by the school district separate and apart from any student or personnel file and maintained In accordance with Education Records Retention and Disposition Schedules, NMAC 1.20.2.

The above reporting/investigation procedures apply to internal investigation of complaints by the school district.

Nothing in this reporting procedure shall relieve any employee at the school district from the reporting obligation imposed under the child abuse reporting acts.

RETALIATION PROHIBITED

The school district prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights, or privileges.

ENFORCEMENT

Each administrator has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. Administrators will take appropriate actions to enforce the school district's sexual harassment policy. These actions will include:

1. Prompt removal of vulgar or sexually offensive graffiti.
2. Providing staff training annually in accordance with state statute.
3. Taking appropriate disciplinary action as needed.
4. All homeroom and / or designated teachers shall discuss this policy with their students during the first week of the school year. The policy shall be made available on the school and district websites and included in the school/family handbooks. Discussion shall be carried out in age-appropriate ways and should assure students that they need not endure any form of sexual harassment.

5. In addition, all teachers, counselors and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.

NOTIFICATIONS

This information will:

1. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
2. Appear in any school or school district publication that sets forth the school or school district's comprehensive rules, regulations, procedures and standards of conduct.

Legal References

42 U.S.C. 2000e Title VII, 20 U.S.C. 1681 Title IX, 42 U.S.C. § 1983, NMAC 6.60.9.9 (C)

Regulation Revision 12/16

OFFENSIVE CONDUCT: BULLYING, CYBER BULLYING, HARASSMENT, HAZING, INTIMIDATION, AND VIOLENCE

5158

PURPOSE

The School Board is committed to providing an educational and working environment that promotes respect, dignity and equality. The School Board recognizes that offensive conduct, such as harassment, hazing, intimidation, and bullying, are detrimental to student learning, achievement and well-being. These offensive conducts interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such offensive conducts affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the School Board strictly prohibits all forms of offensive conduct, such as bullying, harassment, hazing, intimidation and violence on school grounds, school buses and at all school-sponsored activities, programs and events. Offensive conduct, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyber bullying, are prohibited. When these offensive conducts create or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students, they may be subject to disciplinary consequences.

The School Board is further committed to prohibiting reprisals or retaliation against individuals who report offensive conduct of bullying, cyber bullying, harassment, hazing, intimidation or violence or who are bullied, witnesses, bystanders, or others with reliable information about an offensive act.

DEFINITIONS of OFFENSIVE CONDUCT

- "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may,

but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. 6.12.7.7 (A) NMAC (2006)

1. "Power Imbalance" - when someone takes power over someone else. Power imbalances can change over time and in different situations, even if they involve the same people.
 - a. "Physical Imbalance" - a stronger, more physically dominant individual usurps authority over a smaller, less strong individual.
 - b. "Psychological Imbalance" - intellect or social status determines dominance.
- "Cyber Bullying" means electronic communication (a communication transmitted by means of an electronic device, including but not limited to: a phone, computer or social media applications) that:
 1. Targets a specific student;
 2. Is published with the intention that the communication be seen or disclosed to the targeted student;
 3. Is in fact seen by or disclosed to the targeted student; and
 4. Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.
- "Gender" means a person's actual or perceived sex and includes a person's gender identity or expression.
- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize a person. 6.12.7.7 © NMAC (2006) Harassment includes but is not limited to:
 1. Verbal acts, teasing, use of sarcasm, jokes;
 2. "Name Calling" means the chronic, habitual, or recurring use of names or comments to or about a student, as well as any verbal or physical gestures, regarding the student's actual or perceived physical or personal characteristics when the student has indicated by their conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature;
 3. Belittling;
 4. Nonverbal behavior such as graphic or written statements;
 5. Conduct that is physically threatening, harmful, or humiliating; or
 6. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment.
- "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization. Hazing includes but is not limited to:
 1. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with the ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.
6. Students who engage in hazing activities will be subject to immediate disciplinary action in accordance with Policy 5131 Student Conduct - Discipline.
 - “Intimidation” means a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person. Intimidation may force a student into, or deter them from, some action by inducing fear.
 - “Sexual Orientation” means actual or perceived heterosexuality, homosexuality, bisexuality or transgender.
 - “Violence” is aggressive behavior that may be physically, sexually, or emotionally abusive. An individual or group against another conducts the aggressive behavior. Physically abusive behavior is where a child, adolescent or group directly or indirectly ill treats, injures, or kills another or others. The aggressive behavior can involve pushing, shoving, shaking, punching, kicking, squeezing, burning or any other form of physical assault on a person(s) or on property.

PROHIBITIONS

The School Board strictly prohibits offensive conduct, such as violence, threats, name-calling, bullying, cyber bullying, harassment, intimidation, or criminal acts, and other target based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. The School Board and Superintendent will not tolerate offensive conduct by students or staff.

No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy.

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

REPORTING

The School Board encourages anyone who is a target of such physical or verbal misconduct to report such claims. Students or their parents may report such offensive conduct to the principal, assistant principal, or counselor of the school.

Any employee who, as a result of personal observation or a report, has reason to believe that a student is a target of offensive conduct prohibited by this policy, whether the conduct is by another student or by another employee, shall notify their principal, or the Superintendent, of such observation or report in writing as soon as possible.

INVESTIGATION

The school principal or designee shall promptly investigate all reports of misconduct in violation of this policy.

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

Principals or designee who receive complaints of offensive conduct shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the

findings and/or status of their investigations, and actions they propose to take, if any, to the Superintendent within 10 school days of receipt of such complaints.

CONFIDENTIALITY

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

SANCTIONS

Any employee who is found to have engaged in conduct prohibited by this policy, or to have failed to discharge a duty imposed by this policy, shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.

Any student who is found to have engaged in conduct prohibited by this policy shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitation imposed by state and federal disabilities law.

Where violations of criminal law may have occurred, the school principal, in consultation with the Superintendent or his/her designee, shall report the matter to the appropriate law enforcement agency.

PUBLICATIONS

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

HEALTH EDUCATION

The Superintendent or designee shall ensure that District health and wellness education programs address offensive conduct and related issues encompassed by this policy
Legal Reference: 22-2-21 NMSA, 6.11.2.8 NMAC, 6.12.7 NMAC, 6.29.6 NMAC

Policy Adopted **01/16**

OFFENSIVE CONDUCT; BULLYING, CYBER BULLYING, HARASSMENT, HAZING, INTIMIDATION, AND VIOLENCE

5158R

PURPOSE

Los Alamos Public Schools (LAPS) believes that academic achievement and social growth occur when students and staff feel safe. Offensive conduct, such as bullying, harassment, or intimidation interferes with the safe operation of schools. Students who are bullied, students who bully, and students who are bystanders are at risk of experiencing a range of negative health, safety, and educational outcomes. This regulation provides procedures that address the prohibition of offensive conduct in schools by implementing prevention, early intervention, remedial activities, and specific consequences as needed, and guard against reprisal or retaliation against individuals who report acts of offensive conduct.

DEFINITIONS

- “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. 6.12.7.7 (A) NMAC (2006)
 2. “Power Imbalance” - when someone takes power over someone else. Power imbalances can change over time and in different situations, even if they involve the same people.
 - a. “Physical Imbalance” - a stronger, more physically dominant individual usurps authority over a smaller, less strong individual.
 - b. “Psychological Imbalance” - intellect or social status determines dominance.
- “Cyber Bullying” means electronic communication (a communication transmitted by means of an electronic device, including but not limited to: a phone, computer or social media applications) that:
 5. Targets a specific student;
 6. Is published with the intention that the communication be seen or disclosed to the targeted student;
 7. Is in fact seen by or disclosed to the targeted student; and
 8. Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities, or performance.
- “Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression.
- “Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize person. 6.12.7.7 © NMAC (2006) Harassment includes but is not limited to:
 7. Verbal acts, teasing, use of sarcasm, jokes;
 8. “Name Calling” means the chronic, habitual, or recurring use of names or comments to or about a student, as well as any verbal or physical gestures, regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by their conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature;
 9. Belittling;
 10. Nonverbal behavior such as graphic or written statements;
 11. Conduct that is physically threatening, harmful, or humiliating; and
 12. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment.
- “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization. Hazing includes but is not limited to:

7. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 8. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 9. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 10. Any activity that intimidates or threatens the student with the ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 11. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.
 12. Students who engage in hazing activities will be subject to immediate disciplinary action in accordance with Policy 5131 Student Conduct - Discipline.
- “Intimidation” means a willful act, which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person. Intimidation may force a student into, or deter them from, some action by inducing fear.
 - “Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.
 - “Violence” is aggressive behavior that may be physically, sexually or emotionally abusive. An individual or group against another conducts the aggressive behavior. Physically abusive behavior is where a child, adolescent or group directly or indirectly ill treats, injures, or kills another or others. The aggressive behavior can involve pushing, shoving, shaking, punching, kicking, squeezing, burning or any other form of physical assault on a person(s) or on property.
 - “Prevention activities” are those school wide activities that provide awareness of the prevalence, causes, and consequences of bullying, harassment, or intimidation for students who are bullied, bullies, and bystanders, and are part of a system of positive behavioral supports and school improvement efforts at all grade levels.
 - “Intervention activities” are individual or small group approaches directed at specific occurrences and range in intensity, duration, and frequency based on the severity of the incident.

PROCEDURES

PREVENTION

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of offensive conduct but to help students build more supportive relationships with one another by integrating the offensive conduct prevention program into classroom instruction. Staff members and students will be trained through district-wide professional development and instruction, to the warning signs of offensive conduct

bullying, as well as to their responsibility to become actively involved in the prevention of offensive conduct before overt acts occur.

All schools implement prevention and intervention strategies and/or activities that teach and reinforce responsible pro-social behavior. Included are:

1. Implementation and analysis of school climate surveys to guide local decision making related to prevention, intervention, and professional development.
2. Annual professional development activities for all staff members that focus on the prevalence and causes of bullying, harassment, or intimidation, social skill development, positive school climate, tolerance of differences, age-appropriate behavioral expectations, and strategies to prevent instances of bullying and interventions when instances of bullying occur.
3. Professional development provided to staff members hired during the school year.
4. School wide bullying, harassment, or intimidation prevention programs implemented as part of a system of positive behavioral supports, character education, violence prevention, and school improvement at all grade levels.

INTERVENTION

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill building.

Successful intervention may involve remediation. Remedial responses to offensive conduct (bullying and harassment) include measures of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the offensive conduct behavior or environmental approaches which are targeted to the school or district as a whole.

In addition, intervention will focus upon the safety of the target. Staff is expected, when aware of offensive conduct, to either refer the student to the designated resources for assistance, or to intervene in accordance with this policy and regulation.

REPORTING POSSIBLE VIOLATIONS OF THE POLICY

1. Any student who believes they have been the target of offensive conduct by another student or by an employee of the School District should immediately report any alleged violation of Policy 5158 or any alleged acts which may constitute bullying, intimidation or hostile or offensive conduct to any employee of the School District. Offensive behavior could also include instances where an employee or a student is threatening or intimidating another student in a deliberate manner that would cause medical harm, such as an allergic reaction, or physical injury.
2. Any School District employee who witnesses, or is aware of conduct which may violate Policy 5158 shall report it to the principal or assistant principal of the school where the employee works or to their immediate supervisor at his or her earliest opportunity. Any employee who receives any report, written or verbal, of possible bullying, intimidation or hostile or offensive conduct against a student, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of bullying, intimidation or hostile or offensive conduct must notify his or her immediate supervisor; the principal or assistant principal of the school where the employee works or the Superintendent, regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.
3. Teachers and other school staff who witness acts of possible bullying, intimidation or hostile or offensive conduct by students shall have an affirmative duty and the authority to act in a reasonable manner within the disciplinary standards of conduct established for School District employees to promptly stop such conduct, including but not limited to, taking custody of the alleged student-violator and removing the student

from the educational environment for the purpose of immediately transferring custody of the student to a School District administrator for further review and action under this Regulation.

4. Where possible, reports of violations of Policy 5158 may be submitted in writing using Offensive Conduct Incident Reporting Form. A copy of the submitted Offensive Conduct Incident Reporting Form shall be immediately forwarded to Site Administrator for appropriate action and distribution within the Administration.
5. Nothing in Policy 5158 or in this Regulation shall prevent any person from reporting possible bullying, intimidation or hostile or offensive conduct against a student to the Site Administrator.
6. No employee of the School District shall retaliate against any person for good faith reporting, or participating in the investigation of an alleged violation of Policy 5158.
7. Employees or students who knowingly give false reports or information related to a complaint or report of an alleged violation of the Policy 5158 shall be subject to discipline, subject to any applicable procedural requirements.

INVESTIGATION

1. All reports of offensive conduct allegedly committed by a school employee in violation of Policy 5158 shall be promptly investigated by the Director of Human Resources or designee. Should a designee conduct the investigation, the Director's designee must be a licensed public school administrator.
2. All reports of offensive conduct allegedly committed by a student or by students in violation of Policy 5158 shall be promptly investigated by the school principal or his/her designee of the school receiving the report or of the school in which the conduct allegedly occurred or pertains. Should a designee conduct the investigation, the school principal's designee must be a licensed public school administrator. No investigation shall be delayed more than three school days without the knowledge and express permission of the Superintendent or designee.
3. The investigator assigned to investigate alleged violations of Policy 5158 shall prepare a final investigation report of his or her investigation, and the investigation shall contain or reference sufficient documentation to support any disciplinary or other action specified or recommended in the investigation report as a result of the investigation. The recommendation of the investigator shall have no binding effect on the final decision of the person imposing discipline or taking any other action related to the final investigation report.
4. The investigator assigned to investigate alleged violations of Policy 5158 shall initially contact the alleged target(s) and their parents/guardians at the beginning of his or her investigation and shall provide periodic updates to the alleged target(s) and their parents/guardians as to status of the investigation not to exceed three (3) school days between updates.
5. At the conclusion of the investigation, the investigator assigned to investigate alleged violations of Policy 5158 shall inform the alleged target(s) and their parents/guardians whether the complaint or report was substantiated.
6. Information provided to the alleged target(s) and their parents/guardians shall be in compliance with the confidentiality provisions of state and federal law pertaining to the confidentiality of student information and records, including but not limited to, the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. § 1417(c); 34 C.F.R. § 300.560, and the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99), as amended and recodified in the future.
7. With regard to the investigations of students, the investigative process must be concluded within a maximum of ten (10) school days of receipt of such complaints or reports, unless extenuating circumstances are applicable.

8. If the investigation of a student under this Regulation is conducted by an administrator other than the school principal, the school principal will respond in writing to the submission of the final investigation report within three (3) school, approving the proposed action to be taken or directing further or different action.
9. Requests for an extension of time of any of the time requirements under this Regulation must be submitted and approved in writing by the Superintendent or designee.
10. Where violations of criminal law may have occurred, the school principal, in consultation with the Superintendent or designee, shall report the matter to the appropriate law enforcement agency.
11. Where violations of the New Mexico Children's Code may have occurred as to suspected abuse or neglect of a child, the school principal, in consultation with the Superintendent or designee, shall report the matter to the appropriate state or tribal child protection agency and/or to the appropriate law enforcement agency.
12. With regard to the investigations of School District employees, the Director of Human Resources will coordinate his or her investigation with the applicable law enforcement agency, if applicable, and the investigation shall be concluded in the most expeditious manner possible. The final investigation report of the Director or designee shall be submitted to the Superintendent or designee for appropriate action, at the discretion of the Superintendent, subject to any applicable procedural requirements.

SANCTIONS

1. Standard for Imposing Discipline: In assessing the existence of a violation of Policy 5158 by students and the appropriate discipline to be imposed, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by Policy 5158 on the part of the violator. In assessing the existence of a violation of Policy 5158 by employees and the appropriate discipline, the Superintendent or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and best interests of the target and the School District.
2. Employees: Any employee found to have engaged in conduct that violates the Policy 5158 shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, discharge or termination, subject to any applicable procedural requirements.
3. Students: Any student found to have engaged in conduct that violates this Policy shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

CONFIDENTIALITY

The identities of those reporting violations of Policy 5158 and those cooperating in the investigation of alleged violations shall be kept confidential to the extent the Offensive Conduct, Bullying, Cyber Bullying, Harassment, Hazing, Intimidation or Violence Regulation consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

Regulation Legal Reference: 22-2-21 NMSA, 6.11.2. NMAC, 6.12.7 NMAC, 6.29.6 NMAC

Regulation Revised **12/16**