



Los Alamos Public Schools

SUBSTITUTE HANDBOOK

2021-2022

"There is no substitute for a
great Substitute Teacher!"

Content

Our Mission: Los Alamos Public Schools Information.

Our Leadership: From the Board to the Principals.

Systems: Gmail, ivisions, Aesop, & Simple K12

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NMERB: Legislation and retirement information

General Job Duties: From clocking in to general guidelines.

Who To Call: Staff numbers you should know and when to call.

Substitute Teaching Need to Know: From policy to procedure.

EVERY CHILD WILL DISCOVER AND
DEVELOP THEIR UNIQUE
STRENGTHS AND *THRIVE* AT THE
NEXT LEVEL





Los Alamos Public Schools
Board of Education

Melanie Colgan
Board President
District IV

Ellen Spector
Board Vice President
District I

Christine Bernstein
Board Secretary
District III

Erin Green
Board Member
District V

Stephen Boerigter
Board Member
District II

2075 Trinity Drive
Los Alamos, NM 87544
505-663-2222

DEAR SUBSTITUTE EMPLOYEE:

**WELCOME TO THE LOS ALAMOS PUBLIC SCHOOLS
SUBSTITUTE TEACHING PROGRAM. OUR MISSION IS TO
ENABLE OUR STUDENTS TO BECOME RESILIENT AND
RESOURCEFUL ADULTS WHO ARE ABLE TO ACHIEVE
THEIR PERSONAL GOALS IN AN EVER-CHANGING WORLD**

**THE PURPOSE OF THIS HANDBOOK IS TO ASSIST YOU IN
KNOWING, FOLLOWING AND ENFORCING THE POLICIES,
PROCEDURES AND PRACTICES OF THE LOS ALAMOS
PUBLIC SCHOOLS SYSTEM. SUBSTITUTE TEACHERS
ASSUME THE SAME RESPONSIBILITIES AND DUTIES AS
THE REGULAR CLASSROOM TEACHER. THE
INFORMATION IN THE SUBSTITUTE TEACHER
HANDBOOK WILL BE AN INVALUABLE RESOURCE TO YOU
IN WORKING AS A SUBSTITUTE TEACHER. PLEASE READ
AND FAMILIARIZE YOURSELF WITH THE INFORMATION
THAT WILL ASSIST YOU IN THIS IMPORTANT ROLE. THE
SUGGESTIONS AND PROCEDURES IN THIS HANDBOOK
ARE NOT MEANT TO BE ALL INCLUSIVE, BUT ARE
DESIGNED TO SERVE AS A FOUNDATION.**

**WELCOME ABOARD AND THANK YOU FOR JOINING THE
TEAM ON OUR JOURNEY TO EXCELLENCE! ENJOY EACH
DAY THAT YOU SPEND WITH CHILDREN, AND THANK
YOU FOR BEING AN IMPORTANT PART OF THE
EDUCATION OF OUR YOUTH. WE LOOK FORWARD TO
WORKING WITH YOU THIS YEAR AND WISH YOU SUCCESS
IN ALL YOUR ENDEAVORS.**

SINCERELY,


JENNIFER GUY
INTERIM SUPERINTENDENT

VISION

WE PREPARE CAPABLE AND CONFIDENT LIFE-LONG LEARNERS.

MISSION

WE ENABLE OUR STUDENTS TO BECOME RESILIENT AND RESOURCEFUL ADULTS WHO ARE ABLE TO ACHIEVE THEIR PERSONAL GOALS IN AN EVERY-CHANGING WORLD

WE VALUE

- SAFETY
- STUDENT WELL-BEING
- INDIVIDUAL GROWTH
- INTEGRITY
- TRANSPARENCY
- DIVERSITY
- RESPECT
- EMPATHY
- LEADERSHIP
- TEAMWORK
- INNOVATION

COMMITMENTS

ALL SCHOOLS AND WORKPLACES WILL BE SAFE AND CIVIL.

EVERY CHILD WILL DISCOVER AND DEVELOP THEIR UNIQUE STRENGTHS AND THRIVE AT THE NEXT LEVEL

ALL STUDENTS WILL ATTAIN SKILLS, KNOWLEDGE, AND ABILITIES TO SUCCEED IN 21ST CENTURY SOCIETY.

LAPS WILL EFFECTIVELY COMMUNICATE WITH PARENTS, STUDENTS, EMPLOYEES AND THE LOS ALAMOS COMMUNITY.

FOCUS AREAS

- STUDENT LEARNING
- STUDENT WELL-BEING
- TEACHER & STAFF EXCELLENCE
- FISCAL RESPONSIBILITY
- QUALITY FACILITIES
- INNOVATIVE LEADERSHIP
- COMMUNICATIONS & COLLABORATION
- INTEGRATED TECHNOLOGY





LAPS SCHOOL BOARD



MELANIE COLGAN - PRESIDENT
ELLEN SPECTER - VICE PRESIDENT
CHRISTINE BERNSTEIN - SECRETARY
ERIN GREEN - MEMBER
STEPHEN BOERIGTER - MEMBER

LEADERSHIP



JENNIFER GUY - INTERIM SUPERINTENDENT
TERESA GATEWOOD - BUSINESS MANAGER
DR. SHARON FOGLE - SYSTEMS DATA & CURRICULUM
KRISTINE COBLENTZ - HEALTHY SCHOOLS DIRECTOR
MARCI PARTIN - COMPTROLLER
TAMMARA HINCKLEY - BUDGET SPECIALIST
JOSEPH PALMER - HR DIRECTOR
JAZMIN VIGIL - PAYROLL & BENEFITS SUPERVISOR
REGINA MERTZ - CHIEF PROCUREMENT OFFICER
KARLA CRANE - STUDENT SERVICES COORDINATOR
LIZ MEEK - ASST. STUDENT SERVICES COORDINATOR
ALLISON WATT - SYSTEMS MANAGER
TOMMY CASTILLO - DIRECTOR OF FACILITIES
KEITH ROSENBAUM - DIRECTOR OF TRANSPORTATION
VIRGINIA TERRAZAS - DIRECTOR OF PRE-K
JILL GONZALES - PREVENTION AND ATTENDANCE ADMIN

CARTER PAYNE - LAHS PRINCIPAL
RENEE DUNWOODY - LAHS ASST. PRINCIPAL
MIKE JOHNSON - TFA PRINCIPAL
SUZANNE LYNN - LAMS PRINCIPAL
ANDY AINSWORTH - LAMS ASST. PRINCIPAL
MICHELE ALTHER - ASPEN PRINCIPAL
SHANNON TRUJILLO - ASPEN ASSISTANT PRINCIPAL
DAVINE JONES - BARRANCA PRINCIPAL
CRAIG WASHNOCK - CHAMISA PRINCIPAL
DR. BRIAN GRASS - MOUNTAIN PRINCIPAL
IVANNA AUSTELL - PINON PRINCIPAL



ONLINE SYSTEMS



GMAIL



LAPS USES GMAIL AS ITS EMAIL PLATFORM.

YOUR EMAIL IS:

FIRSTINITIAL.LASTNAME@LASCHOOLS.NET

YOU WILL NEED ACCESS TO YOUR SCHOOL EMAIL FOR THE FOLLOWING ITEMS:

- SCHOOL NEWS**
- CORRESPONDENCES BETWEEN OTHER LAPS STAFF**
- PASSWORD RESETS**
- PROFESSIONAL DEVELOPMENT INFORMATION**

PLEASE DO NOT REMOVE ANY ACCOUNT FROM YOUR SCHOOL EMAIL TO A PERSONAL EMAIL AT ANY TIME.

EMPLOYEE MANAGEMENT PORTAL



**EMPLOYEE MANAGEMENT PORTAL IS A FINANCE
AND HR PLATFORM.**

**YOUR LOGIN IS:
FIRSTINITIAL LASTNAME (JDOE)**

**(PLEASE SEE YOUR PASSWORD SHEET REVIEWED
DURING YOUR NEW HIRE APPOINTMENT)**

**YOU WILL NEED ACCESS TO DIVISIONS FOR THE FOLLOWING
ITEMS:**

-PAYROLL:

-W-2

-PAYSTUBS

-HR INFORMATION:

-CONTRACT (IF APPLICABLE)

-LETTER OF INTENT (IF APPLICABLE)

**YOUR HR SPECIALIST WILL BE GIVING YOU AN INFORMATION
SHEET AND WILL ALSO GO THROUGH THE SYSTEM WITH YOU
FOR YOUR UNDERSTANDING.**

**IF YOU REQUIRE A PASSWORD RESET, PLEASE CONTACT THE
DIRECTOR OF HR:**

505-663-2218 OR J.PALMER@LASCHOOLS.NET

SCHOOL SAFETY



STANDARD RESPONSE PROTOCOL

LOS ALAMOS PUBLIC SCHOOLS UTILIZES A STANDARD RESPONSE PROTOCOL FOR ALL EMERGENCY SITUATIONS. SUBSTITUTES MUST FAMILIARIZE THEMSELVES WITH THE PROCURES IN CASE OF AN EMERGENCY.

ALL STAFF ARE EQUIPPED TO ASSIST A SUB WITH ANY QUESTIONS OR CONCERNS REGARDING EMERGENCY PROCEDURES.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



HOLD

EVACUATE



EVACUATION IS THE MOST COMMON SRP. EVACUATIONS ARE STARTED EITHER BY AN ALARM SOUNDING (I.E FIRE) OR THE BUILDING ADMINISTRATOR GOING OVER THE PA SYSTEM ANNOUNCING THE EVACUATION.

WHEN EVACUATING, YOU WILL FOLLOW THE ROUTE POSTED ON THE DOOR OR WINDOW OF THE CLASSROOM.

ONCE YOU HAVE REACHED THE EVACUATION LOCATION, TAKE ATTENDANCE AND REPORT TO BUILDING ADMINISTRATOR OR HIS/HER DESIGNEE.

IN THE EVENT OF AN EVACUATION, YOU WILL HEAR AN ALARM OR THE FOLLOWING STATEMENT THREE (3) TIMES:

"EVACUATE TO _____."

LOCKOUT



LOCKOUTS ARE COMMON IF THERE IS A NEIGHBORHOOD DISTURBANCE, ANIMAL ON CAMPUS, OR CRIMINAL ACTIVITY NEAR BY. LOCKOUT IS DESIGNED TO ENSURE THE BUILDING IS SECURE FOR STUDENTS.

DURING THIS SRP, STAFF WILL ENSURE ALL EXTERIOR DOORS ARE SECURE. ALL INTERIOR DOORS MAY REMAIN UNLOCKED AND BUSINESS CAN CONTINUE AS NORMAL. STUDENTS ARE FREE TO GO ABOUT THE HALLS AND TO THE RESTROOM BUT THEY MAY NOT EXIT THE BUILDING AT ANYTIME DURING THIS SRP.

IN THE EVENT OF A LOCKOUT, YOU WILL HEAR THE FOLLOWING STATEMENT THREE (3) TIMES:

"LOCKOUT! SECURE THE PERIMETER!"

LOCKDOWN



LOCKDOWNS OCCUR IF THERE IS A THREAT INSIDE THE SCHOOL. THIS CAN INCLUDE AN ANIMAL, DISORDERLY INDIVIDUALS, OR AN ACTIVE SHOOTER.

DURING THIS SRP, STAFF WILL ENSURE CLASSROOM DOORS ARE SECURE, LIGHTS ARE OFF, BLINDS ARE CLOSED, AND STUDENTS ARE QUIET AND OUT OF SIGHT.

AT NO POINT TILL THE ALL CLEAR IS CALLED MAY STUDENTS OR STAFF OPEN THE DOORS OR MAKE ANY NOISE.

IN THE EVENT OF A LOCKOUT, YOU WILL HEAR THE FOLLOWING STATEMENT THREE (3) TIMES:

"LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT!"

HOLD



A HOLD OCCURS IF THERE IS AN EMERGENCY OCCURRING IN THE HALLS OR A SECTION OF THE BUILDING. HOLD IS UTILIZED TO ENSURE THERE IS ROOM FOR EMERGENCY PERSONNEL OR BUILDING LEADERSHIP TO GET TO SITUATION OCCURRING.

IN THE EVENT OF A HOLD, YOU WILL HEAR THE FOLLOWING STATEMENT THREE (3) TIMES:

"HOLD! CLEAR THE HALLS!"

SHELTER



A SHELTER OCCURS IF THERE IS INCLIMATE WEATHER OUTDOORS. MORE OFTEN, ELEMENTARY SCHOOLS WILL CALL INDOOR RECESS RATHER THAN SHELTER. BOTH REFERENCES INDICATE THAT STUDENTS AND STAFF ARE TO REMAIN INDOORS OR UNDER SHELTER.

IN THE EVENT OF A SHELTER, YOU WILL HEAR THE FOLLOWING STATEMENT THREE (3) TIMES:

"SHELTER!"

NMERB



NMERB



**NEW MEXICO
EDUCATIONAL
RETIREMENT
BOARD**

NMERB REQUIRES ALL RETIREES TO APPLY FOR THE RETURN TO WORK PROGRAM. IF YOU ARE A RETIREE FROM AN EMPLOYER WHO CONTRIBUTES TO THE NEW MEXICO EDUCATIONAL RETIREMENT BOARD, YOU ARE REQUIRED TO SUBMIT THE RETURN TO WORK APPLICATION PRIOR TO SUBBING.

THERE ARE THREE OPTIONS WITH THE RETURN TO WORK PROGRAM:

- 1. YOU MAY RETURN TO WORK AFTER APPROVAL BUT MAY NOT WORK MORE THAN 40 HOURS IN A MONTH (10 HOURS A WEEK)**
- 2. YOU MAY SIT OUT OF THE WORKFORCE FOR ONE (1) COMPLETE CALENDAR YEAR AND THEN RETURN AND WORK AS MUCH OR AS LITTLE AS YOU WOULD LIKE.**
- 3. YOU MAY RETURN TO WORK AFTER APPROVAL BUT MAY ONLY COLLECT \$15,000 OR LESS IN A FISCAL YEAR (12 MONTHS)**

CURRENTLY ALL SUBS REGARDLESS OF RETIREMENT STATUS OR RETURN TO WORK STATUS CONTRIBUTE TO NMERB.

***NOTE: IF YOU HAVE ALREADY COMPLETED A RETURN TO WORK APPLICATION FOR SUBBING, YOU DO NOT NEED TO COMPLETE ANOTHER ONE.**

IMPORTANT CONTACTS



WHO YOU GONNA CALL?

LAPS HAS A NUMBER OF STAFF HERE TO ASSIST YOU IN ANY WAY WE CAN. HERE ARE SOME IMPORTANT CONTACTS TO REMEMBER IN CASE YOU ARE IN A BIND.

TREY PEREYRA, HR SPECIALIST

R.PEREYRA@LASCHOOLS.NET
505-663-2245

- VISIONS
- SIMPLE K12
- GMAIL
- AESOP
- LICENSURE
- NMERB
- STANDARD RESPONSE PROTOCOLS
- CHANGE OF INFORMATION
- GENERAL HR QUESTIONS

PAYROLL DEPARTMENT

LAPSPAYROLL@LASCHOOLS.NET
505-663-2220 OR 505-663-2226

- NMERB
- W-4
- TAX INFORMATION
- PAY
- DEDUCTIONS
- TIME CLOCK PLUS

INDIVIDUAL SCHOOL SITE

505-663-2222
ASK FOR SCHOOL SITE BETWEEN
8AM & 5PM

- SUB PROBLEMS
- GENERAL QUESTIONS
- GUIDANCE ON SUBBING
- VERIFYING WORK
- CALLING IN SICK

SUBSTITUTE TEACHING NEED-TO-KNOW



REQUIREMENTS

GENERAL WORK REQUIREMENTS

- I. BE PREPARED AND PROFESSIONAL
- II. DRESS PROFESSIONALLY
- III. REPORT EARLY
- IV. CHECK IN
- V. REVIEW THE DAY
- VI. TEACH CLEAR EXPECTATIONS
- VII. ENGAGE STUDENT LEARNING AND KEEP ON TASK
- VIII. POSITIVE INTERACTIONS
- IX. RESPOND APPROPRIATELY TO STUDENT BEHAVIOR
- X. AVOID TRAPS
- XI. SEEK ASSISTANCE



SEXUAL HARASSMENT

THE SCHOOL BOARD CONSIDERS SEXUAL HARASSMENT IN THE WORK AND EDUCATIONAL ENVIRONMENT TO BE INAPPROPRIATE AND OFFENSIVE. THE LOS ALAMOS SCHOOL BOARD PROHIBITS SEXUAL HARASSMENT OF SCHOOL DISTRICT EMPLOYEES, APPLICANTS FOR EMPLOYMENT, OR STUDENTS BY ANY EMPLOYEE, VOLUNTEER OR NON-EMPLOYEE WHO CONDUCTS BUSINESS WITH THE SCHOOL DISTRICT.

THIS POLICY APPLIES TO CONDUCT DURING AND RELATING TO SCHOOL, SCHOOL SPONSORED ACTIVITIES, AND SCHOOL DISTRICT BUSINESS.

PROHIBITED SEXUAL HARASSMENT INCLUDES, BUT IS NOT LIMITED TO, UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, OR OTHER VERBAL, VISUAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE MADE BY SOMEONE FROM OR IN THE WORK OR EDUCATIONAL SETTING WHEN:

1. SUBMISSION TO THE CONDUCT IS MADE, EITHER EXPRESSLY OR BY IMPLICATION, A TERM OR CONDITION OF ANY INDIVIDUAL'S EMPLOYMENT OR EDUCATIONAL PROGRAM.
2. SUBMISSION OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR AN EMPLOYMENT OR EDUCATIONAL DECISION AFFECTING THE INDIVIDUAL.
3. THE CONDUCT HAS THE PURPOSE OR EFFECT OF UNREASONABLY INTERFERING WITH AN INDIVIDUAL'S WORK OR ACADEMIC PERFORMANCE OR OF CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING OR EDUCATIONAL ENVIRONMENT, ASSIGNED DUTIES OR ANY OTHER CONDITION OF EMPLOYMENT, CAREER DEVELOPMENT, OR EDUCATIONAL PROGRAMS.
4. SUBMISSION TO, OR REJECTION OF, THE CONDUCT BY THE INDIVIDUAL IS USED AS THE BASIS FOR ANY DECISION AFFECTING THE INDIVIDUAL REGARDING BENEFITS AND SERVICES, HONORS, ASSIGNMENTS, PROGRAMS, OR ACTIVITIES AVAILABLE IN THE WORK ENVIRONMENT OR THROUGH THE EDUCATIONAL INSTITUTION.

EXAMPLES OF CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT, WHETHER COMMITTED BY A SUPERVISOR, ANY OTHER EMPLOYEE, VOLUNTEER OR NON-EMPLOYEE DOING BUSINESS WITH THE SCHOOL DISTRICT ARE:

1. UNWELCOME LEERING, STARING, SEXUAL FLIRTATIONS OR PROPOSITIONS.
2. UNWELCOME SEXUAL SLURS, EPITHETS, THREATS, VERBAL ABUSE, DEROGATORY COMMENTS OR SEXUALLY DEGRADING DESCRIPTIONS.
3. UNWELCOME GRAPHIC VERBAL COMMENTS ABOUT AN INDIVIDUAL'S BODY OR OVERLY PERSONAL CONVERSATION.
4. UNWELCOME SEXUAL JOKES, STORIES, DRAWINGS, PICTURES OR GESTURES.
5. UNWELCOME SPREADING OF SEXUAL RUMORS.
6. UNWELCOME TOUCHING OF AN INDIVIDUAL'S BODY OR CLOTHES.
7. CORNERING OR BLOCKING OF A SEXUAL NATURE OF NORMAL MOVEMENTS.
8. DISPLAYING SEXUALLY SUGGESTIVE OBJECTS IN THE EDUCATIONAL OR WORK ENVIRONMENT.

All Staff are required to read, understand, and follow all policies and regulations. A full copy of this and all other policies can be found at laschools.net. For any questions, please contact the Human Resources Department.

TECHNOLOGY

THE LOS ALAMOS BOARD OF EDUCATION RECOGNIZES THAT ELECTRONIC MEDIA, INCLUDING THE INTERNET, PROVIDES ACCESS TO A WIDE VARIETY OF INSTRUCTIONAL RESOURCES IN AN EFFORT TO ENHANCE EDUCATIONAL OPPORTUNITIES. USE OF ELECTRONIC RESOURCES MUST BE IN SUPPORT OF, AND CONSISTENT WITH THE VISION, MISSION AND GOALS ESTABLISHED BY THE LOS ALAMOS SCHOOL BOARD OF EDUCATION AND FOR THE PURPOSE OF INSTRUCTIONAL SUPPORT.

STRICT COMPLIANCE WITH ALL APPLICABLE ETHICAL AND LEGAL RULES AND REGULATIONS REGARDING ACCESS MUST BE MAINTAINED BY ALL USERS OF THE DISTRICT WIDE AREA NETWORK AND/OR OTHER ELECTRONIC INFORMATIONAL SERVICES.

IN COMPLIANCE WITH PUBLIC LAW 106-554, KNOWN AS THE CHILDREN'S INTERNET PROTECTION ACT, THE SUPERINTENDENT SHALL INSTITUTE, MAINTAIN, AND ENFORCE GUIDELINES WITH RESPECT TO ACCESS TO THE DISTRICT WIDE AREA NETWORK AND/OR OTHER ELECTRONIC INFORMATIONAL SERVICES THAT:

1. PROVIDE THAT A QUALIFYING "TECHNOLOGY PROTECTION MEASURE," WHICH INCLUDES BUT IS NOT LIMITED TO FIRE WALLS, DISTRICT FILTER, AND LOCAL SCHOOL FILTER, IS INSTALLED AND IN CONTINUOUS OPERATION.
2. PREVENT UNAUTHORIZED ACCESS (HACKING) AND DISCLOSURES OF PERSONAL INFORMATION REGARDING STUDENTS BY ONLINE USERS.
3. ENSURE THE SECURITY OF MINORS WHEN USING ELECTRONIC MAIL, CHAT ROOMS, AND OTHER FORMS OF ELECTRONIC COMMUNICATION; PREVENT ACCESS TO VISUAL DEPICTIONS THAT ARE (I) OBSCENE, (II) CHILD PORNOGRAPHY, OR (III) "HARMFUL TO MINOR" AS THAT TERM IS DEFINED IN SECTION 1721 © OF THE CHILDREN'S INTERNET PROTECTION ACT OF 2000.
4. INSTITUTE, MAINTAIN, AND ENFORCE PROCEDURES WHICH PROVIDE FOR MONITORING THE ONLINE ACTIVITY OF USERS, TO THE EXTENT PRACTICAL.
5. ALLOW DISABLING OF THE CHOSEN "TECHNOLOGY PROTECTION MEASURE" BY AN AUTHORIZED PERSON, DURING USE BY AN ADULT, ONLY FOR THE PURPOSE OF BONA FIDE RESEARCH OR OTHER LAWFUL PURPOSES.

THE DEFINITION OF LAPS INFORMATION AND DATA RESOURCES WILL INCLUDE ANY COMPUTER, SERVER OR NETWORK, OR ACCESS PROVIDED OR SUPPORTED BY LAPS, INCLUDING THE INTERNET. USE OF THE COMPUTER FACILITIES INCLUDES THE USE OF DATA/PROGRAMS STORED ON MAGNETIC TAPE, FLOPPY DISK, CD-ROMS, DVD-ROMS, COMPUTER PERIPHERALS, OR OTHER STORAGE MEDIA THAT IS OWNED AND MAINTAINED BY THE LAPS. THE "USER" OF THE SYSTEM IS THE PERSON REQUIRING AN ACCOUNT (OR ACCOUNTS) IN ORDER TO PERFORM WORK IN SUPPORT OF THE LAPS. THE PURPOSE OF THESE GUIDELINES IS TO ENSURE THAT ALL LAPS TECHNOLOGY USERS SHARE THE LAPS TECHNOLOGY RESOURCES IN AN EFFECTIVE, EFFICIENT, ETHICAL AND LAWFUL MANNER.

THE BOARD RECOGNIZED THAT ELECTRONIC MEDIA, INCLUDING THE INTERNET, PROVIDES ACCESS TO A WIDE VARIETY OF INSTRUCTIONAL RESOURCES IN AN EFFORT TO ENHANCE EDUCATIONAL OPPORTUNITIES. USE OF ELECTRONIC RESOURCES MUST BE IN SUPPORT OF, AND CONSISTENT WITH THE VISION, MISSION, AND GOALS ESTABLISHED BY THE LOS ALAMOS PUBLIC SCHOOLS AND FOR THE PURPOSE OF INSTRUCTIONAL SUPPORT OR ADMINISTRATIVE FUNCTIONS. ALL USERS OF THE DISTRICT WIDE AREA NETWORK AND/OR OTHER ELECTRONIC INFORMATIONAL SERVICES MUST MAINTAIN STRICT COMPLIANCE WITH ALL APPLICABLE ETHICAL AND LEGAL RULES AND REGULATIONS REGARDING ACCESS.

AS A LAPS EMPLOYEE, VOLUNTEER, OR VENDOR, YOU WILL BE EXPECTED TO MAINTAIN APPROPRIATE PASSWORDS TO OBTAIN ACCESS FOR YOUR JOB AND/OR TASKS. ALL LAPS- ISSUED PASSWORDS SHOULD BE CHANGED WITHIN ONE WEEK OF ISSUANCE BY THE USER IF THE APPLICATION ENABLES THE USER TO DO SO. NOT ALL APPLICATIONS ALLOW THIS, BUT THE APPLICATIONS WHERE THE PASSWORD SHOULD BE CHANGED IMMEDIATELY INCLUDE GMAIL, IVISIONS, AND AESOP. PASSWORDS SHOULD BE CHANGED MONTHLY THEREAFTER TO MAINTAIN THE INTEGRITY OF THE LAPS NETWORK.

ADDITIONALLY, LAPS TECHNOLOGY AND ELECTRONIC RESOURCES MUST NOT BE USED TO:

HARM OTHER PEOPLE.

INTERFERE WITH OTHER PEOPLE'S WORK.

USE A COMPUTER TO STEAL PROPERTY.

GAIN UNAUTHORIZED ACCESS TO OTHER PEOPLE'S FILES OR PROGRAMS.

GAIN UNAUTHORIZED ACCESS TO ONLINE RESOURCES BY USING SOMEONE ELSE'S PASSWORD.

MAKE CHANGES TO THE HARDWARE OR SOFTWARE CONFIGURATION OF ANY MACHINE, INCLUDING INSTALLING OR DELETING ANY SOFTWARE.

IMPROPERLY USING THE NETWORK, INCLUDING INTRODUCING SOFTWARE VIRUSES AND/OR BYPASSING LOCAL SCHOOL OR OFFICE SECURITY POLICIES.

STEAL OR DAMAGE DATA AND/OR COMPUTERS AND NETWORK EQUIPMENT.

ACCESS, PULOAD, DOWNLOAD, AND DISTRIBUTE PORNOGRAPHIC, HATE-ORIENTED, PROFACE, OBSCENE, OR SEXUALLY EXPLICIT MATERIAL.

All Staff are required to read, understand, and follow all polices and regulations. A full copy of this and all other policies can be found at laschools.net. For any questions, please contact the Human Resources Department.

CHILD ABUSE & NEGLECT

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.

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GENERAL INFORMATION & TIPS

ON-CALL, DAY-DAY, AS NEEDED SUBSTITUTES

SUBSTITUTE TEACHERS ARE EMPLOYED ON AN ON-CALL, DAY-TO-DAY, AS NEEDED BASIS. SUBSTITUTE TEACHERS WILL BE ASSIGNED TO SERVE IN THE ABSENCE OF A TEACHER OR TO TEACH A CLASS THAT DOES NOT CURRENTLY HAVE A REGULAR TEACHER (VACANCY).

EMPLOYEE ABSENCES ARE UNPREDICTABLE AND FLUCTUATE GREATLY; THEREFORE, IT IS IMPOSSIBLE TO PREDICT HOW MANY DAYS A SUBSTITUTE WILL WORK IN ANY SCHOOL WEEK OR YEAR. SUBSTITUTE EMPLOYEES ARE ENCOURAGED TO MAKE THEMSELVES AVAILABLE DAILY AND BE FLEXIBLE TO VARIOUS GRADES AND SUBJECTS. THEY ARE EXPECTED TO WORK ON THE DAYS THEY STATE THEY ARE AVAILABLE.

HALF-DAY ABSENCES ARE AS IMPORTANT AS FULL DAY ABSENCES AND SUBSTITUTE EMPLOYEES ARE EXPECTED TO ACCEPT ANY HALF-DAY ASSIGNMENTS OFFERED TO THEM.

LONG TERM SUBSTITUTE TEACHERS

LONG-TERM SUBSTITUTE TEACHERS ARE SELECTED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE FROM THE APPROVED SUBSTITUTE TEACHER LIST.

LONG-TERM SUBSTITUTE TEACHERS ARE ASSIGNED TO TEACHER ABSENCES OR VACANCIES ONLY. THE PRINCIPAL MAY REQUEST A LONG-TERM SUBSTITUTE TEACHER IF THEY HAVE OR ANTICIPATE HAVING A SUBSTITUTE NEED FOR TEN OR MORE CONSECUTIVE DAYS IN THE SAME CLASSROOM.

REPORTING TO A SCHOOL

ARRIVE AT THE ASSIGNED SCHOOL A MINIMUM OF TWENTY MINUTES BEFORE THE BEGINNING OF THE SCHOOL DAY. EACH SCHOOL WILL INFORM YOU OF THE EXPECTED ARRIVAL TIME.

1. REPORT DIRECTLY TO THE SCHOOL OFFICE FOR INSTRUCTIONS.
2. REQUEST THE SUBSTITUTE TEACHER FOLDER AND THE NAME OF THE ADMINISTRATOR RESPONSIBLE FOR DISCIPLINE AND CURRICULUM
3. GO TO THE ASSIGNED ROOM, WRITE YOUR NAME ON THE BOARD AND BEGIN PREPARATIONS FOR THE STUDENTS.
4. FOLLOW THE DAY'S SCHEDULE AND LESSON PLANS PRESCRIBED BY THE REGULAR CLASSROOM TEACHER.
5. BECOME FAMILIAR WITH FIRE AND DISASTER DRILL PROCEDURES TO DETERMINE THE ROUTE STUDENTS WILL TAKE TO EVACUATE THE BUILDING. IF SPECIFIC INSTRUCTIONS CANNOT BE FOUND, CHECK WITH A TEACHER CLOSE BY OR THE PRINCIPAL REGARDING THE PROCEDURE TO FOLLOW.
6. ASK IF YOU WILL BE RESPONSIBLE FOR ANY EXTRA DUTY ASSIGNMENTS IN ADDITION TO THE REGULAR SCHEDULE IF IT IS NOT ALREADY LISTED ON YOUR LESSON PLANS.
7. BEFORE THE END OF THE DAY, CHECK THE REGULAR TEACHER'S MAILBOX FOR MEMOS, URGENT MESSAGES, ETC.
8. AT THE END OF THE DAY, FILL OUT THE SUBSTITUTE TEACHER REPORT OR WRITE A NOTE TO THE TEACHER DETAILING YOUR EXPERIENCE AND LEAVING ANY MESSAGES ABOUT SPECIFIC STUDENTS.
9. LEAVE THE ROOM NEAT AND ORDERLY
10. CHECK WITH THE SCHOOL OFFICE TO SEE IF YOU WILL BE NEEDED FOR THE FOLLOWING DAY.

SUBSTITUTE TEACHER FOLDERS

PRINCIPALS REQUIRE TEACHERS TO DEVELOP SUBSTITUTE TEACHER FOLDERS. THESE FOLDERS ARE AVAILABLE IN THE OFFICE OR CLASSROOM. THE PURPOSE OF THIS FOLDER IS TO PROVIDE THE SUBSTITUTE TEACHER WITH INFORMATION NECESSARY FOR ESTABLISHING A SAFE CLASSROOM ATMOSPHERE THAT IS CONDUCTIVE TO LEARNING. THE SUBSTITUTE TEACHER IS RESPONSIBLE FOR IMPLEMENTING THE TEACHER'S LESSON PLANS AS COMPLETELY AND THOROUGHLY AS POSSIBLE.

ALTHOUGH FOLDERS WILL BE DIFFERENT CLASSROOM TO CLASSROOM AND SCHOOL TO SCHOOL, ALL FOLDERS SHOULD CONTAIN THE FOLLOWING INFORMATION.

1. MAP OF THE SCHOOL
2. DIRECTIONS FOR EMERGENCY EVACUATION OF STUDENTS
3. INTRUDER ALERT DIRECTIONS
4. NAMES OF PERSONS TO CONTACT CONCERNING DISCIPLINE AND INSTRUCTION
5. CLASS ROLL AND ASSIGNED SEATING CHART
6. LIST OF STUDENTS RECEIVING SPECIAL SERVICES (REMEDIAL, SPECIAL EDUCATION) AND THE SCHEDULE FOR THESE SERVICES
7. NAMES OF STUDENTS WITH SPECIAL NEEDS (BEHAVIOR, ACADEMIC, OR MEDICAL)
8. DAILY SCHEDULE INCLUDING SPECIAL CLASSES (ART, MUSIC, ETC.)
9. TWO OR THREE DAYS OF LESSON PLANS (IF APPLICABLE)

PRACTICES THAT PROMOTE GOOD BEHAVIOR:

FOLLOW ESTABLISHED CLASSROOM RULES

BE CONSISTENT

MAKE EXPECTATIONS CLEAR

FOLLOW THE CLASS ROUTINE AS CLOSELY AS POSSIBLE

ENGAGE THE STUDENTS IN LEARNING AND ACTIVELY MONITOR STUDENT WORK BY WALKING AROUND THE CLASS

VARY LEARNING ACTIVITIES

BE SENSITIVE TO STUDENT NEEDS

LISTEN TO STUDENTS

USE HUMOR APPROPRIATELY

REMOVE TEMPTATIONS SUCH AS ALLOWING STUDENTS TO CHANGE NORMAL SEATING

GAIN CONTROL CALMLY AND QUICKLY IF ORDER IS THREATENED: CHANGE SEATING ARRANGEMENT, DISCUSS INCIDENT WITH A STUDENT PRIVATELY, USE NON-VERBAL CLUES

KEEP CONSEQUENCES AND NOTES OBJECTIVE



POLICIES, PROCEDURES AND PRACTICES EVER SUBSTITUTE EMPLOYEE MUST KNOW

AS AN EMPLOYEE OF LOS ALAMOS PUBLIC SCHOOLS, IT IS YOUR RESPONSIBILITY TO KNOW, UNDERSTAND, FOLLOW AND ENFORCE SCHOOL RULES, POLICIES AND PROCEDURES. YOUR AUTHORITY RESIDES NOT ONLY IN YOUR ABILITY TO HANDLE A SITUATION, BUT ALSO IN THE SYSTEM BEHIND YOU. FOR A COMPLETE LIST OF LOS ALAMOS PUBLIC SCHOOLS POLICIES AND PROCEDURES, PLEASE GO TO LASCHOOLS.NET.

1. UNDER NO CIRCUMSTANCE IS CORPORAL PUNISHMENT TO BE ADMINISTERED. CORPORAL PUNISHMENT IS NOT ALLOWED IN A LOS ALAMOS PUBLIC SCHOOLS. CORPORAL PUNISHMENT INCLUDES HITTING, PUSHING, GRABBING A STUDENT OR USING ANY OTHER PHYSICAL FORCE.
2. THE USE OF PROFANITY WILL NOT BE ALLOWED.
3. NO OUTSIDE AGENCY OR PERSON, INCLUDING PARENTS, IS TO QUESTION OR INTERVIEW A STUDENT EXCEPT IN THE PRESENCE OF THE PRINCIPAL OR HIS/HER DESIGNEE. SUBSTITUTE EMPLOYEES HAVE A RESPONSIBILITY TO SEE THAT THE RIGHTS OF THE STUDENT ARE NOT VIOLATED. THERE ARE NO EXCEPTIONS TO THIS RULE.
4. NO PERSONS, INCLUDING PARENTS, SHOULD VISIT A CLASSROOM WITHOUT THE APPROVAL OF THE PRINCIPAL OR HIS/HER DESIGNEE.
5. ACCIDENTS AND INJURIES INVOLVING ANY STUDENT IN A SUBSTITUTE'S CARE MUST BE REPORTED TO THE PRINCIPAL OR ASSISTANT PRINCIPAL IMMEDIATELY.
6. ALL MEDICATION IS TO BE ADMINISTERED BY APPROPRIATE PERSONNEL IN THE SCHOOL OFFICE. NEVER GIVE MEDICINE TO STUDENTS, INCLUDING ASPIRIN, TYLENOL, AND OTHER COMMON OVER-THE-COUNTER DRUGS.
7. STUDENTS WHO APPEAR TO BE ILL SHOULD BE SENT TO THE SCHOOL OFFICE.
8. STUDENTS MAY NOT BE KEPT AFTER SCHOOL HOURS WITHOUT THE PRINCIPAL'S PERMISSION
9. NOTES AND OTHER COMMUNICATIONS SHOULD NOT BE SENT TO PARENTS WITHOUT APPROVAL OF THE PRINCIPAL/DESIGNEE. SUBSTITUTE TEACHERS ARE NOT PERMITTED TO CALL PARENTS REGARDING DISCIPLINE CONCERNS. LEAVE NOTES FOR THE REGULAR TEACHER REGARDING SPECIFIC INFRACTIONS AND CONCERNS.
10. DO NOT INTRODUCE CONTROVERSIAL SUBJECTS OR MATERIALS. FOLLOW THE TEACHER'S LESSON PLANS FULLY AND COMPLETELY.
11. DO NOT ADVERTISE PRODUCTS OR SERVICES.
12. ALL SCHOOL RECORDS AND REPORTS MUST BE HANDLED IN A CONFIDENTIAL MANNER. BE CAREFUL NOT TO DIVULGE ANY CONFIDENTIAL INFORMATION THAT HAS BEEN RECEIVED FROM CONTACT WITH ADMINISTRATORS, TEACHERS, STUDENTS OR PARENTS. DO NOT SHARE INFORMATION WITH NEIGHBORS, FRIENDS OR OTHER TEACHERS/STUDENTS.
13. VERBAL AND PHYSICAL ACTS OF BIGOTRY ARE PROHIBITED, INCLUDING RACIAL, SEXUAL, ETHNIC OR OTHER TYPES OF SLURS, INSULTS, INTIMIDATION, HARASSMENT OR OTHER CONDUCT DIRECTED TOWARD ANOTHER PERSON'S RACE, NATIONAL ORIGIN, RELIGION, AGE, GENDER OR HANDICAP.
14. ALL FORMS OF SEXUAL HARASSMENT ARE PROHIBITED.
15. THE USE OF CELL PHONES IS NOT ALLOWED DURING INSTRUCTIONAL TIME.
16. SUBSTITUTE TEACHERS ARE NOT PERMITTED TO USE A TEACHER'S COMPUTER TO CHECK, DOWNLOAD, OR SEND PERSONAL EMAIL, FORWARD CHAIN LETTERS, JOKES, STORIES, HOAXES, URBAN LEGENDS, OR TO ACCESS DATA OR INFORMATION.
17. THE USE OF TOBACCO PRODUCTS IS PROHIBITED ON THE CAMPUS OF LOS ALAMOS PUBLIC SCHOOLS.
18. THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION, SALE OR USE OF ILLEGAL DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AT ANY SCHOOL ACTIVITY IS PROHIBITED.
19. LOCKER SEARCHES ARE NOT PERMITTED. IF YOU RECEIVE A TIP OR SUSPECT A STUDENT IS IN POSSESSION OF A WEAPON, DRUGS, OR ALCOHOL, NOTIFY THE CLOSEST ADMINISTRATOR AS QUICKLY AS POSSIBLE. DO NOT INVESTIGATE ON YOUR OWN.
20. STUDENTS ARE TO BE SUPERVISED AT ALL TIMES. IF THERE IS AN EMERGENCY AND YOU MUST LEAVE THE ROOM, CALL FOR ASSISTANCE FROM THE OFFICE OR A NEIGHBOR IN THE HALL.

WELCOME TO LOS ALAMOS PUBLIC SCHOOLS!



