



# **Barranca Mesa Elementary School Parent and Family Handbook 2024-2025**

**Davine Jones, Principal**

**Audrey Juliani, Assistant Principal**

Barranca Mesa Elementary School

57 Loma Del Escolar Street

Los Alamos, NM 87544

<https://barranca.laschools.net/>

Absence Line: 505-663-2731

Absence email: [barrabsence@laschools.net](mailto:barrabsence@laschools.net)

Office Line: 505-663-2730

Information Line: 505-663-2732

Secretary/Registrar: 505-663-2728

District Snow Line 663-2223

## **Welcome to Barranca!**

Dear Scholars, Families, and Friends

Welcome to Barranca Mesa Elementary 2024-2025 School year. We had a great year last year and are looking forward to an even better year! We will continue with our “Scoops” before school program to enhance, and support your child’s learning experience and this year we will also serve free breakfast and lunch for every student.

In addition, as part of our school vision, social-emotional well being remains a priority and we are staffed with an on-site School Psychologist specializing in behavior modification and social emotional support and a full time Counselor. This is part of Los Alamos Public Schools (LAPS) Multi-Layered Systems of Support (MLSS). MLSS is a proactive, positive, approach; with the goal of reducing all behavioral and motivational barriers to learning. MLSS emphasizes universal support and prevention working with all students throughout the common areas of the school and within every classroom to promote responsible and highly motivational student behavior.

As a Tier 1 support we will continue our Restorative Circles. Restorative circles are a tier 1 social emotional support that focuses on developing connections with peers and staff. Restorative circles. The implementation of Restorative Circles is toward our vision that all students develop positive relationships.

We will also continue our Pyramid of Success Character Traits program. To start our students off on their “journey to success”, we will be partnering with Harper for Kids (HFK), a children’s nonprofit organization founded by Peanut Louie Harper and Tim Harper. This is based upon legendary UCLA Coach John Wooden’s Pyramid of Success into our character education program. HFK introduces Coach Wooden’s Pyramid of Success life skills through his children’s book, *Inch and Miles: The Journey to Success* According to Coach John Wooden, success is “peace of mind that is a direct result of self-satisfaction in knowing you made the effort to become the best that you are capable of becoming.”

In addition to schoolwide and classroom social-emotional support, Barranca’s Counselor, Ms. Alyssa Romero works with parents, students and teachers to assist students in meeting their individual needs through individual meetings, group presentations, and participating in parent-teacher-student conferences. Ms. Romero is present in class lessons using research based “Second Step Curriculum.” In addition, students are always welcome to stop in to see the counselor during non-class time if they have questions or need assistance.

Our vision at Barranca is also academic and that 100% of our students will be at or above reading level by the end of 3rd grade and at or above grade level in Math by the end of 5th grade over the course of the next 2 years. To that end we have implemented an inclusive Master Schedule that is inclusive and student focused, what is called WIN time - What I Need. This is a time for differentiated instruction, whether enrichment, review, or specialized support - no new instruction is given so if students need to receive a pull out service or small group support in the classroom they are not missing any new instruction.

Barranca staff and teachers are pleased to have you as partners in this educational year. As the school year progresses, we encourage you to call, email, or DOJO to more fully communicate your hopes and expectations for your child. We always look forward to your suggestions as to how to improve your child’s educational experience. Please reach out to your child’s teacher, or to our active PTO, to find out how to better help us create a unique experience for your child. And feel free to email me if you have any questions or concerns. I will always return your emails or phone calls.

One of our goals is to see that the parents and guardians of students, just like the students themselves, feel at home at Barranca. We are a Team and a Family! To accomplish this goal, Parent Newsletters are sent home throughout the year, and this year as well Class DOJO has a secure and efficient means of communication between school and families. Emails and phone calls are also utilized to ensure constant communication.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience positive academic, social and emotional growth. As your new principal, I am honored to take this journey with you.

Sincerely,

*Davine Jones*

Barranca Mesa Elementary Principal



### **Barranca's Vision Statement**

All students will develop positive relationships with peers, staff and feel connected to their school.

### **Barranca's Mission Statement**

To foster a community where Kindness, Respect, and Responsibility empower every student to thrive

### **Barranca's Core Values**

- **Kindness:** Barranca Mesa Elementary School teaches, models, and practices being generous, caring, and compassionate to one another.
- **Support:** Barranca Mesa Elementary School helpful to others in difficult times.
- **Integrity:** Barranca Mesa Elementary School instills the importance of knowing what is right, and doing it even when nobody's looking.

### **Pledge:**

Be your best, Make it count, Excel today, Succeed tomorrow.

## **LAPS Strategic Plan**

### **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 ever-changing world.

### **We Value**

Student Well-Being  
Individual Growth  
Integrity  
Respect  
Empathy

Leadership  
Teamwork  
Innovation  
Transparency  
Diversity

### **Commitments**

Students will achieve at least expected academic growth each year.

All students will attain skills, knowledge and abilities to succeed in 21st century society.

All schools and workplaces will be safe and civil.

LAPS will effectively communicate with parents, students, employees and the Los Alamos community.

### **Focus Areas**

Student Well-Being  
Student Learning  
Teacher and Staff Excellence  
Fiscal Responsibility  
Quality Facilities  
Innovative Leadership  
Communications and Collaboration  
Integrated Technology

### **Los Alamos School Board**

Board President: Melanie  
Colgan – District 4 –  
[m.colgan@laschools.net](mailto:m.colgan@laschools.net)

Lauren Coupland, District 3  
[l.coupland@laschools.net](mailto:l.coupland@laschools.net)

Board Member: Ryan Adams  
– District 2 –  
[r.adams@laschools.net](mailto:r.adams@laschools.net)

Board Member: Ellen Specter  
Vice President– District 1 –  
[e.specter@laschools.net](mailto:e.specter@laschools.net)

Board Member: Sondra  
Wyman – District 5  
–[s.wyman@laschools.net](mailto:s.wyman@laschools.net)

## **PARENT AND FAMILY HANDBOOK**

This handbook summarizes many of the School District's policies and regulations. If you would like more detailed information, all of the School Board's approved policies and regulations are available on line at <https://www.laschools.school board policies>. Policies are typically followed by regulations which provide the rules associated with a District's policy. Most regulation titles contain an "R" in the number code.

## **ADMINISTRATIVE AND SCHOOL DIRECTORY**

Department	Administrator	Phone
Superintendent	Jennifer Guy	663-2230
Assistant Superintendent Instruction & Learning	Carter Payne	663-2228
Assistant Superintendent Facilities & Maintenance	Mike Johnson	663-2236
Assessment and Curriculum Director	Sharon Fogle	663-2216
Business Manager	Teresa Gatewood	663-2242
Custodial/ Transportation	Keith Rosenbaum	663-2268 663-2255
Facilities	Tom Castillo	663-2253
Healthy Schools	Caron Inglis	663-2263
Human Resources	Maya Cameron	663-2218
Learning Technologies	Sal Zapien	663-2602
Student Services	Karla Crane	663-2212
Preschool Director	Jennifer Washnok	663-2232

School	Principal	Phone
Aspen Elementary 2182 33rd Street	Liz Janusz	663-2275
Barranca Elementary 57 Loma del Escolar	Davine Jones	663-2730
Chamisa Elementary 301 Meadow Lane	Craig Washnok	663-2470
Mountain Elementary 2280 North Rd	Megan Lee	663-2325
Pinon Elementary 90 Grand Canyon	Ivanna Austell	663-2680
Los Alamos Middle School 2101 Hawk Drive	Jill Gonzales	663-2375
Topper Freshman Academy 3800 Canyon Drive	Ryan Finn	663-2510
Los Alamos High School 1300 Diamond Drive	Renee Dunwoody	663-2510

## **BARRANCA MESA SCHOOL CONTACT INFORMATION**

### **Barranca School Website:**

Please visit our web site at <http://laschools.net/barranca>. Information about our school, its staff, standards based learning, upcoming events, advisory team & PTO news, extracurricular activities, essential standards, and the rubrics we use to assess assignments can be found there.

### **Barranca Staff**

#### **Office Staff**

Davine Jones, Principal	2727	<a href="mailto:davine.jones@laschools.net">davine.jones@laschools.net</a>
Audrey Juliani, Asst. Principal	2750	<a href="mailto:au.juliani@laschools.net">au.juliani@laschools.net</a>
Kelly Saeger, Secretary	2728	<a href="mailto:k.saeger@laschools.net">k.saeger@laschools.net</a>
Kate Lewis, Clerk	2781	<a href="mailto:k.lewis@laschools.net">k.lewis@laschools.net</a>
Sheila McClees, Nurse	2729	<a href="mailto:s.mclees@laschools.net">s.mclees@laschools.net</a>
Alyssa Romero, Counselor	2726	<a href="mailto:a.romero@laschools.net">a.romero@laschools.net</a>
Rebecca Bartholomew, Contact Person	2734	<a href="mailto:r.bartholomew@laschools.net">r.bartholomew@laschools.net</a>
Attendance Phone Number	505-663-2731	Attendance Phone Number

#### **Classroom Teachers**

Pre K	2752	<a href="mailto:s.keeler@laschools.net">s.keeler@laschools.net</a>
Suzanna Silva, Pre K	3212	<a href="mailto:s.silva@laschools.net">s.silva@laschools.net</a>
Maria Fe West, Pre K	2755	<a href="mailto:m.west@laschools.net">m.west@laschools.net</a>
Heidi Schembri, K	2742	<a href="mailto:h.schembri@laschools.net">h.schembri@laschools.net</a>
Tyler Dalmas, K	2766	<a href="mailto:t.dalmas@laschools.net">t.dalmas@laschools.net</a>
Leeann Hogan K	2733	<a href="mailto:l.hogan@laschools.net">l.hogan@laschools.net</a>
Christa Saenz, 1	2737	<a href="mailto:c.saenz@laschools.net">c.saenz@laschools.net</a>
Charmine Travers, 1	2777	<a href="mailto:c.travers@laschools.net">c.travers@laschools.net</a>
Denise Westerman, 1	2751	<a href="mailto:d.westerman@laschools.net">d.westerman@laschools.net</a>
Catherine Cloran, 2	2769	<a href="mailto:c.cloran@laschools.net">c.cloran@laschools.net</a>

Tanya Snyder, 2		<a href="mailto:t.snyder@laschools.net">t.snyder@laschools.net</a>
Sarah Wright, 2	2761	<a href="mailto:s.wright@laschools.net">s.wright@laschools.net</a>
AnneMarie Brown, 3	2765	<a href="mailto:a.brown@laschools.net">a.brown@laschools.net</a>
Sarah Herman, 3	2770	<a href="mailto:s.herman@laschools.net">s.herman@laschools.net</a>
Alene Bennett , 3	2767	<a href="mailto:a.bennett@laschools.net">a.bennett@laschools.net</a>
Melanie Haagenstad, 4	2773	<a href="mailto:m.haagenstad@laschools.net">m.haagenstad@laschools.net</a>
Tomas Salas, 4	2744	<a href="mailto:t.salas@laschools.net">t.salas@laschools.net</a>
Nicole McGrane,4	2749	<a href="mailto:n.mcgrane@laschools.net">n.mcgrane@laschools.net</a>
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Shane Hunt, 5	2763	<a href="mailto:s.hunt@laschools.net">s.hunt@laschools.net</a>
Christine Bernstein, 5	2776	<a href="mailto:c.bernstein@laschools.net">c.bernstein@laschools.net</a>
Candice Kuykendall, 6	2751	<a href="mailto:c.kuykendall@laschools.net">c.kuykendall@laschools.net</a>
Stephanie Martinez, 6	2756	<a href="mailto:s.martinez@laschools.net">s.martinez@laschools.net</a>
Pamela Miller, 6	2747	<a href="mailto:p.miller@laschools.net">p.miller@laschools.net</a>

#### **Barranca Mesa E-Mail Addresses**

All staff, with the exception of custodians, are available via e-mail by using the following address format: [firstinitial.lastname@laschools.net](mailto:firstinitial.lastname@laschools.net). In the case of hyphenated last names, only the first word of the last name will be used in the last name portion.

#### **Specials Teachers**

Stephen Parise, Art	2748	<a href="mailto:s.parise@laschools.net">s.parise@laschools.net</a>
Erin Manzanares, Library	2739	<a href="mailto:e.manzanares@laschools.net">e.manzanares@laschools.net</a>
Valerie Collins, Music	2745	<a href="mailto:v.collins@laschools.net">v.collins@laschools.net</a>
Kris Pantanilla, PE	2758	<a href="mailto:k.pantanilla@laschools.net">k.pantanilla@laschools.net</a>
Joyce Haven, Technology	2746	<a href="mailto:j.haven@laschools.net">j.haven@laschools.net</a>
Math Lab	2736	<a href="mailto:@laschools.net">@laschools.net</a>



**Special Education and Ancillary Staff**

Secilli Keeler, K-2nd	?	<a href="mailto:s.keeler@laschools.net">s.keeler@laschools.net</a>
Megan Clark, 3rd-4th	2754	<a href="mailto:m.clark@laschools.net">m.clark@laschools.net</a>
Sherri Smith, 5th-6th	2759	<a href="mailto:s.smith@laschools.net">s.smith@laschools.net</a>
Aiden Loychik, K-3rd GATE	2764	<a href="mailto:a.loychik@laschools.net">a.loychik@laschools.net</a>
Kayoko Nettelton, 4th-6th GATE	2771	<a href="mailto:k.nettleton@laschools.net">k.nettleton@laschools.net</a>
Laura Haynes, Reading Specialist	2738	<a href="mailto:l.haynes@laschools.net">l.haynes@laschools.net</a>
Casey Trujillo, Speech Pathologist	2780	<a href="mailto:c.trujillo@laschools.net">c.trujillo@laschools.net</a>
Tricia Jojola, Speech Pathologist	2371	<a href="mailto:t.jojola@laschools.net">t.jojola@laschools.net</a>
Susana Chaviarra, Occupational Therapist (OT)	2753	<a href="mailto:s.chaviarra@laschools.net">s.chaviarra@laschools.net</a>
Physical Therapist (PT)	2741	<a href="mailto:@laschools.net">@laschools.net</a>
Jenny Pearson, SBS	2363	<a href="mailto:j.pearson@laschools.net">j.pearson@laschools.net</a>
Liz Richie, TVI/O&M		<a href="mailto:l.richie@laschools.net">l.richie@laschools.net</a>

**BARRANCA SCHEDULE**

**School Hours**

**OFFICE:** 7:30 AM - 3:35 PM 663-2680

24 HOUR ABSENCE LINE 663-2781

**Teacher Hours**

7:45-3:45

**Classified**

7:50 am - 2:50 pm



### **Bell Schedule**

7:55am – Playground Supervision & Breakfast Begin

8:10am – School begins

9:30-10:25 – Morning Recess

11:10-1:30 – Lunch

Afternoon Run-Walk, teacher discretion

2:40 – Student Dismissal

3:45 Staff Dismissal

### **Preschool Hours**

#### **NM 3Y Program**

AM 8:30-11:30

PM 12:30-3:30

No Preschool on Friday

#### **NM PreKinder Program**

8:10am - 2:40pm

Monday-Friday

### **Instrumental Music**

#### **Band Schedule**

Teacher: Deanna Teague

5th Band (T/Th) 1:00 - 1:45

6th Band (T/Th) 1:45-2:30

#### **Orchestra Schedule**

Teacher: Michelle Rosette

4th grade (T/Th) 1:00 - 1:45

5th/6th (T/Th) 1:45-2:30

#### **4th-6th Grade Choir Schedule**

Teacher: Valerie Collins

Tuesdays from 1:00 - 1:45

Thursdays from 1:00 - 1:45

# 2024-2025 School Calendar

## 2024-2025 School Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### K-8 Parent-Teacher Conferences

Fall	Oct 9-10
Spring	Mar 13-14

Los Alamos Public Schools  
Home of the Hilltoppers  
2075 Trinity Drive  
Los Alamos, NM 87544  
505.663.2222

Jul 25-26	New Employee Orientation
Jul 29-Aug 2	Professional Development Days
Aug 5	First Day of School
Sept 2	Labor Day
Oct 9-10	K-8 Parent-Teacher Conferences
Oct 11 & 14	Fall Break
Nov 5	Election Day
Nov 11	Veterans Day
Nov 27-29	Thanksgiving
Dec 20	End of 1st Semester
Dec 23-Jan 3	Winter Break
Jan 6	Staff Planning
Jan 7	First Day of 2nd Semester
Jan 20	Martin Luther King, Jr. Day
Feb 17	Presidents' Day
Mar 13-14	K-8 Parent-Teacher Conferences
Mar 17-21	Spring Break
Apr 18	Vernal Day
May 24	LAHS Graduation
May 26	Memorial Day
May 30	Last Day of School

### Quarters

1st Quarter (48)	Aug 5-Oct 10
2nd Quarter (44)	Oct 15-Dec 20
3rd Quarter (46)	Jan 7- Mar 14
4th Quarter (48)	Mar 24-May 30

### Open Houses

	Aug 14
	Aug 15
	Aug 20
	Aug 21
	Aug 27
	Aug 28
	Aug 29

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Other Events

Homecoming	TBD
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## VISITORS

We prioritize safety at Barranca. In the interest of safety and as part of our safety protocols all family members and visitors must enter through the front of the school and check in with the school clerk. **Please present a photo identification, and sign-in. You will be given a badge as an authorized visitor.** Do not use side doors or classroom doors to enter the building.

## ARRIVAL AND DISMISSAL PROCEDURES

### **Arrival Procedures**

At 7:50 AM staff will start supervision. Parents/Guardians should say goodbye to their child in front of the school. The children will quickly learn self-responsibility and the route to the playground.

- Duty Staff are on duty from 7:50 AM to 8:10 AM
- Students may be dropped off between 7:50 and 8:10 and go to the playground. Instruction starts at 8:10 AM.
- Students that arrive after 8:10 AM will use the front entry and sign into the office.
- Parents that arrive early are asked to park and stay in their cars until the bell rings at 8:10. When the bell rings they walk their student to the sidewalk or get into the drop-off lane.
- Scoops Before School Program: Students who are registered for our Scoops program are required to arrive between 7:30 and 7:40 AM. A staff member monitors.
- Rules: Once on campus, students are expected to follow school rules: Be safe. Be respectful. Be responsible. Be mindful. Specific details are found in the Barranca Family Handbook.

### **Dismissal Procedures**

- Duty staff will be on duty from 2:40 PM - 2:55 PM. Families may pick up their child between 2:40 and 2:50. If a driver arrives early, they may park until the bell rings.
- Staggered Dismissal
  - 2:35 - Kinder and fourth grade dismissed
  - 2:38 - First and fifth grade dismissed
  - 2:40 - Second, third, and sixth grade dismissal
- **Early Pickup Rule. We do not allow students to be picked up early between 2:00 and 2:40. If a parent has to pick up their child early please advise them to arrive before 2:00 PM.**
- Rules: Students are expected to follow school rules while under staff supervision and/or on campus: Be safe. Be respectful. Be responsible. Be mindful. Specific details are found in the Aspen Common Areas Matrix

### **Parking Lot Procedures**

Traffic is very congested at the beginning and end of the school day. Consequently, we have strict safety rules governing the use of our school. Please help us keep children and adults safe by following this procedure; children learn by example.

- Always obey the directions of school personnel on duty. They are guarding everyone's safety.
- Children are not allowed to leave the sidewalks and enter the parking area unless accompanied by an adult. Don't ask your child to cross the parking lot and meet you in your car.
- Students should get into their car from the sidewalk side.
- While in the parent pick up/dropoff lane resist stopping in front of the school entry door. Instead pull all the way forward.
- No parking in the parent pick up/dropoff lane and leaving your car unattended.
- No parking in the service lot by the school's dumpsters.

- Park only in designated parking spaces. Don't park in disabled parking spaces unless you are disabled.
- Bicycles, skateboards, and scooters may be ridden to school, but not on campus. All safety rules, including the wearing of helmets, must be followed.
- Parents are expected to pick up students no later than 2:50 PM.
- The staff parking lot is closed to traffic during arrival and dismissal times.
- If a driver consistently ignores our safety rules and procedures, despite staff reminders, the staff will report the issue to the administration. The administration will call the driver and/or refer them to the police department.

**Student Car Riders:** The safest strategy is to park your car and walk to the sidewalk to meet your child. Otherwise, the line of cars that pick up children can be long and block the intersection. Never be in a hurry. Drivers please be courteous to each other and be prepared for adults, children, and bikes to dash out unexpectedly. To prevent blockage of the intersection all drivers must pull up to the furthest point along the curb and teach their child to look for them from the sidewalk. Please do not stop right in front of the door because you think your child will not find you.

**Walkers:** Parents are expected to teach and practice with their child how to walk home safely. This includes using sidewalks and stopping and looking both ways at intersections.

#### **LAPS Bus Riders:**

You can view the bus routes and times on the LAPS website's transportation page. Please complete an online bus card for your child to ride the school bus. Children who ride the bus will use the sidewalk to walk to the bus lane.

Please review bus rules with your child: 1. The bus driver may assign seats. 2. Be courteous. 3. No profanity. 4. Do not eat or drink on the bus; keep the bus clean. 5. Violence is prohibited. 6. Remain seated. 7. No smoking. 8. Keep your hands and head inside the bus. 9. Do not destroy property. 10. For your own safety, do not distract the driver through misbehavior.

#### **Wheeled Vehicles:**

Students may ride bicycles, scooters, skateboards and rollerblades to school if they follow proper safety habits. It is the responsibility of parents to instruct the child in the proper operation of the above stated vehicles including safe riding habits and abiding by proper traffic patterns and signs. The school can assume no responsibility for a child's vehicle operation.

The following vehicle rules will be enforced during the school day:

1. Students will walk their bicycle, scooter, skateboard and/or rollerblades while on the school grounds.
2. Students may not use these items on the school grounds other than when coming onto or leaving the school property.
3. Shoes with wheels may not be used on school grounds.

**Student ACT Riders:** Barranca has many students in grades K-6 who ride public transportation at the direction of parents. Parents should be aware of several issues. First, there is a wide span of ages, ranging from 5 year olds to 13 year olds, placed together on a crowded bus. Second, the ACT is run by LA County and not LAPS. Behavior on the bus is the responsibility of parents and ACT to work out. Thirdly, the bus stop is off campus and requires street crossings. Parents should seriously consider whether their young child has the maturity to handle the responsibility of riding public transportation without supervision.. For information, please call Atomic City Transit at 663-1763, or refer to their website.

## ATTENDANCE

Regular attendance is essential to learning. It also reinforces skills that are essential to students for future education and employment. For these reasons, **the New Mexico Compulsory School Attendance Law requires that all students of appropriate age and condition attend classes regularly (NMSA 22-12-1, et seq., 2009).**

**Maintaining regular school attendance is the joint responsibility of students, parents, educators, and the legal system.** The following rules for school attendance shall be observed and enforced for students attending Los Alamos Public Schools. The principal, classroom teacher, and members of the Barranca Attendance Team will meet with parents personally and make every effort to support families in order to improve their students' level of attendance. The New Mexico Attendance for Success Act comprises four levels of intervention with the goal of improving a student's school attendance.

- [Barranca Attendance Info. Sheet](#)
- [Barranca Tiered Attendance Sheet](#)

**Barranca Mesa's School Attendance Phone Number: 505-663-2731**

Email: [barrancaabsence@laschools.net](mailto:barrancaabsence@laschools.net)

### **To Excuse an Absence**

Provide the following information via e-mail, phone call, or written note prior to the absence or within 24 hours of the absence:

- Student name & grade level.
- A brief reason for the absence with the date and time away from school. (Illness, Bereavement, etc.).
- Parent name, daytime phone number, and signature (if sending a written note).

### **What to Say**

Parents have requested a standard format to help them give the school the required information about a student's absence. You may use the following as a guide.

"My name is \_\_\_\_\_. My child \_\_\_\_\_ in \_\_\_\_\_'s class will be (absent/tardy/leave early) on \_\_\_\_\_ because \_\_\_\_\_ (illness, doctor or dentist appointment, family trip, bereavement). If you have any questions, please call me at \_\_\_\_\_."

### **Qué decir**

Los padres han solicitado un formato estándar para ayudarles a dar a la escuela la información requerida sobre la ausencia de un estudiante. Usted puede utilizar el siguiente como guía.

"Mi nombre es \_\_\_\_\_. Mi hijo en clase \_\_\_\_\_ 's será (ausente / tarde / salir temprano) en \_\_\_\_\_ porque \_\_\_\_\_ (enfermedad, médico o dentista cita, viaje familiar , duelo ) . Si usted tiene alguna pregunta , por favor llámeme al \_\_\_\_\_ ."

### **Extended Absences of Three or More Days**

Please complete the [Barranca Pre-Arranged Absence Form](#)

### **Excused Absences**

Parents or an adult student may excuse up to ten days of absences per academic year. It is the responsibility of the parent/guardian or adult student to notify the school of every absence within

24 hours. Please notify the school office by contacting the attendance phone line or attendance email on the day of the student's absence. Absences may be excused for the following reasons with proper notification:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family deaths
- Hazardous weather conditions
- Late bus arrivals
- Medical, health or legal appointments
- Suspensions
- Religious observance
- College or University visits
- Deployment of a military parent
- Parent or Adult Student Requested absences for educational travel as approved in advance by the school principal
- Limited extenuating circumstances as approved in advance by the school principal

### **Unexcused Absences**

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks
- Excused absences greater than 10 will be considered unexcused

### **Make-up Work and Grades**

Students and/or families are responsible for requesting makeup assignments. Teachers may need one school day from the time of the request to compile work. Makeup work must be submitted within a period of time equal to the number of school days absent, unless arrangements have been made with the teacher in advance. Teachers will assign any make-up work that can be completed outside of class, but credit for class participation and lab activities cannot be guaranteed. To maintain continuity in learning, students are encouraged to complete work missed during unexcused absences. Teachers are not required to accept work missed during unexcused absences unless otherwise notified by administration. Individual teachers may require students to complete assignments prior to a scheduled school-related absence or family trip.

### **LAPS Policy/Regulation 5110/5110R**

### **Inclement Weather**

The decision to close school or delay the start of school will usually be made by 5:30 A.M. We will be coordinating with Los Alamos National Laboratory and the Los Alamos County on all decisions about a delayed start, cancellation, or early dismissal. In general, if the Lab is on a delay, school opening will be delayed; if the Lab is closed due to weather, our schools will usually be closed. When school is dismissed early or canceled for the day, *all* after school programs including athletics (both home and away contests) and activities are canceled.

## **School Cancellation**

A “snow day” plan will be declared when snow and weather conditions warrant.

- Visit the District Office homepage announcements at [www.laschools.net](http://www.laschools.net)
- SchoolMessenger will send out email/text notifications. If the parent or guardian is signed up to receive messages
- Tune in to KRSN AM 1490
- Watch one of the local morning news programs
- Information Lines:
  - **District Office: 663-2223**
  - Aspen Elementary: 663-2277
  - **Barranca Mesa Elementary: 663-2732**
  - Chamisa Elementary: 663-2472
  - Mountain Elementary: 663-2327
  - Pinon Elementary: 663-2682
  - Los Alamos Middle School: 663-2377
  - Topper Freshman Academy and Los Alamos High School: 663-2512

## **Delayed Start**

Any activities before school are canceled on snow days.

- Students should arrive at school for these start times
  - 9:50 A.M. - LAHS
  - 10:00 A.M. - LAMS
  - **10:10 A.M. - Elementary schools (On Wednesdays, no school when there is a two-hour delay, YMCA programs start at noon)**
  - **Morning Pre-School is canceled; afternoon Preschool will meet as usual**
  - Busses will arrive at bus stops two hours later than the usual pickup time
  - Parking lots will usually be cleared and ready for buses and cars by 7:30 A.M. Please allow our maintenance staff to clear the parking lots.
  - Sidewalks will usually be cleared by 8:00 A.M.
  - Saturday school will be canceled in the event of a snow day. Parents will need to check email and the website for snow day cancellation information.

## **Early Dismissal**

On rare occasions, schools will dismiss early because of unusually heavy snowfall during the day. The Superintendent, in collaboration with [Los Alamos National Laboratory](#) and Los Alamos County staff, makes this decision. When the decision to dismiss school early occurs, it generally precedes county and laboratory closings. For that reason, it is important for students and school staff to proceed home quickly in order to avoid traffic congestion within the county. If your personal information changes, especially the phone number, you must inform the school office so that we can contact parents.

## **ENROLLMENT**

It is critical to have current custodial and contact information for your child. When you move, change phone numbers or change emergency contact names, contact your school immediately.

## **Admission Requirements**

Required documents to enroll:

- Proof of child’s date of birth presented in person to the school secretary (Birth certificate, or Passport/Visa, or other legal/notarized identification)



- Proof of parent/guardian identity
- Proof of parent/guardian relationship or custody
- Current immunization record
- Proof of residency

**LAPS Policy/Regulation 5100/5100R**

### **Immunizations**

According to New Mexico law, all students are required to provide proof of current immunizations prior to or at the time of enrollment. Students without current immunizations will not be allowed to attend class until the immunizations are current, or documentation is received that the child is in process of receiving the required immunizations. These immunizations include: Tetanus/Diphtheria/Pertussis, Polio, Hepatitis B, Varicella (Chicken Pox), Measles, Mumps and Rubella. Preschool aged students also require Haemophilus Influenzae type B, Hepatitis A, and Pneumococcal.

**Documentation of required immunizations by a medical provider or public health official must be brought to the school nurse before a child may attend school.**

**LAPS Policy/Regulation 5141/5141R**

### **Residency Verification For Returning Student Annual School Registration**

Assignment of students will be based on the residence of the student. Families shall provide proof of physical residency of students every year during registration and/or enrollment by May 1st. Acceptable documents to establish physical residency include any of the following:

- Current (dated within the last 60 days) utility bill, or
- Current (dated within the last year) rental/lease agreement for the residence, or
- Current (dated within the last year) property tax bill, or
- Current (dated within the last 60 days) mortgage statement, or
- Deed, or House Closing Statement for the residence.

**LAPS Policy/Regulation 5100/5100R**

### **Open Enrollment**

Open Enrollment process is applicable to students who reside outside of Los Alamos County and the elementary students who desire to attend a school out of their attendance area.

New Open Enrollment applications will be accepted on the 1<sup>st</sup> Monday in March through the 1<sup>st</sup> Friday in May, applicable for the following school year. Applications will be considered in the priority ranking order the date and time they are received. Parents will be notified by their preferred method of contact (e.g., phone, email or text), if their child can be placed at the school of their choice. **LAPS Policy/Regulation 5118/5118R**

### **Withdrawal**

Parents must formally withdraw a student when moving or changing schools. Parents should either come to school and withdraw the child or send a written request that the child be withdrawn or transferred.

### **Withdrawal Form**

Please provide the following information:

1. Date to be withdrawn or transferred
2. New address
3. Name of new school if known

The parent should advise the school two days in advance of the actual withdrawal so there will be time to clear the student's record. Textbooks, library books and school property should be returned and all fees must be paid.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

### **LAPS Student Conduct Policy**

Students are expected to be prepared for and participate in each class, meet performance standards, have the necessary class materials, complete classwork and homework accurately and on time and be prepared to participate in state and district assessment tests.

- Demonstrate respect, safety and responsibility
- Act with courtesy, fairness and honesty
- Behave with consideration for the health and safety of others and themselves
- Take care of school property
- Take no action which disrupts activity within the school
- Observe modesty, appropriateness, and neatness in clothing and personal appearance
- Refrain from using profane or indecent language, gestures, or slogans
- Be at school on time and attend school each day
- Obey the rules of the school site

LAPS Policy/Regulation 5131/5131R

### **Role of School Stakeholders**

#### **School Staff:**

The teachers at Barranca Mesa Elementary School maintain an unwavering commitment to effective lesson planning and instruction, and the establishment of a positive classroom environment with clear expectations for student behavior. All other staff at Barranca Elementary School, including administration, adjunct staff, counselors, instructional assistants, office staff, and custodial staff are also expected to maintain an unwavering commitment to providing a sound educational community for all learners. To this end, all school staff members are expected to be familiar with the school wide behavioral expectations and must take responsibility for guiding the behavior of ALL children in the school environment in a positive and consistent manner.

#### **Students:**

Students at Barranca Mesa Elementary School are expected to be familiar with all behavioral expectations, both school-wide and in their respective classrooms. Students must take responsibility for their own learning and their behavioral choices. Students must comply with all school staff member requests and make behavioral choices that contribute to their safety and the safety of others. They are expected to abide by these guidelines in all that they do on the school campus in order to create a peaceful and productive learning environment.

#### **Parents:**

Parents at Barranca Mesa Elementary School must be familiar with the school's expectation for student behavior and related consequences. Parents are responsible for ensuring that their children arrive at school each morning in a timely fashion, ready to learn. The school expects parents' support in reinforcing behavior expectations, in communicating regularly with their children's teachers, and in receiving and reading all school information that is sent home. When

consequences for inappropriate student behavior must be implemented at school, parents should follow up at home to be sure the behavior does not reoccur.

### **Managing Behavior in the Classroom**

#### **Barranca's Vision is that:**

All students will develop positive relationships with their peers, staff, and feel connected to their school community

This mindset guides us as to how we approach students and teach them desired behaviors and why it is important.

### **Positive Behavioral Interventions and Supports**

#### **Barranca school's core values are:**

- **Kindness:** Barranca Mesa Elementary School teaches, models, and practices being generous, caring, and compassionate to one another.
- **Support:** Barranca Mesa Elementary School helpful to others in difficult times.
- **Integrity:** Barranca Mesa Elementary School instills the importance of knowing what is right, and doing it even when nobody's looking.

Barranca follows the “*Positive Behavioral Interventions and Supports*,” or *PBIS* model promoting proactive, positive interventions for poor behavior choices. PBIS also promotes healthy character traits such as respect, responsibility, and kindness, as well as natural consequences for decisions and choices. For more information, visit these websites: [Center on PBIS](#) and [PBIS World](#)

**Restorative Circles:** The primary goal of morning meetings is to give students a safe environment that:

- provides a sense of trust
- allows all students to feel important
- encourages respectful learning
- helps regulate emotions
- boosts empathy and teamwork
- separates home from school and prepares students for the day's events
- supports all aspects of learning—academic, emotional, and social

**Restorative Circle Presentation:** [Restorative Circle Practice Presentation](#)

1. **Greeting** - As the name suggests, this portion of morning meetings is for students and teachers to greet each other every day. Everyone in the room should be included and greeted cheerfully. One method is to provide a tangible item and allow students to pass it around until everyone has been greeted (the person with the item is greeted, then passes it on to someone else).

2. **Sharing** - During sharing time, each student has the opportunity to share a tidbit about themselves. This could be what they had for breakfast or even troubles they're having at home. Students are encouraged to listen to everyone's thoughts and ask questions.
3. **Activity** - This portion of the meeting should include a group activity that every student joins and works on together. Activities should encourage collaboration and reinforce social and/or academic skills. An example could be students passing a ball around the room for as long as possible without dropping it.
4. **Daily Announcements** - Announcements usually come at the end of the meeting and prepare students for the day ahead. Provide a rundown of the day's events (schedule, assignments, lunch menu, etc.) and announce any birthdays or special news if not shared previously.

The foundations of effective PBIS classroom management includes three main components:

- Effectively design the physical classroom environment
- Develop and teach predictable classroom procedures and routines
- Post and teach positive classroom expectations (CHAMPS)

### **School-wide Discipline Plan**

#### Discipline Philosophy

Through our individual actions we affect one another and the quality of our learning community. Providing a safe, supportive, and respectful environment ensures students' equal access to the curriculum and enables them to achieve to their fullest potential.

### **Expectations**

**ROAR Expectations** Barranca Elementary School has established clear expectations for behavior within the school environment in order to support the learning community. These behaviors fall into three categories, which define Barranca's core values: **kindness, support, and integrity**. Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow. We use **CHAMPS™** from **Safe & Civil Schools™** as a means of describing and displaying our behavior expectations for all Barranca students and staff.

The matrix below shows the schoolwide expectations for Barranca. Please review with your students throughout the year [ROAR Expectations](#):

## Barranca Bobcats ROAR

	All Settings	Lunch	Recess	Hallways	Restrooms	Assemblies
<b>R</b> Respectful	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self	0-silence 1- whisper 2- normal inside speaking voice 3- presentation voice 4- recess, emergency only HFO: hands, feet, object to self
<b>O</b> Observable	•Ask an adult •Ask friends or classmates nearby	•Raise your hand •Use good manners •Wait for assistance •Ask an adult	•Find an adult on duty •Ask friends or classmates nearby	•Ask an adult •Ask friends or classmates nearby •Smile or give a paw	•Ask an adult •Ask friends or classmates nearby	•Raise your hand •Wait for assistance •Ask an adult
<b>A</b> Accountable	•Be where you need to be •Do what you need to do •Clean up after yourself	•Sit at tables as directed by staff •Eat your lunch •Wait your turn	•Throw away your trash •Bring in equipment •Inform staff if someone is hurt or needs help •Rock, talk or walk to solve problems	•Walk directly to your destination •Follow Directions •Stay in line	•Use the restroom •Flush the toilet •Wash Hands with soap and water •Clean up after yourself •Report problems to an adult	•Sit still •Listen and focus your attention on the speaker •Stay quiet unless invited to participate •Respond and applaud appropriately
<b>R</b> Responsible	•Everyone stays safe •Everyone feels respected •Everyone acts responsibly •Everyone is treated kindly	•Recyclable items rinsed and sorted •Trash in bins •Tummies full	•Enjoyable exercise break •Walk to class •Kind interactions •A clean playground •Equipment stored safely	•Get to your destination safely	•Business accomplished •Returned to your class	•Everyone participated appropriately •Everyone enjoyed the assembly •Appreciation is shown to the speaker(s) or performer(s)

### Discipline Referrals (Connect and Correct)

All Barranca teachers are expected to establish and teach their own form of classroom discipline, behavior monitoring, and notification to parents. Most classroom issues will be dealt with by the teacher or other adults in the room, however if a behavior becomes serious enough, or extends beyond the classroom, a discipline referral can be written by any staff member.

Barranca staff use [Connect and Correct](#) for this purpose, as a means of recording and reporting behavior issues. This card serves as a data point, as well as notification to the student's teacher.

Barranca staff will use a "Connect and Correct Ticket" for this purpose, as a means of recording and reporting behavior issues. This card serves as a data point, as well as notification to the student's teacher.

It is the teacher's responsibility to collect and record Connect & Correct Tickets, and notify parents of each issue as it occurs. If a student receives a [5th Connect & Correct](#), all discipline referrals are turned in to the principal, who will then schedule a parent conference to review the issues and make a plan. Consistently disruptive behavior may require a SAT plan. Tier I, II, and III interventions are available here: [Center on PBIS](#) and [PBIS World](#)

### Positive Motivation (Success Ticket)

Intrinsic motivation is when a person does the right thing because it makes them feel good inside. Extrinsic motivation is when a person does the right thing because it gets them a material reward.

**Our goal is for our scholars to do the right thing because it makes them feel good inside. In order to get to this intrinsic goal, we must utilize some extrinsic motivators, which we call "Success Ticket." Example:**



These are given to students who we see doing the right thing. It is very important to reinforce the positive behavior or action that they are exhibiting. When a student receives a “Success Ticket”, it is turned in to the principal for acknowledgement over the intercom on Fridays. These students are invited to come up to the office to receive a small prize or earn a special privilege.

### **Character Traits Program**

Harper for Kids Youth Character Development Program

Barranca Mesa Elementary School is proud to partner with **Harper for Kids** to teach our students important character traits from legendary UCLA **Coach John Wooden's Pyramid of Success** and his **definition of success** for children which is: “Success is happiness in your heart because you made the effort, 100%, to do your best!”

Coach Wooden believed and taught that the most important responsibility each of us had to ourselves was to do everything we could to achieve our own potential. He offered his Pyramid of Success and his definition of Success as a guide, stepping stones to help young people understand what it really takes to make the effort – 100% – to fulfill their potential and do their best.

Each month, our students will focus on one or two character traits from Coach Wooden's Pyramid of Success. Positive examples of each character trait will be recognized with “Success Tickets” given by staff members. Classroom lessons will reinforce elements of the Pyramid of Success through readings of Coach Wooden’s children’s book, *Inch and Miles: The Journey to Success* and other integrated activities. Additionally, whole school assemblies will feature character traits from Coach Wooden’s Pyramid of Success.

Harper for Kids is a children’s nonprofit organization founded by Tim & Peanut Louie Harper. Harper for Kids mission is to to teach children important life skills that will empower them to achieve their personal best in life and to help schools incorporate Coach Wooden's Pyramid of Success into their character education.

We are excited about working with Harper for Kids to bring focused character education to our students. For more information about Harper for Kids and Coach Wooden’s Pyramid of Success, please visit their website:

[www.harperforkids.org/HFK/pyramid\\_of\\_success.html](http://www.harperforkids.org/HFK/pyramid_of_success.html)

The monthly character traits are listed below:

**Pyramid of Success Monthly Focus** (varies year to year)



# Coach Wooden's Pyramid of Success



## Telephone Use

### **Student Use of Cell Phones and Smart Devices (Electronic Communication Devices)**

We are fortunate that LAPS provides each student with a personal laptop or iPad to enhance their learning opportunities. As a result, there is no need for students to bring in devices from home. Students may not use cell phones, smart watches or other Electronic Communication Devices (ECD's) during school hours. They may bring them on campus ONLY after parents/guardians have met with administration and received approval. All student ECD's must remain turned off and stored during the school day.

## Celebrations and Snacks

Many teachers plan holiday and special event parties for their classes during the year but it is completely their choice. Birthday treats are often welcome but parents need to contact the teacher first to find an appropriate day and time, and to account for possible **student allergies**. The nurse may also be contacted regarding allergies within your child's classroom, but require at least 24 hours notice. The nurse will do her best given availability to review food items, but cannot guarantee the item will not cause a reaction. With a renewed emphasis on good nutrition and student health, we encourage healthy, whole foods, replacing cookies, cupcakes and candy, or ideally celebrating without food. Healthy party ideas are available from the [Alliance for a Healthier Generation](#)

## Civil Conduct

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.

#### **LAPS Policy 4002**

#### **Athletics and Extracurricular Activities**

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests and needs beyond the classroom. Participation in these activities is a **privilege** offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.

Comparable programs shall be provided for males and females in both activities and athletics. Comparable opportunities to participate in activities and/or athletics shall be provided to both sexes. Eligibility to participate must comply with Title IX, New Mexico statutes, Public Education Department requirements, New Mexico Activities Association requirements, School Board policies and administrative regulations.

All student athletes, in grades 7th - 12th, must obtain an annual sports physical in order to participate in athletics.

LAPS Policy/Regulation 6145.1/6145.1R/6145.2/6145.2R

#### **Dress Code**

The School Board recognizes that each student's mode of dress and grooming is a matter of individual preference. The Board will not interfere with students' and parents' decisions regarding appearance except when their choices disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or violate reasonable standards of health, safety, decency, and respect for others. The purpose of the student dress code is to encourage students to come to school prepared for the instructional program.

The Board prohibits the displaying of apparel, accessories, or the marking of the skin with designs or patterns, which advocate drugs, tobacco, and/or alcohol use, violence, disruptive behavior, disrespect for others, or denotes gang membership.

#### **LAPS Policy 5151**

#### **Student Belongings**

We are not responsible for personal items brought to school. Any electronic devices must be turned off and kept in backpacks during school hours.

#### **Lost and Found**

A lost and found area for clothing and large items is kept in the school lobby near the main entrance. If your child is missing an item, this is a good place to start your search. Small or valuable items may be kept in the main office. During conferences, unclaimed merchandise will be displayed on tables in the hallway. At winter break and at the end of the school year, these items will be given to a local charity or donated to our emergency kits. The best insurance of locating lost property is to write your student's name on all items with a permanent marker.

## **STUDENT WELL BEING**

Los Alamos Public Schools prioritizes the well-being of our students and staff. We believe that a student's sound mental and physical health form the foundation for learning and developing healthy relationships to self, others, and the larger community.

Mental health is not just the absence of mental illness. It is a state of well-being where an individual realizes his or her own potential, can cope with normal life stresses, can work and learn productively, and is able to contribute to the community. (adapted from WHO, 2007)

Physical well-being includes the many elements that contribute to a healthy body: regular activity, good nutrition, living substance-free, protection from illness and disease, access to medical care, sufficient rest and sleep, and a safe environment.

At LAPS, we are fortunate to have a nurse and at least one school counselor at each site. If you have concerns regarding your student's mental and/or physical health, the school counselor and nurse are available to assist you.

Community resources include the Los Alamos Juvenile Justice Advisory Board (JJAB) Resource Specialists who are able to offer free support and guidance to families and connections to community services.

[www.losalamosjjab.com/resource-advocates](http://www.losalamosjjab.com/resource-advocates)

The Los Alamos Mental Health Access Project website includes information for individuals who are struggling with mental health issues and offers self-screening tools, help line contact numbers, and a list of local therapists.

<http://losalamosmentalhealth.org/>

## **ACADEMICS**

### **Academic Integrity**

Los Alamos Public Schools students are expected to conduct themselves in a respectful and honest manner at all times, a manner that reflects on the quality of the people that they are becoming and that reflects on their character, school, family and community. The choice of academic dishonesty by a student is unacceptable.

**Plagiarism, copying, cheating, and/or presenting material as one's own when it is not, including materials undocumented from the internet, are dishonest and reflect poorly on the student and result in a grade of zero.** LAPS uses software that specifically helps students edit papers and software that specifically helps teachers ensure academic honesty. Circumstances in which a student has asked another student for his or her work or has given material to another student for the purpose of copying is also dishonest.

### **Homework Guidelines for Elementary School**

#### **Kindergarten and 1<sup>st</sup> Grade**

- Daily home reading with a parent is strongly recommended in order to build a strong reading foundation. Each child should spend a short amount of time reading aloud or listening to someone read every day.

- A standard of 10-20 minutes is a good guideline. Reading aloud to your child builds an essential foundation for literacy skills and is one way to spend time as a family.
- Occasional home projects may be assigned to enhance classroom instruction.

#### **2<sup>nd</sup> Grade and 3<sup>rd</sup> grade**

- Nightly reading, spelling word practice, and practice of math is expected for building literacy skills and fluency with basic math facts. A standard of 20-30 minutes is a good guideline.
- Occasional home projects may be assigned. Examples of projects may include life cycle posters, book reports, Science Fair and others.
- Completed homework is assessed for understanding. If a grade is given for homework it only minimally impacts final grade or impacts life skills grade only.
- No homework will be assigned on weekends or over school holidays.

#### **4<sup>th</sup> Grade, 5<sup>th</sup> Grade and 6<sup>th</sup> Grade**

- **No more than 50 minutes of regular homework Mondays – Thursdays. Homework will be an opportunity to practice skills taught at school and strengthen understanding. Homework will not introduce new skills.**
- **Some projects can be expected. Some examples of required home projects include; Science Fair, Speech Contest, Geography Bee, Wax Museum, book challenges and others.**
- **Completed homework is assessed for understanding. If a grade is given for homework it only minimally impacts final grade or impacts life skills grade only. Complex projects, completed at home and school, may be weighted more heavily.**
- **No homework will be assigned on weekends or over school holidays.**

#### **Reporting to Parents**

All schools within the Los Alamos School District shall report grades and student progress to parents on a timely and regular basis.

Student grades shall be made available to parents electronically, via PowerSchool. For all students, reports shall be provided to parents, electronically or in hard copy according to parent preference, at least two times each school year. Two parent-teacher conferences will be set aside by each elementary school at which time parents are encouraged to visit with teachers for the purpose of discussing student progress, successes, and any necessary concerns or interventions. Requests made by parents or guardians for progress reports shall be honored at any time during the grading period as long as it does not place an undue burden on the educational process.

**LAPS Policy/Regulation 5124/5124R**

#### **Student Grade Changes and Transcripts**

The Student Grade Change Policy & Regulation establishes procedures for the Los Alamos Public School to use in the event it may be necessary to change a student's final course grades. Uniformly applied rules for correction of erroneous grades are necessary to assure the integrity of final grades and course grades to assure public confidence in the grading process.

**LAPS Policy/Regulation 5126/5126R**

### **Student Placement Promotion/Acceleration/Retention/Class Assignment**

The building principal is responsible for class assignment and promotion of students from one grade level to the next. The principal welcomes information from parents regarding individual student needs and learning styles that may be helpful in making these decisions.

Acceleration (moving ahead more than one grade level) or retention (repeating a grade level) are decisions which require careful study and data collection. If acceleration or retention is being considered, the parents will be included in discussions with the Student Assistance Team early in the process. Every effort is made to meet the student's needs in the regular class assignment before a recommendation to accelerate or retain is made.

**LAPS Policy/Regulation 5123/5123R**

## **STUDENT TRANSPORTATION**

### **Bus Transportation**

Student transportation is a privilege, not a right, extended to qualified students who are eligible for transportation pursuant to state law/codes. Those students in Grades K-6 living one mile or more, in Grades 7-9 living 1-1/2 miles or more, and in Grades 10-12 living 2 miles or more from their respective schools may be transported. Students who do not obey state statute and local policy and regulations governing student transportation may have their transportation privileges revoked by the School District.

**LAPS Policy/Regulation 3545/3545R**

### **Student Travel: Activity and Field Trips**

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 the course of study, and may impact grades.

**LAPS Policy/Regulation 5139/5139R**

### **Wheeled Vehicles**

Students may ride bicycles, scooters, skateboards and rollerblades to school if they follow proper safety habits. It is the responsibility of parents to instruct the child in the proper operation of the above stated vehicles including safe riding habits and abiding by proper traffic patterns and signs. The school can assume no responsibility for a child's vehicle operation.

**The following vehicle rules will be enforced during the school day:**

1. Students will walk their bicycle, scooter, skateboard and/or rollerblades while on the school grounds.
2. Students may not use these items on the school grounds other than when coming onto or leaving the school property.
3. Shoes with wheels may not be used on school grounds.

## **SCHOOL MEALS**

Los Alamos Public School has chosen Chartwells to provide hot lunch for students to purchase. Otherwise, parents are responsible for providing a nutritious lunch for their children. To inquire about assistance for lunches contact Asst. Superintendent, Mike Johnson at 505-663-2236.

- Parents of elementary students may apply for free and reduced lunches. <http://laschools.net/chartwells-dining/>. Further assistance about lunch assistance contact Asst. Superintendent, Mike Johnson.

## **STUDENT SERVICES**

### **Health and Medical Information**

#### **Emergency Medical Authorization Information**

Parents provide Emergency Medical Authorization information and authorization annually at the time of registration. This authorization provides all phone numbers to be used in the case of illness or injury at school. Parents should call and update information throughout the school year with the school secretary as necessary. If urgent medical care is required and school personnel cannot reach a parent, guardian or designated representative, then the child will be taken by ambulance to Los Alamos Medical Center. School personnel are not allowed to take ill or injured children to the hospital.

#### **Health Screenings**

School nurses conduct vision and hearing screening on all new students, and on students at selected grade levels. Parents will be notified of any detected deficiencies. If parents are concerned about their child's hearing and vision, they should contact the school nurse to make sure the particular screening has been completed.

#### **Health Concerns**

Parents or guardians of students with known health concerns should contact the child's school nurse as soon as possible at the beginning of the school year to ensure appropriate assistance.

#### **Medications At School**

If your child requires medication during the school day, please contact your school nurse regarding the medication policy for daily and as needed medications. A Medication Permission Form will need to be completed by you and your child's physician.

### **Student Assistance and Referral Procedures**

When a student shows signs of needing some type of special help, the student may be referred to the building Student Assistance Team (SAT). The SAT is made up of the principal, counselor, teachers and other personnel as needed. The student may be referred to the SAT by the school staff, a parent, or through self-referral. Parents or students who wish to make a referral to the Student Assistance Team may contact the classroom teacher, the counselor or the principal.

The SAT reviews the student's records and other information, recommends general education intervention strategies and support, and develops a timeline for reviewing the success or failure of these interventions. The SAT, after reviewing the student's response to the interventions may decide that there is sufficient information to substantiate the need for a multidisciplinary educational evaluation. If the student is determined to be eligible for special education services, an Individualized Education Program (IEP) will be developed. If the SAT determines through appropriate evaluation that a student is eligible for accommodations to access the general education program under Section 504 of the Rehabilitation Act, a 504 Plan is developed with participation of the parents. The SAT will continue to provide support through an intervention plan as needed should the student not be eligible for either an IEP or a 504 plan.

### **Child Find**

The Los Alamos Public Schools is required to identify all children with disabilities from birth to age twenty-one who may be in need of special education and who reside within the jurisdiction of the district. This applies to all children whether they are in public school, private school, or in the custody of public institutions or agencies. Anyone who knows of a child with special needs, who is not presently being served by the public schools, should contact Karla Crane, Coordinator of Student Services at 663-2208.

Children who are: birth to three years old are referred to the Part C Early Intervention Service Provider, Las Cumbres, for assessment and possible services. Information will be kept confidential.

### **Los Alamos Public Schools Preschool Programs**

The Los Alamos Public Schools provides preschool programs for children ages 3-5 who are eligible for special education due to disabling conditions or severe developmental delays. To qualify for services, a severe delay must be identified through a complete evaluation in one or more areas of development (i.e. speech and language, motor, cognitive, social/behavior skills). Parents who have concerns about possible developmental delays may contact Student Services at the Los Alamos Public Schools, 663-2208, to schedule an appointment for a screening.

The special education preschool programs for three-year olds are located at Barranca and Piñon elementaries. Barranca also maintains a special education preschool program for four-year olds, while Mountain and Piñon maintains NM PreK classes for four-year olds. Enrollment in NM PreK is by lottery in the spring for the following year.

Preschool age level peers who are typically developing in all areas are selected to participate on a tuition basis in the special education preschool programs at Barranca and in the three year old program at Pinon. These students serve as models of age-appropriate language, motor and social skills. Parents desiring to have their children considered as peer models should contact Student Services at 663-2208 to be placed on a screening list.

### **English Learners Program**

The Los Alamos Public Schools has a program for English Learners (EL). All parents of students entering the public school system for the first time must complete a Language Usage Survey (LUS). If there are one or more responses confirming the use of a language other than English by the student, then the district must continue the identification process by administering the WIDA Placement Test (W-APT) for students entering kindergarten and the WIDA Screener Online for students entering grades 1-12. Teachers endorsed as Teachers of English to Speakers of Other Languages (TESOL) design programs for ELL students based on their English Language Proficiency. Each student's program addresses receptive language (listening and reading) and expressive language (speaking and writing). EL services can be provided through a pull-out small group class or through support provided by the EL teacher within the general education classroom. Students are re-evaluated using the ACCESS annually to determine English language proficiency. Exit from EL status is determined based on the results of this assessment. Research indicates that it takes from five to seven years to attain fluency in all four language areas: listening, speaking, reading and writing.

## **STUDENT TECHNOLOGY, PROPERTY, AND FEES**

### **Acceptable Use of Technology**

**In order for students to use our devices and/or services (email, network, etc.)**

- Waive their privacy rights.
- Will not use our devices and/or services to look at or disseminate obscene, violent, or offensive materials.
- Will not harass or intimidate anyone.
- Will not abuse or break our hardware, networks, or software.
- Understand that there is no guarantee that the hardware, network, or software will always be working.
- Will keep their password(s) safe.
- Will not post personal identification of yourself or others on the internet.
- Will keep your personal use of the internet to a minimum.
- Understand that the district filters internet access and monitors online activity.
- Consequences of violating this regulation can include revocation of network, email, and/or device access.

**LAPS Policy/Regulation 6144/6144.1R**

### **Email Acceptable Use**

Use of Email is a privilege, not a right. Therefore a student must follow our rules. LAPS has the right to monitor, archive and retrieve email. Appropriate use of email includes communicating with teachers, staff, administrators and other students for school related items. Inappropriate use includes using email to break the law or violate LAPS policies and regulations.

LAPS Policy/Regulation 6144/6144.2R

### **Publications, Websites, and Student Interaction with Media**

The process for publishing and distributing student content is set by the school's principal(s). All content is to be reviewed by a principal or designee of the principal BEFORE distribution. These rules apply to publishing via school/district websites. Any student work or photographs of students shall not be associated with a student without written permission from a parent. Schools will maintain a list of students whose parents have not signed a permission to publish form. Students cannot interact with the media while on a campus without the media gaining prior approval by the principal.

LAPS Policy/Regulation 6144/6144.3R

### **Social Media**

The use of Social Media is not restricted on district networks. Students should have no expectation of privacy when using Social Media on district networks. Students will be held accountable for how their social media communications are received by others.

The district provides the following guidelines for students when using Social Media:

- Do not promote the use of drugs, illegal activities, violence, and/or underage drinking.
- Do not make threats against other students or staff, even in jest.
- Don't infringe on others' copyright.
- Don't misrepresent yourself.
- Don't give out any personal information online.

**LAPS Policy/Regulation 6144/6144.5R**



### **Electronic Communication Devices (ECDs)**

Students can bring ECDs to campus but only use them before or after school, leaving the devices in the “Off” position during school hours. Prohibited use of ECDs includes: using the device to harass, or intimidate other students; using the device to send sexually explicit messages or images; using the device to cheat on tests; using the device to record other students; and using the device during assemblies, drills or school evacuations. Staff may confiscate ECDs and principals will investigate violations of this agreement.

**LAPS Policy/Regulation 6145.4/6145.4R**

### **Textbook and Library Material**

The LAPS may withhold the grades, diploma and transcripts of a student responsible for damage or loss of school instructional material or library material until the parent, guardian or student has paid for the damage or loss. When a parent, guardian or student is unable to pay for damage or loss, the School District shall work with the parent, guardian or student to develop an alternative program in lieu of payment. Where a parent or guardian is determined to be indigent according to guidelines established by New Mexico Statute, the School District shall bear the cost.

**LAPS Policy 5157/6139**

### **Barranca Mesa Library Media Center**

Library materials are checked out for one week for all students. These resources may be renewed if the materials are presented to the librarian.

Fines are not charged for overdue items; however, students are responsible for anything they have checked out and will be charged for repair/replacement of damaged or lost items. School Board policy holds parents/guardians responsible for lost or damaged school property.

Occasionally a book may get back on the shelf without being checked in. For that reason we ask students to check with the librarian about anything believed to have been returned.

Please do not attempt to mend a torn or damaged item at home. Have your child bring it to the library to be repaired.

Report cards are withheld at the end of the year for students with overdue materials. Report cards will be released once the items have been returned or the replacement costs have been submitted.

We encourage all Barranca students to enjoy books and reading. Come visit our library and get to know the wonderful collection available for borrowing. Developing a regular habit of reading (and being read to) is vital to becoming a life-long learner.

## **STUDENT SAFETY**

### **Cold Weather Advisory Guidelines for Recess & Outdoor Physical Activity**

Fresh air and exercise is an important part of the school day. Time spent outdoors gives students the opportunity to engage in activities that allow them to relax from the structure of the classroom

for a short while. It is difficult to set guidelines that fit every circumstance and condition in regards to outside activity during cold weather. Please consider the following guidelines in regards to modifying school recess, other outdoor physical activity, or physical education classes.

Each school is responsible to determine the criteria for such decisions regarding safety of outdoor activity on a day-to-day basis. Los Alamos Public Schools will adhere to standardized decision making for outdoor recess based on weather conditions reported for Los Alamos, NM 87544 or White Rock NM 87547 at [www.weather.com](http://www.weather.com).

Conditions that should be considered in the determination:

- Temperature
- Wind Chill
- Age of Students
- Length of Time Outdoors
- Adequacy of Clothing of the Children
- Condition of the Playground

### **Recess & Outdoor Physical Activity**

1. When properly clothed, elementary school-aged children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution should be practiced when temperatures are below 30 degrees, including the wind chill factor.
2. When temperatures fall below 20 degrees including the wind chill, students are kept indoors (“feels like” temperature based on [www.weather.com](http://www.weather.com) for Los Alamos, NM 87544 or White Rock, NM 87547).
3. Each year students and parents should be informed of the school’s cold weather guidelines, along with reminders about the necessity of wearing appropriate clothing for cold weather activities. It is the parent/guardian’s responsibility to ensure their children come to school dressed appropriately for the weather. Find more information on dressing kids and adults for poor weather.
4. Requests to stay indoors based on health reasons must be honored. The parent and school nurse, in consultation with the principal, must work to determine a workable system for when the child should not participate in outdoor activities due to health.

### **Emergency Procedures – Standard Response Protocol**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards, and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Los Alamos Public Schools have detailed emergency response plans, which have been formulated to respond to a major catastrophe. While the specific details of these plans cannot be made public, we will provide any information necessary for your emergency planning needs and peace of mind, in case of an emergency. After you have thoughtfully reviewed this process, please sit with your child(ren) and help them to understand that it is necessary for them to follow the directions of any school personnel in times of an emergency drill or actual emergency situation. The safety of all depends on all personnel and students treating drills and emergency directions with serious respect.

**Your cooperation is necessary in any emergency:**

1. Do not telephone the school. You can receive updated information through an emergency communication system, provided by the school district and Los Alamos County. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they can be picked up by an identified, responsible adult who has been listed as such on a LAPS emergency card, which is required to be completed by parents/guardians at the beginning of each school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - S/He is 18 years of age or older.
  - S/He is usually home during the day.
  - S/He could walk to school, if necessary.
  - S/He is known to your child.
  - S/He is both aware and able to assume this responsibility.

During an extreme emergency, students will be released at designated reunion sites, to be identified by the Incident Commander. Please instruct your student to remain at the school until you or your designee arrives.

3. If electrical service is not affected, information will be relayed via LAPS to the radio and television broadcast media. In addition, information regarding day-to-day school operations will be available by accessing our website, or subscribing to our **SchoolMessenger** system..
4. In the event that any emergency takes place during the time that students expect to be transported to or from school:
  - If students are on the bus at the time, they will be kept on the bus, and the driver will ask for assistance through radio contact with the school and district personnel.
  - Any child who is home waiting for the bus will not be picked up and remains the responsibility of the parent or guardian.
  - In any situation, if the student's bus does not arrive at the stop within fifteen (15) minutes, the student should return home.
  - In the event that an emergency occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest district site, and that site's personnel will communicate with home school personnel to inform them of the students' whereabouts.
5. In case of a hazardous release event (i.e. chemical spill) near the school area, Shelter procedures will be implemented to provide "in place" protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering the classrooms during the emergency. "Shelter-In-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an "all clear" signal will be given.

In the case of a county-wide evacuation, which would include the schools, that evacuation would proceed in accordance with the protocols established in the Los Alamos County Emergency Operations Plan. Please access the County's website for this county-wide evacuation plan.

### **Parental Roles in Emergency Preparedness**

- Discuss the Standard Response Protocol with your child(ren)
- Please make sure to update your student's school emergency card. Call or come by the school to update. Remember to update again when necessary.
- Sign up for **SchoolMessenger** notifications on the school and district websites. You'll be notified by email whenever an emergency results in a delay, cancellation, or early dismissal.
- As part of your family plan, know your student's schedule. Please check the accuracy of this schedule with your child.
- Parents with students currently taking emergency medication (i.e. medication for diabetes, seizures, anaphylaxis, asthma, etc.), please provide the nurse with a three-day supply of medication in a prescription container that is clearly marked with your child's name and dosage. Please include doctor's orders for the prescription and parental permission for a dispensation of the medication and any special storage instructions.
- Notify and provide the school with the special dietary needs of your student. You might want to think about having your student have a change of clothes and personal hygiene articles (toothbrush, toothpaste, deodorant, contact lens kit) in their locker.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

### **The following terms and procedures are to be used in times of emergency:**

**THE STANDARD RESPONSE PROTOCOL**

A critical ingredient in the safe school plan is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

Our school incorporated the Standard Response Protocol (SRP) in the Safe School Plan. The SRP is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold.

## **IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.**

<b>LOCKOUT! Get inside. Lock outside doors.</b>									
<b>STUDENTS</b> Return inside Business as usual	<b>TEACHER</b> Bring everyone indoors Lock outside doors Increase situational awareness Business as usual Take attendance								
<b>LOCKDOWN! Locks, lights, out of sight.</b>									
<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door	<b>TEACHER</b> Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance								
<b>EVACUATE! To the announced location.</b>									
<b>STUDENTS</b> Bring your phone Leave your stuff behind Follow instructions	<b>TEACHER</b> Lead evacuation to location Take attendance Notify if missing, extra or injured students								
<b>SHELTER! Hazard and safety strategy.</b>									
<b>STUDENTS</b> <table border="1"> <thead> <tr> <th>Hazard</th> <th>Safety Strategy</th> </tr> </thead> <tbody> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> </tbody> </table>	Hazard		Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold
Hazard	Safety Strategy								
Tornado	Evacuate to shelter area								
Hazmat	Seal the room								
Earthquake	Drop, cover and hold								
<b>HOLD! In your classroom. Clear the halls.</b>									
<b>STUDENTS</b> Remain in the classroom until the "All Clear" is announced	<b>TEACHER</b> Close and lock classroom door Business as usual Take attendance								
<b>ACTIVE THREAT    RUN, HIDE, FIGHT</b>									

## **STUDENT DISCIPLINE**

Student conduct in all Los Alamos Public Schools and school sanctioned activities shall be supervised in an attempt to provide for reasonable order, and courtesy, and the recognition of student rights and responsibilities. These actions will maximize the safety of all staff and students.

### **Barranca Mesa Disciplinary Action**

Students who behave inappropriately should expect disciplinary action. Appropriate behavior includes meeting responsibilities in both the academic and social arenas. The home, school, and other institutions are expected to work cooperatively toward attaining appropriate student behavior in school.

Depending on the seriousness of the behavior, disciplinary action(s) may be taken by school personnel. Under normal circumstances, discipline initiates from the student's teacher or the duty supervisor. Serious infractions such as aggressive, physically hurtful behavior, chronic class disruption, and insubordination may be referred immediately to the principal. Parents will normally be notified of discipline referrals to the principal.

**Refer to Barranca School Wide Behavior Plan: [ROAR Expectations](#)**

### **Prohibition of Alcohol, Tobacco, and Other Drugs**

The School Board believes that involvement and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. The School Board prohibits the possession, use, sale or transfer of or being under the influence of alcohol, tobacco including e-cigarettes and nicotine containers, narcotics, hallucinogens, inhalants, or drugs or possession of drug paraphernalia on district property or at any school-sanctioned functions away from school property.

### **LAPS Policy/Regulation 5129/5129R**

The Los Alamos School Board prohibits students and adults including school personnel or volunteers from possessing, smoking, carrying, or holding a pipe, cigar, or cigarette, or using other tobacco products in any form, on school campuses, in school buildings, on school property, in school vehicles, including buses, or at school sponsored functions/activities.

### **LAPS Policy 1328**

### **Prohibition against Offensive Conduct; Bullying, Cyberbullying, Harassment, Hazing, Intimidation and Violence**

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 conduct 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, cyberbullying, harassment, hazing, intimidation or violence or who are bullied, witnesses, bystanders, or others with reliable information about an offensive act.

The School Board encourages anyone who is a target of such physical or verbal misconduct to report such claims immediately and directly to site administration. Students or their parents may report such offensive conduct to the principal, assistant principal, or counselor of the school. No investigation shall be delayed more than three (3) days.

**LAPS Policy/Regulation 5158/5158R/5152/5152R**

#### **Crime Stopper / Anti-Bullying Line**

Cash awards are given to anyone whose information leads to the apprehension of persons involved in vandalism, theft, arson or other crimes committed on campus. Tips can be reported via email at: [safety@laschools.net](mailto:safety@laschools.net). This email may also be used to report student threats, harassment or any form of violence. All reports will remain anonymous.

#### **Student Searches and Seizures**

All school property, including, but not limited to, lockers, school buses, and school grounds are subject to search. Searches can be conducted on any item brought onto school grounds provided that there is reasonable individual suspicion to search that item. A student's person or property is subject to search while under the authority of the public schools, including but not limited to school sponsored activities and trips. Parent permission is not required for a search. Parents will be contacted if their student was searched and notified of the reasons for the search.

Any illegal items and legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate. **6.11.2.10(B)(5) NMAC.**

**LAPS Policy/Regulation 5155/5155R**

#### **Weapons on School Premises**

Students may not bring a weapon to school or have a weapon in their possession while attending or participating in any school activity including transportation to and from such activity. For the purposes of this policy, a weapon is defined as any firearm, knife, explosive, or other object even if manufactured for a nonviolent purpose that has a potentially violent use, or any look-alike object that resembles a weapon. In compliance with the federal Gun Free Schools Act, any student who brings a firearm or weapon to a school or school-sponsored activity shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

**LAPS Policy/Regulation 5154/5154R**

### **Suspension or Expulsion of Students**

The school principal, assistant principal, or designee shall have the power to suspend students and if necessary, initiate expulsion for those students who violate the standards of conduct and will report such action to the Superintendent, Assistant Superintendent and/or designee.

### **Student Rights**

School authorities shall follow procedures when taking appropriate disciplinary action that provides a student with due process. A fuller explanation of due process procedures is contained in **NMAC 6.11.2.12.**

**LAPS Policy/Regulation 5131/5131R**

## **FEDERAL, STATE AND LOCAL NOTIFICATIONS**

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires that LAPS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. Directory information is defined as material concerning individual students that may be given to the general public without the express consent of the student or the student's parents or guardians. The following information is designated as directory information: student's name; age; school and grade level; address, electronic address, and telephone number; photograph; dates of attendance; enrollment status (e.g. part-time or full-time); participation in officially recognized activities and sports; weight and height if a member of an athletic team; honors and awards received. Parents may choose to restrict their child's directory information by submitting a written letter of the request to their child's school.

**LAPS Policy/Regulation 5125/5125R**

### **Non-Discrimination**

The Los Alamos Public Schools does not discriminate on the basis of actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

**LAPS Policy/Regulation 5130**

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes and certain physical examinations. The Los Alamos School Board adopts this policy, which was developed in conjunction with parent input, to comply with the provisions of PPRA.

**LAPS Policy 5119**

### **Student Records**

Student records are property of LAPS and complies with the Family Educational Rights and Privacy Act (FERPA) Individuals with Disabilities Education Act (IDEA) and the Health Insurance Portability and Accountability Act (HIPAA) to keep records confidential and to provide procedures and establish responsibility for collecting, maintaining and releasing information about students that is contained in student records. Parents may request that the school or School District restrict the release of student records. Parents also have a right to review their child's cumulative records folder or to correct inaccuracies. **LAPS Policy/Regulation 5125/5125R**



## **PARENTS AND VISITORS**

### **Appointments With Teaching Staff And School Administrators**

For the protection of quality instructional time, classrooms will have minimal interruptions during the school day. Please note that teachers and administrators designate time to return telephone calls and meet with visitors. Parents and/or guardians are asked to schedule appointments with teacher(s). This will ensure that staff give full attention to the visitors(s) and reduce the interruption of instructional time.

### **School Messenger**

The School Messenger system is designed to notify parents for reasons that impact the safety and academic performance of students. SchoolMessenger will extend the district's existing community outreach efforts and emergency preparedness procedures, as well as inform parents of upcoming school events such as statewide testing and parent meetings.

### **Multi-Family Communication**

Los Alamos Public Schools will make every reasonable effort to provide duplicate sets of official, school-related information to parents with shared custody of a child. If a request is made to the school office and if the parents have joint custody, the office staff will mail report cards and school newsletters to the parent with whom the child does not reside. A copy of the court-parenting plan may be requested.

Copies of day-to-day student work/class announcements, notices of field trips, etc., are normally sent home with the child rather than mailed. It is expected that parents make every effort to communicate pertinent school information to each other. However if you must have duplicate copies of classroom notices, his/her teacher may be able to provide them. However, the school does not have a large enough supply budget nor does the teacher have the time to make duplicate copies of these items as well as student assignments on a regular basis.

Activities (such as field trip forms or permission to participate) that require a parent signature will be accepted by the school staff with **one** custodial parent's signature. The school will not make an effort to acquire both signatures. We must assume that parents will communicate.

Due to time limitations, a single conference to which both parents are invited will be scheduled for shared custody students.

### **Civil Conduct**

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. **LAPS Policy 4002**

### **Custodial Rights Of Parents**

Each parent or court-appointed guardian shall be assumed to have all legal-rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated, and the parent/guardian states that they are legally responsible for the children,

the requesting parent must provide the school principal with a court order delineating the custodial rights of the parties involved.

### **Parent Concerns and Grievance**

As a parent there may be times when you need to have a school-related problem solved or a question answered. Listed below are the first people to see regarding common school concerns:

- Academic Concerns: classroom teacher or the guidance counselor
- Physical/Medical Concerns: school nurse
- Peer/Social Concerns: classroom teacher and/or guidance counselor
- Emotional/Anxiety Concerns: classroom teacher and/or guidance counselor
- Discipline/Safety Concerns: classroom teacher and/or principal

If resolution is not forthcoming after this step, please address your questions or comments to the school principal. If your concerns are not addressed satisfactorily with the principal, please call the Assistant Superintendent for Student Learning and Accountability at 505-663-2228. Parents will be asked to complete the Parent Grievance - Formal Grievance Form.

LAPS Policy/Regulation 5132/5132R

### **Release Of Students During The School Day**

For the safety and protection of your child, a parent/guardian is required to report to the school office, present photo identification, and officially sign-out the student for early release. Parents/guardians have the responsibility to furnish schools with accurate, up-to-date contact information. Students will not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/guardians. Possible exceptions include: child abuse investigations directives from law enforcement officials and or the Children, Youth and Families Department (CYFD), or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary.

### **Messages and Deliveries During the School Day**

Because of the importance of instructional time, classes are not interrupted. Students will be called to the main office by the PA system at the end of the period or taken a note in emergency situations. Parents should only attempt to contact a student via the student's cell phone before school, during lunch, and after school, not during the instructional school day, even if the student has an unsupervised period on campus. Contacting your student during the day on their cell phone may result in the student receiving a cell phone violation, as the expectation is that cell phones are turned off and put away during school hours.

In the interest of instructional time, LAPS discourages and reserves the right to refuse deliveries, gifts, flowers for special occasions and similar items delivered to school. The school is not responsible for any losses.

### **Parent Advisory Councils**

School advisory councils assist the school principal with the school-based decision making process and involve parents in their children's education. Each school has a parent advisory council, they offer opportunities for parents and teachers to get better acquainted. We urge you to join one of these organizations and become an active member.

### **Barranca Mesa Parent Teacher Organization (PTO) Information**

We host monthly PTO meetings to which parents are invited to participate and provide input on a variety of topics. Meetings dates and times will be posted and updated on their website:

<https://www.barrancapto.org/>

### **Visitors To Schools**

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. For safety of students and staff, all school visitors must report to the school's main office upon arrival before proceeding to any part of the school or school grounds. 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.

**LAPS Policy/Regulation 1240/1240R**

### **Volunteer**

LAPS welcomes and encourages all parents and citizens of the community to volunteer their time in our schools. Individuals who volunteer their services and are provided unsupervised access to students shall be subject to reference checks, background checks and fingerprinting 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 school site will be notified by the Human Resources Department if the volunteer's background check returns with no discrepancies. Volunteers will then be issued an appropriate identification badge from Human Resources. The Volunteer Handbook and Handbook Agreement forms can be viewed online at <http://laschools.net/careers/>

**LAPS Policy/Regulation 1210/1210R**

### **Use Of School Facilities**

The school facilities are principally for the educational benefit of the people of Los Alamos. An institution such as the District may also enhance the quality of life in the community it serves by making its facilities available to non-school groups for appropriate community-oriented activities.

District buildings and facilities should be available, subject to reasonable conditions, to non-school personnel and/or organizations for activities that foster the educational, cultural, recreational, civic, moral, religious or social development of the community when the facilities are not otherwise needed for school-related purposes. In all cases, the School Board does reserve the right to refuse use of the school facilities to any party.

Any questions regarding use of school facilities should be directed to LAPS Rentals at 663-2222.

**LAPS Policy/Regulation 1330/1330R**