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Main Line 663-2325  
School Absence Line 663-2326  
District Snow Line 663-2223

The vision of the Mountain School LIONS  
*is that 100% of Mountain Elementary  
students will succeed in learning.*

### Mountain's Mission Statement

The mission of our school is to  
*Learn, Improve, Observe, Nurture and  
Succeed.*

### Mountain's Core Values

#### Mountain Core Values:

- Provide a Safe and **Caring** Environment
  - Teach the Whole Child
- Respect Diversity, Individual Differences and Each Child's Uniqueness
  - Hold High Standards
  - **Communicate** Effectively
- **Collaborate** with Families, School and Communities
  - **Cooperate** and Work Together



## LAPS Strategic Plan

- Vision: 100% of LAPS Students will meet or exceed grade level expectations in Academic Excellence, Social-Emotional Wellbeing, and Civic Responsibility.
- 
- Mission: Los Alamos Public Schools exist to provide a safe, engaging learning environment that honors diversity and ensures every student thrives.
- 
- Core Values: Stay Meaningfully Engaged
  - Be Accountable for Every Child
  - Address the Root Causes
- Ensure Student Have a Voice in the Process
- Filter all decisions through the lens of the whole child
-

# LAPS Calendar 26-27

## 2026-2027 School Calendar

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    |    |    |
| 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 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |
| 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 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    |    |
| 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 8-9 |

|                                                                                     |                          |
|-------------------------------------------------------------------------------------|--------------------------|
|  | School Breaks- No School |
|  | Holiday- No School       |

School Board Approved 03.26.26

|                                                                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Los Alamos Public Schools</b><br><b>Home of the Hilltoppers</b><br><b>2076 Trinity Drive</b><br><b>Los Alamos, NM 87544</b><br><b>505.983.2222</b> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|              |                                |
|--------------|--------------------------------|
| Jul 31       | PD/New Staff Orientation       |
| Aug 3        | Professional Development (PLC) |
| Aug 4-7      | Professional Development Days  |
| Aug 10       | First Day of School            |
| Sept 7       | Labor Day                      |
| Oct 8-9      | K-6 Parent-Teacher Conferences |
| Oct 12       | Indigenous Peoples Day         |
| Nov 3        | Election Day                   |
| Nov 11       | Veterans Day                   |
| Nov 25-27    | Thanksgiving Break             |
| Dec 18       | End of 1st Semester            |
| Dec 21-Jan 1 | Winter Break                   |
| Jan 4        | Staff Planning                 |
| Jan 5        | First Day of 2nd Semester      |
| Jan 18       | Martin Luther King, Jr. Day    |
| Feb 15       | Presidents' Day                |
| Mar 22-26    | Spring Break                   |
| May 28       | Last Day of School             |
| May 29       | LAHS Graduation                |

| Quarters         |               |
|------------------|---------------|
| 1st Quarter (44) | Aug 10-Oct 9  |
| 2nd Quarter (44) | Oct 13-Dec 18 |
| 3rd Quarter (52) | Jan 5-Mar 19  |
| 4th Quarter (45) | Mar 29-May 28 |

| Open Houses   |        |
|---------------|--------|
| Chamisa       | Aug 12 |
| Aspen         | Aug 13 |
| Mountain      | Aug 18 |
| Pinon         | Aug 19 |
| LAMS          | Aug 20 |
| Barranca Mesa | Aug 25 |
| LAHS          | Aug 26 |

|                                                                                     |                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------|
|  | Staff PD and Planning<br>(No school for students)              |
|  | K-6 Parent-Teacher Conferences<br>(No school for K-6 students) |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    |    |
| 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 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    |    |
| 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- Sep 18 |

|                                                                                       |                              |
|---------------------------------------------------------------------------------------|------------------------------|
|  | First & Last Day of Semester |
|  | End of Quarter               |

## Staff 2026-2027

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Support Staff</u></b><br/> Megan Lee- Principal<br/> Jen Schmierer- Asst. Principal &amp; Contact<br/> Ahalam Oirdhaa- Secretary<br/> Katie Rosenbaum-Clerk<br/> Dennis Drew Vasquez- Site Technologist<br/> Scott Gramer- Guidance Counselor<br/> Deanna Braghini- Social Behavior Support Specialist<br/> Amy Yost- Nurse</p> <p><b><u>Preschool Team</u></b><br/> Carrie Whitmarsh- 3Y<br/> Katya Chandler, 4Y<br/> Holly Garcia, 4Y</p> <p><b><u>Kindergarten Team</u></b><br/> Chelsea Wilson<br/> Alicia Kirkland<br/> Andrew Atencio</p> <p><b><u>First Grade Team</u></b><br/> Angelita(Lita) Holland<br/> Kayla Ferguson</p> <p><b><u>Second Grade</u></b><br/> Eva Grant Trujillo<br/> Alyssa Van Anne<br/> Anna Williams</p> <p><b><u>Third Grade Team</u></b><br/> Lindsay Gibson<br/> Shanda Moore<br/> Pam Cox</p> <p><b><u>Fourth Grade Team</u></b><br/> Branden Willman - ELA<br/> Kandice Favorite-Math<br/> Donna Schaefer-Science/Social Studies</p> <p><b><u>Fifth Grade Team</u></b><br/> Jessie Harter-ELA<br/> Erin Wolf-Math<br/> Esther Smidt- Science Social Studies</p> <p><b><u>Sixth Grade Team</u></b><br/> Brett Hawkins- Math<br/> Mary Alice Hawkins- Science/Social Studies<br/> Kristi Schultz- ELA</p> | <p><b><u>Specials Teachers</u></b><br/> Tony Hinojosa- P.E.<br/> Kris Martinez- Library<br/> Jessie Ross- Art<br/> Galina Austin- Music<br/> Deanna Teague- Band<br/> Michelle Rosette- Orchestra</p> <p><b><u>Special Education/GATE/EL/Services</u></b><br/> Taylor Carretti- SLP<br/> Signe Moore- SLP<br/> Jacque Griego PREK-2- Special Education<br/> Becky Herroon G. 3-4- Special Education<br/> Regan Hall, G. 5-6 Special Education<br/> Melissa Kinman- GATE<br/> Zenep Unal- GATE<br/> Jessie Dixon- EL<br/> Amanda Vanderweil- OT<br/> Josh Connole - PT<br/> Stephanie Luscher- Reading Interventionist</p> <p><b><u>Custodians</u></b><br/> Sadie Brehm<br/> Joaquin Romero</p> <p><b><u>Educational Assistants</u></b><br/> Preschool- Justine Frias, Dusty Keane,<br/> Jordan Miller, Jennie Scammel-Bencomo<br/> K-Erika Shaw, Dee Moss, Drew Wyman<br/> 1- Rene Klocker<br/> 2-3 Yuki Bonser/Zoe Robles<br/> 4- Maggie Moore/Gail Lance<br/> 5- Gail Lance<br/> 6- Maggie Moore<br/> Special Education Support<br/> Amy Ferran<br/> Heather Gould<br/> Yasuko Singell</p> |
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# Mountain Daily Schedule

## School Hours

OFFICE: 7:30 AM - 3:30 PM 663-2325

24 HOUR Mountain ABSENCE LINE 663-2326

## Staff Hours

7:30-3:30, 7:45 - 3:45 or 7:50-3:50 p.m.



## Mountain Hours and Daily Schedule

If arriving late for school, parents must report to the main office to sign the student in.

## Daily Schedule

STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE 7:50 unless in Early Bird Club.

|              |                                            |
|--------------|--------------------------------------------|
| 7:30-7:55    | Before School Activities & Breakfast -     |
| 7:50         | Playground Supervision Begins              |
| 8:00         | AM 3Y Preschool Begins                     |
| 8:08         | First bell - students start going to class |
| 8:10         | Starting Bell - School begins (PK-6th)     |
| Recesses TBA |                                            |
| 11:45-12:30  | K-2 Recess & Lunch                         |
| 11:45-12:30  | 3-4 Recess & Lunch                         |
| 11:45-12:30  | 5-6 Recess & Lunch                         |
| 1:40         | FRIDAY EARLY DISMISSAL                     |
| 2:40         | Dismissal PK-6 <sup>th</sup> grade M-Th    |
| 2:50         | School Supervision Ends                    |

## Preschool Hours

If arriving late for preschool (or picking up early), parents must report to the main office to sign the student in.

## NM 3Y Preschool

AM Session 8:00-11:00 (Mon-Thurs)

PM Session 11:40-2:40 (Mon-Thurs)

No Preschool on Friday

## NM 4Y PreKindergarten

8:10AM-2:40PM

Everyday but Friday 1:40 dismissal

## Band Schedule

|           |                                            |
|-----------|--------------------------------------------|
| Teacher:  | Deanna Teague,<br>Shannon Subrati          |
| Mondays   | 7:30-8:15 6th grade<br>8:20-9:05 5th grade |
| Thursdays | 7:30-8:15 5th grade<br>8:20-9:05 6th grade |

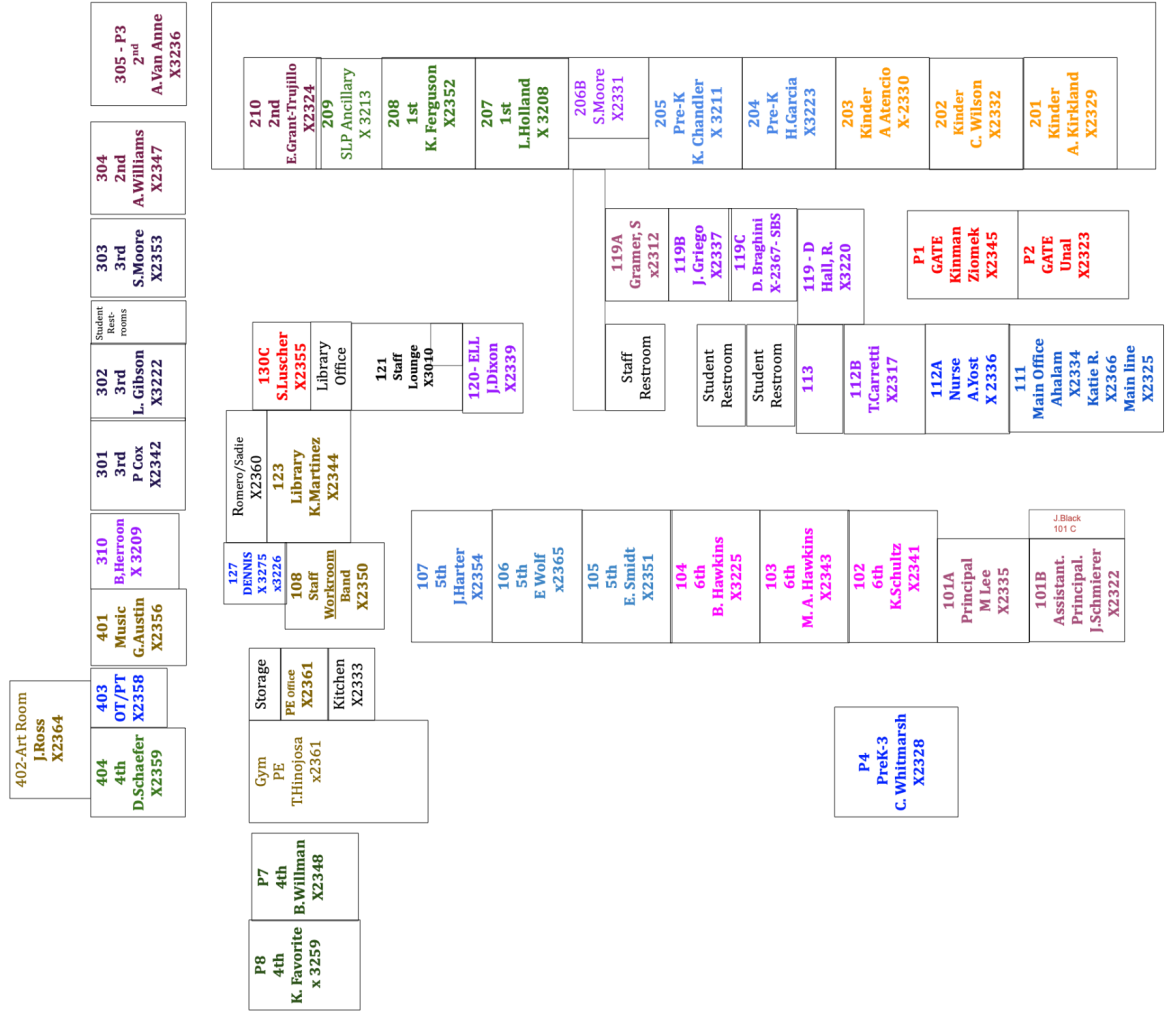
## Orchestra Schedule

|          |                                                |
|----------|------------------------------------------------|
| Teacher: | Michelle Rosette                               |
| Monday   | 7:30-8:15 5th-6th grade<br>8:20-9:05 4th grade |
| Thursday | 7:30-8:15 4th grade<br>8:20-9:05 5th-6th grade |

## 3rd-6th Grade Choir-

Teacher: Galina Austin

# Mountain School Map 2026 - 2027



## Daily Procedures and Policies

### Staff Hours:

- All teachers will report to work by their respective start time, 7:30, 7:45 or 7:50 a.m. teachers must report by 7:50 in order to be on time for duty.
- End of the day for teachers is 8 hours from start time.
- Morning Duty starts at 7:50am

### Morning Supervision & Breakfast

- Students can arrive at 7:30 if they participate in the Early Bird Club.  
 26-27 Early Bird Club Permission
- Classified staff may be assigned to help with these supervision responsibilities, as needed if helping with club

### Student Arrival:

- Students should not arrive on campus before 7:50 a.m. If they do, they need to be signed up for the Early Bird Club.
- Morning duty starts at 7:50 with student drop off and bus arrival.
- At 7:55 the bell rings to send students to the playground.
- At 8:08 the next bell rings to send kids to their classrooms.
- At 8:10 a bell rings to signal the start of school and parents should be off campus.

### Mountain's Morning Routine Expectations

- Greet students as they arrive
- 8:05 students line up.
- 8:10 bell is the official start of school
- Take attendance by 8:30
- 8:15 Morning Announcements over the intercom
- Have a Morning Meeting, Circle, Calendar or other Welcome Routine

### Attendance:

- Attendance should be reported in Powerschool by 8:30 every morning.
- When students come in after attendance has been taken, ask to see their tardy slip, given by the office. If they have one, this means they checked in at the office and are recorded as present. If the student does not have one, send him/her back to the office to sign-in and get a tardy slip.

- Please forward to the attendance clerk all emails received regarding attendance or absences.
- SUBSTITUTE TEACHERS - they may call the office to report attendance or send a paper copy with a student

### Specials Classes

- Escort your classes to and from Art, Music, PE, and Library (unless you make specific arrangements with the Specials teacher).
- Do your best to arrive ON TIME or before so specials classes can finish on time
- Please assign one student to bring the Specials Point Sheet to and from class during the week.

### Hall Passes

- When sending a student to the office, nurse, or counselor, please send them with a clip/PASS.
- Hall passes help office staff to know that students asked, and were given permission to see the counselor, nurse, principal, or make phone calls.

### Student Bathroom Use

- Teachers are required to use a sign-out system in classrooms so that a record can be viewed, if necessary, of who went to the bathroom and at what time.
- Send students from recess or the lunchroom using a pass.
- Send only one student at a time.

### Dress Code for Staff

School employees are looked upon as role models by both community members and the student population. Therefore, your manner of dress should reflect a professional bearing. While specifics of dress cannot be enforced, staff should MINIMALLY comply by following the dress code required of the students.

### Dress Code for Students (LAPS Board Policy)

Mountain teachers are required to assist with dress code issues. 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 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.

At Mountain, the purpose of the student dress code is to encourage students to come to school prepared, both mentally and physically, for the instructional program. There is a psychological correlation between dress and behavior; when students dress in a more formal or presentable way, they tend to exhibit more respectful and serious behaviors. Expecting students to present themselves with

care is part of a broader culture of high expectations in behavior, academics, and self-respect. To that purpose, student(s) are encouraged to wear comfortable clothing that does not inhibit movement, and is not distracting to themselves or others.

At Mountain the wearing of hats in the building or classrooms during instructional periods is a privilege. Hoodies must be pulled off the head and sunglasses are not allowed inside. They may be worn at recess. Staff have the right to request the removal of hats or sunglasses as they deem appropriate. This is done in the interest of safety, engagement, and connection. Clearly, exceptions can be made for special circumstances.

### Nurse Visit Guidelines

Most non-urgent complaints can be handled in the classroom. As always, use your judgment about sending students to the office to see the nurse. Be aware that some students do this as a means of escaping recess, the classroom, or other stressful situations. Students will also turn to specials teachers or Educational Assistants for permission when the teacher has already said no.

*Teachers should never text, call, or otherwise alert a parent to come pick up their child due to illness, nor should students be allowed to text or call home. Please allow the nurse to do this as there are procedures that must be followed and recorded.*

### Assemblies

The principal or other designated school representative will open and close each assembly, introduce speakers or performers and remind everyone of the behavior expectations.

- Go over  Mountain ASSEMBLY EXPECTATIONS and seating order with your class before the assembly.
- Seat your class in grade level order with 6th grade in the back and kindergarten or preschool in front.
- Unless it occurs during planning time, teachers should attend assemblies with their class. Adults model appropriate behavior.
- Grading papers, working on the computer, reading memos, etc. model inappropriate audience response.
- Teachers should remain with their class during the performance unless previous arrangements have been made or an emergency arises.
- Please seat students who need constant supervision on the aisles, not the center of the row.

### Musical Performances

- One time a year each grade level will perform in a staged musical.
- Teachers are responsible for working with the music teacher to practice music and speaking parts with students.
- Teachers are responsible for attending all rehearsals, dress rehearsals, and performances

- Teachers will actively assist the music teacher by monitoring student behavior, working the sound or lights, stage managing, script prompting, and/or props, as assigned by the music teacher.

#### Food in the Classroom:

- In order to prevent rodents in classrooms and maintaining classroom cleanliness, teachers are discouraged from allowing students to regularly eat or drink anything but water in class during instructional time except on special events. Food and drink should never be used near laptops or other electronics.
- Birthday treats (not parties), holiday celebrations or classroom rewards involving food may be allowed provided you check with the school nurse regarding possible allergies.
- Cleaning messes due to food is the responsibility of the teacher and students.
- Food in the classroom must be stored in safe, water tight containers so that mice and rodents cannot access them.

#### Supervision of Students

One of the primary responsibilities of teachers is to provide adequate supervision of students under their care. Failure to provide such supervision can constitute negligent conduct. This requires that we be aware of students' activities and movements and the conditions surrounding those activities and movements, and that we warn students of potential dangers.

- Visibility and consistency are essential
- Never leave students unattended in your classroom
- Do not wear headphones or ear buds when you are with students
- Do not place students in the hallway alone
- Students should be escorted to and from Specials
- Ancillary staff should escort students to and from class
-  Playground Zone Map 26/27

#### Recess or Outdoor Duty Tips

- Make sure students are dressed appropriately for the weather
- Please move around through your area. Do not get distracted by conversations with students or staff.
- Do not wear headphones or ear buds while supervising or working with students
- Stop unsafe behaviors and help settle disputes to the best of your ability BEFORE they happen.
- Stay positive and use the moment as an opportunity to teach proper behavior.
- Always have a radio and wear your safety vest for visibility.
- Prepare a duty bag with Think tickets, Green Slips, bathroom and nurse clips, a whistle, and a simple first aid kit.
- Be on time for your assigned duty and be the last one to leave the playground.

- Do not use your cellphone while on recess duty unless it is for checking weather.
- Staff members noticing personnel missing from duty are to notify the office immediately.
- Any suspicious activity on the premises should be reported to the principal immediately.
- Ensure that all playground equipment is brought in off the playground.
- Students may not remain in the classroom unsupervised during recess or during lunch.
- Use the [Supervisory Skills Checklist](#) to make sure you meet the expectations for supervision.
- Talk to an adult on duty if you need help or to report a problem

#### SPECIFIC PLAYGROUND RULES:

All Mountain teachers are responsible for knowing and enforcing these rules at all times.

##### Swings:

- Swing one person at a time, bottom down
- Stand away from the swing area
- Share swing time with those who are waiting (count to 100)

##### Slides:

- Slide down feet first, bottom down, one at a time
- Make sure the front of the slides clear before going down

##### Climbing Equipment:

- Use both hands for climbing
- Save running and tag games for the field
- Keep your feet below your head

##### Fields:

- Enjoy running or ball games
- Play games that are non-contact
- Follow all established game rules

##### Courts:

- Hanging on or pulling nets or ropes causes damage
- Play games that are non-contact
- Return all equipment to the classroom
- Throw balls within bounds, not against walls or on the roof
- Follow all established game rules

#### Inclement Weather Plan

- The office will email or announce over the intercom if recess or lunch is indoors. There will be an inclement tab to the duty schedule.
- Teachers will stay in class to supervise students during recess - EAs will try to get around to give you a short bathroom break

- Avoid using computers as a “free time” activity - this is an opportunity for bad choices!
- If outside when bad weather hits, the bell will ring and students should report directly to the classrooms.
- Feels like 20 degrees or lower indicates indoor recess as does blowing rain or snow.

#### Classroom expectations during the Pledge of Allegiance

The pledge of Allegiance will be led by different classrooms each day at the beginning of the school day. Please reinforce respectful behavior by stopping all classroom tasks, standing, and reciting the Pledge. Students/Staff are allowed to be conscientious objectors and remain quiet and seated. However, they should still show respect for their peers who do not object.

#### Accidents to Students and Staff

In the event of a serious injury or accident, either telephone, radio, or send a student or another staff member to the office immediately to notify the principal, school nurse, or secretary. Never move a child that has been hurt or injured. Let the staff come to them. Reassure the injured person and others around that everything will be okay. Have observers moved away. Never leave a hurt or injured person unattended.

#### Students' Personal Belongings

Mountain teachers are expected to enforce our no-toys-from-home policy, unless for show 'n tell or special occasions.

##### The STAY (at home) List

- Toys, Stuffedies, Fidgets
- Games (Pokemon Cards)
- Money
- Cell phones or electronics
- Make up, body sprays, sunscreen, lotions, etc.
- Toy weapons
- Food or drink (other than water)

##### The OKAY List

- Books from home
- Money for book fair
- Chapstick
- Sunglasses/hats for outside
- Cell phones (turned off) for afterschool
- Snacks for recess, food for lunch
- Water bottle for WATER ONLY
- Items for Show 'n tell or dress-up events

If personal items come to school, tell students to put them away in their backpacks. Any cell phone or electronic device found in use during school hours should be confiscated and given to the principal.

#### Pets/Animals in the Classroom

Check with the principal and/or the nurse before allowing animals into the classroom, as a class pet or a visitor, so we can check for allergies or other health concerns. Any child bitten or scratched by an animal must be sent to the nurse immediately. Experienced speakers using reasonable precautions may be allowed to make presentations with their animals. Service animals may be used in school settings.

#### Student Dismissal Duty

- Staff on dismissal duty/crosswalk will be outside by 2:30 (1:30 on Fridays) to monitor parent arrival
- At 2:35 preschool, kinder, and ILP will walk classes outside.
- All students dismiss at the bell - do not allow your students to exit your room before that time
- All staff will follow students out of the classroom to ensure they are behaving
- YMCA meets in the gym -staff must walk them in
- ACT bus riders meet outside in front of school.

## Professional Expectations

#### Staff Attendance

We use [TimeClock Plus](#) to keep a record of work hours. Please record your contracted hours (8 hr) each day that you are in attendance, deleting daily hours if you request leave or are absent.

Use TCP to request LEAVE for days you will be out and be sure to indicate the need for a substitute.

#### Duty Coverage

It is your responsibility to arrange for coverage of your duties when you are absent.

#### Sign-Out

Please notify the office staff if/when you are leaving the building during work hours and/or sign-out in the notebook in the main office. This is a courtesy which allows office personnel and other staff members to know where you are in the event of a drill or other emergency.

#### Absences:

- If you are planning on taking a day off and you know in advance, please fill out a leave request/sub request in TimeClockPlus at least a week in advance. Please try to get coverage for your duties.
- It is in your best interest to secure a sub before putting in for leave, when possible. Otherwise the secretary will work with administration
- If you have an emergency that requires a sub with little to no warning, please contact the secretary/administration immediately.

#### Requesting a Substitute

Teachers are responsible for submitting a request for a substitute using TimeClockPlus. Please check the status of your request before your absence as you may need to make direct phone calls. If you have already spoken to and confirmed with a specific substitute, you must still enter that person's name on TCP. See Ahalam for help.

- Attend scheduled faculty meetings and district-wide departmental meetings as part of the work assignment.
- Absences of 5 or more days and Professional Leave must be approved by the principal before entering in TCP
- Please avoid Friday absences if possible
- Attend professional development sessions as planned by the district or site administration

### Substitute Plans and Sub Folders

Sub Plans must be made available for prearranged absences.

Please include, minimally:

- Step by step subject area lesson plans with page numbers, workbooks, teacher manuals and worksheets prepared in advance
- A schedule for the day including your duty responsibilities
- Class lists and seating charts
- Class procedures & rules, plus Mountain Expectations Flipdeck
  - Arrival Procedures
  - Recess, Lunch
  - Dismissal Procedures
- Classroom Management Plan
- Pull-out schedule with names of (and times) that students leave your room for support services.
- Emergency Drill binder and red safety bag

It is recommended that you provide a substitute folder or a Sub Tub. Several days of emergency lesson plans should be available in the event of sudden extended absence.

### Badges, School Keys, Technology

- Staff members should wear their badges during the day, and have their classroom/school keys with them at all times.
- The wearing of badges is specifically required per PED guidelines and is noted in the Mountain Safe Schools Plan.
- All outside/exterior doors should remain locked at all times during the school day, hence the need to carry your keys.
- Wear your safety vest when on duty during the day

### Teacher Lesson Plans

Lesson Plans can be reviewed periodically by administration and should always be readily available. Please be sure to have lesson plans ready when requested.

Lesson plans are required as part of your professional duties and will be collected at the end of the school year. The use of [LessonPlan.Com](https://www.lessonplan.com) is highly

recommended as it allows the principal to easily review your plans, and print lesson plans for a substitute teacher. It is purchased by the district and available for all teaching staff. It also allows you to easily tag the standards.

Lesson plans should include, minimally

- Main Standard(s) addressed - Know and use your standards: [NM Core Standards](#) for all subjects
- Learning Target(s) of lesson
- Brief bulleted outline of lesson, including name of textbook, page or lesson number, sections or problem numbers, worksheets or brief description of an activity
- Assessment or Accountability towards learning: Exit ticket, white board check, classwork, homework, test

Lesson plans books must be stored and saved for seven years at the end of each school year, and is a legal record of your teaching.

### Fidelity to the Curriculum

All teachers will utilize all LAPS adopted curriculum, in all subject areas, as the main resource for teaching.

### Teacher & Staff Evaluations

All classroom teachers will be evaluated using the ELEVATE NM standards. The platform to access the system is *Canvas*, which is a Learning Management System (LMS). The principal will provide dates for each element and training will be provided. Educational assistants will be assessed using district forms created for this purpose.

### 26-27 Elevate NM Components

#### Required Components

- Teacher Self-Reflection due by end of August
- Beginning-of-Year Professional Development Plan (BOY PDP) by 6th week of school
- Walkthroughs - two minimum (*Admin may choose to conduct additional walkthroughs.*)
- Observation - Level 1 (1-5 years) two minimum and Level 2 & 3 one minimum. (*Admin may provide additional support as needed.*)
- Post Observation Reflection for each Formal Observation
- Middle-of-Year PDP Reflection (MOY) due in January
- Domain 1 - Lesson Plans due usually in March/April
- Domain 4 - Professionalism due usually in March/April
- End-of-Year Professional Development Plan (EOY PDP)

### Gradebooks

The district uses PowerSchool to record student attendance and progress. Your gradebook is an important, legal record that documents your students' progress

during the year. As such, each staff member will update information in PowerTeacherPro weekly or at the end of any unit of study.

- Grades MUST be entered in a timely manner and in advance of parent-teacher conferences and end of semester report cards.
- Upper grades (3-6) should try to enter 2 math, 2 ELA, 1 Social Studies and 1 Science grade weekly/biweekly.
- Primary teachers should enter standards grades at the end of units of study, minimally, but also as needed after assessments, testing, and so forth.

### Assignment Notebooks & Assignment Boards

Use Assignment Notebooks / Agendas with students in grades 2-6 is required. Maintain an Assignment Board that is clearly visible in your classroom.

### Basic Homework Guidelines for Elementary School

Los Alamos Public Schools believes in the importance of family time, that students should have enough time to play, and in allowing students time to develop their learning. We believe these guidelines will support both social and academic development.

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

- Daily home reading with a parent is strongly recommended in order to build a strong reading foundation. 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, 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.

#### Additional Information

- If a child is spending more than the recommended time on homework, the parent or student can write a note on the paper where they stopped when the time was up. We encourage the parent to contact the teacher if they feel the homework is taking longer than the expected amount of time on a regular basis. Teachers may also contact the parents if a student is consistently unable to complete the expected homework so that a plan can be developed to help the student and to address individual needs.
- A teacher may provide additional targeted homework to help strengthen areas of low academic performance.
- Los Alamos Public Schools provides online resources and suggestions for those parents and students who would like more resources for additional practice. Please check with your child's teacher and school website for more information.

#### Field Trips

Field trips must be related to the course of study and have direct association with instructional goals.

The following procedure will be utilized when arranging field trips (Board policy 5139R/6152R):

1. Complete and submit to the principal [Field Trip Request Form](#) before you do anything else
2. Work with the secretary to secure bussing
3. Work with the PTO to discuss bus funding
4. Let the secretary know if you need to order sack lunches for students
5. When approved - calendar your field trip to Mountain Staff Calendar
6. Prepare, send home, and collect a [Parent Permission Form](#) from each student prior to the scheduled trip.
7. Teacher and chaperones must ride the bus to and from the event
8. Teacher needs to check with Special Education case managers to make sure students with IEP's are covered.
9. Chaperones may NOT bring younger children with them
10. Chaperones MUST be background checked by the district
11. Any parent or guardian who wishes to transport their child to or from a school-sponsored trip must complete a [Parent Request for Permission to Transport](#) form and submit to the Principal at least five days prior to the trip.
12. Students and chaperones are required to comply with all school and district-wide rules and regulations while under the supervision of staff.

13. Students with special medical needs should have a parent in attendance.

### Planning Special Events

Please notify office staff in advance if planning a special event that involves extra parking or a large number of visitors at once. Check the Mountain Staff calendar for conflicts, especially regarding use of the gym. Notify the office and the head custodian of any special needs such as chair set up, projector and screen, or sound system. Post the event on Google calendar.

### General Supply Money

- Classroom teachers are provided with \$150.00 for general classroom supplies.
- You must obtain a purchase order approved by the district BEFORE you can spend this money. Do not purchase first, and request reimbursement afterwards.
- Mountain's PTA allocates \$300.00 for general classroom purposes. You may purchase first and apply for reimbursement, or you may request that they pay by check. For questions email <officers@mountainpta.org>
- After you spend this initial amount, you can request for a grant here.

 [PTA+Grant+Request+Form.pdf](#)

### Collecting Money or Fees / Fundraising

Remember, public education must remain in all capacities, FREE. At no point will the public be given the impression that their child must pay to participate. Money collected by school employees in the capacity of their employment is deemed to be public money by state law. Therefore the receipt of and accountability of this money is REQUIRED.

- You must provide a written receipt for any cash received
- A photocopy the front and back of any checks received
- Money must NOT be kept in classrooms overnight, and needs to be deposited within 24 hours or stored in the office.
- Monetary gains from such events must be turned in on the same day as the event
- Sponsoring staff must fill out a receipt form and count the money in the presence of the secretary.
- All money shall be deposited into the 23000 account and sponsoring staff must obtain a purchase order to use these funds.

### Playground Equipment

Students may bring APPROVED playground balls to school at their own risk.

Not Allowed:

- Baseball/Softball equipment (except Nerf or foam options)
- Field Hockey equipment
- Footballs are allowed but only tag or flag games are permitted

### Care of the Classroom

Classroom care is the responsibility of the classroom teacher. Please use materials that may stain or damage the classroom (carpet, desks etc.) with extreme caution. Let the office know immediately if a spill does occur so it can be treated right away before the stain sets too long. Do not pour paint, wax, oils, food, etc, down the sinks, as they will likely clog the drain.

Encourage students to clean up marker/pencil marks, tape, and glue from tables and desk tops. Do not allow students to eat in the classroom except for special occasions and make sure they clean up after themselves. At the end of the day student chairs should be placed on desk tops and items such as paper, pencils, scraps of paper, and or other supplies should be picked up off the floor to allow for vacuuming.

### Classroom and School Security

Store your personal items with care, in a locked closet or cabinet. Classrooms should be locked and windows should be closed when leaving at the end of the day. Set the building alarm if you are leaving after hours or if you are the last one out. Report any cleaning or maintenance needs to the office.

### Staff Lounge Protocol

Although PTA might come in to place items in mailboxes. Relax, eat, laugh! For everyone's comfort keep gossip, negative talk, and religious or political comments out of the lounge. Don't forget about CONFIDENTIALITY - avoid discussing students, parents, or staff in an inappropriate manner. Be extremely cautious about what you write in emails and text messages as they can be IPRA'd ([IPRA: Inspect Public Records Request](#)).

### School Communication

Communicating with staff, sometimes on the spot, is an extremely important aspect of working in a school setting, not only for safety, but for the dissemination of timely information.

- Staff Mailboxes are in the lounge - please check daily. Email is a primary source of communication - please check several times daily.
- Classroom telephones should not be set to mute and should ring loud enough that you can hear the ring. The office uses the phones sparingly to avoid interruptions, but it is the only way to speak privately with a teacher or staff member, to call a student to the office, or to notify the teacher of an early pick-up for a student.
- Radios are in almost all classrooms to be used during duties and drills. Refer to RADIO USE in DAILY PROCEDURES for specifics of proper usage.
- Intercom announcements are also used sparingly, and as needed
- School Messenger - sign up as a parent: [SchoolMessenger](#)

### Staff Children in the Workplace

Unwritten policy allows staff to have their own children with them in the building before or after school hours. Since the district may be held liable for incidents involving employees' children in the workplace, we respectfully ask that you follow

some common-sense rules that allow us to maintain fairness to other students and parents, privacy for staff members, consistency with PBS expectations, and respect for the school environment.

Children should be supervised at all times, especially if they are on the playground, and encouraged to follow school rules while on campus for the sake of safety and consistency. Children should stay out of any other staff-only areas, as a courtesy to other staff members.

### Student Records

Student records and information must be kept confidential as per school board policy. Information received in confidence from a fellow teacher, staff member, administrator, and/or student must be treated in the same confidential manner. Official student folders may be kept overnight in the classroom if locked in a cabinet or closet.

PLEASE SIGN THEM OUT FROM THE OFFICE. Do not place files, folders, report cards, IEPs, test scores, or any personal student information in a location accessible or visible to others.

### Parent Communication

Communicating with parents regarding student progress, expectations, IEPs, special attendance schedules, or health concerns is the direct responsibility of the classroom teacher or case manager. A weekly or monthly newsletter is required of all classroom teachers. Please share a copy with principals.

Educational assistants, interns, and student teachers are never to communicate with parents regarding any of these issues as this is a direct breach of confidentiality. Never encourage or request this of your educational assistants.

### Multi-Layered Systems of Support (MLSS)

MLSS is a state mandated intervention framework that guides educators to intervene quickly when students need additional support. MLSS can address learning loss and provide academic and behavioral support for students and includes all staff participating as a team to meet student needs.

- 1) Our school uses a Student Assistance Team (SAT) to identify and address needs of preschool-6th grade students across all school structures and layers.
- 2) We have a coordinated system and protocol for *data*-informed (evidence-based) decision making processes to guide instruction and intervention. The guidance counselor has specific paperwork that must be completed in order to move students through the 3 layers of support.
- 3)  SAT\_Quick\_Overview\_Poster  Teacher CHECKLIST TO BEGIN SAT/MLSS PROCESS  SAT2MLSS
- 4) We will increase opportunities to foster intentional team teaching to

support effective instruction through mixed and flexible groupings of students. This includes the involvement of SPED and GATE teachers as needed.

#### Student Assistance Team /CARE team

When a student shows signs of needing some type of special help, the student may be referred to the building Student Assistance Team (SAT)/CARE team. **CARE team request <https://forms.gle/iBd4sSUM4KmJQYyL7>** The SAT is made up of the principal, counselor, teachers and other personnel as needed. The student may be referred to the SST by the school staff, a parent, or through self-referral. Parents or students who wish to make a referral to the Student Support Team may contact the classroom teacher, the counselor or the principal.

The SAT reviews the student's records and other information, recommends general education MLSS strategies and support, and develops a time-line 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 SST 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 SST 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.

#### IEP Accommodations

Some special education or 504 students may need certain provisions for accommodation or modifications during the school day to to disability. This information is available in the student's IEP or 504 plan, and is also visible on PowerSchool. It is the teacher's responsibility to see that these modifications are provided for during the school day.

#### Reporting Child Abuse

It is the legal responsibility of all school employees to report suspicion and/or instances of child abuse or neglect to the Children, Youth, and Families Department or to the police. Failure to do so is a misdemeanor. School personnel need NOT verify that a child has actually been abused or neglected.

## Student Behavior and Expectations

- Mountain's school rules are:
  - Be Safe
  - Be Responsible
  - Be Respectful

- Mountain's Vision Statement is
  - 100% of Mountain Elementary students will succeed in learning.

## STUDENT RIGHTS

Mountain students have the right to:

- Feel emotionally, physically, and intellectually safe while at school
- Manage their personal space and property
- Ensure that their educational needs are met
- Be treated fairly and courteously by everyone in the Mountain School community
- STUDENT RESPONSIBILITIES

Mountain students are expected to:

## BE SAFE

- Students will follow all class and school rules, procedures, and protocols
- Students will use all materials, texts, and equipment correctly and with care
- Students will behave in ways that make others feel safe in school

## BE RESPONSIBLE

- Students will follow directions the first time they are given
- Students will bring to school all required books, supplies, and materials daily
- Students will work carefully, completely, and to the best of their ability

## BE RESPECTFUL

- Students will behave in ways that support effective teaching and learning
- Students will honor the personal space, property, and materials of others
- Students will treat each person in the Mountain School community with respect

## Positive Behavior Support

In effort to ensure a positive school climate and provide a safe and effective learning environment, Mountain uses a school-wide Positive Behavior Support (PBS)/CHAMPS program. This learning based approach helps us systematically teach and recognize appropriate behaviors. Additionally, it guides us in measures to correct undesired behaviors.

For more information, visit these websites: [Center on PBIS](#) and [PBIS World](#). Mountain Elementary School also follows [Safe & Civil Schools](#)™ part of our district's commitment to positive classroom and school culture, and continuous improvement of school processes and procedures.

## Positive Motivation

Mountain staff recognize that student motivation is necessary for success in learning and that teachers are in the perfect position to improve student motivation. Here are some strategies that we use in the classroom to help motivate students:

1. Promote growth mindset over fixed mindset.
2. Develop meaningful and respectful relationships with students.
3. Grow a community of learners in the classroom.
4. Establish high expectations and establish clear goals.
5. Reward behavior above and beyond our expectations!

Recognition: You can recognize students that are displaying good behavior through a Green Slip. Please take time to “catch students doing good” in various settings throughout the school. The Green Slips are turned into the Office and are celebrated once a week at lunch, where they receive a small prize. Your participation in handing out “green slips” helps cultivate positive behaviors throughout Mountain.

Think Sheet: A Think Sheet is designed to help a student think about their behavior and plan alternative solutions to solve the problem in the future. A student may be asked to fill out a Think Sheet when removal from a situation and further intervention is warranted. Mountain uses this

 Mountain Connect/Reflect Think Sheet to work with a student when sorting out the choices they made, the possible consequences, and how to make amends.

### Discipline

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. Mountain staff use a Think Sheet for this purpose, as a means of recording and reporting Level 2 behavior issues. This sheet serves as a data point, as well as notification to the student’s teacher.

It is the teacher’s responsibility to notify parents of each issue as it occurs. When deemed necessary and appropriate, the principal or counselor will then schedule a parent conference to review the issues and make a plan.

### Specific Levels of Student Behavior

#### Level 1

Level 1 behaviors, *unless persistent and dangerous*, will be addressed by the staff member in the moment, or soonest possible moment. A staff member who observes a Level 1 infraction corrects the student at the time and in the setting where it occurred. No Yellow Card is required but teacher documentation and parent contact is suggested. An email home is great documentation.

- Name calling
- Use of bad language, including racial slurs
- Arguing or minor fighting with no physical contact
- Instigating fighting among others
- Being disrespectful to adults or other students
- Congregating for inappropriate conduct
- Inappropriate clothing (revealing/not dress code)
- Running in hallways or other areas other than assigned play areas
- Instigating or spreading rumors

- Taking others' belongings
- Making a mess in the bathroom
- Not following directions
- Talking too much in class/disruptive
- Not completing assigned work
- Breaks classroom material
- Refusal to work (unless combative)

### Level 2

Level 2 behaviors are any *chronic or repeated* Level 1 behaviors. These don't *require* administrative involvement but do require documentation.

A staff member who observes a Level 2 infraction will:

- Assign a consequence (apology) or use a [Connect & Reflect form](#)
- Complete a Yellow Card or a [Connect & Correct card](#)
- Give the Yellow Card to the homeroom teacher. The teacher will notify parents

### Level 3

The following are examples of behaviors that are considered major offenses and will result in immediate administrative intervention:

- Improper touching or verbal harassment (sexual)
- Threats of bodily harm, harm to self, harm to school
- Major fighting (thrown punches or kicks)
- Drugs, alcohol, smoking
- Verbal assault, aggressive defiance
- Defacing school property
- Weapon on campus
- Severe harassing or bullying
- Racial, religious, or sexual harassment or offensive comments

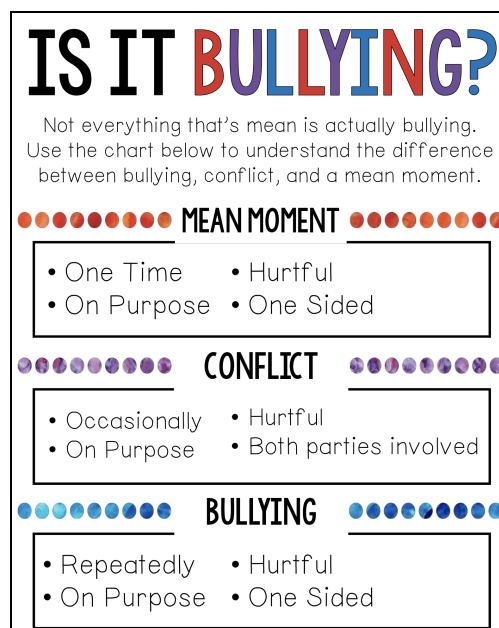
A staff member who observes a Level 3 infraction sends the student to the office or calls for help to remove the student, then completes a yellow card and email parents.

### Our Message About Bullying

The district defines bullying as any unwanted behaviors that are repeated, intentional, and meant to inflict harm.

- Physical such as hitting, kicking, and tripping
- Verbal including name-calling and teasing
- Relational/social such as spreading rumors and leaving out of the group
- Damage or theft to property of the victim

We encourage all staff to actively discuss with students any accusations of bullying before



reporting it. It is important to teach students to specifically describe the behavior that occurred and try to identify the intention.

Using the “Is It Bullying?” chart adults can quickly help students to learn the difference and know how to respond. When possible, get all parties involved together for a face-to-face (private) discussion as this is the best way to expect an honest discussion.

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

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 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.

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. 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*

#### Student Searches and Seizures

All school property, including, but not limited to, lockers, school buses, and school grounds are subject to search by school administration. 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.

## Safe School Protocols

### Classroom Safety

It is the responsibility of the teacher and assigned staff to ensure that the classroom is arranged and maintained for safety. Use the following checklist to make sure your room is in compliance and would pass inspection by the state or local fire marshall.

[Classroom Safety Checklist](#)

### Release of Students

Individuals who are picking up students, before the end of the school day, must first sign them out from the office. Never release a child from your classroom unless the office has called and approved the release. Under no circumstances is a child to be released to an individual not listed as an emergency contact. Students are not permitted to wait outside of the building for their parents during the school day.

### Intercoms and Classroom Phones

Our intercom system is for whole-school announcements and can also be used to call into individual rooms. Office staff will also use your classroom phones.

- *DO NOT MUTE YOUR CLASSROOM PHONE.* Adjust the volume and ringtone so that you can hear it when it rings, even if the classroom is loud.
- Students should not be allowed to answer your classroom phone.
- Office staff will make every effort to limit intercom announcements and phone calls during the school day, when possible.

### Radio Usage and Communication Guidelines

Hand-held radios are used to conduct school district business and communicate during critical incidents or emergencies on campus. The hand-held radio should always be evacuated with staff during emergency drills and actual emergency events. If the building is unsafe to enter, the radio gives the school the means to contact another location.

#### Guidelines for charging radios:

- ☐ Take the radio off the battery charger each day.
- ☐ Turn the radio on at the beginning of the day.
- ☐ Turn the radio off and place the radio correctly in the battery charger at the end of the day.
- ☐ Do not leave the radio ON while in the battery charger, as this will ruin the battery.

#### Guidelines for usage:

- ☐ Hold the microphone portion of the radio approximately one inch from your lips and slightly to one side to avoid blowing air directly into the microphone when speaking.
- ☐ Press the PTT (push-to-talk) button on the side of the radio, wait for about two seconds. You will keep transmitting as long as you keep your finger on the button.
- ☐ Speak in a normal voice, do not shout or yell into the microphone; it will cause a distorted signal.
- ☐ Identify yourself or your location at the beginning of each transmission, ie. "Upper playground to office"
- ☐ All radio traffic should be short, concise, calm, and impersonal.
- ☐ Communicate only essential information over the radio, avoiding student names and injury details
- ☐ Do not use it to convey personal messages, jokes, or use inflammatory or vulgar language.
- ☐ Release the PTT (push-to-talk) button on the side of the radio to receive.
- ☐ Adjust volume level that allows you to hear the transmission.
- ☐ If you find yourself alone on the playground, please radio the office.

### Bad Weather

The Superintendent of Schools determines when the bad weather day plan is in effect. The announcement of a bad weather day will be broadcast on several radio stations including KRSN, and on television stations KOB-4, KOAT-7, and KRQE-13. You may also call the school district's information line for a recorded announcement (663-2223).

#### Snow Days:

Staff will not be required to report to work on those days when there is no school for the entire day. If school is called off completely, generally, all before and after school activities are canceled.

#### Delayed Opening:

On days of deep snow or exceptionally bad weather, schools may choose to follow a 2 hour delay plan. Staff should arrive at school two hours later than usual. Bus pickups will then be one or two hours later but morning 3Y preschool will be canceled. No breakfast service will be provided on delays. Before school activities will be canceled:

- Band, orchestra, or choir
- Morning running or enrichment clubs
- Early Bird Club

### Early Release

On rare occasions, school will be dismissed early because of unusually heavy snowfall or other emergency situations. This decision is made by staff in Los Alamos Schools Central Office in collaboration with LANL staff and Los Alamos County staff. When this occurs, there will be radio messages to inform parents of the decision. Staff may leave school after the students have been dismissed at the principal's discretion.

### Cold Weather Guidelines

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.

When temperatures fall below 20 degrees including the wind chill, and/or snow is blowing sideways and visibility is difficult, and/or rain is coming down enough to get students wet, and/or lightning is reported striking the ground less than 10 miles away, students are kept indoors. Students will stay in their classrooms. Duty staff, please help the classroom teachers with breaks, etc.

This specific link through [Wunderground.com](http://Wunderground.com) has the most accurate and up-to-the-minute weather conditions for Mountain Elementary School. This station is located near Cañada Way and Barcelona. The office will announce if it is an indoor recess day. If there is no announcement - send the kids out for some fresh air! [Cold Weather Guidelines & Outdoor Play](#)

### Severe Allergies at School

This is district policy for students with severe allergies to foods such as peanuts/tree nuts, milk, eggs, etc.

- Teacher will send out an email and hardcopy to all students in the classroom, alerting families that there is a student with a severe food allergy. The teacher will name the foods and ask that none of these items be brought into the classroom.
- If anyone is uncertain about an item, DO NOT distribute it to the class. Call/radio the Nurse and or Principal.
- Should a reaction take place, the Nurse is to be contacted immediately, with the child's name, so that the Epi-Pen and Benadryl can be taken to the classroom. If the Epi-Pen is used, 911 will be called immediately.

#### Lunchroom Procedures:

- If there is a table set aside for students with food allergies, only students with documented severe food allergies can sit at that table.
- One guest is allowed provided they do not have food that may cause a reaction.

#### Parent and Student responsibilities:

- A student with a severe food allergies must bring in their own foods for snacks and lunch.
- The student must not take food items from any other student.
- Any changes in the student's status must be directly communicated and documented to the teacher, nurse and principal.

#### Safe Schools Plan

LAPS uses [STANDARD RESPONSE PROTOCOLS](#) that help the school and district coordinate communication so that everyone gets the same message. LAPS uses a system that groups various types of emergencies into four main headings: Lockout, Lockdown, Evacuation and Shelter. We also have a Critical Incident Response Plan that follows the district's Good Grief Model. A Critical Incident, for example, might be the death or injury of a staff member or student in the district. Our plan helps the district coordinate communication so that everyone gets the same message.

- |                     |                                                             |
|---------------------|-------------------------------------------------------------|
| • HOLD              | "HOLD in your classroom or Area - Clear the Halls"          |
| • SECURE (Lock Out) | "SECURE the perimeter - Get Inside - Lock outside doors"    |
| • LOCKDOWN          | "LOCKDOWN - Locks, Lights, Out of Sight"                    |
| • FIRE DRILL        | "EVACUATE to ...(location)..." or the fire alarm will sound |
| • SHELTER           | "Shelter in Place due to hazard (in location)...."          |
| • BOMB-THREAT       | Touch nothing - send a note to the office                   |

[Emergency drill requirements](#) have been established per Senate Bill 147 (SB147): An emergency drill shall be conducted in each public and private school once a

week during the first four weeks of the school year, plus four additional drill during the remainder of the school year.

- Every classroom will be equipped with a red Grab 'n Go bag to be used for any emergency drill. It should contain your yellow safety vest, class lists, a safety folder with instructions for how to handle various safety drills, evacuation map, and this special attendance form which will be collected during the drill: [Drill Attendance Sheet](#)
- An evacuation map and a Standard Response Protocol poster should be posted on your wall near the red safety bag. [Standard Response Poster](#) - PLEASE POST IN YOUR ROOM
- These procedures are generally reviewed at the beginning of the school year, however, it is your responsibility to know what the procedures are for each drill.
- Almost all classrooms are equipped with a radio to be used during duties and drills. Refer to [RADIO USE in DAILY PROCEDURES](#) for specifics of proper usage. If you have one in your room, always take it with you during a drill. If you don't have one, bringing along your cell phone is recommended.
- Each building will contain a Shelter-in-Place Kit, which has food and water needed in the event that we are asked to shelter-in-place for an extended period.
- All outside/exterior doors should remain locked and closed at all times during the school day - do not wedge open doors.

*PLAN AND PRACTICE A FIRE DRILL DURING THE FIRST DAY OF SCHOOL. We will have a fire drill during the first week of school.*

## Parents and Volunteers

### Visitors and Parent Volunteers

Visitors/parents are welcome on campus with prior approval and the completion of a Confidentiality Form. Classroom volunteers and chaperones must obtain a background check and be badged through the Human Resources Office.

- All visitors must report to the office to sign-in
- Parents should not pick up other children (neighbors) without a written note from the parent.
- Parents wanting to visit a classroom or dropping off lunch, snacks or other items for the class, must check with the office. Prior arrangements for classroom visits are required.
- Guest speakers do not require BACKGROUND CHECKS but must sign in
- Do not allow parents drop-ins for any reason with reporting first to the office
- Make sure all visitors have a LAPS badge or a Visitor Badge from the office. If not, please politely but firmly redirect them to the office so that they can sign-in and get a badge.

### Parent-Teacher-Organization (PTA)

PTA serves as a support group for Mountain School students and parents. The PTA buys supplies and equipment that benefit students at the school, arranges parent picnic days, sponsors special school activities, and provides scholarships for graduating seniors who attended Mountain. The PTA Board also serves as a parent advisory team (PAT or Site Council) to discuss school and educational issues. Periodic evening programs of common interest to parents and teachers may also be scheduled by PTA. Membership: All parents and teachers of current Mountain students are encouraged to attend PTA meetings.

### Parent/Student Privacy

Student work may be posted, provided that comments, grades, etc. are not visible. Exchanging papers for grading, though allowed, should be done so with caution. Public disclosure of grades or having students “call out their scores” will not be allowed. Comments regarding individual accomplishments/needs for improvement shall be conducted in private with the students.

All students are to be treated with dignity and respect. Students are never to be placed in halls or corners, or embarrassed in front of their classmates. Concerns regarding students should be dealt with professionally on a “one to one” basis. Students are to be spoken of only at school and only with someone who has a “need to know.”

Information regarding parents or students such as addresses, telephone numbers, places of employment, and birth dates cannot be given to other parents, without prior permission. Concerns regarding parents should be dealt with in a professional manner and only with appropriate staff and/or the principal. Please do not discuss parents or students in the lounge, hallways or outside of a professional context. When discussing or referring to a student in written communication, use initials to preserve privacy. Be extremely cautious about what you write in emails and text messages as they can be IPRA'd ([IPRA: Inspect Public Records Request](#)).

### Classroom Observations by Parents

Parents of current students are welcomed to observe classrooms. Parents wishing to observe classrooms will be asked to make arrangements through the principal. The principal will confirm a date and time with you before confirming with the parent. When observing in a classroom, parents or adult visitors are to:

1. Stay for no longer than a reasonable amount of time
2. Not interact with the students or teacher
3. Not interrupt instruction
4. Not take pictures/video or take artifacts

### Communicating With Parents

Teachers are required to send out (minimally) a monthly newsletter to parents. Please cc the principals on your newsletters.

Communication regarding behavior, grades, class events, or any other day to day necessities should be maintained with consistency and recorded in a log. Use of email is recommended because emails are automatically saved to the district server.

Educational assistants should not speak to parents about student progress in the classroom, nor any other classroom issue. Any IA who receives a query from a parent or family member should refer that person to the classroom teacher.

#### Adult Behavior at School

Los Alamos Public Schools Policy 4002 governs the behavior of all employees, parents, and other members of the public while at school. The philosophy of the board is that adults must serve as positive role models for students. As such, volatile, hostile, or aggressive communications or actions are prohibited at school. The principal, other district administrator, or the principal's designee has the authority to direct any persons exhibiting behaviors that violate this policy to leave the school or school district premises. If a direction to leave the school is refused, the assistance of law enforcement will be sought.

#### Sexual Harassment

Sexual harassment of or by any student, employee, volunteer or non-employee who conducts business with the school district is prohibited both during school and at school sponsored activities as per School Board Policy 4071.

#### Alcohol, Tobacco, and Other Drug Use

Use of alcohol and other drugs, including manufacturing, possessing, being under the influence of, selling, dispensing in any way, and/or transporting alcohol/drugs is prohibited on school property, at school sponsored activities, or in school vehicles. Any suspected violation of this policy should be reported to the school principal or other school administrator. (School Board Policy 5129)

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. (School Board Policy 5128)

#### Weapons in School

No person 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 person 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. (School Board Policy 5154)

DISCLAIMER: Kitchen utensils needed for classroom use, such as knives and forks, do not fall under this policy. Be sure to store them safely away from students.

## Technology & Media

### District Ethical Use of Technology (6144R)

Los Alamos Public Schools is dedicated to the use of technology for educational purposes in the classroom. Technology allows teachers to enhance and extend the curricula in ways not possible with other media, and prepares students with college and career readiness.

In order to fully comply with the federal Children's Internet Protection Act, the school district uses various filtering and monitoring devices and techniques. It is also the teacher's responsibility to monitor student usage during school hours, however, no system is 100% foolproof. While the district takes reasonable steps to restrict access to potentially objectionable material, it is impossible to guarantee that such events will not occur. Teachers are provided access to *Go Guardian*™ in order to supervise all students while they are using technology.

### Basic Guidelines with Students

Students cannot use their devices until they have turned in a signed LAPS User Agreement Form:

LAPS Technology User Agreement-[K-2nd Grade Form](#)

LAPS Technology User Agreement-[3rd-6th Grade](#)

- Teachers must be on Go Guardian when students are using their devices.
- Teachers may NOT assign online work for substitute teachers.
- Students grades 1-6 should only be using the device that is assigned to them. This includes while at specials, GATE, or special education classes.
- Students should inspect devices for any damages or missing keys and let the teacher know who in turn will need to let the site tech know.
- At the end of each school day double check that students reconnected charging adapters so that the device charges overnight. This is an important classroom routine.
- Remind students that computers are learning tools and not toys.
- No food or drink is allowed near the computer while in use.
- Do not assign Chromebooks/iPads as "free time" choices. These are tools, not toys.
- Whenever your students are on a device, you or another adult in the room MUST monitor them via Go Guardian. Circulate the room as much as possible.
- Printing: Local printers are for emergency copies ONLY, not for mass printing.

- Students are not allowed to print ANYTHING unless you have assigned it, given permission, and it cannot otherwise be assigned online using Google Classroom.
- Color Printing: It is expensive - one special project, per student, per semester. Do not use the color printer to print out large documents, manuals, TPT workbooks, or anything else that does not absolutely require color.
- Remember - not everything needs to be printed. We have Google Classroom for this purpose.

New rules for connecting staff personal devices to LAPS wireless - staff will be required to have both of the following in place in order to gain access to our WiFi on their personal devices:

- Your device must be used for MFA (requires the Gmail app or the ability to receive texts).
- Your device must have a biometric lock (touch or face) AND a passcode enabled.
- These settings help to ensure that your device is secure from anyone trying to access the contents of your device if it is lost.
- Only phones and tablets will be allowed on the staff personal device WiFi; personal laptops will no longer be permitted on the network for security reasons (there is no way for us to ensure personal laptops are secured against viruses or malware).

#### Employee Electronic Communication Devices (cell phones)

It should be noted that cellphones must not be used if such use prevents or distracts staff from supervisory or instructional duties. Staff may carry and use personal cell phones while at work during the day, and when engaged in the use of apps or software that is applicable to instruction, emergency communications, or task at hand. However, during school hours cellphones should be set to silent or vibrate so as not to disrupt students or other staff.

#### E-mail

The district often delivers official communications via e-mail. As a result, employees of LAPS with e-mail accounts are expected to check their email in a consistent manner during the work day as their schedule permits so that they are aware of important district or site announcements and updates, as well as for fulfilling educational and job oriented tasks.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all e-mail messages sent outside of LAPS become the property of the receiver. All school related email is a public record and subject to disclosure pursuant to the Inspection of Public Records Act, regardless of whether the email is sent or received from the District's email system.

Demonstrate particular care when using the "Reply" and/or the "Reply to All" command during e-mail correspondence to ensure the resulting message is not

delivered to unintended recipients. It is a best practice to include a confidentiality statement in the signature area of e-mail that is communicating confidential or sensitive information.

For your convenience the district has created ALL STAFF email lists (Mountain Staff, Mountain IAs) so that you can communicate with various groups on campus, via email. Use these with caution as putting out all staff emails creates a lot of internet traffic as well as distraction. Also be aware that all-staff emails are visible to all upper administrators within the district.

Please create a confidentiality signature on your laptop. See the site tech for assistance.

*Confidentiality Notice: This email, including all attachments is for the sole use of the intended recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited unless specifically provided under the New Mexico Inspection of Public Records Act. If you are not the intended recipient, please contact the sender and destroy all copies of this message.*

#### Social Media

The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all network systems, as well as authorized third parties' systems, and to monitor and allocate file server space, under direction and guidance of the Superintendent. Passwords and message and browsing history delete functions do not restrict the School District's ability or right to access such communications or information.

Users are responsible for their own behavior when communicating within social media. They will be held accountable for the content of the communications that they state/post on social media locations. Users are responsible for complying with the School District's employee, student, and guest conduct requirements, as well as student and employee handbooks and all School Board policies. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Inappropriate communications may not be included in Users social media communications, duties or posts. Inappropriate communications include, but are not limited to the following:

- confidential, personally identifiable, and sensitive School District information
- about students, employees, and guests,
- child pornography, sexual exploitation, bullying/cyberbullying, inappropriate
- commercialization of childhood experiences,
- defamatory or discriminatory statements and images,
- proprietary information of the School District and/or a School District's vendor,

- infringing upon intellectual property, such as copyright ownership, and
- circumventing technology protection measures
- terroristic threats, illegal items and activities

Users are encouraged to not use their personal computers, devices, services, systems, and networks, including personal social media accounts during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements.

Users may not use the name of the “Los Alamos Public Schools” or its logo or identity in any form in social media, on School District internet pages or websites, on websites not owned or related to the School District, or in forums/discussion boards, to express or imply the official position of the School District.

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience and provides these additional guidelines for your own and our students’ protection.

- Employees must exercise great care in accepting friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects.
- It is the School District’s recommendation that if an employee decides to accept friend or follower requests received from students that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- Any employee-student communications or relationships via social media should be of an appropriate professional nature and must not violate any provisions of the Family Educational Rights and Privacy Act.
- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles.
- Employees are also responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the district any inappropriate communication received from a student.

#### Film/Media/DVD/Streaming Media Use

The use of any media must correspond to lesson plans and the CCSS/New Mexico performance standards. The showing of a Film/Movie/Streaming Media as a reward for classroom behavior should be kept to a minimum and should be included in lesson plans. Only G-rated films are to be shown. PG-rated films require parent permission through a form: [PG-Movie Permission Form](#). Students who do not return a form may not watch a PG-rated movie.

#### Instructional Use of Multimedia

All copyrighted Multimedia are subject to the Federal Copyright Law. The provisions of the law apply to videos purchased or rented by the school or district and home-use rental and purchase videos rented or purchased from a

retail or catalog outlet. The law provides for Fair-Use (section 107 USC 17) and Face-to-Face teaching (Section 110 USC 17) exemptions. Off-air recording is regulated by congressional guidelines.

1. To be exempt from the Copyright Law, a teacher must adhere to the following:
  - Use a copyrighted video in a non-profit educational Institution.
  - Use it in a face-to-face teaching condition; i.e., teacher and pupil must be together.
  - Use a video only when the content is directly related to the topic being taught.
  - Activity must be a teaching activity.
  - Showing must be in a classroom or similar place
  - The video must be a lawfully made copy.
  - Use the video within the first ten (10) consecutive school days after recording and erase or destroy the video forty-five consecutive calendar days after recording.
2. If the conditions for exemption are not met, the teacher MAY:
  - Use the video once for instruction and repeat once for reinforcement or make-up purposes.
  - Make a limited number of copies of off-air recordings for legitimate educational uses.
  - Use only a portion. The portion must be a majority of the work and include the copyright warning at the beginning of the broadcast.
  - Make and save multiple copies of PBS broadcasts for up to 35 school days.
  - Rent a video labeled, "For Home Use Only" and use it in a classroom, by a teacher or student, and "instructors" may include guest speakers if their instructional activities are confined to classroom situations.
3. To be exempt from the copyright law restrictions and to use off-air recordings, the teacher MAY NOT:
  - Rent or purchase and show a video for entertainment, recreation or reward.
  - Show a copyrighted video to the public.
  - Show only a small segment of the video if it alters the original meaning or content.
  - Edit and combine two or more videos.
  - Show a copyrighted work to mixed grades or to large groups.
  - Use a rented video in school if the outlet requires a contract that prohibits its use for school or other purposes, except home viewing.
  - Use a copyrighted video for any purpose other than teaching research or scholarship.
  - Keep an off-air recording for more than 45 days.
  - Use the recording in class later than ten (10) consecutive school days after the broadcast.
  - Rebroadcast by school-wide or district-wide cable or closed circuit TV.

- Record the broadcast more than one time per teacher.
- Record paid Cable TV programs such as HBO, ESPN or Showtime.
- Record and save a broadcast for some future use, if more than ten (10) school days later.
- Charge admission.

### LAPS Web Publishing Guidelines

Student work, photographs and names may be posted on a Los Alamos Public Schools' website using the following guidelines:

- Student work or photographs posted on the district or a school website shall not be identified using the student's name without written parental permission.
- Each site shall maintain a list of students whose parents or guardians have chosen that their child's name, photograph and work shall not be posted on a school website.
- Each site will distribute and collect Permission to Publish forms from parents/guardians on an annual basis through Schoolmint. [LAPS Permission to Publish Form](#)
- The site administrator and site webmaster are responsible for ensuring the names, photographs and work of students whose parents/guardians have "opted out" are not published on a Los Alamos Public Schools' website.
- Only the student's first name will be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- A student's home address, phone number, or email address will not be published on a website.
- In special circumstances with parent-signed release, identifying information can be added.
- Individual photos of students may not be included on the web page.
- Documents must be edited and approved by a teacher, principal, or designated school official before publication on a website.

# Teacher Acknowledgment Page

Teacher Name\_\_\_\_\_

I have read the [Teacher Handbook](#)  
and understand my responsibilities,  
duties, and requirements.

Teacher Signature\_\_\_\_\_

Date\_\_\_\_\_

Due August 15th  
Tear out and give to Admin