

Table of Contents

Mission/Vision Statement	2
School Motto	2
School Goals and Performance Standards	3
General Information and Policies	3
School Day, Staff Absences from Classroom	3
Staff Absences from School, Announcements and Bulletins	4
Cell Phones, Chaperone Duty, Classroom Parties	4
Closed Campus, Copiers, Custodial	4
Discipline, Grievance Procedures, Dept. Heads	5
Dress Code for Teachers, Duty & Supervision	5
Emergency & Disaster Plan, Emergency Packets	6
Employee Conduct, Email and Internet Use, Field Trips	6
Films/Movies, Finance Procedures, Fire Drill/Lock-out	7
Lock Down Alert, Gangs, Grading/Student Progress, Guest Speaker	8
Homework, Honors Classes, Keys	9
Lesson Plans, Make-up work, Mailboxes & Email	9
Next-Step Plans, PD, Release of Students	10
School/Community Relations, School Supplies	10
Searches, Sectarian Views, Sensitive Instructional Materials	11
Snack/Vending Machines, SPED, Student info., Substitute Teachers	11
Telephones/Electronic Devices, Textbooks	12
Transportation of Students, Transportation Requests	12
Use of School Facility by Community, Volunteers, Withdrawals	12
Work Habits, Respect, Safety, Compulsory Attendance, Truancy	13
Requirements for Enrollment, Volunteer Clearance, FERPA	14
Custodial Rights of Parents, Release of Students	14
Internet Use, Grading & Reporting, RTI, Guidance & Counseling	15
Student Dress, Gang Activities, Harassment, Intimidation, Bullying	16
Predator Awareness/Grooming, Student Interrogations	17
Search and Arrest, Suspension	17
Health Service Policies, Immunizations, Health Curriculum	18
School Advisory Council, Visitor Policy, Megan's Law	18
Building Use, Safety	19

Las Montañas Charter High School

Mission Statement

The mission, of Las Montañas Charter High School, is to develop the academic potential and personal character of each student; by engaging and valuing the student, family and community partnerships. LMCHS students will work to prepare and meet the challenge of a post secondary or workforce environment for a global diverse society.

Vision Statement

Our vision is to provide a happy, caring and stimulating environment where students will recognize and achieve their fullest potential, so that they can make their best contribution to society.

School Motto

Begin With The End In Mind

SCHOOL GOALS & PERFORMANCE STANDARDS

NOTE: Las Montañas Charter High School will work with its Leadership Team to develop an Educational Plan for Student Success (EPSS) to include performance standards and goals. Once completed the 2015-2016 EPSS will be accessible to all students, staff, parents, and community stakeholders.

Las Montañas Charter High School is a Title I school for 2014-2015.

Las Montañas Charter High School

General Information and Policies

SCHOOL DAY

The official school day at Las Montañas Charter High School will begin at **8:00am** and end at **4:00 pm**. The staff workday will consist of 9.25 hours, with the exception of mandatory staff and professional development meetings once a week until 10.25 hours. LMCHS will operate on a four-day instructional week. Each student will be required to attend classes at least the minimum allowed seat time for high school students as required by State Law.

Las Montañas will utilize an Advisory period. Teachers/Advisors will be assigned advisory students to meet individual student needs. Advisors are responsible for delivering the Advisory curriculum, coordinating Next Step Plans, Special Education Accommodations, Title I needs, progress monitoring, test preparation, and any other services the student needs to succeed in school, while addressing the challenges they are facing. Students will be afforded after-school tutoring, in school counseling, and additional compliances as described in the EPSS.

STAFF ABSENCES FROM CLASSROOM

It is the policy of Las Montañas Charter High School to have all classes and all students supervised at all times. Adequate supervision is imperative. Teachers are directed **not** to leave a class, a student, or a group of students unattended. If it becomes necessary to leave the classroom for a few minutes, notify the teacher in the adjoining room or notify the office.

If a situation arises which necessitates a teacher leaving the building or classroom for 20 minutes or more, the teacher must first consult with the Academic Dean. **The teacher must then sign out and sign back in upon returning to the school building. Please do not sign in and out at the same time.** A teacher may be excused from duty only by the Academic Dean for as much as one period for some imperative need or temporary illness. When more than 20 minutes are needed, please arrange for a substitute to cover during your absence. Please request a half or full day of leave for appointments with doctors, professors, etc. If less than a day is needed, please see the Academic Dean.

STAFF ABSENCES FROM SCHOOL

Teachers who find that they will be unable to teach on any given day are to call Clara Chaires at (575) 640-9642. If possible, notify the Academic Dean or Administrative Assistant of the impending absence ahead of time. Please report your absences whether or not a substitute teacher is needed. A Leave Request form is required for all non-emergency absences.

ANNOUNCEMENTS AND BULLETINS

Important information will be placed on bulletin boards in the teachers lounge or the bulletin board in the commons area. Most information will be via email or school calendar.

CELL PHONES

Responsible use of cell phones is requested. Please do not use cell phones related to personal use during instructional time.

CHAPERONE DUTY

Students will be chaperoned at all times to events or during all school related activities. Teachers and administration will be responsible for all students.

CLASSROOM PARTIES

Classroom parties with food and beverages are not encouraged. The commons area will serve as an activity center for students, parents or the community.

CLOSED CAMPUS

Las Montañas Charter High School will maintain a closed campus. Students must remain on campus during the school day unless they are at a school-sponsored activity.

COPIERS

Copiers will be available for teacher and student use.

CUSTODIAL

The pride of the school is reflected in the quality of care provided by the esteemed custodian(s). Please assist in teaching students to take care of our school and furniture. The following guidelines are provided:

- Spills: No beverages, except water, are allowed in the classroom.
- Trash: Notify the custodian if trash is questionable. If extra bags are needed, notify the custodian.
- Emergencies: Please notify custodian or office if you notice broken glass, toilet overflows, blood spills, fallen tiles, etc.
- Lights: Notify the custodian or administration if bulbs are not working.
- Desks: Do not allow students to sit on top of, or write on desks.
- Graffiti: Please report immediately to custodian and office.
- Repairs: Notify Mr. Martinez of any needed repairs.
- Restroom: Report any overflows, backups or damage immediately.

DISCIPLINE

Las Montañas Charter High School will establish a safe and caring environment where students, teachers, and administrative support personnel will grow and succeed. Each educator will be responsible for developing and implementing clear and consistent classroom expectations, boundaries, and consequences for student behavior. The Governance Council along with the Academic Dean will develop holistic school goals and expectations to foster student growth. Advisors, staff, parents and professional resources will play a vital role in solving discipline issues with individual students. The final level of intervention and disciplinary action will rest with the Las Montañas Charter High School Academic Dean (See Las Montañas Student Handbook).

Discipline referral forms will be accessible through SYNERGY for teachers to use for student discipline problems. Teachers are encouraged to administer own classroom discipline as much as possible and work through problems. However, if a student refuses repeatedly to conform to a teacher's request regarding behavior, or if a teacher feels that assistance is necessary, the student should be brought or sent to the office.

The Administration will strive for consistency in disciplinary procedures. After listening to the persons involved, witnesses and reports, the best decision will be made based on the information gathered.

STAFF MEMBERS MAY NOT PHYSICALLY TOUCH, PULL, PUSH, HIT, SLAP, CUSS AT, OR TUG AT ANY STUDENT TO CHANGE HIS/HER BEHAVIOR UNLESS PHYSICAL VIOLENCE IS IN PROGRESS AND THESE ACTIONS ARE NECESSARY TO PREVENT A CONTINUATION OR ESCALATION OF VIOLENCE OR TO PROTECT OTHERS FROM HARM.

GRIEVANCE PROCEDURES

See Policy Handbook in HR office.

DEPARTMENT HEADS

Las Montañas will select a governance approach using department heads. Department Heads will be selected by the administrator for school year 2015-2016 and serve for a minimum of two years.

DRESS CODE FOR TEACHERS

Teachers' attire should be neat, clean, and appropriate for school. Teachers are encouraged to actively support professional attire.

DUTY AND SUPERVISION

All faculty members will be assigned duty or supervision. **ALL teachers must monitor the corridor area by their classrooms during class changes. Assigned duty stations will be expected of all staff members** Please take duty assignments seriously. Teachers may expose themselves and the school to serious liability if the duty station is unattended when some unfortunate event occurs.

EMERGENCY AND DISASTER PLAN

Las Montañas has an Emergency/Safety Plan which focuses on actions/strategies and the areas of prevention, intervention and response. The goal is to ensure the safety and welfare of all students and staff. Please refer to the Emergency and Safety Plan.

EMERGENCY PACKETS

Teachers will be provided emergency packets that will contain the school Emergency and Safety Plan, which should include rosters and a school map.

EMPLOYEE CONDUCT

Las Montañas Charter High School expects all employees to conduct themselves in a professional manner at all times. Please refer to Policies Handbook and or Charter Handbook.

E-MAIL AND INTERNET USE POLICY

Las Montañas Charter High School provides computers and internal email to teachers, faculty and other employees to support its mission. Each employee will be provided an individual password and it will be the employee's responsibility to protect such password from unauthorized use by others. The employee must not reveal his/her password to any other individual(s). Doing so may subject the employee to disciplinary action up to and including dismissal. The School may override the employee's password or require the employee to disclose his/her password to facilitate access to Email messages sent and/or received by the employee, to the Internet, to any and all information or material the employee retrieves, receives, transmits, sends, disseminates and/or places on the Internet (Internet Materials), and to other stored files. Upon receiving a password and prior to its activation, each employee will be required to execute and acknowledge receipt of this policy.

Email and internet access are provided only for use in connection with the employee's job duties. Any other purpose may subject the employee to disciplinary action up to and including dismissal.

FIELD TRIPS or EXPERIENTIAL LEARNING VENTURES

Educational opportunities off campus that are in alignment with the curriculum and instruction will be instrumental within the school environment. The Academic Dean will be responsible for approving field trip activities in accordance with New Mexico state laws, rules, and regulations regarding the transportation of students.

Parent permission slips are required, in addition to having the school sponsored activity form signed by the teachers before a trip. These forms must be secured in the office and returned completed before the field trip. Verbal permission for a field trip from a parent is not acceptable. If permission is not granted in writing, the student may not attend the field trip. Failing to follow this procedure exposes the teacher and the school to liability.

A one to fifteen (1-15) certified teacher to student ratio is recommended for any field trip.

Students must be transported using school vehicles only and may not, under any circumstances, be transported in personal vehicles.

FILMS/MOVIES

The showing of films/movies unrelated to direct instruction is generally frowned upon. An occasional film as an incentive once per semester would be acceptable, whereas year-round weekly film festivals are not. "G" and "PG" films are allowed without parent permission forms. "PG-13" movies must have approval by administration prior to arranging for showing the movie and may then be shown without obtaining parental approval. "R" rated movies may not be shown in class, but, if relevant to the lesson, may be shown provided the following steps are followed:

- a) Teachers must have approval of administration prior to arranging the showing of the movie.
- b) Teachers must have sent home permission slips with students and have signed approval of parent or guardian to allow a student to view the film.

FINANCE PROCEDURES

Please see the Internal Controls policy located in the administrative offices.

FIRE DRILL/EVACUATION/LOCK-OUT PROCEDURES

State Law requires 12 fire drills each year. Take a few minutes in each class period on the first days of classes to orient all students relative to reaction, response and evacuation procedures. Our floor plan has been copied and a fire drill exit procedure has been posted in a prominent place near the exit door of each classroom with evacuation routes clearly shown.

Fire drills will be announced via a series of sirens from the bell system or by administrative announcements.

Students and teachers are to leave the building as quickly and quietly as possible in an orderly manner. Remain outside the building until the return signal is given. Teachers, please practice evacuation drills with dry runs until the process is mastered in each class.

A fire drill is a serious activity. Students will not "goof off" or act inappropriately without consequences. Please set rules for following procedures with your students.

1. Students stop work immediately.
2. Select a student monitor in each of your classes to assist with evacuation.
3. The teacher will take the class records, give a signal and all will move quickly to the designated door. Please see exit routes.
4. Teacher at the front of the group directs changes in procedures if exits are blocked.
5. Principal, custodians and/or security will clear any persons left from the building.
6. Outside the building, the teacher will take roll to account for all students.
7. Students in restrooms join nearest line to leave the building and then join their own class.
8. If a fire drill is called when students are changing classes, the students will be instructed to immediately proceed to the nearest exit in an orderly manner.

Lock Down Alert: Building administrator will order and announce "lockdown." All exterior and classroom doors will be locked. Clear hallways, restrooms, and other rooms that cannot be secured. Secure and cover classroom windows, move all persons away from the windows. Take attendance of students in each classroom, teachers will prepare a list of missing and extra students in the room and should take the list with them once they are directed to leave the classroom. Once the threat has subsided, the building administrator announces "all clear."

GANGS

All gang activity is strictly prohibited including but not limited to the following:

1. Hand signs and/or gestures
2. Harassment, stare-downs, and intimidation
3. Initiation activities and/or encouragement to join
4. Identifying gear of any type on school grounds
5. Sagging, hair nets, long hanging belts
6. Graffiti
7. Assault and Battery
8. Showing Colors or Drags

GRADING / STUDENT PROGRESS REPORTS

Achievement will be measured through on-going assessment of the student's ability to meet the Common Core Standards. Every student enrolled in a teacher's class must have a grade. Class records should reflect all names of students enrolled in classes, their attendance, their daily or weekly grades, and dates of enrollment or withdrawal.

It is imperative that all teachers maintain accurate and timely records in the SCHOOLMASTER grade book. This will be monitored and evaluated using the NMTeach Evaluation System.

The Grading System will be: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 and below.

It is the responsibility of the student, parent/guardian, and teacher/advisor to monitor the academic and social progress of the student. Grades and attendance information will be available to parents/guardians electronically. Progress reports will be made available to the parent/guardians on a WEEKLY basis. Students will also be assigned an advisor who will collaborate with families on the social progress of the students and integrate social service intervention if necessary.

GUEST SPEAKERS / VISITORS

All guest speakers must have the approval of the Academic Dean. Teachers must inform the Academic Dean, in writing, before an outside speaker or visitor will be in the building. Include the topic or theme related to the visit. All visitors (students, parents, friends, etc.) must have permission from the office and must sign a visitor's sheet before visiting anywhere on campus. If a visitor comes to you or your classroom, check for permission to be in the building.

HOMEWORK

The assignment of homework should be appropriate in kind, reasonable in length, and geared to contribute significantly to learning. Homework assignments should be checked, grades recorded, and returned within a reasonable length of time. Under no circumstances should frivolous homework or meaningless writing be assigned as punishment.

HONORS / ENRICHMENT CLASSES

Math, Language Arts, Science and Social Studies honors classes are offered. Students may enroll in these classes if grades and/or teacher recommendations indicate. Any other potential transfers to honors classes should be observed and recommended during the first quarter.

KEYS

Keys to your room, desk or locked cabinets may be checked out with the Academic Dean or designated office staff. Watch your school keys ó a lost or stolen key opens the door to valuable school property.

Keys are not to be left on a desk, table or hanging in a door o cabinet. **Do not entrust your keys to students at any time! If you should misplace your keys, notify the Academic Dean at once.** You will be financially responsible for lost keys and for the expense incurred in replacing locks.

LESSON PLANS

Teachers are required to keep daily lesson plans, regardless of your teaching field. Plans are to be submitted to Teachscape as requested. Such plans guide the teacher in his/her work and also make it possible for a substitute to carry on class work in an emergency.

Everyone is required to have a sub-folder with lesson plans in case of an emergency. This plan/folder should be completed immediately and kept of file in your classroom. These plans will be available for times of emergency absences or when it would be difficult for a substitute to present your immediate plan.

MAKE-UP ASSIGNMENTS

Students who are absent from school will be given make-up assignments on request. For three or more consecutive days of absences, assignments may be sent home upon request. Time constraints may be imposed for completion of assignments. If you have planned a video presentation, a guest speaker, etc., please prepare questions, essays to be researched, or other appropriate materials for student make-up. Deadlines for missing work must be coordinated with each respective teacher.

MAILBOXES and E-Mail

Mailboxes are centrally located. Check your mailbox for any important messages and announcements daily. Most correspondence will be done via email, it is expected that you check your email on a daily basis.

MANDATORY ADVISOR MEETINGS/NEXT STEP PLANS

Students and their Parents/guardians will be required to attend Next Step Plan meetings with their teacher/advisor, which establishes the rules, regulations, and protocols surrounding the student's enrollment and Next Step Plans. Parent and Teacher/Advisor meetings will be established as needed to check the individual progress of each student. The purpose of these meetings is to clarify and rectify any academic plans of individual students. These highly effective meetings give a clear and more holistic view of the student's future plans. Parent and Teacher/Advisor meetings will also address any social difficulties and issues that arise with serving our students. As part of these meetings the Advisor will collect and share student work reflective of the progress being made. The collection will have at least one piece from each of the student's classes. It is the belief of Las Montañas that the relationship between home, student, and teacher/advisor will be the core tool in promoting achievement at Las Montañas Charter High School.

PROFESSIONAL DEVELOPMENT

Staff at Las Montañas Charter High School will be present at professional training and development periodically throughout the calendar year. The focus of this professional development will be approved by the Academic Dean.

RELEASE OF STUDENTS

Students can only be released during the school day under extraordinary circumstances and only to the parent/guardian designated on the official Las Montañas Charter High School Enrollment Form. Students may also be released during the school day to persons on the "Permission-to-Pick-Up Form" also filed with the Las Montañas Charter High School Enrollment Form. School personnel will verify over the phone that the person picking up the student is there with the parent/guardian's approval. Students will not be released to anyone without appropriate identification from a parent/guardian and Las Montañas administrative approval.

SCHOOL/COMMUNITY RELATIONS

Las Montañas Charter High School will work in conjunction with DACC, NMSU, Dona Ana County Health and Human Services, City of Las Cruces and any other community providers. Any student at the LMCHS will be able to access and utilize these services. A student may obtain services at any community based organization of his/her choice.

Professional business and community partners are essential to our continued growth. We will seek to promote and support this endeavor.

SCHOOL SUPPLIES

All requested regular school and teaching supplies are bought from school allocations. **Teachers will not be reimbursed for spending personal money for school purposes.**

SEARCHES

The administration will supervise or conduct all searches of student property and person when necessary.

SECTARIAN VIEWS / SENSITIVE INSTRUCTIONAL MATERIALS

Las Montañas Charter High School will maintain separation between Church and State established by the United States Constitution. Personal opinions about politics and religion should remain personal. Take steps to notify administration (in advance) in writing of plans to have a guest speaker and of plans to include presentations of sensitive materials in student classes or groups. Parents must then be notified and given an option of an alternative assignment and placement during the showing or discussion of materials they find objectionable.

SOFT DRINK / VENDING MACHINES

These machines will be available for everyone's convenience. Do not indulge during class time. Please do not allow or send students to purchase beverages or snacks during class time.

SPECIAL EDUCATION

Las Montañas Charter High School has adopted the *2005 New Mexico Public Education Special Education Manual (Policies and Procedures for Compliance with the Individuals with Disabilities Educational Act)* currently being utilized by New Mexico Charter Schools.

Las Montañas Charter High School will provide an educational environment that will allow teachers to adjust to the different learning patterns of the student. This allows for a more personalized and individual instruction for a special education student. All student IEPs must be adhered to and accommodations incorporated into daily lessons.

STUDENT INFORMATION

Please DO NOT give Student Information such as name, phone number or address to any individuals. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA).

SUBSTITUTE TEACHERS

Teachers will provide the following essentials for use by substitute teachers:

1. Adequate and clear lesson plans
2. As much advance notice as possible
3. Seating charts and class rosters
4. A list of special rules, routines, and schedules
5. Teacher's full support in handling discipline problems that may develop during an absence. Inform your students that a full report will be made to you about any misconduct.

Please remember that often a substitute comes on short notice. If teachers have left adequate plans or procedures, the substitute can take over without much difficulty.

CELL PHONES and ELECTRONIC DEVICES

Students will not be permitted to use cell phones for communication during class time. Electronic devices may be used at the teacher's discretion and only at appropriate times. If there is an emergency, please send the student to administration.

TEXTBOOKS

Textbooks will be issued by teachers. **Make certain students sign for their textbooks and that you record the correct number of the textbook issued.** Be certain students understand that they are responsible for their textbook and will be charged for damages or loss. Teacher's editions and any extra student editions should be kept locked up and away from student access. **Classroom sets must be numbered and assigned so that they do not disappear.** If a textbook is lost, please notify administration immediately.

TRANSPORTATION OF STUDENTS

Las Montañas Charter High School does not grant permission, nor does it carry accident insurance on teachers to drive a student anywhere in a privately owned vehicle. If you do so, you expose yourself to enormous liability.

TRANSPORTATION REQUESTS

Any transportation request is to be submitted to administration.

USE OF SCHOOL FACILITY BY COMMUNITY

A Local Citizen Group and/or individual community members may submit a Building/Facility Usage request to administration for the use for the use of the school building, grounds or equipment. Depending on the nature of the activity the administration and Governance Council will grant or deny the use of the requested facilities.

VOLUNTEERS

Volunteers are an important part of the Las Montañas philosophy and will work in close relationship with teachers/advisors and administration. The Governance Council will establish policies regarding volunteers, and volunteer programs in accordance with state and federal laws.

WITHDRAWALS

Withdrawals from school will be handled by the administration and registrar. Students are expected to return all books and school property to each teacher or pay the office for the losses or damages. Each classroom teacher must sign the withdrawal form sent by the office. Teachers will record only the current grade at that particular time of the grading period on the form. Any monies owed to the school must be paid prior to withdrawals.

STUDENT CODE OF CONDUCT

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

RESPECT FOR SELF & OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol, or drugs. Students are expected to not use or possess such substances. In addition, students are expected to exhibit appropriate behaviors that do not offend or distract others.

RESPECT FOR AUTHORITY

Students are expected to comply with all school policies and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities. This includes the conduct of students who are on their way and returning from school regardless of whether the students are using school transportation, private vehicle, or walking.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care. Students participating in vandalism and theft of personal and school property will be subject to school discipline including expulsion and/or legal ramifications.

SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable and will result in consequences to include expulsion.

COMPULSORY ATTENDANCE, TRUANCY,

All qualified students in the community, except those exempt by law, regulations or rules, must enroll in school and are required to attend school full time. Schools shall identify students who have attendance problems as early as possible. Any parent of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person. In order for an absence to be considered excused, students must provide written documentation from a parent/guardian within three (3) school days after their return to school. Parent(s)/guardian(s) will be notified when the school has concerns regarding the student's unexcused absences according to the Compulsory School Attendance Law. Excessive absences, trancies (defined as unexcused absences) and/or tardiness may result in disciplinary action, possibly including notification to the Juvenile Probation and Parole Office and the District Attorney's Office.

ACADEMIC POLICIES

REQUIREMENTS FOR ENROLLMENT

Documents required for enrollment are:

1. A completed *New Student Enrollment Information* form
2. Proof of student's date of birth to meet the age requirements. Acceptable documents are birth certificate, physician's records, passport/visa, or previous school record
3. Proof of guardianship
4. Withdrawal Slip from previous school
5. Up-to-date immunization records
6. Evidence of home address to determine home attendance zone by presenting a utility (water, gas or electric) bill.
7. Current documentation, grades and/or transcripts from previous school(s)

VOLUNTEER CLEARANCE

All people requesting to volunteer in the district are required to apply with the Human Resources Department. State law and district policy mandate that volunteers must go through the following procedures:

1. Complete the waiver statements and volunteer information sheet, available at the school
2. FBI background check (cost paid by the volunteer or by the requesting school)
3. A release form will be sent to the school when all paperwork is complete

STUDENT RECORDS - FERPA

The school maintains confidential student records for each student enrolled in the school. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records.

CUSTODIAL RIGHTS OF PARENTS

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which the child's or children's parents or guardians are legally separated and the parent or guardian states that he or she is legally responsible for the child or children and requests that the rights of the other parent or guardian to review the child's or children's records or visits with the child or children at school be denied, the requesting parent must provide the building administrator with a court order delineating the custodial rights of the parties involved.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

A student shall be released to the custodial parent or guardian. When in doubt as to who has such rights, school records will be relied upon (see JLIB Custodial Rights of Parents/Guardians). The parents/guardians have the responsibility to furnish the school with accurate, up to date information. The school must always receive notification or authorization from the custodial parent before releasing the student to a non-custodial parent.

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/legal guardians. Before a student is removed or excused, the person seeking to remove the student must present photo identification to the satisfaction of the principal/designee evidence of his/her proper authority. A teacher should not excuse a student

from class to confer with anyone unless the request is approved by the principal/designee. Possible exceptions include:

1. Child abuse investigations. Law enforcement and/or Children, Youth, and Families Department (CYFD) have the right to remove the child from school without notification of parents.
2. Emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary by law enforcement.

INTERNET USE

All students, employees, contractors, volunteers and other school officials who use or have access to technology must sign and abide by the Acceptable Use Policy (AUP) indicating their knowledge of an agreement to terms and conditions of use of school technology resources. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these tools and may result in disciplinary action up to and including suspension, expulsion, and termination.

Acceptable Use of Technology Resources means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the LMCHS Mission Statement, Priorities, and Goals.

GRADING AND REPORTING

Students and parents will be informed at the beginning of a course or marking period of the expectations outlined in the curriculum of each course and of the basis upon which students' performance will be evaluated.

Parents are encouraged to meet with the teacher during their planning periods at any time or during parent conference days. Meeting as a team helps reinforce expectations and increase communication.

Students and parents will be informed about progress throughout the grading period and teachers are strongly encouraged to provide such information at frequent, regular intervals. Progress will be reported formally on a weekly basis using the advisory period. Parents/guardians will be notified by mail at the interim for those students who have a 5D or 5F. Grading period intervals are indicated on the Governance Council approved school calendar.

ACADEMIC INTERVENTION

Response to Intervention (RTI) is a process that provides immediate intervention to struggling students at the first indication of failure to learn.

GUIDANCE AND COUNSELING

School counseling is integral to the mission of schools and to the total educational program. School counseling programs assist in removing barriers to learning and promote knowledge and skills necessary for academic achievement and personal growth of all students through prevention and intervention services. Social and emotional learning delivered through a comprehensive, developmentally appropriate school counseling program has a positive impact on student academic performance. Please contact the administrative offices for more information.

BEHAVIOR POLICIES

The administration of disciplinary action will focus on changing or managing inappropriate student behaviors and/or appropriate consequences. All available resources will be utilized, including preventive and responsive interventions to support students' needs. Conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action. Depending on the severity of the violation, school administrators will use discretion regarding when and if parents are notified.

No employee of the district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.

Las Montañas will maintain a local school discipline policy, in accordance with Governance Council policy. It will be developed and reviewed regularly.

STUDENT DRESS

Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violate reasonable standards, demean, slur or harass others through symbols, words or images, and/or disrupt the educational process shall not be tolerated and may be subject to disciplinary action.

VIOLENT, GANG AND OR GANG-LIKE ACTIVITIES

The Governance Council recognizes that the presence of any violent, gang, and/or gang-like activities can cause a substantial disruption of or interference with the schools educational process and/or activities. In addition, the Governance Council recognizes that the primary focus in providing gang and potential violence intervention is involving parents and the community in developing a proactive approach designed to offer assistance to students and families in dealing with the problems of a changing society.

The Governance Council forbids the possession, care, use or distribution of all weapons by students or unauthorized persons in or around a school location or school zone as defined by LMCHS guidelines. This policy is enacted to implement the requirements of the Federal Gun-Free Schools Act of 1994, 33 U.S.C., Section 3351(a)(1), and Gun-Free School Zones Act of 1990, 18 U.S.C., Sections 921-924, and it is the intention of the Governance Council that LMCHS conform to provisions of those referenced laws.

HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, hazing-like and/or other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

LMCHS believes that providing an educational environment for all students, volunteers, and families free from harassment (disability, racial, religious or sexual), intimidation or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, bullying and hazing are forms of dangerous and disrespectful behavior that will not be tolerated. Students participating in one or more of these activities are subject to school discipline and/or legal ramifications.

PREDATOR AWARENESS/GROOMING

Grooming is the process by which a predator (peers or adults) gains trust and affection from their victim(s) for the purpose of malice. Students should be aware of the following signs and individuals who:

- ✓ Take exceptional interest in a student's personal life
- ✓ Go out of their way to offer sympathy and support to students who are experiencing conflict at home, school or work
- ✓ Try to build a relationship with a student who lacks confidence, is shy, isolated (feels different) from their peers and/or spends time alone or unsupervised
- ✓ Offer gifts, their time, attention, illegal substances in order to gain a student's trust and build a relationship
- ✓ Share personal information/problems/secrets with students to establish a bond
- ✓ Threaten a student to remain silent about their conversations and/or relationship (**keep secrets**)
- ✓ Physically invade a student's personal space (this may include a progression of physical contact which may eventually become more personal and intimate- **the predator's ultimate goal**)

Persons aware of individuals experiencing any of the above situations or have suspicions of inappropriate behaviors should immediately contact any of the following resources:

- Children Youth and Families Department (CYFD) at 1-800-797-3260 or 524-6400
- Las Cruces Police Department at 526-0795 (Central Dispatch)
- School personnel or a trusted adult
- Family members
- LMCHS Governance Council and/or Administration

STUDENT INTERROGATIONS, SEARCH AND ARREST (SEARCH & SEIZURE)

The Governance Council recognizes the necessity of conducting interrogations, searches, seizures, and arrests of students periodically in order to enforce school policies and discipline. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The administration will be present during interviews unless otherwise requested by law enforcement. Every attempt should be made for parents to be notified by the school prior to interview or interrogation by law enforcement unless otherwise requested by law enforcement. School personnel will protect students from exposure to illegal drugs, weapons, and contraband.

SUSPENSION

The authority of the state and of boards of education to prescribe and enforce standards of conduct for public school students must be exercised consistently with constitutional safeguards of individual student rights. *The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of district and/or school regulations.* However, it is a property right, which may only be denied when school authorities have adhered to the minimum procedural safeguards required affording the student due process of law.

HEALTH SERVICES POLICIES

The primary purpose of the school health services program is to promote optimal health for the school community to increase opportunities for learning.

ADMINISTERING MEDICINES TO STUDENTS

No school personnel including administration and the school nurse may administer medicines to students.

IMMUNIZATIONS OF STUDENTS

Students shall not be enrolled at any school unless satisfactory evidence of immunization, or proper exemption, can be presented. For any enrolled student without an immunization exemption, the administration can commence dis-enrollment proceedings if immunizations are not current. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section, unless the child is properly exempted.

HEALTH CURRICULUM

This policy provides that parents may request that their child be exempt from the parts of the health education curriculum/services that address the human sexuality educational performance standards.

Students, whose parents request they be exempt from the health education curriculum that addresses the human sexuality educational performance standards, will be provided alternative lessons.

MISCELLANEOUS POLICIES

SCHOOL ADVISORY COUNCIL

A school council shall be created and its membership elected in accordance with the LMCHS Governance Council rule. School council membership shall reflect an equitable balance between school employees, parents and community members. At least one member shall represent the business community, if such a person is available.

VISITOR POLICY

For the protection of the persons and property of students and employees, all visitors to school campuses are to report their presence to the school office at the beginning of each visit.

MEGAN'S LAW

The Governance Council supports the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") Chapter 29, Article 11A NMSA 1978. Registered offenders are listed on the state website: <http://www.nmsexoffender.dps.state.nm.us/>.

BUILDING USE

The school facilities are available to schools, school-related groups, non-profit/charitable organizations, civic clubs and public agencies. The first priority for use of indoor and outdoor school space is given to the school for instructional needs or its educational programs.

Organizations requesting the use of public school facilities must complete a building use format and acquire approval from school administration. Once approved, organizations must follow rules and regulations set forth by LMCHS.

SAFETY

Certain situations may require the early release/relocation or delay of students to and/or from school. The Academic Dean will authorize such actions only in times of extreme emergency. All possible

attempts to notify parents will be made as soon as possible. If an emergency occurs and an early release/relocation is necessary, school safety procedures will be implemented.

In case of emergency, the LMCHS website at <http://www.lasmontanashigh.com> will have the most current school information. Additional information may also be found through local news sources.