

LOS ALAMOS PUBLIC SCHOOLS

EMPLOYEE HANDBOOK

SCHOOL YEAR 2009-2010

LOS ALAMOS SCHOOL BOARD:

**Joan Ahlers, President
Kenneth Johnson, Vice President
Jody Benson, Secretary
Thelma Hahn, Member
Melanie McKinley, Member**

SUPERINTENDENT:

Eugene Schmidt

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SECTION 1

GENERAL INFORMATION

Introduction

The Los Alamos School Board accepts the responsibility granted by the laws of the State of New Mexico and the authority to ensure that:

1. The schools are maintained for the students, the community, the state, and the nation.
2. The schools are operated and conducted in accordance with the state laws on education.
3. The administration is employed to manage the effective and efficient implementation of the educational programs.
4. The development of staff and programs through the work of central office administrators, principals, team leaders, and teachers is a continuous process.
5. The supervisory program is maintained by principals and central office administrators to assist teachers in the development of quality educational programs.
6. The principals and central office administrators shall be responsible for the orientation of new and continuing teachers and administrators prior to the beginning of the students' school year.

Formulation of Policies/Regulations

The School Board creates policies. (Ref. School Board Policy 8310) Regulations are created by the Superintendent or Assistant Superintendent, reviewed by the Board when appropriate, and carried out by the School Administrators.

Nondiscrimination

Los Alamos Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, disability, handicap, or veteran status in employment or the provision of services. (Ref. School Board Policy 4070)

Job Assignment/Reassignment

The Superintendent is authorized by the Board to assign any employee to a position that will be in the best interest of the school district. For teachers, this includes grade assignment as well as school assignment. Employee qualifications and interest will be considered in assignment. (Ref. School Board Policy 4112)

Workday

The regular workday for 12-month certified and non-certified employees is generally considered to be 8:00 a.m. to 5:00 p.m. The regular workday for certified employees, other than 12-month employees, is addressed in the certified collective bargaining agreement.

Other Employment

Los Alamos Public Schools employees may not hold additional jobs outside of official working hours if such employment interferes with the proper and effective performance of assigned duties and responsibilities.

Personnel File

Each employee has on file in the Human Resources Department a folder containing an application form, contracts, transcripts, confidential information, correspondence, and other pertinent materials. An employee may have access to all the materials in the folder except for those papers/materials which were a part of the initial application, e.g., placement papers, references, interview sheets, etc. These folders are not to be taken from the Human Resources Department; however, copies of available material from these files may be obtained. All requests to review a personnel file will be addressed within ten (10) days of the request.

Professional Expectations

All certified staff is expected to attend scheduled faculty meetings and District-wide departmental meetings as part of the work assignment. Certified staff is expected to participate in in-service programs. They are to remain at scheduled in-service meetings until the sessions are completed and they have been formally dismissed. All meetings shall have an agenda, which includes a beginning and an ending time. Staff appointed as building or departmental representatives are expected to attend District-wide

curriculum meetings. In general, staff who are coaching or involved with other additional school responsibilities or assignments are expected to attend the previously listed meetings unless prior arrangements have been made with their supervisors.

The certified staff is expected to assist in a reasonable amount of extended service activities, e.g., student supervision, club sponsorship, parent meetings, etc.

All certified staff will have a lunch period free from assigned duties. The length of this lunchtime varies with the schedule in each building but all will have at least 30 minutes. Instructional Assistants will be assigned the supervision of students during the lunch periods in each school. Bus supervision will also be assumed by Instructional Assistants. All personnel employed by Los Alamos Public Schools are considered available for emergency assignments during the hours of the normal school day.

Supervision of students at/on school-sponsored activities and trips shall be governed by the procedures outlined in Regulation 5139R. Sponsors and chaperones are required to know and to abide by the guidelines specified in this rule. All staff should check with their principals/supervisors concerning this rule prior to scheduling any field trip.

Smoking

Smoking on school property is prohibited. (Ref. School Board Policy 1328/4038/5128 and Regulation 1328R/4038R/5128R)

Drug Free Schools, Campuses, and Workplace

Los Alamos Public Schools' policy is to ensure an alcohol and other drug-free environment for all employees and volunteers, to establish an alcohol and other drug awareness program for all school district personnel and volunteers, and to provide assurances to state and federal government agencies that the school district is complying with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated thereunder. Drug testing is required for some job classifications and any employee may be tested under certain circumstances. (Ref. School Board Policy 4029 and Regulation 4029R)

Gambling

Gambling is prohibited on Los Alamos Public Schools' premises.

Staff-Student Relations

Employees and volunteers of the Los Alamos Public Schools are encouraged to take a sincere professional interest in students. However, professional ethics require that employees and volunteers avoid social situations through which they could exploit their positions of authority over students. (Ref. School Board Policy 4145/5149)

Employee Assistance Program

Los Alamos Public Schools realizes the value of healthy employees and cares for their personal well being. In an effort to support employees needing assistance to maintain good health and personal well being, the school district has established an Employee Assistance Program (EAP). (Ref. Regulation 4030R)

Personal Appearance

School employees are looked upon as role models by both community members and the student population. Therefore, their behaviors and manner of dress will reflect a professional bearing.

Use of School Facilities and Equipment

Employees desiring to use school facilities for other than official school business are subject to the provision of School Board Policy 1330 and the payment of fees set in Regulation 1330R. Equipment may be removed from a building only upon authorization from the chief administrator in each building. (Ref. Regulation 3517R)

Political Activities

The School Board endorses the right of all persons to become active in the political activities of the community. School personnel shall not engage in partisan political activity on school premises during school hours. (Ref. School Board Policy 4034 and the collective bargaining agreement)

Bad Weather/Emergency Day Plan

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 American General Media- (505)878-0980, Atomic City Transit Dispatch Office- (505)661-7433, Family Life Radio 91.5 FM- (505)296-9100, KBAC- (505)988-5222 or (505)471-1067, KDCE 950 AM- (505)753-8131, KRSN 1490 AM- (505)663-1490, and on television stations KOB-4, KOAT-7, and KRQE-13. Weather information will also be on PAC 8- (505)662-7228, when appropriate. Listeners may check the district's website at www.laschools.net or call the school district's information line at (505)663-2223 for a recorded announcement. If school is called off completely, generally speaking, all activities are canceled. On bad weather days, school may start one or two hours later than the normal starting time. Bus pickups will then be one or two hours later and usually morning preschool and kindergarten classes are canceled. Before and after-school activities may be impacted depending on the weather.

Staff Paid off of the Teacher Salary Schedule and Instructional Assistants

- Delayed Opening: Staff should be at their work site 30 minutes before the time school starts. Time missed beyond the delayed start will be charged leave, personal leave or LWOP (if no leave is available, pay will be deducted).
- Early Dismissal: Staff may leave after the students are dismissed at the discretion of the site administrator.
- No School Days/Bad Weather or Emergency Days: Licensed staff will not be required to report to work on those days when there is no school for the entire day and will not suffer any loss of pay or accumulated paid leave on days when these conditions occur. Licensed staff will be required to work any days or portions of days which may need to be made up to meet the state requirements without any additional compensation.

Non-Certified Staff

- Delay Opening/Early Dismissal: Based on their regular schedule, Non-certified staff will report to work or remain at work, if possible. Custodians and maintenance staff may be called in early for snow removal. Employees unable to report to work will notify their supervisor. However, lost time must be made up as specified below.
- Employees who receive annual leave may take annual leave.
- Employees who do not receive annual leave are eligible for one paid day of personal leave each year, proportionate to their FTE. In addition, those employees may convert four (4) days of sick leave to additional days of personal leave each year. An employee may use personal leave for absences on days when schools are closed because of inclement weather.
- Sick leave may not be used for inclement weather absences. With the approval of an employee's supervisor, an employee may use "flex-time" to cover short-term absences on "abbreviated days". In order to utilize this benefit, the employee's supervisor may approve the request and schedule the make-up time during the work week in which the "abbreviated absence" occurred. If the "abbreviated day" occurs on the last day of the work week, this benefit may not be used.
- No School Days: Site administrators and maintenance/custodial supervisors will determine the essential employees on bad weather or emergency days.
 1. Bus drivers and cooks will not report on No School days.
 2. Custodians, maintenance, and warehouse personnel will report to work unless notified otherwise by their supervisor. Night custodians may be called in early by their supervisor. Employees unable to report to work will notify their supervisor. However, lost time must be made up as follows:
 - a. Employees who receive annual leave may take annual leave.
 - b. Employees who do not receive annual leave are eligible for one paid day of personal leave each year, proportionate to their FTE. In addition, those employees may convert four (4) days of sick

leave to additional days of personal leave each year. An employee may use personal leave for absences on days when schools are closed because of inclement weather.

- c. Sick leave may not be used for inclement weather absences.
- d. With the approval of an employee's supervisor, an employee may use "flex-time" to cover short-term absences on "abbreviated days". In order to utilize this benefit, the employee's supervisor may approve the request and schedule the make-up time during the work week in which the "abbreviated absence" occurred. If the "abbreviated day" occurs on the last day of the work week, this benefit may not be used.

Employee Grievance Procedure

Certified and non-certified staff should refer to their respective collective bargaining agreements for the full explanation of their grievance procedures.

Reduction In Force

Certified and non-certified staff should refer to their respective collective bargaining agreements for the full language. Staff members not covered by the collective bargaining units should refer to School Board Policy 4118 and Regulation 4118R.

Termination of Regularly Employed Support Employees

Please refer to Regulation 4217R and the collective bargaining agreement.

Fingerprint Background Checks

During processing, a new employee is given two fingerprint cards and a Fingerprint Certificate form that need to be taken to the jailer at the Los Alamos Police Department. The employee pays a fee for each of the two fingerprint cards and brings the cards back to the Human Resources Department.

During processing, the employee's notarized signature is obtained on an Employment Affidavit form certifying information on the employment documents is true, accurate, and complete. Also during processing, the employee completes a Payroll Deduction Authorization form for approval to deduct the amount from their first paycheck for fingerprint background check expenses.

Los Alamos Public Schools will recommend termination of an employee for which the background checks reveal that the applicant:

- Made material misstatements of fact on the application,
- Is delinquent in court-ordered payments for child support under the Parental Responsibility Act,
- Failed to observe any term of the State Board of Education regulation prescribing the terms and conditions of employment contracts for certified school personnel,
- Willfully violated any State Board of Education regulation prescribing standards of a conduct for certified school personnel, or
- Has a history of committing crimes which are on the state list.

Reports with Misdemeanor Convictions

Background check reports indicating convictions for misdemeanors will be reviewed by the Director of Human Resources, the Assistant Superintendent, and the site supervisor. Determination regarding the employee's continued employment will be made jointly by the aforementioned staff. The employee will be notified regarding the recommendation and will have the opportunity to make an appeal to the Superintendent. This appeal must be in writing and within ten (10) days of the notification. The Superintendent's decision is final.

Grants

Los Alamos Public Schools' staff members and parent organizations are strongly encouraged to seek grants which enhance schooling. The applicant must follow some simple steps:

Start by picking up a Los Alamos Public Schools Grant Application and talking to the required people as follows:

- the site principal about how the plan fits into the school's goals,
- the Curriculum Coordinator about curriculum implications, and
- the Comptroller about financial requirements.

This form should be submitted before beginning to write the grant. Give a copy of the grant and the signed form to Business Services. Once grant approval notification is received, notify Business Services immediately.

Trips Involving Los Alamos Public Schools' Students

Planning for *all* trips involving Los Alamos Public Schools students should begin with a conversation with the building principal. School field trips and other simple school-related trips need only building principal approval. Out-of-state and non-school sponsored trips chaperoned by school staff need principal and superintendent approval. There are very specific district guidelines and expectations for school staff involved in non-school sponsored trips.

Staff Members' Children at Work Sites

We appreciate all of our staff and the fact that those with children have unique childcare concerns. Unfortunately, we do not have appropriate childcare facilities available at our work sites. Arrangements for childcare are the responsibility of the employee, and at no time should an employee plan to bring a child to work who does not attend school at their site. An employee's supervisor, *on rare occasions* when childcare arrangements have broken down because of illness or an emergency, may authorize the employee to bring the child to their school or office. If the child becomes disruptive to the work environment or is perceived to be a burden to the staff member or other employees, the supervisor may ask that the child be taken home. The leave policies negotiated for all employee groups provide for this type of coverage and should be utilized for the time the employee is off.

Sexual Harassment of and by Employees

The Los Alamos School Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. The Board prohibits sexual harassment of school district employees, applicants for employment, or students by any employee, volunteer, or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school, school-sponsored activities, and school district business. (Ref. School Board Policy 4071)

SECTION 2

AVAILABLE SERVICES

Medical/Health

A school nurse is available at all schools in the District on a full-time basis and may provide consultation on personal health, first aid, and blood pressure monitoring. School Nurses serve as general resource people on any aspect of health education.

Transportation

School employees possessing a valid New Mexico Driver's License are eligible to use school vehicles for official school business. School vehicles may be requested by completing a vehicle request form and submitting the form through the principal/supervisor to the Los Alamos Public Schools Transportation Office. The driver of a school vehicle is covered under the Schools' insurance policy.

In order to transport students, the driver of a school vehicle, with a minimum capacity of six and a maximum capacity of nine including the driver, is required to meet all state requirements.

Trips requiring school buses must be approved by the principal/supervisor, and transportation forms must be submitted to the Transportation Office. Any student activity that involves the transportation of more than 18 people, including sponsors, must use a school bus. Groups of 18 or less may use suburban-type vehicles when available.

STAFF MAY NOT TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES DURING CONTRACT HOURS AND/OR IN CONJUNCTION WITH ANY COACHING OR SPONSORING ASSIGNMENT. Refer to Regulations 3545R and 5139R for detailed information.

Student Services

The staff of the Student Services Department is available to assist and support teachers in their efforts to provide for the emotional, academic, and physical development of students. Assistance and support are available in the areas of:

- Guidance/Counseling
- Health Services
- Special Education
- Diagnostic Services
- English as a Second Language
- Social Work

The office of the Director of Student Services is located in the Schools' Service Center.

Research and Evaluation

The Assistant Superintendent coordinates all state and District-wide testing programs and interprets tests and test results, assists in planning instructional/curricular programs, conducts statistical studies, and communicates findings to various public groups.

The Assistant Superintendent will assist school employees in collecting relevant data required for instructional decision-making. It will also assist in the preparation of an analysis of data that will aid in describing the strengths and weaknesses of the educational program.

Staff Development

The Staff Development/Curriculum Office provides training to support all employee groups and mandated State Department of Education programs. Requests for training based on site or group interest may be accommodated through this office. Reservations for use of the conference room(s) may be arranged by telephone or mail. Voluntary staff development completed outside the workday is eligible for the Incentive Credit Program maintained through the Assistant Superintendent's office.

Library Technical Services maintains a print, video, and film library of audiovisual materials which are available for checkout. It is also dedicated to providing visual learning materials and equipment to all schools. Equipment such as overhead projectors, speakers, cameras, screens, phonographs, and portable P.A. systems are available for checkout.

Pueblo Complex

The Prevention Office and the Los Alamos Family Resource Center are located at the Pueblo Complex. The Prevention Office provides information and resources concerning abuse and prevention. Also provided is mandatory training as required by the State Department of Education. Individuals and groups may request activities and presentations of interest.

Workspace, resources, services, use of equipment, and consultations are available to visitors. Use of the center is encouraged and welcomed. Please call to assure that services and personnel are available.

Los Alamos Schools Website

The Los Alamos Schools Website is maintained to disseminate information regarding to staff and community. For further information, please contact the Secretary to the Superintendent. The Los Alamos Schools Website is www.laschools.net.

Los Alamos Schools Credit Union

An employee credit union is available and payroll deductions may be requested by participating employees. The credit union office is located at the Pueblo Complex.

Summer School

A summer school program is offered each year beginning the second week of June and operates for six (6) weeks. The program consists of academic and recreational classes. Contact the Summer School Principal for information.

Computers in the Schools

Los Alamos Public Schools has a District Technology Plan, a copy of which is available in all school libraries. In addition, each school is developing their own site plan, a copy of which is available from the site representative. Any questions in this area should be directed to the Technology Coordinator.

Athletic Department

The Los Alamos Public Schools Athletic Director oversees the interscholastic athletics programs for Grades 7-12. This includes middle school, varsity, and junior varsity level sports. The Athletic Director is in charge of coaching personnel, budget allocated for athletic programs, equipment and supplies, supervision and scheduling, local and statewide public relations in the athletics area, attendance at District and statewide meetings, and review of all athletic facilities. For further information, call the Athletic Director at Los Alamos High School.

Those employees who wish to supervise athletic events may apply in writing to the Athletic Director.

School Security

Each building in the school system has been wired with an extensive fire/burglar alarm system. The alarm systems are activated any time the buildings are not occupied by school personnel. Employees should consult their principal/supervisor for more information concerning the alarm systems in the buildings to which they will need access. *UNDER NO CIRCUMSTANCES SHOULD THE CONFIDENTIAL CODE BE DIVULGED TO STUDENTS OR NON-SCHOOL PERSONNEL.*

School Volunteer Program

Los Alamos Public Schools is privileged to have a number of persons in the community who help in the schools. These volunteers perform a variety of services which assist staff in meeting the needs of students and enriching their programs. Opportunities for students to interact with a variety of adults are also provided by this program.

SECTION 3

PAYROLL INFORMATION

Pay Schedules

Questions concerning salary placement on the salary schedules should be referred to the Los Alamos Public Schools Human Resources Department or the immediate supervisor.

Checks will be delivered and payable on the 15th and 30th of each month. When the 15th or 30th falls during a weekend or holiday, checks will be delivered on the last work day preceding the weekend or holiday. When the 15th or 30th falls during a school vacation, employees may have their check mailed to them, pick up their check at the Payroll Department, or have their check delivered to the work site on the first work day following the vacation.

Payment for all contracted services in addition to teaching contracts for \$500 or less will be made in one payment on the payday after the first payroll cutoff date following the completion of the contracted service, subject to timely receipt of required paperwork. Payment for all contracted services in excess of \$500 will begin on the payday after the first payroll cutoff date following the beginning of the contracted service, subject to timely receipt of required paperwork, and will be distributed over the length of the contract.

Direct Deposit

An employee shall authorize direct electronic deposit of the employee's net paycheck. The District and Federation shall create a transition plan that will provide employees with a reasonable amount of time to make the transition to direct deposit.

Payroll Deductions – Mandatory

Federal Income Tax

Los Alamos Public Schools is required to withhold federal income tax from each employee's salary in accordance with Federal Tax Tables. Arrangements may be made with Los Alamos Public Schools' Business Services to withhold larger amounts than those specified for the stated number of dependents claimed by the employee.

Retiree Health Care Authority

Under state statute, Los Alamos Public Schools is required to participate in the Retiree Health Care Authority (RHCA). Deductions amounting to sixty-five hundredths of one percent of gross pay will be deducted from paychecks of active employees participating in the Educational Retirement Program, while Los Alamos Public Schools contributes one and three-tenths percent of gross pay for each employee.

State Income Tax

Los Alamos Public Schools is obligated by state law to withhold state income tax from employees' checks. This deduction is based on a graduated scale prepared by the New Mexico State Legislature.

State Retirement (ERA)

By acts of the State Legislature in 1957 and 1977, all employees except substitute employees are mandatory members of the New Mexico State Educational Retirement Program. Nine and forty percent (9.40%) of each salary payment is deducted for retirement. The Los Alamos School Board's rate is 10.90%. Beginning July 1, 1983, federal and state income taxes are deferred on an employee's contributions to the retirement program.

Vestiture in the state retirement program is attained after five (5) years of service in the state.

Retirement from Los Alamos Public Schools after fifteen (15) years of service is honored with a special recognition gift and reception.

Social Security

All employees are covered under the Old Age and Survivor's Insurance Program as contained in the Social Security Act. At present rates, 6.2% of the first \$106,800 of the calendar year salary for Social Security (FICA) 1.45% of the calendar year salary for Medicare (FICA) will be deducted from each check. These amounts are matched by the School Board. (NOTE: These rates are subject to change January of each year.)

Payroll Deductions – Optional

Group Insurance

Los Alamos Public Schools offers the following group insurance plans through New Mexico Public Schools Insurance Authority (NMPSIA): health, voluntary life, basic life, dental, disability, and vision.

Employee Paid Plans

Other insurance (which is 100% employee paid) can be purchased by payroll deduction: 1) First Financial Group offers accident/disability, cancer, life, sickness, intensive care, and hospital income protection benefit plans, and 2) voluntary life, NMPSIA.

Cafeteria Plan

Section 125 of the Internal Revenue Code allows for certain benefit premiums to be paid before any taxes are deducted from the paycheck. The types of deductions that may be tax-deferred are: 1) all group insurance plans offered EXCEPT life insurance, 2) dependent care plan, 3) unreimbursed medical plan, and 4) First Financial Group insurance, except life insurance. Premiums are paid through payroll deductions.

Tax Deferred Annuities

Please see the list of tax deferred annuity providers in the Appendix. Questions concerning this program should be directed to the participating companies or to the Insurance Office.

Contributions and Dues

Contributions to the Los Alamos Area United Way, dues for the Los Alamos Education Association, and the Los Alamos Federation of Teachers are payroll deductible.

Travel Information

Employees may be eligible for employment-related travel at the school district's expense. The "Application for Travel Grant" form must be completed and signed by the immediate supervisor prior to the travel date. Generally, all employees will travel on a per diem rate. This means that the District will reimburse them based on the areas they are traveling to (in-state and out-of-state). This will cover their lodging and food. After completion of a trip, the employee submits to their supervisor the travel grant with any applicable receipts. The immediate supervisor will then submit all materials to Business Services for payment. Reimbursement will be made according to the per diem schedule as stated on the travel grant form. Travel forms are available from principals, supervisors, or Business Services.

Actual Expenses

Paying for actual expenses is a special occurrence that requires written approval from the Assistant Superintendent or the Superintendent and must be requested prior to the event. It has been the District's recommendation that, when possible, employees will share rooms. Persons traveling alone will be given actual expenses if they request it.

Travel Reimbursement (Personal Vehicle)

Employees who are required to travel from one location to another during the same day in a personal vehicle will be reimbursed at the rate specified by state statute for the distance from their first assignment to the location of any additional assignments.

A "Log of Personal Vehicle Use" form must be submitted along with a requisition for reimbursement.

Reimbursement for employees who use their personal vehicle requires prior approval from their supervisor. It is generally expected that all District vehicles will be in use prior to the authorization for personal vehicle use. *STAFF MAY NOT TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES.*

Overtime and Compensatory Time

Overtime compensation must have prior authorization by the employee's supervisor, or designee. Each work site will post a list of those supervisors who are authorized to approve and option overtime or compensatory time. Any required duties assigned by the supervisor, or designee performed before or after the regular work day (which includes weekends or the duty-free lunch) will be compensated as overtime, to be accrued at 1.5 hours for each hour worked above 40 hours, or for each hour worked beyond 12 hours in an 8-hour day when the 40-hour week is not exceeded. Hours worked beyond normal contract hours but which are less than 40 hours in a normal work week will be compensated as straight time until a 40-hour work week is reached.

A workweek is defined as 7 days starting Sunday, 00:00 through the following Saturday at 23:59. Holidays will be counted towards the accumulation of the 40 hours worked. All other paid leave will not be counted toward 40 hours worked.

Employees required to work District-designated-non-work holidays will be compensated at the rate of 2.5 times the employee's hourly rate and will be compensated through payroll.

SECTION 4

EMPLOYEE BENEFITS AND LEAVE

The District provides the following insurance plans for employees working the minimum qualifying number of hours per week:

- Medical Insurance
- Life Insurance
- Dental/Vision Insurance
- Disability Insurance
- Workers' Compensation

The Los Alamos School Board's contribution to premium costs is based on the employee's salary (reference the collective bargaining agreement).

Employees on approved leave can continue their medical, vision, and dental insurance for up to one (1) year. While on approved leave the employee's premium share is 100%, with no contribution from the Board. Retirees' life insurance can be continued as outlined below under Life Insurance. Retirees may carry medical, vision, and dental insurance through the New Mexico Retiree Health Care Authority.

Medical Insurance

Los Alamos Public Schools offers group medical insurance through NMPSIA. Eligible employees include all .5 FTE or greater staff.

Eligible employees who submit an application and authorize premium deductions within 31 days of employment may have coverage effective the first day of the following calendar month. Questions should be referred to their supervisor or to the Insurance Office.

Example: An employee who starts to work on August 5 can have insurance coverage as early as September 1, if they make a full month's premium payment in August. Should this employee prefer to delay the start of their insurance coverage, they may have an effective date of October 1. (Ref. School Board Policy 4031 and the collective bargaining agreement)

Life Insurance

Los Alamos Public Schools offers group life insurance with CIGNA. Eligible employees include 0.5 FTE or greater, exclusive of seasonal, student, substitute, and casual employees. Eligibility for life insurance coverage begins on the date of employment. Benefits are based upon a schedule determined by an employee's annual pay. Questions should be referred to the supervisor or the Insurance Office.

Employer paid life insurance is \$10,000 for employees working 15 hours or more per week, exclusive of seasonal, student, substitute, and casual employees, through NMPSIA.

Life insurance may also be purchased through NMPSIA if 0.5 FTE or greater.

Dental/Vision Insurance

The Los Alamos Public Schools offers group dental and vision insurance through NMPSIA. Eligible employees are the same as for all other insurance coverage. Once enrolled in vision, you may not drop vision until you and each of your covered dependents have been enrolled for two years.

Disability Insurance

Los Alamos Public Schools offers long-term disability insurance. A new employee has 31 days after the initial date of employment in which to enroll. Compensation begins after 90 consecutive calendar days of disability. Insurance benefits will provide up to 66% of the employee's monthly salary and are coordinated with Social Security, retirement, Workers' Compensation benefits, or sick leave. Refer questions to the Insurance Office.

Workers' Compensation

Los Alamos Public Schools complies with New Mexico and federal laws by providing Workers' Compensation insurance for employees. Any job related or job incurred injury, regardless of seriousness, should be promptly reported to the immediate supervisor and the Insurance Office. A telephone call is adequate to start with, but must be immediately followed by the written report on the Notice of Accident, Form NOA-1, available from the building secretary. The report should note the time, date, and circumstances concerning the injury. In addition, the forms required for Workers' Compensation when an employee sees a doctor are: Authorization to Release Medical Information (the WCA No: will be filled in

by CCMSI and Employers' First Report of Injury or Illness, E1.2. All Workers' Compensation forms should be returned to the Insurance Office. If the injury requires medical attention, employees should go to the hospital emergency room for treatment. It is the employee's responsibility to inform the doctor that the injury is work related and that the physician will be paid by Workers' Compensation insurance.

Employees may combine sick leave with Workers' Compensation benefits as follows:

1. Employees injured in an on-the-job accident may receive payment from sick leave from the date of the accident until the eligibility date to receive Workers' Compensation benefits has been established.
2. Eligibility for Workers' Compensation payments begins the eighth day following the injury/illness. The first seven (7) days are not covered by Workers' Compensation until the employee has been off work continuously for 28 days. Workers' Compensation payments are two-thirds of the employee's average regular weekly salary up to the statutory maximum. An employee eligible for Workers' Compensation payments can expect to receive the first check approximately three weeks from the date of the injury, assuming the report has been filed in a timely manner.
3. Employees may elect to use sick leave to supplement Workers' Compensation benefits. The supplementation shall be limited to the amount necessary for Workers' Compensation and sick leave supplementation to equal the employee's regular gross salary.
4. Non-certified employees' sick/annual leave fringe benefits shall continue to accrue until the accrued sick leave is used completely.
5. The school district shall pay the District's share of the insurance premium for the term the employee receives sick leave and/or Workers' Compensation benefits, if the employee is a member of the District's approved insurance program at the time the employee is declared eligible for Workers' Compensation benefits. Employees absent from work due to a covered Workers' Compensation condition may also be entitled to Family & Medical Leave Act (FMLA) coverage. (Ref. School Board Policy 4043.1 and attachment)

Refer questions to the Human Resources Department.

Leave

ALL EMPLOYEES ARE REQUIRED TO COMPLETE THE APPROPRIATE LEAVE FORM FOR ANY ABSENCE FROM THEIR WORK ASSIGNMENT. Please contact your building secretary for the appropriate form.

Refer to the respective collective bargaining agreement for different types of leave available to certified and non-certified employees.

Employees not covered by a collective bargaining agreement should refer to the following School Board Policies: 4041, 4042, 4043, 4044, 4045, 4046, 4072, 4120, and 4073.

Non-Work Holidays

See the Appendix for a schedule of non-work holidays for 12-month employees.

SECTION 5

SAFETY PROCEDURES

School Safety Program

Los Alamos Public Schools believes that the safety of its employees, students, and public must be one of the major considerations in all operations. The Schools will endeavor to provide a safe working and learning environment, to abide by applicable safety rules and regulations, to communicate the commitment to safety, and insist upon a commitment to safety from employees, students, and visitors to the schools.

Each principal will be responsible for the supervision of a safety program for his/her school. The Superintendent will have the overall responsibility for the safety program of the District. General areas of emphasis shall include but not be limited to:

- Inservice training
- Plant inspection
- Fire prevention
- Accident record keeping
- Driver and vehicle safety programs
- Emergency procedures and drills
- Traffic safety problems relevant to students, employees, and the community
- Prevention/correction activities

It is the policy of Los Alamos Public Schools to establish and maintain a respiratory protection program consistent with OSHA Respirator Standard 29 CFR 1910.134 and OSHA Construction Industry Standard 29 CFR 1926.58. The goal is to minimize employee exposure to potentially harmful levels of gases, vapors, fumes, dusts, mists, and airborne particles. The respiratory protection program will be provided at no cost to employees. The Superintendent will establish procedures to implement this safety policy.

All personnel have the responsibility to be aware of any hazardous chemical or physical hazards that they may encounter and to take appropriate protective measures.

General safety rules shall be made known to students through the student handbook and school staff. The building principal will inform the staff of special regulations. The local police and fire departments are willing to supply films and to give lectures. *Please report safety hazards to your principal or immediate supervisor.* (Ref. School Board Policy 1415/5144/6115)

Accidents and Other Medical Emergencies

1. In case of injury to a student or staff member, first aid should be administered to the level of expertise. Please be familiar with school/site procedures.
2. A sick or injured student shall not be sent home alone nor be allowed to go home at all, unless it is known that a responsible person will be there when the child arrives.
3. If the student must go to the hospital, transportation shall be by parent or guardian or by ambulance. School personnel shall not transport a student to the hospital or to the student's home.

Fire Drills

The building principal is charged with the responsibility of conducting fire drills in accordance with state law. Fire drills shall be conducted weekly during the first month of school and monthly thereafter during the school year. The office shall maintain a time log of conducted fire drills for official inspection. Exact procedures will be discussed by the principal in staff meetings. *Teachers are required to see that their room doors are closed after the students exit and are required to take attendance registers out of the classroom in order to take attendance.*

Bomb Threats

All bomb threats must be treated seriously, even those which are suspected hoaxes or pranks. Regulation 1415R shall be followed if a bomb threat is received. Upon receiving a bomb threat, an employee shall immediately contact the principal or supervisor. If evacuation of the building is necessary, the normal fire drill procedure will usually be followed.

Emergency and Disaster Plan

Personnel employed by Los Alamos Public Schools are considered available for emergency assignments during the hours of the normal school day. In case of an emergency, employee assignments will be made by the principal or supervisor. If evacuation is necessary, the Emergency Disaster Plan will be followed. A site administrator will provide staff with appropriate procedures for their building.

SECTION 6

CERTIFIED PERSONNEL

Licensure

Certain job classifications require a license, which is the employee's responsibility to obtain and maintain. The Human Resources Department will assist you with the state-required forms and procedures.

Resignations

Resignations shall be in writing and directed to the Superintendent who will refer them to the School Board for necessary action. The employee shall give the Board a minimum of thirty (30) days written notice of intention to resign. Any letter of resignation should be submitted at the earliest possible date to allow time for a qualified replacement to be hired.

Approval of Additional Courses/Salary Increments

If a professional staff member wishes to take a course or courses for a salary increment, the following steps must be taken:

1. A Course Approval Form must be approved by the Human Resources Department before you take any undergraduate courses. The District accepts two types of courses:
Undergraduate and graduate.
 - a. The courses must be applicable to the current teaching assignment of the instructor
 - b. The courses must be approved by the State Department of Education
 - b. Undergraduate courses for Spanish, reading, and computers will also be accepted.
2. Discuss the courses with the principal.
3. An official transcript is required upon completion of courses when requesting a salary increment.

Substitute Teacher Arrangement Service

A centralized service for securing substitute teachers is provided for all schools. The system being used is AESOP, an automated sub finder. During the hiring process, you received a user name and pin number that allowed you to set up the fields in order to report an absence. AESOP will allow you to log on via email or by telephone. Anytime you plan to be away from your teaching assignment you must report the absence. This includes personal leave, professional leave or leave that does not require a substitute. The system allows you to custom create plans for your substitute that includes schedules, starting times, ending times and special instructions. The building secretary where you are assigned can assist you with any additional help you may need.

Transfers (Assignments/Reassignments)

Transfers are viewed as an opportunity to provide professional growth, rejuvenation, cross-level communication, and instructional improvement. Certified personnel are encouraged to participate in the transfer program. Staff members desiring a transfer must complete and submit a transfer request to the Human Resources Department. Transfer requests may be non-reversible according to progress of the request, the involvement of other staff, or the needs of the buildings involved. Any employee, regardless of longevity, may be transferred according to the terms of the collective bargaining agreement to satisfy the District's staffing needs.

Teacher Exchanges

Exchanges with in-state or out-of-state school districts are considered on an individual basis. Only teachers who have taught in the District for three consecutive years are eligible. Information regarding the exchange program will be disseminated in December of the current school year. Teachers interested in exchanges should contact the Human Resources Department.

SECTION 7

INSTRUCTIONAL PLANNING

Purpose

The purpose of Instructional Planning is to recognize quality and assist in the continuous strengthening and improvement of the district's learning program as well as the support services in the instruction component. The process is designed to:

- provide a rigorous examination of curricula and their outcomes
- develop new insights into curricula effectiveness
- engage subject matter groups K-12 in planning curriculum improvements that are responsive to student and community needs
- provide information for resource allocation across the district

Defined

- Instructional Planning is lesson planning and reflects current research that instruction should be data driven, and that both teachers and students should have access to the expected outcomes and to the individual student progress toward meeting the outcomes. It includes long range (a scope & sequence), unit, weekly, and daily plans.
- The instructional plan shows individual instruction as we move from teaching to learning. Teachers' decisions should be reflected in their plans.
- The instructional plan serves as a communication tool among teachers, between teachers and site administrators, and the teacher and the student.
- The instructional plan serves as evidence that the teacher implemented instruction in the event of a parental challenge. If after a student moves to the next level and is not doing well, and if the conclusion is that the student was not prepared, the instructional plan serves as evidence that instruction occurred. The instructional plan documents teaching. It should be noted that lesson plans can be requested for use in court cases or in a public records request.

Teachers

- All non-tenured and Level 1 teachers will submit an instructional plan that covers a single 45 to 90 minute lesson per week. NOTE: If a non-tenured teacher has experience and exhibits professional lesson planning ability, as required throughout the Teacher Competencies, the site administrator may elect to cancel this requirement for that teacher. The decision to cancel the requirement and the number of lesson plans collected is decision reached between site administrator and the teacher.
- The plan needs to be submitted by Friday of each week. See your site administrator for format requirements (paper or electronic). LAPS will provide a sample template on the website for teacher use. The teacher can download this template and work within it.

Site Administrators

- Collection or review of weekly plans will be the responsibility of the site administrators.
- Site administrators will collect all instructional plans from all teachers before they leave at the end of the school year. These plans can be electronic or hard copy. Instructional plans must be kept for two years. This is a requirement of NMPED.

Curriculum Coordinator:**The curriculum coordinator will:**

- provide staff development for Instructional Planning district wide
- identify and monitor the link between successful Instructional Planning and student achievement, district-wide

Instructional Plan

The instructional plan should follow the template and include the following:

- Date (approximate) of when the lesson will be taught.
- The content area being addressed.
- The New Mexico standard, benchmark, & performance indicator addressed in the plan.
- Target goals & outcomes
- The objective or observable behavior that will be measured.
- The procedures/methods (what the teacher does, what the student does).
- Materials & resources necessary to implement the plan.
- Assessment or measure of behavior addressed
- Plans for differentiation within the lesson
- Prescription for next day's lesson

SECTION 8

STUDENT-RELATED INFORMATION

Student Records

All staff and student records are confidential. Any staff member accessing student records is expected to maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality of the material contained within those records. E-mail is not a confidential manner in which to communicate information regarding students.

The correct handling of student records is a prime responsibility of all personnel, especially teachers, counselors, and principals. These persons should be thoroughly familiar with the records, which must be maintained, where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system.

Any questions concerning student records and their management may be directed to the principal or to the Director of Student Services.

Student Conduct - Discipline

School Board Policy 5131 and Regulation 5131R detail the District's position concerning student conduct. (Also see the collective bargaining agreement.) Staff members are expected to study these documents and follow the guidelines.

Principals shall develop specific written guidelines for personnel in their schools to follow as they encourage and maintain acceptable student conduct. These guidelines shall include methods of positive reinforcement for appropriate behavior as well as consequences for inappropriate behavior. Parents and school staff, including substitutes, will be provided a copy of these guidelines.

In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their reasonable and lawful requests and instructions followed by students.

All teachers will review the Student Conduct - Discipline Rule with their students during the first week of school.

SpEd. B.I.P students: Staff needs to verify if a student with a disability is receiving special education services and has a discipline plan in their I.E.P. Check with the case manager and/or the contact person for the plan. Gifted students are excluded.

Student Rights - Due Process

This guideline cites standards of conduct, prohibited activities, and disciplinary actions that may be taken for inappropriate behavior. School authorities shall follow procedures that provide a student with due process when taking appropriate disciplinary action. The following points are intended to acquaint students and parents with these procedures. A fuller explanation of due process procedures is contained in State Board of Education Regulation 6NMAC1.4.

1. A student who is immediately removed from school or class or who is given a temporary suspension shall have a rudimentary hearing at which the following will occur:
 - a. The student will be notified of the charges against him/her
 - b. The student shall be told what evidence supports the charge(s), and there will be an opportunity to present his/her version of the facts
 - c. The hearing may be an informal discussion and may follow immediately after the notice of the charges is given, unless the administrative authority decides a delay is essential to permit a further exploration of the facts. Before a student is removed from class or school for more than the remainder of a school day, reasonable effort must be made to notify the parent and offer the opportunity for a conference with the parent/student and school personnel
 - d. The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), to call witnesses to verify the student's version of the incident, or to appeal the decision
2. A student recommended for long-term suspension or expulsion shall have a right to be given notice, a formal hearing, and have the right to appeal. In such cases, the student and parent are provided with a copy of State Board of Education Regulation 6NMAC1.4,

which contains clear and explicit information as to due process rights. (Ref. School Board Policy 5131)

3. If a student with a disability is receiving special education services, the school's contact person or the case manager need to be consulted prior to suspending student from school. Gifted students are excluded.

Homebound Instruction

Students enrolled in Los Alamos Public Schools who, for reasons of ~~disciplinary action~~, illness, or other disabilities, are prevented from attending regular classes in their schools may receive instruction in their homes. Such instruction will be provided by Los Alamos Public Schools at no cost to the parents. Homebound instruction is coordinated through the Director of Student Services. (Ref. School Board Policy 6172)

Reporting Child Abuse and Neglect

It is the legal responsibility of all school employees to report suspicion of/or instances of child abuse or neglect to the Children, Youth, and Families Department or to the police. Failure to make a report is a misdemeanor. School personnel need NOT verify that a child has actually been abused or neglected. Although school personnel may discuss their concerns with their principal or supervisor, this discussion does not relieve the individual employee of his/her legal responsibility to make a report. Reports may be made anonymously and will remain confidential. (Ref. Regulation 5146R)

Reporting of Substance Abuse by Students

In accordance with State Board of Education Regulation 6NMAC1.4, Los Alamos Public Schools prohibits students from use, possession, sale, or transportation of alcohol and/or other illicit drugs and drug analogs on school property, at school, at school-sponsored activities, or in school vehicles. (Ref. Regulation 5129R)

Student Assistance and Referral Procedures

When a student shows signs of needing some type of special help, staff members may refer the student to the building Student Assistance Team (SAT) through the building principal or school counselor. The SAT makes referrals for special education services, 504 interventions, Family Council services, school social work, English as a Second Language, etc. (Ref. Regulation 5122R)

Accommodations and modifications

Some special education students 504 students may need certain provisions for accommodations or modifications during the school day due to their disability. This information is available in the student's I.E.P. or their 504 plan.

APPENDIX

Non-Work Holidays for 12-Month Employees

Tax Deferred Annuity Providers

MEMORANDUM

TO: All 12-Month Employees

FROM: Cinderella Herrera
Human Resources Specialist

DATE: June 8, 2009

SUBJECT: Non-Work Holidays for 12-Month Employees 2009-2010

The following schedule has been approved for non-work holidays for 12-month employees for the period July 1, 2009 through June 30, 2010.

July 3, 2009	Friday	Independence Day
September 7, 2009	Monday	Labor Day
October 12, 2009	Monday	261 Extra Work Day
November 11, 2009	Wednesday	Veterans' Day
November 26, 2009	Thursday	Thanksgiving Break
November 27, 2009	Friday	Thanksgiving Break
December 24, 2009	Thursday	Winter Break
December 25, 2009	Friday	Winter Break
January 1, 2010	Friday	Winter Break
January 18, 2010	Monday	Martin Luther King, Jr. Day
February 15, 2010	Monday	Presidents' Day
April 2, 2010	Friday	Spring Break
May 31, 2010	Monday	Memorial Day
<u>February 16, 2010</u>	<u>Tuesday</u>	<u>Unpaid day- All district employees</u>

Please Note:

The Holidays and Unpaid day listed above have been approved by Mary McLeod, Interim Superintendent on June 1, 2009.

**TAX DEFERRED ANNUITY PROVIDERS
LOS ALAMOS PUBLIC SCHOOLS**

<p>USAA LIFE INSURANCE USAA Building San Antonio TX 78288 PH: 1-800-531-8000 www.usaa.com</p>	<p>AMERPRISE FINANCIAL 1541 St. Francis Drive Santa Fe NM 87505 PH: (505) 988-4905 REP: Antonio Martin (505) 363-1414 www.amerpirise.com</p>
<p>PFS INVESTMENTS/LEGG MASON Primeamerica Shareholder Services 8300 Carmel Ave NE Suite 601 Albuquerque NM 87122 PH: 1-800-544-5445 (PFS) REP: Ron Siemon (505) 695-6670 OFFICE: (505) 798-6960</p>	<p>NORTHERN LIFE INSURANCE CO (ING) RELIASTAR PH: (505) 884-5050 REP: Lynn Tomko (505) 466-6518 Santa Fe NM 87508 REP: Antonio Martin (505) 363-1414</p>
<p>FIDELITY INVESTMENTS TAX EXEMPT SERVICE CO PO Box 31401 Salt Lake City UT 84131 PH: 1-800-343-0860 REP: Lynn Tomko (505) 466-6158 14 Balsa Drive Santa Fe NM 87508 REP: Antonio Martin (505) 363-1414 www.fidelity.com</p>	<p>VANGUARD GROUP Vanguard Financial Center Valley Forge PA 19482 PH: 1-800-662-2003 Marketing Dept: 1-800-662-7447 REP: Antonio Martin (505) 363-1414 www.vanguard.com</p>
<p>FIRST FINANCIAL GROUP OF AMERICA 2201 San Pedro NE Building 1, Suite 1201 Albuquerque, NM 87110 PH: (800) 365-3860 FAX: (505) 889-3860</p>	<p>WADDELL & REED INC 1219 Luisa, Suite 6 Santa Fe NM 87505 FAX: (505) 682-6204 REP: Patricia Luiken (505) 982-2829 www.wadell.com</p>
<p>METLIFE RESOURCES MetLife Investors USA 3150 Carlisle NE, Suite 108 Albuquerque, NM 87110 REP: Maria Gutierrez (505) 830-6050 FAX: (505) 830-6055 REP: Antonio Martin (505) 363-1414 www.metlife.com</p>	<p>AIG VALIC 6301 Indian School Rd. NE, Suite 670 Albuquerque NM 87110 REP: Tom Morin PH: 1-800-892-5558 Ext 89667 OFFICE: 1-800-984-0798 CUST SERV: 1-800-448-2542 REP: Antonio Martin (505) 363-1414</p>

Revised 12/11/2009

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

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

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- impacted because use/abuse problems often interfere with job performance and the maximum effectiveness of each employee. The Schools shall intervene with persons manifesting signs of use or abuse. Preference is for the employee to seek assistance voluntarily through the Employee Assistance Program. If substance use is impacting the employee's work, an administrative referral can be made to EAP.
5. An alcohol and other drug awareness program shall be included in new employee orientation to inform all employees about:
 - A. the dangers of alcohol and other drug use in the workplace;
 - B. the school district's policy of maintaining an alcohol and other drug-free workplace;
 - C. any available alcohol and other drug counseling, rehabilitation, and assistance program;
 - D. the penalties that may be imposed upon employees for alcohol and/or other drug use violation occurring in the workplace.
 6. Upon employment, each employee of the school district shall be given a copy of this policy and be notified that compliance with the terms of this policy is mandatory. This policy will also be included in the volunteer handbook.
 7. The school district shall make a good faith effort to maintain an alcohol and other drug-free workplace through implementation of this policy.

Reference:

Regulation 6152R

Legal Reference

Drug-Free Workplace Act of 1988 PL 100-690
Drug-Free Schools and Community Act, 1986, Amended in 1989,
Section 5145 In Title V of ESEA
Federal Regulation: 34CFR86.201 (EDGAR)

Policy Adopted 12/90

Policy Revised 11/94, 7/95, 5/96, 7/97, 11/97

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. When an employee is found in possession of suspected illegal drugs or alcohol or when suspected illegal drugs or alcohol are found in an area controlled or exclusively used by the employee, e.g., locker, work closet or office, the employee may be required to submit to a substance abuse test.
4. Following an accident or incident where there is damage to school property in excess of one hundred dollars, an employee may be required to submit to a substance abuse urinalysis. Supervisors are required to report any occurrence in which school property is damaged as a result of an employee accident or incident to the Superintendent/Assistant Superintendent.

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

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- C. The urine specimen will be initially tested using Health and Human Services guidelines for drug testing. Cutoff levels for the initial test plus alcohol are:

Alcohol	.02 gram % of Blood Alcohol (BAC) or greater
Marijuana Metabolites	100 ng/Ml
Cocaine Metabolites	300 ng/Ml
Opiate Metabolites	300 ng/Ml
Phencyclidine	25 ng/Ml
Amphetamines	1000 ng/Ml

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

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

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

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

- A. Transportation - All transportation employees are under the provisions of this Administrative Regulation, including all the items in section 10.
- B. Bus drivers, mechanics and mechanics helpers are subject to random substance abuse testing, including alcohol.
- (1) At least 50% of these employees will be randomly tested annually. The testing procedures outlined in section 8 will apply.
- (2) The employee covered under section 11B is required to submit to a substance abuse test, at a minimum, of once every two years. The random selection will be done by the Department of Human Resources.
- C. Maintenance and Custodial employees - all employees are required to comply with the conditions of section 10 of this Regulation.
- (1) All maintenance and custodial employees are subject to random substance abuse testing including alcohol.

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- (2) Up to 50% of the employees in each department may be randomly tested annually.
 - (3) Seasonal employees may be randomly tested during their term of employment.
 - (4) The Department of Human Resources shall do the random selection of those required to be tested and the procedures under section 10 shall be followed.
- 12. Employee Assistance Program (EAP) - The school district's EAP shall be utilized, when appropriate (Reference Policy 4030/Regulation 4030R). An employee may be required to enroll in a substance abuse treatment program as a condition of continued employment.
 - A. Any employee completing a required substance abuse treatment program will be required to comply with an EAP no-use contract, including the aftercare plan, as a condition of continued employment.
- 13. Any employee completing a self-referral will be required to sign a no-use contract as a condition of continued employment.
- 14. An employee who demonstrates behavior that reasonably appears to be as a result of being under the influence of alcohol or other drugs must immediately be removed from his/her job site (workplace).
 - A. If the supervisor reasonably suspects substance use or if the employee is a threat to himself / herself or others or to the property of the district, the employee shall be removed.
 - B. The supervisor shall place the employee on immediate suspension with pay and attempt to arrange for a ride home for the employee. If no ride is available, the police shall be called and the employee will be released to their custody.
 - C. The incident shall be reported as soon as practicable to the Assistant Superintendent for follow-up as a violation of this Policy/Regulation.
- 15. Off-Site Behavior - An employee is encouraged to consider the impact of his/her drug or alcohol behavior that reflects negatively on the school district or casts doubts on the employee's suitability for work, including trustworthiness, reliability, safety, or job performance. This includes outside of work hours, away from district property or a district event. Non-work alcohol or drug related behavior which impacts the employee's ability to perform his/her job expectations may result in

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corrective action including disciplinary action against the employee up to termination.

16. Violation - an employee is subject to disciplinary action including termination when he/she:
- Violates the alcohol and drug-free workplace Policy/Administrative Regulation
 - Refuses to submit to substance abuse testing as directed.
 - Refuses formal offer of a rehabilitation program.
 - Fails to complete a required treatment program including out - patient.
 - Violates a no-use contract.
 - Falsifies any record or action related to substance abuse.
 - Fails to report his/her arrest or conviction for substance abuse violations.
 - Violates the substance abuse urine sampling procedures.

Regulation Approved 10/93
Regulation Revised 3/96, 2/97
Cosmetic Change 1/00
Regulation Revised 3/09



Los Alamos Public Schools

SEXUAL HARASSMENT OF AND BY EMPLOYEES

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The School Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. The Los Alamos School Board prohibits sexual harassment of school district employees, applicants for employment, or students by any employee, volunteer or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school, school-sponsored activities, and school district business.

Legal References

42 U.S.C. 2000e Title VII, 20 U.S.C. 1681 Title IX, 42 U.S.C. § 1983
28 U.S.C. 2000e Title VII, Regulations of Equal Employment Opportunity
Commission

Policy Adopted 12/86
Policy Revised 9/94

Los Alamos Public Schools

Definition Of Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made, either expressly or by implication, a term or condition of any individual's employment or educational program.
2. Submission or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, assigned duties or any other condition of employment, career development, or educational programs.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, assignments, programs, or activities available in the work environment or through the educational institution.

Examples of conduct which may constitute sexual harassment, whether committed by a supervisor, any other employee, volunteer or non-employee doing business with the school district are:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome touching of an individual's body or clothes.
7. Cornering or blocking of a sexual nature of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

Discipline/Consequences

Any employee or non-employee who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and

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including removal or dismissal. Any employee, volunteer, or non-employee who permits or engages in the sexual harassment of students may be subject to disciplinary action up to and including removal or dismissal. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal who will forward a copy to the Director of Human Resources shall be disciplined appropriately.

The school district's ability to discipline a volunteer or a non-employee will be limited by the degree of control the school district has over the alleged harasser or employer of the alleged harasser.

Any employee who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be subject to disciplinary action up to and including dismissal.

Any volunteer or non-employee doing business with the school district who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be disciplined subject to the extent that the school district has control over the non-employee or his or her employer.

Reporting Procedure/Investigation

1. The Board encourages and expects employees to immediately report incidents of sexual harassment to their supervisor and the Director of Human Resources
2. Any supervisor who receives a report, verbally or in writing, from any employee regarding sexual harassment of that employee, by another employee, volunteer, non-employee, or student in the work setting must notify the Director of Human Resources within twenty-four (24) hours or within a reasonable extension of time thereafter for good cause.
3. No employee shall be required to report an allegation of sexual harassment to the individual who is the harasser.
4. All complaints of sexual harassment will be investigated and promptly resolved.
5. Upon receipt of an allegation of sexual harassment, the Director of Human Resources will designate an investigator who will initiate an investigation into the complaint within two (2) work days.
6. The school district will designate eight (8) employees who are trained to investigate sexual harassment complaints.
7. Verbal reports of sexual harassment will be put in writing by the individual complaining or by the person who receives the complaint and will be signed by the person complaining.

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8. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
9. The complaint investigator will put his/her findings in writing and will forward a copy to the Director of Human Resources or to the Assistant Superintendent if the Director of Human Resources is the subject of a complaint within one (1) week or a reasonable extension of time thereafter for good cause after concluding the investigation. Complaints by students of sexual harassment by staff will be handled in accordance with this policy. Complaints by staff of sexual harassment by students will be handled in accordance with school district Policy 5152.
10. The investigator will communicate his/her findings to the complainant and the alleged harasser as expeditiously as possible.
11. Results may be indeterminate. If so, the matter will be recorded as unresolved and the record of the investigation will be maintained by the school district separate and apart from any student or personnel file.

Retaliation Prohibited

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

Enforcement

Each site manager and principal has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. Site managers shall take appropriate actions to reinforce the school district's sexual harassment policy. These actions will include:

1. Providing staff inservice within two (2) weeks of the adoption of this policy.
2. Acquainting new employees in the school district with this policy.
3. Taking prompt action to investigate complaints of sexual harassment.
4. Taking appropriate disciplinary action as needed.
5. In addition, all site administrators shall instruct employees on the procedures for reporting sexual harassment within the educational setting on an as needed basis.

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Notifications

A copy of the school districts' policy on sexual harassment of and by employees shall:

1. Appear in any school district or work site publication which sets forth the school district's comprehensive rules, regulations, procedures and standards of conduct for employees.
2. All employees shall receive a copy of school district information sheets that contain, at a minimum, components on:
 - a. The illegality of sexual harassment.
 - b. The definition of sexual harassment under applicable state and federal law.
 - c. A description of sexual harassment, with examples.
 - d. The school district's complaint process available to the employee.
3. The Director of Human Resources will be available to answer all questions about this policy or its implementation.

Reporting To Outside Agencies

1. Federal Equal Employment Opportunity Commission

Employees who have been sexually harassed have the right to file complaints with Federal regulatory agencies. Time limits for filing complaints with Federal regulatory agencies vary. The employee should check directly with this agency for specific instructions for filing a complaint:

Equal Employment Opportunity Commission (Federal)

U.S. Department of Labor
Joseph M. Montoya Building
120 S. Federal Place
Santa Fe, NM 87501 (505-988-6348)

Legal References

42 U.S.C. 2000e Title VII, 20 U.S.C. 1681 Title IX, 42 U.S.C. § 1983
28 U.S.C. 2000e Title VII, Regulations of Equal Employment Opportunity Commission

Regulation Approved 10/94
Regulation Revision Approved 2/96 _____

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The New Mexico Statutes declare in the "Clean Indoor Air Act" that the smoking of tobacco, or any other weed or plant, is a danger to health and is a health hazard to those who are present in enclosed places.

The Los Alamos School Board is committed to excellence in education with the goal for each student to achieve his or her potential. Necessary to this goal of excellence is the health and well-being of every student. Because tobacco is an addictive substance and its use is a confirmed health risk, the Board confirms that there will be no tobacco use on school property or at school functions. Furthermore, the Board declares its goals to be the prevention, mitigation, and consequences of tobacco use and will endeavor to:

- keep student from initiating tobacco use
- help students quit tobacco use
- prevent students who continue tobacco use from using tobacco on school grounds and/or at school events.

To that end, the Los Alamos School Board prohibits students from possessing, smoking, carrying, or holding any tobacco product in any form, on school campuses, in school buildings, on school property, in school vehicles, including buses, or at school-sponsored functions/activities.

The Los Alamos School Board also prohibits adults, including school personnel or volunteers from smoking, or holding a pipe, cigar, or cigarette, or using tobacco in any form on school campuses, or at school-sponsored functions/activities, in school buildings, on school property, in school vehicles, including buses, and in personal vehicles that transport students to and from school sponsored events.

The Los Alamos School Board prohibits students from possessing tobacco products or paraphernalia or wearing clothing that promotes the use or access to tobacco products and companies on school campuses, in school buildings, on school property, in school vehicles, including buses, or at school-sponsored functions/activities.

The Los Alamos School Board encourages collaboration with community organizations, including Los Alamos County, on community-wide efforts to prevent tobacco use and supports students' participation in these events and activities.

The Los Alamos School Board will ensure that the necessary counseling services and referrals for students and staff be made available to help stop tobacco use and the addiction to nicotine.

The Los Alamos School Board shall participate in the administration of anonymous student surveys to assess tobacco use and other health risk

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behaviors. The school prevention specialist shall regularly monitor, evaluate, and submit an annual report to the Director of Student Services on the implementation of this policy and its effectiveness at reducing tobacco use, along with recommendations for improvement.

This policy does not apply to those portions of school facilities, which are rented on a lease agreement basis, e.g., Pajarito, Canyon, Mesa, or Pueblo.

Policy Adopted 10/92

Policy Revised 1/10/95, 12/96

Policy Revised 6/01, 7/08, 09/09



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In order to implement the tobacco policy for the Los Alamos Public Schools, the following actions must be taken:

- Signs shall be posted on school sites stating "No Tobacco Use."
- Site administrators are responsible for informing their staff, students, parents, and volunteers at the beginning of each school year of the tobacco policy & regulation.
- * Site administrators are responsible for educating their students about the risks of tobacco use, through the health curriculums at their sites.

Elementary students found to be in violation of this policy will be subject to the consequences decided at a Student Assistant Team or an IEP meeting.

- Each school site shall develop educational alternatives to suspension.
- Any minor student who is found in the possession of tobacco products shall find these products confiscated by staff and destroyed. The principal shall administer a range of responses to tobacco-use violations, deemed appropriate to the violation and the individual circumstance, as described below. These will include educational assignments and tobacco-use cessation services, as well as relevant sanctions such as community service, referral to teen court, and disciplinary actions as codified in this school policy & regulation. All school staff shall participate in training on the correct, fair, and consistent enforcement of tobacco-free school policies & regulations, and the dangers inherent in tobacco use.
- Incidences of tobacco use violations will accrue from Middle School to High school.
- Possession Of and Use of Tobacco Elementary Consequences:
 1. First Occurrence Elementary: Education & Intervention Approach
 - Contact parents for meeting with counselor who will initiate a SAT II or IEP meeting & the development of a community resource support plan, to include follow-up with LAPS Prevention Specialist
 - No-Use contract signed by Student & Parent
 - Student will, under parental supervision, conduct research and create a product to demonstrate his or her learning about the effects of tobacco use. This research & product will be demonstrated at the student's developmental level.

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- The student will present this information to the SAT II or IEP committee to demonstrate the fulfillment of the community plan.
- 2. Second Occurrence Elementary:
 - Reconvening of the SAT II or IEP committee to address second offense.
 - In-school suspension where student will complete an online elementary cessation program and show proof of completion to the SAT II or IEP Team.
 - Community Service assigned.
- Possession Of and Use of Tobacco Secondary Consequences:
 - 1. First Occurrence Secondary: Education & Intervention Approach
 - Contact parents for meeting with counselor & the Prevention Specialist, who will provide the process.
 - No Use Contract & Community Resource Support Plan signed by Student & Parent
 - Student required to complete an instructional program, such as "Pike's Peak."
 - Referral to Tobacco Education Group and/or Tobacco Awareness Program (cessation program) classes.

NOTE: Completion of the Community Resource Support Plan is a requirement. Students who do not complete this plan will lose their open campus lunch privileges and eat in lunch detention until their Support Plan is complete.

- 2. Second Occurrence Secondary:
 - * In school Suspension: required educational intervention
 - * No Use Contract signed by Student & Parent.
 - * Referral to Tobacco Education Group and/or Tobacco Awareness Program (cessation) classes.

NOTE: Completion of the Community Resource Support Plan is a requirement. Students who do not complete this plan will lose their open campus lunch privileges and eat in lunch detention until their Support Plan is complete.

Regulation Approved 2/89

Regulation Revised 10/94, 8/97, 11/98, 9/09



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LAPS K-2 TOBACCO NO-USE CONTRACT

Name _____ Birthday _____

Grade _____ Student ID# _____ School _____

I, _____ promise that I will not use or have tobacco in any form. I will not give any tobacco or tobacco items to other students. I will not bring any tobacco from home.

_____ I will follow all the rules about tobacco while at school.

_____ I will not try to get tobacco or tobacco items at other school events (games, plays, or parades)

If I do not follow these rules about tobacco I know that I will have a meeting about tobacco use and will have to learn more about the dangers of tobacco.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

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LAPS ELEMENTARY TOBACCO NO-USE CONTRACT

Name _____ Date of Birth _____

Grade _____ Student ID # _____ School _____

I, _____, will not use and/or possess tobacco products or paraphernalia in any form (cigarette, chewing tobacco etc.) I will not participate in distributing, purchasing or giving away tobacco products in any form. In addition, I will:

_____ Abide by all laws, district regulations, and school rules at school and _____ at school-sponsored activities.

_____ Attend all classes unless excused by a parent or guardian. I will be on time for these classes.

_____ In addition, if I am in any club, activity, or sport, I know that I must adhere to the extra-curricular regulation on tobacco use:

6145R

I understand and accept all of the above stipulations and will abide by them. I understand that any violation of this contract will result in immediate consequences, rising to the Second Occurrence for Elementary Students.

Student Signature _____ - Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____

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LAPS SECONDARY TOBACCO NO-USE CONTRACT

Name _____ Date of Birth _____

Grade _____ Student ID # _____ School _____

I, _____, will not use and/or possess tobacco products or paraphernalia in any form (cigarette, chewing tobacco etc.) I will not participate in distributing, purchasing or giving away tobacco products in any form. In addition, I will:

_____ Abide by all laws, district regulations, and school rules at school and _____ at school-sponsored activities.

_____ Attend all classes unless excused by a parent or guardian. I will Be on time for these classes.

_____ In addition, if I am in any club, activity, or sport, I know that I must

Adhere to the extra-curricular regulation on tobacco use:

6145R

I understand and accept all of the above stipulations and will abide by them. I understand that any violation of this contract will result in referral to Teen Court, where I will be sanctioned to attend a program for cessation and to complete a community service program.

Student Signature _____ - Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____