

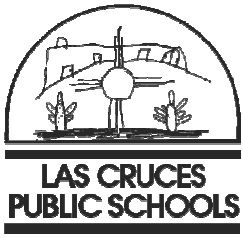
Las Cruces Public Schools

Family and Student Handbook

2009 - 2010



This student handbook summarizes many of the school district's policies and procedures. The policies are italicized and bolded for your reference. If you would like specific information regarding the district's policies, all of the school board's approved policies and regulations are available online at <http://lcps.k12.nm.us/Committees/Policies/index.shtml>



BOARD OF EDUCATION

Chuck Davis

Maria A. Flores

Connie Phillips, Ph.D.

Serena Shoop

Bonnie Votaw, Ed.D.

Stan Rounds
Superintendent



OUR MISSION

The Las Cruces Public Schools, in partnership with students, families, and the community, provides a student-centered learning environment that cultivates character, fosters academic excellence, and embraces diversity.

Dear Students and Parents:

Welcome to the 2009-2010 school year. On behalf of the Las Cruces Public Schools Board of Education and administration, it is my pleasure to welcome you to an exciting new school year!

This handbook was carefully created by LCPS staff to answer as many student and parent questions as possible. I strongly encourage you to read it completely. Use it as a resource when you need guidance about a school issue, but please don't let it be a substitute for personal contact with teachers, counselors, librarians, principals, or administrators any time you have a question.

You may also want to visit our website at www.lcps.k12.nm.us. You will find a wealth of current information about almost every aspect of our school district, including the policies and regulations referenced in this handbook, and much more.

As we begin a new school year, I think it is important to say once again how very important it is for all of us to work together to make our educational system the very best it can be for all our students. It is equally important that every student comes to school on time, every day, ready to learn.

I look forward to another great year.

Thank you very much.

Sincerely,

Stan Rounds
Superintendent of Schools

TABLE OF CONTENTS

STUDENT EXPECTATIONS	4
<i>Work Habits</i>	4
<i>Respect for Self and Others</i>	4
<i>Respect for Authority and Property</i>	4
<i>Safety</i>	4
<i>Athletics and Extracurricular Activities</i>	4
ACADEMIC POLICIES	5
<i>No Child Left Behind</i>	5
<i>Compulsory Attendance, Truancy and Tardiness</i>	5
<i>Requirements for Enrollment</i>	5
<i>LCPS Open Enrollment and Transfer Requests</i>	6
<i>Middle School Magnet Programs</i>	6
<i>Student Records/ Custodial Rights of Parents</i>	6
<i>Acceptable Use of Internet and Technology Resources</i>	7
<i>Alternative Means of Earning Credit</i>	7
<i>Dual Credit for High School Students</i>	7
<i>Grading and Reporting</i>	7
<i>Academic Interventions</i>	8
<i>Guidance and Counseling</i>	8
<i>Student Academic Support (SAS)</i>	8
<i>Section 504</i>	8
<i>Child Find</i>	8
STUDENT DISCIPLINE POLICIES	9
<i>Student Rights and Responsibilities</i>	9
<i>School Discipline</i>	9
<i>Student Dress</i>	9
<i>Student Personal Items</i>	9
<i>Violence and Gang and/or Gang-Like Activities</i>	10
<i>Notice of Prohibition Against Bullying, and Anti-Bullying Interventions</i>	10
<i>Notice of Prohibition of Alcohol/Tobacco and Other Drugs</i>	11
<i>Beware of Predators</i>	11
<i>Student Searches and Seizures</i>	12
<i>Suspension or Expulsion of Students</i>	12
STUDENT SUPPORT POLICIES	13
<i>School Health Services</i>	13
<i>Immunizations of Students</i>	13
<i>Administering Medications to Students</i>	13
<i>School Dispensation of Over-The-Counter Medications</i>	13
<i>Head Lice</i>	13
<i>Pink Eye</i>	14
<i>Transportation of Students</i>	14
<i>Nutrition Services</i>	14
<i>Use of School Buildings</i>	14
PARENTAL POLICES	15
<i>School Advisory Councils</i>	15
<i>Release of Students During the School Day</i>	15
<i>Custodial Rights of Parents</i>	15
<i>Visitors to Schools</i>	15
<i>Volunteer Clearance</i>	16
<i>Appointments with Teaching Staff and School Administrators</i>	16
<i>Megan’s Law</i>	16
<i>Public Inquiries and Parental Complaints</i>	16
<i>Emergency Information</i>	17
PARENT AND STUDENT SIGNATURE PAGE	18

STUDENT EXPECTATIONS

WORK HABITS

Students are expected to be prepared for and participate in each class, meet performance standards, have the necessary class materials, complete class work and homework accurately and on time, and be prepared to participate in state and district assessment tests. Students are expected to be at school on time and attend school on a full time basis. ***LCPS Policies JHD-RA and IKF***

RESPECT FOR SELF AND OTHERS

The behavior of an individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. In addition, students are expected to:

- be honest
- behave with dignity
- treat others with respect and courtesy
- refrain from harassing others
- come to school free from the influence of tobacco products, alcohol or drugs: and without the use or possession of such substances
- exhibit appropriate behaviors that do not offend or distract others.

RESPECT FOR AUTHORITY AND PROPERTY

Students are responsible for compliance with all school policies and all state and federal laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school; while on all school-sponsored activities, both on campus and off campus, while participating in all athletic events; and while traveling on school busses and participating in school-sponsored field trips. This includes the conduct of students who are en route to and from school. Students need to treat all property belonging to the school and to others with care and respect.

SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence and possession of weapons and contraband are never acceptable. To report safety concerns please contact school administration or the LCPS Safety and Security Coordinator at 527-6653.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Eligible students who choose to participate in school-sponsored athletics will be expected to follow the tenets of "Pursuing Victory with Honor" and/or the "Athletic Code of Conduct". For additional information, please reference the Athletic Handbook found at <http://www.lcps.k12.nm.us/Departments/Athletics/index.shtml> or call the LCPS Athletic Department at 527-5812.

Eligible students who choose to participate in school-sponsored extra-curricular and/or co-curricular organizations will be expected to follow the LCPS Board policy IHAF-RA guidelines. For additional information, please reference the LCPS Policy IHAF/RA at http://www.lcps.k12.nm.us/Committees/Policies/Series_I/IHAF%20Visual.doc. For more information access the New Mexico Activities Association Handbook, visit http://www.nmact.org/handbook_nmaa.
LCPS Policy IHAF-RA

Any violations of policies, regulations or statutes will result in school discipline and/or legal ramifications. All LCPS policies and regulations are online at www.lcps.k12.nm.us

ACADEMIC POLICIES

NO CHILD LEFT BEHIND

“No Child Left Behind” (NCLB) represents federal law that attempts to accomplish standards-based education reform. The law reauthorized federal programs meant to hold primary and secondary schools measurably accountable to higher standards. It also provided more opportunities to parents for school choice and placed a greater emphasis on reading in schools. NCLB is written so that it requires 100% of students (including special education students and those from disadvantaged background) within a school to reach the same set of state standards in math and reading by the year 2014. Part of the accountability is Adequate Yearly Progress (AYP). Each school district in the state of New Mexico must administer mandated assessment tests in grades 3-8 and 11th grade for high school.

COMPULSORY ATTENDANCE, TRUANCY AND TARDINESS

All qualified LCPS students in the LCPS district, except those exempted by law, regulations or rules, must enroll in school and are required to attend school full time. Schools will identify students who have attendance problems. Any parent of a student subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that student. In order for an absence to be considered excused, students must provide written documentation from a parent/guardian within three (3) school days after their return to school.

LCPS Policies JHD-RA and IKF

Parent(s)/guardian(s) will be notified when the school has concerns regarding students’ unexcused absences with regard to the Compulsory School Attendance Law. Excessive absences, trancies (defined as unexcused absences) and/or tardiness may result in disciplinary action, possibly including contact with the Las Cruces Juvenile Probation and Parole Office and the District Attorney’s Office.

According to LCPS policy, a high school student may not be given course credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student attending fewer than 90% of the days the class is offered, regardless of whether the absence is excused or unexcused, will be required to complete an appeals packet in order to be considered for course credit. For more information, please contact your student’s administrator or counselor.

LCPS Policies JEA, JE, JHB, JHB-RA, IKF & IKF-RA

REQUIREMENTS FOR ENROLLMENT

Required documents:

- Completed New Student Enrollment Information Form
- Completed Nurse Emergency Authorization Form
- Proof of student's date of birth – birth certificate, physician's records, passport/ visa or previous school records
- Up-to-date immunization records
- Evidence of physical home address (utility, water, gas or electric bill)
- Current documentation of grades and/or transcript
- Proof of guardianship
- Please make sure custodial and contact information is current for your child. When you move, change phone numbers or change emergency contact names, contact your school immediately.

LCPS Policies JFA – Admission Procedures / JFA - RB – Enrollment of Homeless Students JFA – Admission Procedures / JFA - RB – Enrollment of Homeless Students

LCPS OPEN ENROLLMENT & TRANSFER REQUESTS

Students are required to attend the school within their residential boundaries unless they are in possession of an approved transfer request. Approvals must be obtained before any student is allowed to enroll at a school site outside his or her attendance area. To seek approval, students are to submit their open enrollment transfer requests to:

K – 8 students: submit the form to the principal of the home school from which the student wants to transfer, or

9 – 12 students: submit the form to the Department of Instruction at the LCPS Administration Building.

Acceptance of an open enrollment transfer request is contingent upon the following criteria:

- Space availability
- Program availability
- Priority placement
- Parents/guardians must be able to provide transportation to and from school. For the safety of your child; arrangements should be made to ensure that the student will be on campus only when supervision is provided. Please check with your child's school for more specific information.
- Form JFB-E1 *Request for Change of School Assignment* is available on the LCPS website or at any school

LCPS Policies JFB & IKE

MIDDLE SCHOOL MAGNET PROGRAMS

Magnet programs are specific to LCPS middle schools. A magnet school is a school which offers specialized courses or curricula in a particular field of study. Students have an opportunity to enroll at a middle school outside their attendance zone to begin a pathway in the areas of technology, enriched sciences, engineering, media, music technology, piano, art, theatre, and dance. All pathways lead to existing programs that is being offered by LCPS high schools. Students must complete an application and submit it to the LCPS Instruction Department to be considered for enrollment in a magnet program. A lottery system is used to select students for magnet programs. All magnet student enrollments are handled by the LCPS Instruction Office. For further information, contact the Director of Secondary Instruction at 527-5889.

STUDENT RECORDS/CUSTODIAL RIGHTS OF PARENTS

STUDENT RECORDS

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

LCPS Policies JRA, JRA-E-1 & JEA-RA

CUSTODIAL RIGHTS OF PARENTS

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

LCPS Policy JLIB

ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES

All LCPS students, employees, contractors, volunteers and other district officials who use or have access to school district technology must sign and abide by the district's Acceptable Use Policy (AUP) indicating their knowledge of and agreement to terms and conditions of use of district technology resources. Failure to follow the acceptable use procedure will result in the loss of the of these tools and may result in disciplinary action up to and including suspension, expulsion, termination and criminal charges. All technology resources must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS Mission Statement, Priorities, and Goals.

LCPS Policies EJA, EJA-RA, JI & JKD

ALTERNATIVE MEANS FOR EARNING CREDIT

Students enrolled in the LCPS Las Cruces Public Schools may receive credit offered through alternative methods to meet graduation requirements. Las Cruces Public Schools will follow the provisions as identified in New Mexico Standards for Excellence 6.30.2 NMAC that governs the enrollment in these courses. Options of alternative instruction may include computer-assisted learning, correspondence courses, independent study and online courses. The Superintendent will set forth regulations to determine the process for students to be enrolled in such courses. Students will be informed of alternative instruction options through school handbooks, websites, and all counselors' offices.

LCPS Policy IHBHD

DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Student enrollment in college courses prior to high school graduation is an excellent way to explore future careers, ease the transition from high school to college, and earn elective credits toward high school graduation requirements. Juniors and seniors interested in enrolling in dual credit courses must (1) submit an application for undergraduate admission to New Mexico State University; (2) submit the dual credit request form; and (3) submit a release of dual credit/early admission student information form. Copies of forms are available in the high school counseling offices and the NMSU admissions office. Students are to follow university or community college regulations and enrollment guidelines. Orientation will be scheduled at the beginning of each semester to ensure that parents and students are aware of all university and community college requirements and expectations.

GRADING AND REPORTING

Students and parents will be informed of grading criteria at the beginning of each course. Parents/guardians of students who have a "D" or an "F" will be notified at the middle of each nine week grading period. Student progress will be reported formally every nine weeks. Grading period intervals are indicated on the school board approved district calendar. Parents are encouraged to meet with their children's teachers during district-scheduled parent conference days and/or as soon as any concerns arise. Parents and teachers meeting as a team assist to reinforce student expectations and increases communication between the school and the home. A Student Support and Intervention Plan (SSIP) may be developed for students achieving below grade level proficiency.

LCPS Policy IKAB

ACADEMIC INTERVENTIONS

Each school provides a variety of interventions to support academic success and achievement. Parents are invited to contact students' home school for more information.

GUIDANCE AND COUNSELING

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

STUDENT ACADEMIC SUPPORT (SAS)

SAS is an integrated service delivery approach for all students and should be applied to decisions in general, remedial, and special education. SAS is the process that all student assistance teams (SAT) in New Mexico must follow to ensure that schools meet all students' needs.

Student Academic Support (SAS) is a process that provides immediate intervention to struggling students at the first indication of failure to learn. Classroom teachers identify those who are not mastering critical skills and provide intervention to small groups of students.. In addition, SAS allows teachers to identify students in need of additional targeted intervention(s).

SECTION 504

The School District acknowledges its responsibility under the American Disabilities Act, Section 504 to avoid discrimination in policies and practices regarding its students. No unlawful discrimination against any student with a disability shall knowingly be permitted in any school district program or practice. This policy extends to all aspects of the school district's educational program, as well as to the use of all school district facilities, and participation in all school district-sponsored activities, including extracurricular activities and athletics. For further information on Section 504, please contact the District 504 Coordinator at 575-527-5618 or your building administrator. **LCPS Policy JBB**

CHILD FIND

In accordance with federal regulations, LCPS assumes the responsibility for the location, identification and referral of all children requiring special education and/or 504 related services from birth through age 21, including students who are in private schools, in religiously affiliated schools, migrant children, homeless children, and those who are in need of special education even though they are advancing from grade to grade.

The school district's child identification, Child Find, process is coordinated by the Special Education Department, which utilizes a variety of community resources and conducts many systematic activities in its efforts to identify children. If you know of a child who lives within the boundaries of the LCPS district, who may have a disability, and may need but is not receiving special education or 504 services, please call the LCPS Special Education Department at 527-5901.

Please contact the Special Education Department at 527-5901 or your building principal for further information on Child Find policies and procedures.

STUDENT DISCIPLINE POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

A primary responsibility of Las Cruces Public Schools and its professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school district is a community, and the rules and regulations of a school are the laws of that community. Each right carries with it a corresponding obligation. The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

The district has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established. It is the responsibility of students and parents to inform themselves of current board policies and district regulations. ***LCPS Policy JI***

SCHOOL DISCIPLINE

School disciplinary action will focus on management of inappropriate student behaviors and appropriate consequences. All available resources will be utilized, including preventive and responsive interventions to support students' needs. Conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension and/or other disciplinary action(s), including legal action.

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

LCPS Policy JKD

STUDENT DRESS

The student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning and free from unnecessary disruption. During the school day and while participating in school related activities/functions, students shall adhere to a standard of dress and appearance that is appropriate. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violate reasonable standards, compromise safety, demean, slur or harass others through symbols, words or images, and/or disrupt the educational process shall not be tolerated.

Contact building administration for more specific information.

LCPS Policies JICA & JICA-RA

STUDENT PERSONAL ITEMS

Students are encouraged to leave items of value at home. Personal items that are lost, damaged, or stolen are not the responsibility of the school district.

Any personal items which interfere with the classroom instruction and activities, school operations, testing, etc will be confiscated by school staff. This includes electronic devices, such as cellular telephones, iPods and electronic games. Parents/guardians will be required to pick up confiscated items from building administration.

VIOLENCE & GANG AND/OR GANG-LIKE ACTIVITIES

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

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

LCPS Policy JICF & JICF-RA

NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS

Bullying behavior by any LCPS student in the Las Cruces Public Schools is strictly prohibited, and such conduct may result in disciplinary actions, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts against a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- placing a student in reasonable fear of physical harm or damage to the student's property; or
- physically harming a student or damaging a student's property; or
- insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be promptly investigated. If acts of bullying are verified, prompt disciplinary actions may be taken against the perpetrator, up to and including suspension and/or expulsion. No investigation shall be delayed more than three (3) school days without the knowledge and express permission of the Superintendent of Schools.

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

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

LCPS Policies ACA, ACA-RA, JICK, JICK-RA, JICKA, JICKA-RA, JICFA, JICFA-RA, JICFB & JICFB-RA

NOTICE OF PROHIBITION OF ALCOHOL/TOBACCO AND OTHER DRUGS

LCPS believes that involvement with, and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. LCPS will not tolerate the possession, use, or sale of alcohol, tobacco, or other drugs on school locations. To this end, the LCPS has a pre-kindergarten through grade 12, district-wide policy on alcohol, tobacco, and other drugs and designates the superintendent to enforce, monitor and evaluate district programs and procedures related to this policy. The district policy conforms to all local, state, and federal laws and regulations governing elementary and secondary students. The goal of this policy is to employ prevention and early intervention strategies, as well as progressive discipline and consequences including expulsion with regard to drugs and alcohol. The board shares responsibility for ensuring drug-free campuses and will work with school staff, students, parents, law enforcement, public agencies, and community organizations. The superintendent is responsible for ensuring that each separate school property is identified as a Drug-Free School Zone as mandated by New Mexico Statute (30-31-1 NMSA 1978). ***LCPS Policy JICH***

BEWARE OF PREDATORS

Students need to take precautions against individuals who “prey” on students. These types of individuals are referred to as predators. A common process used by predators is called “grooming.” Grooming is defined as the process in which a predator (peers or adults) gains trust and affection from their victim(s). Students should be aware of the following signs and individuals who:

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

Students experiencing any of the above or persons who are aware of students experiencing any of the above situations or who have suspicions of inappropriate behaviors should immediately contact any of the following resources:

- Local law enforcement at 526-0795 (Central Dispatch-Las Cruces Police Department);
- New Mexico Children Youth and Families Department (CYFD) at 1-800-797-3260 or 524-6400;
- School personnel or a trusted adult;
- Family members; and/or
- LCPS Safe Schools Tip Line at <http://safeschools@lcps.k12.nm.us>

NMAC Title 6.60.9

STUDENT SEARCHES AND SEIZURES

REASONABLE SUSPICION

A personal search of a student may be conducted if there is reasonable suspicion of prohibited contraband. All personal searches should be conducted only by LCPS school administrators. For example, students who are suspected to be in possession of contraband that is in violation of state or federal law, or LCPS board policy may be searched. Such reasonable suspicion shall be reported to the building administration for further action.

A reasonable suspicion is one based upon *objective*, observable facts. The scope or extent of the search must also be reasonably related to the reason for the search.

SEARCHES OF LOCKERS/BACKPACKS

Searches of student lockers that remain under the control of the schools pursuant to its JIH Policy--lockers, desks, and similar facilities--may be conducted at the direction of the principal or his or her designee, at any time, with or without suspicion, and with or without the consent of the student using such locker. Searches of outer garments such as jackets and coats, purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be conducted in the same manner.

SEARCHES OF VEHICLES

Upon reasonable suspicion, a search of a student vehicle may be conducted at the discretion of authorized school officials at any time the vehicle is on school premises.

SNIFFER DOGS

Sniffer dogs may be used by the school administration to any extent to secure safety and the well being of the school community. Sniffer dogs are used by law enforcement agencies to assist school administration to locate illegal contraband and drugs.

METAL DETECTORS

School administration may use hand held and walk through metal detectors and may use them to conduct appropriate student searches to ensure school safety..

LCPS Policies JI, JI-RA, JIH, JIH-RA

SUSPENSION OR EXPULSION OF STUDENTS

The right to a public education for students is not absolute; it may be taken away, temporarily or permanently through suspension or expulsion for violation(s) of school district and/or school regulations. However, it is a property right afforded to students which may only be denied when school authorities have adhered to procedural safeguards required affording the student due process of law.

LCPS Policy JKD-RA

STUDENT SUPPORT POLICIES

SCHOOL HEALTH SERVICES

The primary purpose of the school health services program and the LCPS Health Services Department is to promote optimal health for the school community to increase opportunities for learning.

LCPS Policy JLC

IMMUNIZATIONS OF STUDENTS

Students shall not be enrolled at any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization exemption will be placed on immunization suspension until immunizations are completed or are made as current as possible. It is unlawful for any parent to refuse or neglect to have his or her child immunized, as required by state law, unless the child is properly exempted.

Legal Reference: NMAC 6.12.2, NMAC 7.5, and Chapter 24 Article 5, NMSA 19978

LCPS Policy JLCB-RA, JKD-RA

ADMINISTERING MEDICATIONS TO STUDENTS

Elementary Grades PreK-5: A parent may visit the school to dispense medication to a child. Otherwise, all medication must be deposited with the school nurse or principal for safekeeping. Medications should be delivered to and picked up from the school by the parent/guardian. Written physician orders and parent consent must be received regarding all medications that are to be given at school. This information must be updated at the beginning of each school year. If your child requires medication during the school day, please contact the school nurse.

Secondary Grades 6-12: Students may carry and administer their own medications, including over-the-counter medications, under most circumstances. A parent may visit the school to dispense medication. Any students requiring supervision must deposit their medication with the school nurse or school administrator for safekeeping. Medications should be delivered to and picked up from the school by the parent/guardian. Written physician orders and parent consent must be received regarding all medications that are to be given at school. This information must be updated at the beginning of each school year. If your child requires medication during the school day, please contact the school nurse.

LCPS Policy JLCD-RA

Abuse of self-administered medication(s) and/or supplements will result in student discipline.

SCHOOL DISPENSATION OF OVER-THE-COUNTER MEDICATIONS

At the beginning of each school year, parents may sign a permission consent form giving school officials permission to administer certain over-the-counter medications to a student. These medications will be available in the nurse's office of each school for emergency use and may only be administered by the school nurse after an assessment of the student's health concerns. These medications are not provided for routine use by students and any student requiring such medication more than three times in one month or more than three days in a row will be referred for a medical evaluation. Elementary nurses will attempt to inform a parent before administration.

LCPS Policy JLCD-RA

HEAD LICE

The student's parent/guardian will be called and told that head lice have been identified on a child. The student will be excluded from class until no visible nits or live bugs are found. Upon return to school, the student will be checked by the school nurse before returning to class.

PINK EYE (Infectious Conjunctivitis)

The student's parent/guardian will be called or notified that the student complained to the school nurse of eye irritation. This irritation can be caused by a variety of bacteria, viruses, and other germs, as well as by allergy, exposure to chemicals or irritants. "Pink Eye" spreads from person to person by direct contact, in droplets coughed or sneezed into the air, on hands, towels, and/or girls sharing makeup products. If your child is complaining of these symptoms or has been sent home from school because of them, please contact your doctor for treatment. Upon return to school, the student will be checked by the school nurse before returning to class.

TRANSPORTATION OF STUDENTS

Student transportation is a privilege, not a right, extended to qualified students who are eligible for transportation pursuant to NMSA 1978, Section 22-16-4 and 6.41.4 NMAC. Students who do not obey the state statute and local regulations governing student transportation may have their transportation privileges revoked by the school district.

For additional information regarding transportation, please contact the LCPS Transportation Department at 575-527-5999.

You may also access the [Transportation Handbook](#) for parents and students via the internet at

<http://www.lcps.k12.nm.us/Departments/Transportation/index.asp>.

LCPS Policy #274

NUTRITION SERVICES

LCPS takes part in the National School Lunch Program/Breakfast Program/Snack Program. Breakfast and lunch are served daily. Meal prices vary from year to year. Costs are available through the LCPS website or call your local school.

Meals are also available free or at a reduced price. An application for free or reduced meals is available at your child's school. Check with the Food Services Cashier in the cafeteria or with the school secretary in the office. To get free or reduced priced meals for your children, carefully complete the application and return it to the cashier in the cafeteria of your home school. Do not return it to the child's teacher. Previous year eligibility is good for the first 30 days of the new school year. Applications are processed within 10 days of receipt and a letter is mailed to parents with the new eligibility information.

Booker T. Washington, Cesar Chavez, MacArthur, Sunrise and Valley View elementary schools are Provisional II Schools so all students at these schools receive their meals at no cost. No application is necessary for these students.

For additional information such as breakfast and lunch menus, nutrition information and students with special dietary needs, please contact Food Services at 575-527-5996 or visit the website at

<http://www.lcps.k12.nm.us/Departments/FoodServices/index.asp#about>.

Menus are subject to change.

USE OF SCHOOL BUILDINGS

The school district's facilities are available to schools, school-related groups, non-profit and charitable organizations, civic clubs and public agencies. Use of school district facilities is encouraged to maximize the community's use of public facilities. The school district will set forth rules and regulations for proper usage, protection against loss and damage, and the recovery of additional operating costs due to extended and after-school use of such facilities. Organizations requesting the use of public school facilities must fill out the appropriate building use form and must follow all rules and regulations set forth by the school district. The space provided for an organization's use is made available when it is not needed by LCPS for its instructional needs or its educational or extra-curricular programs. The first priority for use of indoor and outdoor school space is given to the school itself.

The Superintendent, or his designee, is authorized to approve, deny and set all conditions for community use of buildings and grounds under the direction of Policy KF Building Usage.

The regulations for use of school facilities are located on the LCPS Application For Use Of School Building form. The form is available from any school, or the LCPS web site (www.lcps.k12.nm.us). All applicants are required to read the regulations

prior to signing the form. Any questions regarding the Use of School Building form should be directed to LCPS Office of the Associate Superintendent for Operations, 527-5990.

LCPS Policy KF Building Usage

**PARENTAL POLICES**

Research and experience have shown that parental involvement is a key factor in student success. Las Cruces Public Schools encourages parents and family members to become effectively involved in a partnership with all schools and the school district's administration at all levels. The following activities and actions will be provided to create an effective support system to facilitate parental involvement in all schools. For a list of parent resources, please search the LCPS website under the "Parents" section for additional resources.

SCHOOL ADVISORY COUNCILS

School advisory councils shall assist the school principal with school-based decision-making process and involve parents in their children's education.

Each school has a school advisory council and its membership is elected in accordance with local school board policy. School advisory council membership reflects an equitable balance between school employees and parents and community members. If you are interested in becoming a member of your school's advisory council, complete a "Declaration of Interest Form" (Form #128). The declaration of interest form may be obtained from your child's school principal or the LCPS web site under the parent section.

LCPS Policies KCB & KCB-RA

RELEASE OF STUDENTS DURING THE SCHOOL DAY

For the safety and protection of your child, a parent/guardian is required to report to the school office, present photo identification and officially sign-out the student for early release.

The protection of quality instructional time for your child is a priority. To minimize the loss of instruction, verification of any medical appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, up to date information.

The school must always receive notification or authorization from the custodial parent/guardian before releasing the student to a non-custodial parent.

LCPS Policy JLIB Custodial Rights of Parents/Guardians

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/legal guardians. Possible exceptions include: child abuse investigations, directives from law enforcement officials and/or the New Mexico Children, Youth, and Families Department (CYFD) or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary.

LCPS Policies JLIBA & JLIBA-RA

CUSTODIAL RIGHTS OF PARENTS

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

LCPS Policy JLIB

VISITORS TO SCHOOLS

The Board of Education encourages parents and other citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Unless accompanied by parent(s)/guardian(s), school aged guests (i.e., out of town relatives or friends) are not permitted on campus during the school day.

For the safety of students and staff, all school visitors must report to the school's main office upon arrival before proceeding to any part of the school or school grounds. Visitors shall comply with the school's and school district's rules regarding identification and safety.

LCPS Policy KFA & KI

VOLUNTEER CLEARANCE

The Las Cruces Public Schools welcomes and encourages all parents and citizens of Las Cruces to volunteer their time in our schools. In order to protect our students, volunteers must comply with Las Cruces Public Schools' Board of Education policy #208. The policy requires volunteers to complete all forms contained in the Volunteer Packet, which includes the following:

- FBI background check (cost \$40.25 cost is paid by the volunteer or by the requesting school)
- Fingerprinting (the cost \$7.00 cost is paid by the volunteer or by the requesting school)
- Waiver statements and volunteer information sheet

The school site will be notified by the LCPS Human Resources Department if the volunteer's FBI background check returns with no discrepancies. Volunteers will then be issued an appropriate identification badge from their school site. Exceptions from this procedure would be the parent of a student participating in a single event, such as a field trip, for a period less than five hours. Schools are required to keep an up-to-date list of all volunteers in the building and are responsible to make sure each volunteer has a complete file in the LCPS Human Resources Department. The Volunteer Handbook, Volunteer Packet and guidelines can be viewed online at http://lcp.k12.nm.us/Departments/Community_Relations/volunteers.shtml

LCPS Policy #208

APPOINTMENTS WITH TEACHING STAFF AND SCHOOL ADMINISTRATORS

GRADING AND CLASSROOM DISCUSSIONS

For the protection of quality instructional time, classrooms will have minimal interruptions during the school day. Please note that teachers and administrators designate time to return telephone calls and meet with visitors.

Parents and/or guardians are asked to schedule appointments with the teacher(s). This will ensure that staff give full attention to the visitor(s) and reduce disturbance to instructional time.

OTHER CONCERNS

It is the District's position that all concerns involving your student be addressed at the building level. Should parents/guardians need assistance after exhausting the building level process, you may complete the LCPS Concerns Form and/or contact the Office of Instruction at 575-527-5802. The LCPS Concerns Form is available online at <http://lcp.k12.nm.us/Forms/index.shtml>

MEGAN'S LAW

LCPS supports the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") Chapter 29, Article 11A NMSA 1978. Registered offenders are listed on the state website:

<http://www.nmsexoffender.dps.state.nm.us/>

LCPS Policy JLIA

PUBLIC INQUIRES AND PARENTAL COMPLAINTS

As a parent or community member, there may be times when you need to have a problem solved or have a question answered. You may also have suggestions for changes to improve our school system. Your input is important. First, please address your questions or comments to the school principal. If your concerns are not addressed satisfactorily with the principal, please call the LCPS Department of Community Relations at 575-527-5928. ***Policy KA –Public Inquires and Complaints***

EMERGENCY INFORMATION

During school emergencies, parents must work in accordance with law enforcement and school officials to ensure the safety of all children and staff. Routine school procedures may change during an emergency. Emergencies could include fire, lockdowns, bus accidents, severe weather storms, disturbances in the adjacent neighborhoods, and more.

Please make sure emergency information is current on your child's school records. When you move, change phone numbers or change emergency contact names, contact the school immediately.

What should parents do in an emergency situation?

1. School emergency information will be sent to local radio and TV stations to keep parents notified and to provide instructions regarding procedures, if necessary. School closures or late starts due to severe weather conditions will also be released to all media outlets. Limited bus routes may not be announced, since unexpected conditions may close roads without warning.

LOCAL FM RADIO	LOCAL AM RADIO	TV (COMCAST CABLE SYSTEM)
KRWG FM (90.7) KKVS FM (98.7) KVLC FM - 101 Gold (101.1) KHQT FM - HOT 103 (103.1) KGRT FM (103.9) KMVR FM - Magic 105 (104.9)	KSNM AM (570) KOBE AM (1450)	KDBC – Channel 4, CBS KVIA – Channel 7, ABC KFOX – Channel 8, FOX KTSM – Channel 9, NBC CLC TV – Channel 20, Govt. Access KRWG – Channel 22 (Cable 2), PBS KINT – Channel 26, Univision

2. School emergency information will also be posted on the LCPS website (www.lcps.k12.nm.us), and the LCPS Information Hotline (647-LCPS, 647-5277). Follow any instructions provided.
3. Avoid calling the school during an emergency situation, as the phones will be used to deal with the emergency situation and staff members will be busy taking care of student needs. Information sent to the media and posted on the LCPS website and LCPS Information Hotline will be updated as needed.
4. If the school is in a lockdown, no one (other than emergency responders) is allowed to enter or leave the school site. This is for your child's safety. Please do not come to the school until it has been announced through the media, website, or LCPS Information Hotline that is safe to do so.
5. Follow all emergency student check-out procedures. Once the emergency situation is over, any adult coming to the school to pick up a student must have proper identification. This is for your child's safety as school personnel must track who has picked up all students. Students who normally walk home will be allowed to do so only after the police have determined that area is safe. Under some conditions, students who normally walk may need to be picked up. Depending on the situation, high school students who drive may need parental permission to leave campus and drive home.

Las Cruces Public Schools
Family and Student Handbook 2009-2010

Student Name _____ School Name _____

PLEASE COMPLETE AND RETURN THIS SIGNATURE PAGE TO YOUR CHILD'S SCHOOL

I, the parent/guardian of _____ (PRINT CHILD'S NAME)
have received, read and discussed the **Las Cruces Public Schools Family and Student Handbook** with my child.

STUDENT (PRINT NAME)

GRADE

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN (PRINT NAME)

PARENT GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN (PRINT NAME)

PARENT GUARDIAN SIGNATURE

DATE

