



# Student/Family Handbook and Student Code of Conduct 2023-2024



**LCPS Mission:**  
**The Las Cruces Public Schools  
provides an equitable student-  
centered learning environment  
that cultivates civic engagement,  
promotes excellence and  
celebrates diversity.**



July 2024

Hello, Las Cruces Public Schools!

It is with genuine enthusiasm that I welcome you to the beginning of a new school year here in Las Cruces Public Schools. The start of school is always an exciting time for everyone, from the teachers in the classroom, to the building administrators, support staff, parents and – of course – our students who make all of this possible.

For me, it is a time to become familiar with my new school communities and introduce myself to the Las Cruces area. I am a recent transplant from Nevada, but I'm originally from Tucson, which is a community very similar to ours here in the Mesilla Valley. I come to you excited and ready to lead, but I also come to listen, learn, and build upon the great things we have already achieved in this district.

As you settle into the new year, I hope this handbook will serve as the foundation for any question or concern you may have. Our staff has included several resources for families, including student expectations, support services and additional references for parents and visitors. Should you have any questions, please feel free to contact your principal or other school administrator. Please know that my door is always open should the Superintendent's Office be able to help.

Let's make it a great year, LCPS!

Ignacio Ruíz

Superintendent, Las Cruces Public Schools





Las Cruces Public Schools Board of Education, pictured left to right:  
Vice President Pamela Cort, Dist. 2; Secretary Robert Wofford, Dist. 3;  
President Teresa Tenorio, Dist. 4; Patrick Nolan, Dist. 1; Carol Cooper,  
Dist. 5.

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SCHOOLS & ADMINISTRATIVE DIRECTORY (Area code 575)

SCHOOL	PRINCIPAL	PHONE
Alameda	Veronica Morales	527-9486
BT Washington	Monica Marquez	527-9595
Central	Sabina Aguilar	527-9496
Cesar Chavez	Amy Moreman	527-6022
Columbia	Michelle Valdez	527-1561
Conlee	Sonia Campos	527-9656
Desert Hills	Christy Mitchell	527-9619
Dona Ana	Cherie Love	527-9506
East Picacho	Michael Chaires	527-9516
Fairacres	Jana Ward	527-9606
Hermosa Heights	Victoria Franks	527-9530
Highland	Esteban Alvarez	527-9636
Hillrise	Jennifer Martin	527-9666
Jornada	Colette Martinez	527-9536
Loma Heights	Teresa Hernandez	5279546
Mac Arthur	Yuri Castillo	527-9556
Mesilla	Amanda Castillo	527-9566
Mesilla Park	Diane Barela	527-9615
Monte Vista	Deanna Balderrama	527-9490
Sonoma	Karin Hite	541-7320
Sunrise	Dora Solis	527-9626
Tombaugh	Lisa Manes	527-9575
University Hills	Kelly Mahres	527-9649
Valley View	Jason Day	527-9586
White Sands (K-8)	James Dickerson	674-1241
MIDDLE		
Camino Real	Shawn Mena	527-6030
Lynn	Miguel Reveles	527-9445
Mesa	Marc Escareno	527-9510
Mesilla Valley Leadership	Anita Martos	527-6058
Picacho	Dana Lea	527-9455
Sierra	Yong Vega	527-9640
Vista	Debbie Trevizo	527-9465
Zia	Dr. Jamie Baker	527-9475
HIGH		
Arrowhead Park Early College	Gabriela Alaniz	527-9540
Centennial	Jeff Brilliant	527-9330
Las Cruces	Brenda Ballard	527-9400
Mayfield	Eric Fraas	527-9415
Organ Mountain	Luis Lucero	527-9430
Rio Grande Preparatory Institute	Julie Maestas	527-6058
PROGRAMS		
Virtual Learning Academy	Stephanie Hanway	527-9552

CENTRAL OFFICE DIRECTORY		
DEPARTMENT	ADMINISTRATOR	PHONE
Superintendent	Ignacio Ruiz	527-5809
Chief of Staff	Sherley O'Brien	527-5807
Deputy Superintendent for Operations	Gabe Jacquez	527-5981
Deputy Superintendent for Teaching, Learning, Leadership, & Research	Dr. Wendi Miller-Tomlinson	527-5859
Deputy Superintendent/CFO & CPO	Chenyu "Alex" Liu	527-5846
Associate Superintendent for Equity, Innovation & Social Justice	Dr. Roberto Lozano	527-5882
Chief Technology Officer	Joshua Silver	527-6622
Associate Superintendent of Information Operations	Christina Mullins	527-6082
Assistant Superintendent for Special Education	Michael Montoya	527-5806
Assistant Superintendent of Leadership	Heather Kingery	527-6011
Executive Director of Human Resources	Cindy Donnelly	527-5893
Athletics	Ernest Viramontes	527-5813
Attendance	Kathy Vigil	527-9314
Communications	Kelly Jameson	527-5811
Community Relations	Jaime Calderon	527-5801
Construction Projects	Gloria Martinez	527-6052
Bilingual Education & Parent Outreach	Dr. Aine Garcia-Post	527-7145
Federal Programs	Carla Ragan	527-5874
Early Childhood Education	Vangie Barela	527-5883
Health Services	Shawna Bailey	527-5884
Academic Counseling and Behavioral Health	Amy Himelright	527-6028
Nutrition Services	Edwanda Williams	527-5934
Risk Management	Todd Gregory	527-6653
Physical Plant	Alex Flores	527-6002
Safety & Security	Maurice Hernandez	527-5968
Student Records	Marian Gelgand	527-5820
Title IX/504 Compliance	Dolores Polanco	527-6693
Transportation	Rey Gomez	527-5998

*The purpose of this handbook is to provide students and parents with information outlining ways that the Las Cruces Public Schools (LCPS) vigorously supports learning in a safe and supportive environment. It is important that students and their parents/guardians are aware of LCPS policies and regulations. With this awareness, parents can partner with us to ensure students understand how good conduct and attendance support learning. The material contained in this handbook provides a summary of rights and responsibilities.*

## FEDERAL, STATE AND LOCAL NOTIFICATIONS

### **DIRECTORY INFORMATION**

The U.S. Family Educational Rights and Privacy Act (FERPA) requires that LCPS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. However, LCPS may disclose a student's "directory information" without parental consent unless LCPS has been advised by the parent, in writing, to the contrary. The following information is designated as directory information: student's name and age; school and grade level; address and telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; photographing and/or videotaping of child for publicity or promotions; degrees, honors, and awards received; and dates of attendance. Parents choosing to restrict their child's directory information must complete online registration yearly to view and to electronically sign the Directory Release form. To do this go to the ParentVue portal; <https://parentvue.lcps.k12.nm.us> **LCPS Policies/Regulations: JRA, JRA-R, JRA-E1**

### **NON-DISCRIMINATION**

The Las Cruces Public Schools will not discriminate on the basis of race, color, sex, religion, national origin, spousal affiliation, age, physical or mental disability, serious medical condition, gender identity, or sexual orientation in employment or in its programs or activities and provides equal access to Boy Scouts and other designated youth groups. (34 CFR § 100.6(d), § 106.9, and § 104.8) **LCPS Policies/Regulations: AC, JBC, JBD**

### **EVERY STUDENT SUCCEEDS ACT PARENT NOTIFICATION**

Under federal and state law, parents have the right to request information about Academic Achievement and Educator Qualifications and Testing Transparency. Please see attached letter at the end of this handbook.

### **BLACK EDUCATION ACT-HOT LINE**

The State of New Mexico Anti-Racism, Anti-Oppression Hotline was established as a requirement of the Black Education Act, passed in the Legislature's 2021 New Mexico General Session. Students, families, and community members can report school-based incidents of racism, injustice, or discrimination against anyone.

#### **To report an incident:**

Call (833) 485-1335

Email [ARAO.Hotline@state.nm.us](mailto:ARAO.Hotline@state.nm.us)

Fill out the online form at [bit.ly/ARAOhotline](https://bit.ly/ARAOhotline)



#### ARAO HOTLINE

Scan the code to submit an incident report

Callers will reach a trained department employee from 8 a.m. to 5 p.m. Monday through Friday; if calling after hours, you can leave a message. The hotline provides a variety of ways to file an incident report and operates under IPRA and FERPA guidelines. There is no expectation for anonymity when reporting to the ARAO Hotline. The Hotline utilizes the information reported to encourage communication and positive engagement of all parties during the follow-up process.

#### **POLICIES & REGULATIONS**

This handbook summarizes many of the school district's policies and regulations. The policies are *italicized* and in **bold** for your reference. If you would like more detailed information, all of the School Board's approved policies and regulations are available online at <https://www.lcps.net/page/policies>. Policies are typically followed by regulations, which provide the rules associated with a district policy. Most regulation titles contain an "-R" in the letter-coded title. Any violations of policies and/or regulations could result in school discipline up to, and including, long term suspension.

#### **SECTION 504**

LCPS acknowledges its responsibility under federal law 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 527-6693, or your principal. ***LCPS Policy JBB & JBB-R***

#### **STUDENT RECORDS**

Each LCPS school and the school district maintain confidential student records for each student enrolled. The school district complies with the U.S. Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA-B) and the Health Insurance Portability and Accountability Act (HIPAA) 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 in writing that the school or school district *restrict* the release of student records. Parents also have a right to review their child's cumulative record folder or to correct inaccuracies. ***LCPS Policies/Regulations: JRA, JRA-R, JRA-E1***

#### **TITLE IX/GENDER EQUITY**

The LCPS Board of Education is committed to gender equity in all programs, activities, services, and practices for students. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender in education programs or activities receiving federal funds. LCPS employees are to fully and equally encourage female and male students, prekindergarten-grade 12, to participate in school activities, to achieve in all areas and to enroll in academic programs and prepare for careers without regard to gender barriers or stereotypes. [https://forms.office.com/Pages/ResponsePage.aspx?id=n1KDhOC9JEG\\_I8RjwJDWXA8mBTkBYO9LgFsz1oBPq7FUMDIYVv5k5NUVpBNlQwVUVUNDZaMEtUVDZOSS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=n1KDhOC9JEG_I8RjwJDWXA8mBTkBYO9LgFsz1oBPq7FUMDIYVv5k5NUVpBNlQwVUVUNDZaMEtUVDZOSS4u)

***LCPS Policy JBA***

## STUDENT EXPECTATIONS

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: JHB, JHB-R, JHD, JHD-R and IKF**

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Eligible students who choose to participate in school-sponsored athletics will be expected to follow the tenets of "Compete with Class" and the "Athletic Code of Conduct". Eligible students participating in school-sponsored extra-curricular and/or co-curricular organizations are also expected to follow guidelines in the **LCPS Athletic Handbook**: <http://www.lcps.net/athletics/important-forms-and-information/> or call the LCPS Athletic Department at 575-527-5812. To access the **New Mexico Activities Association Handbook**, visit <https://www.nmact.org/nmaa-handbook/>. All student athletes must obtain an annual sports physical in order to participate in athletics. Low-cost physicals performed by outside licensed health care providers can be obtained at the school or the school-based health center; students can also obtain a physical from their private physician.

**LCPS Policies/Regulations: JJIB, IHAF**

### **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 district; while on all school-sponsored activities, both on campus and off campus; while participating in all athletic and school 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.

### **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
- Treat others with respect and courtesy
- Refrain from harassing or bullying others
- Come to school free from the influence of tobacco products, alcohol, or drugs; and refrain from using or be in possession of such substances
- Exhibit appropriate behaviors that do not offend or distract others.

### **STUDENT DRESS CODE**

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 or school functions, students must adhere to a standard of dress and appearance that is consistent with district guidelines. 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 be not permitted. **Contact the school's principal for more specific information about the school dress code.**

**LCPS Policies/Regulations: JICA, JICA-R**

## ATTENDANCE AND ENROLLMENT

### ATTENDANCE, TRUANCY, AND TARDIES

All qualified LCPS students, 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. Parent(s)/guardian(s) will be notified that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not. 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.

In compliance with the NM Attendance for Success Act (AfS), parent(s)/guardian(s) will be notified when the school has concerns about students' absences and implement the AfS four-tier intervention system. AfS tier 2-3 interventions will include a parent/guardian conference to develop a Student Attendance Intervention Plan (SAIP). Excessive absences, trancies and/or tardiness, may result in Tier 3-4 referrals to El Puente/FYI+, NM Children, Youth & Families Department, (CYFD) and/or with the Las Cruces Juvenile Probation and Parole Office.

For high school students, course credit for a class may not be given unless the student is in attendance for at least 90 percent of the days the class is offered. A student attending fewer than 90 percent 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. More information is available from a school administrator or counselor.

**LCPS Policies/Regulations: JEB, JEB-R, JHB, JHB-R, IKF & IKF-R**

### ENROLLMENT REQUIREMENTS

**It is very important** that the school has current custodial and contact information for your child. When you move, change phone numbers, or change emergency contact names, contact your school immediately or you may change information using your ParentVue account through the online registration portal: <https://parentvue.lcps.k12.nm.us>

Required documents to enroll:

- Complete new student enrollment through using your already existing ParentVue account or create an account if you are a first-time parent in the LCPS District <https://parentvue.lcps.k12.nm.us>
- Proof of student's date of birth (birth certificate, passport/visa or previous school records)
- Up-to-date immunization records
- Evidence of physical home address (current utility, water, gas or electric bill)
- Current documentation of grades and/or transcript
- Proof of guardianship (if applicable) **LCPS Policies/Regulations: JEB, JFA, JFABD, JFAC, JFB**
- Completed nurse emergency authorization form at your student's school.

### OPEN ENROLLMENT & TRANSFER REQUESTS

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

- **Students in Kindergarten through Grade 8:** submit the form to the principal of the home school for signature and then submit the form to the principal of the school the student is applying to attend;
- **High School students:** an online portal will be provided during the Open Enrollment window from February 1-15, 2023.

Acceptance of an open enrollment transfer request is contingent upon several criteria, including but not limited to:

- Priority criteria:
  - Student attended the school before
  - Sibling attends the requested school
  - Parent is an employee at the requested school
  - Parent is active military

Parent(s)/guardian(s) must be able to provide transportation to and from school for a student who is granted a transfer. For the safety of students, 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/Regulations: JFB & IKE**

## ACADEMIC SUPPORT

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

### **ACADEMIC SUPPORT**

Student Academic Support (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. 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).

### **ALTERNATIVE MEANS FOR EARNING CREDIT**

Students enrolled in LCPS may receive credit offered through alternative methods to meet graduation requirements. LCPS will follow the provisions as identified in New Mexico Standards for Excellence that govern enrollment in these courses. Options for alternative instruction may include computer-assisted learning, independent study, and online courses. The Superintendent of Schools 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**

### **ASSESSMENTS**

Las Cruces Public Schools satisfies all federal and state requirements for assessment. The goal of assessment is to positively impact student learning by:

- Measuring the effectiveness of curriculum and instruction
- Providing data on student outcomes that furnish all stakeholders with the information needed to make informed instructional decisions
- Producing indicators of college and career readiness

### **CHILD FIND**

In accordance with federal regulations, LCPS assumes 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 need special education even though they are advancing from grade to grade.

The school district's child identification process, Child Find, is coordinated by the LCPS Special Education Department, which utilizes a variety of community resources and conducts many systematic activities in its efforts to identify children who may require special education services. If you know of a child who lives within the boundaries of the LCPS district, who may have a disability and who may need, but is not receiving special education or 504 services, please call the LCPS Special Education Department at 575-527-5901.

Please contact the Special Education Department at 575-527-5901 or your school principal for further information on Child Find policies and procedures. **LCPS Policies/Regulations: IHB**

### **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 credit toward high school graduation requirements. Juniors and seniors interested in enrolling in dual credit courses must: (1) apply for undergraduate admission to New Mexico State University (NMSU) or Dona Ana Community College (DACC); (2) submit the dual-credit request form to the school counselor; and (3) submit a release of dual-credit/early admission student information form. Copies of forms are available in high school counseling offices and the NMSU/DACC admissions office. Students are to follow NMSU or Doña Ana Community College (DACC) regulations and enrollment guidelines. Orientation will be scheduled at the beginning of each semester to ensure that parents and students are aware of all NMSU and DACC requirements and expectations. **LCPS Policies/Regulations: IHEDA**

### **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 school district calendar. Parents/Guardians 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 in reinforcing student expectations and increasing communication between the school and the home. An Academic Intervention Plan (AIP) may be developed for students performing below grade-level proficiency.

**LCPS Policies/Regulations: IKAB**

### **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. School counseling services are offered to all students in LCPS. Please contact your school's administrative offices for more information. **LCPS Policy: JLD**

## STUDENT RIGHTS AND RESPONSIBILITIES

A primary responsibility of LCPS and its professional staff is 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 responsibility. The right to attend public school is not absolute. It is conditional on each student's acceptance of the responsibility to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

LCPS has both the authority and the obligation to ensure that suitable rules of student conduct and appropriate disciplinary processes are established and enforced. It is the responsibility of students and parents to inform themselves of current school board policies and district regulations. NMAC 6.11.2.8

## STUDENT CODE OF CONDUCT

The Board of Education, through policy, prohibits in all Las Cruces Public Schools, and whenever students are subject to school control, the student conduct outlined below. Las Cruces Public Schools' students are subject to school control while on school property including school buses; while at any school-sponsored activity or event; or when engaging in out-of-school conduct having a direct and immediate effect on school discipline or the general safety and welfare of the school (LCPS policy II).

*Please refer to the Glossary of Terms section in this handbook for further information.*

### **1. criminal or delinquent acts as defined under federal and state law, and any applicable municipal or county criminal ordinances, as well as Las Cruces Public Schools policies as per the requirements of the Federal Gun-Free Schools Act, 18 U.S.C. Section 922, and NMSA 1978 Section 22-5-4.7. (II)**

Conduct may include, but is not limited to, possession or use of a gun or explosive device; possession of simulated weapon/device, knives and other items used to threaten or cause harm; arson; fighting; assault, including sexual assault and violence; battery; theft or vandalism; destruction of school property;

### **2. committing, threatening to commit, or inciting others to commit or threaten to commit any act of violence, directly or indirectly, in person or through electronic means, against a public school, student, or school personnel or official; (JICFA)**

Conduct may include, but is not limited to, threats against the school; threats against staff and/or students; gang or gang-like behaviors/activities; verbal, physical or written intimidation; bullying; hazing; cyberbullying; fighting; assault; battery

### **3. racialized aggression, meaning any aggressive act which can be characterized, categorized or which appears as such to be racial in nature; (JICFA)**

Conduct may include, but is not limited to, use of racial slurs towards staff and/or students,

### **4. sexual harassment**

Conduct by students, including but not limited to, sexually oriented name-calling, graffiti, and/or teasing; verbal or physical sexual advances; sexually oriented touching, pinching, patting, staring; showing or giving sexual pictures, photographs, illustrations, messages, texts messages, social media, instant messages, e-mails or notes; sexually-oriented "kidding," "teasing," double-entendres, and jokes; any harassing conduct to which a student is

subjected because of regarding the student's sex; repeated or persistent and unwelcome requests for dates, meetings, and other social interactions. However, requests by students to other students for dates or other age-appropriate expressions of interest or affection are not considered sexual harassment. Reports of sexual harassment may prompt a Title IX investigation in addition to disciplinary action. **(JICK, JICKA)**

**5. disruptive conduct, meaning willful conduct that is unruly, disruptive, or abusive and interferes with school staff's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-sponsored activity; (JI)**

Conduct may include, but is not limited to, conduct that disrupts class work, involves disorder, or invades the rights of others; profanity, misbehavior with a substitute; horseplay; verbal, written or electronic spreading of rumors or gossip; willful, intentional, and deliberate disruptive conduct

**6. refusal to identify self;**

Conduct may include, willful or deliberate refusal, upon request from school personnel known or identified as such to the person, to identify themselves accurately. **(JI)**

**7. refusal to cooperate with school personnel;**

Conduct may include, but is not limited to, refusal to follow directions by staff or administration; interfering with school operations, school safety, school procedures or school-sponsored activities; **(JI)**

**8. use of controlled substances, alcohol and tobacco in public schools.**

Conduct may include, but are not limited to, possession or use of a controlled or prohibited substance; distribution of controlled or prohibited substances; possession of drug paraphernalia **(JICH)**

## STUDENT DISCIPLINE PROCESS

Prohibited student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action. The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior. Certain major infractions are recognized as requiring consistent district wide actions from and direction for all schools. For these infractions, a specified range of responses must be utilized by all school personnel, with the severity and/or frequency of the infraction determining where in the range the penalty should lie. **(JK)** A leveled discipline matrix guides the administration at elementary, middle, and high schools to manage student behavior and guide disciplinary action. These leveled discipline matrixes are included at the end of this handbook.

### 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 policies 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, which afford the student due process of law.

**LCPS Policies/Regulations: JKD, JKD-RA, JKD-RB**

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

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, cyberbullying 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/Regulations: ACA, ACA-R, JICK, JICK-R, JICKA, JICKA-R, JICFA, JICFA-R, JICFB**

### **SCHOOL DISCIPLINE**

*The Board of Education recognizes that school staff have a primary responsibility for guiding student behavior to create an appropriate learning environment that supports academic achievement. The Board of Education also supports the utilization of restorative practices and other positive behavior interventions to maintain an orderly and effective learning environment. Restorative practices focus on resolving conflict, repairing harm, and healing relationships. Staff will use a wide array of positive behavior intervention strategies and supports to guide student behavior and appropriate responsive strategies to maintain a safe and secure environment. (JK)*

No employee of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. **LCPS Policies/Regulations: JK, JKD, JKD-R need to add this above is we support strikethrough**

### **STUDENT SEARCHES AND SEIZURES**

#### **REASONABLE SUSPICION**

A personal search of a student may be conducted if there is reasonable suspicion of the student possessing 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 may be searched according to LCPS Board policy, state law, or federal law. 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.

#### **COMPARTMENT/ROOMS/LOCKER SEARCHES**

Searches of compartment, rooms student lockers, desks and similar facilities that remain under the control of the schools pursuant to LCPS **Policy JIH and JIH-R** may be conducted at the direction of the school principal or his/her designee, at any time, with or without suspicion, and with or without the consent of the student using such locker, desk, etc. 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. The school district retains the authority to conduct routine patrols of school parking lots and inspections of exteriors of vehicles on school property. Such patrols and inspections may be conducted without notice and without consent.

#### **SNIFFER DOGS**

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

#### **METAL DETECTORS**

School administration may use hand-held and walk-through metal detectors to conduct appropriate student searches to ensure school safety. **LCPS Policies/Regulations: JI, JI-R, JIH, JIH-R**

# STUDENT PROPERTY, FEES, AND TECHNOLOGY

## ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES

All LCPS students, employees, contractors, volunteers, and other school district officials who use or have access to school district technology must sign and abide by the school 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 AUP will result in the loss 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 and goals.

**LCPS Policies EJA, EJA-R, JI, JKD, JKD-R**

## STUDENT FEES, FINES AND CHARGES

School property that is lost or stolen by a student must be paid for by the student or his/her parent or guardian at fair market value. This includes up to 100 percent of the original cost of a lost, stolen, or damaged textbook. If the lost or stolen materials are found within 30 days after the payment is made and the materials are in good, usable condition, a full refund will be made to the student by the school. If, after a reasonable effort to obtain payment for lost, stolen, or damaged textbooks, library materials, and/or other school property issued to a student has been made but payment has not been received, the school district may withhold the diploma, transcript, grades and/or class schedule from said student until such time as he/she returns said property in good and useable condition or makes payment in full for its replacement. Schools will accept payment at the site where the fee was assigned. Parents may also pay online using their ParentVue accounts and selecting Fees from the side menu. This feature will take them to the School Pay portal.

## STUDENT FEES, FINES AND CHARGES (cont.)

A student or parent can appeal that decision, with the decision of the Superintendent (or designee) on the appeal being final. Outstanding debts for lost, stolen, or damaged textbooks, library books, and other school materials will continue to be attached to a student's records until the items are returned in good and usable condition or full payment is made for their replacement. If a student or parent is unable to pay any assessed charges because of financial hardship, alternative arrangements may be possible, including a payment plan. Schools may assess reasonable fines for library books, magazines, reference books, and other materials not returned to the school library when they are due. **LCPS Policies/Regulations: JQ, JQ-R**

## STUDENT PERSONAL ITEMS

Students are encouraged to leave personal items of value at home. Personal items that are lost, damaged, or stolen will not be replaced by the school district. Any personal item that interferes with classroom instruction and activities, school operations, testing, etc., will be confiscated by school staff. This includes electronic devices such as, but not limited to, cellular telephones, iPods, and electronic games. Parents/guardians will be required to pick up confiscated items from school administration. **LCPS Policies/Regulations: JICJ, JICJ-R**

## USE OF ELECTRONIC COMMUNICATION DEVICES BY STUDENTS

Possession of a cell phone or other electronic communication device (ECD) by a student at school is a privilege which may be forfeited by any student who fails to abide by the terms of district policy and regulations, or who otherwise engages in misuse of this privilege. The use of ECDs by students during school hours will not interfere with or detract from the school district's educational mission and purpose. Check with the school principal for the time when cell phones may be on or used during school hours. **LCPS Policies/Regulations: JICJ, JICJ-R**

# STUDENT SUPPORT SERVICES

## NUTRITION SERVICES

LCPS takes part in the National School Lunch Program/Breakfast Program/Snack Program. Breakfast and lunch are served daily. For the school year 2023-2024 all schools at LCPS are identified as CEP (community eligible) schools, so all students attending a LCPS school will receive their meals at no cost. Alameda, Booker T. Washington, Central, César E. Chávez, Columbia, Conlee, Desert Hills, Dona Ana, East Picacho, Fairacres, Hermosa Heights, Highland, Hillrise, Jornada, Loma Heights, MacArthur, Mesilla, Mesilla Park, Monte Vista, Sonoma, Sunrise, Tombaugh, University Hills, Valley View, White Sands, Camino Real, Lynn, Mesa, Mesilla Valley Leadership, Picacho, Sierra, Vista, Zia, Arrowhead Park Early College, Centennial, Las Cruces, Mayfield, Organ Mt. and Rio Grande Preparatory with all students receiving first meal free, 2<sup>nd</sup> meal is a charge for cost please contact the LCPS Nutrition Services Department at (575)527-5996 or visit the website at <http://www.lcps.net/nutrition-services/>. Menus are subject to change.

***LCPS Policies/Regulations: JLJ, JLJ-R***

**HEALTH SERVICES**

School nurses are concerned with the health of all students, particularly as it relates to the educational environment. They can assist parents in determining when it is appropriate for a student to stay at school or be sent home from school because of an illness. Every effort will be made to keep the student in class and minimize the loss of instructional time.

**SCHOOL HEALTH: IMMUNIZATIONS OF STUDENTS**

Students shall not be enrolled in any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization or 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/her child immunized, as required by state law, unless the child is properly exempted. **LCPS Policies/Regulations: JLCB, JLCB-R, JKD, JKD-R**

**SCHOOL HEALTH: ADMINISTERING MEDICATIONS TO STUDENTS**

Medication associated paperwork **must be completed each school year** in order for school personnel to administer medication to students. If your child requires medication during the school day, please contact the school nurse.

A parent may visit the school to dispense the medications. In order for a medication to be administered by school personnel, during the school day, the following five requirements must be met:

1. A Las Cruces Public School District Emergency Medical Card must be completed by the parent/guardian, signed, and returned to the school.
2. A written order from the Healthcare Provider which includes the name of the child, name of medication, dosage, route of administration, and time of administration.
3. Written permission from the parent/guardian which includes the name of child, name of the medication, dosage, and time to be administered.
4. Appropriate labeling on medication (See Prescription and Non-prescription Medication below)
5. An adult must **deliver and pick up** any medications to be given at school.

**Prescription medications** (including samples from Healthcare Providers) shall be labeled by the Healthcare Provider or by the pharmacist to include the child's name, name of prescribing Healthcare Provider and name of medication, dosage, and time of administration. ***Please ask the Pharmacist for a separate medicine bottle to keep at school.*** **Non-prescription medications** (over-the-counter) must be in their original container, labeled with the student's name, and accompanied by written order from Healthcare Provider **and** written parent permission as described above.

**Middle School and High School:** Secondary students may carry and administer their own medications under most circumstances. Any students requiring supervision must deposit their medication and adhere to the same procedures outlined above. **Abuse of self-administered medication(s) and/or supplements will result in student discipline.** **LCPS Policies/Regulations: JLCD, JLCD-R, JI, JI-R, JKD, JKD-R, EFAB, EFAB-R**

**MEDICAL CANNABIS**

Ideally, a qualified student should be administered medical cannabis at home. However, where it is necessary for students to be administered medical cannabis during school hours, it is the Board's intent that all applicable statutes, rules and regulations are in place and followed when storing and dispensing or administered medical cannabis in the school setting. Refer to the Medical Cannabis Regulation for further information.

**SCHOOL HEALTH: HEAD LICE**

If a student is identified as having head lice, the student's parent/guardian will be called and so informed. The parent/guardian will be asked to treat the child for head lice. If live bugs are found, the parent/guardian may be asked to pick up the child before the end of the school day. After treatment and upon return to school, the student will be checked by the school nurse before returning to class. Additional information is available on the LCPS, Health Services webpage or from your school nurse.

## **ROUTINE VISION/HEARING SCREENING**

Section 22-13-30 NMSA requires that, unless a parent affirmatively prohibits the visual/hearing screenings, screening will be administered to students enrolled in Pre-Kindergarten, Kindergarten, First grade, Third grade, and once in Middle School.

## **ASTHMA AND STRONG SCENTED PERFUME/DEODORANT**

Strong scented perfume/deodorant can be a trigger for a severe asthma attack in students with asthma. Please have your student refrain from using very strong scents, especially if they ride the bus. Good air quality requires an ongoing commitment from everyone in our school district because each of us makes daily decisions and performs activities that affect the quality of the air we breathe. LCPS will continue to strive to provide a safe, comfortable, and productive environment for all students and staff so that we can achieve our core mission-educating students.

## **TRANSPORTATION OF STUDENTS**

Student transportation is a privilege, not a right, extended to qualified students who are eligible for transportation pursuant to state law/codes. Students who do not obey state statute and local policy and regulations governing student transportation may have their transportation privileges revoked by the school district. For additional information, contact the LCPS Transportation Department at 527-5985 or access the Transportation Handbook <http://www.lcps.net/transportation/important-information-and-forms/>. For more information, please check the transportation web site at <http://www.lcps.net/transportation/>. **LCPS Policy EEA**

## **PARENTS AND VISITORS**

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 LCPS schools. Parents are encouraged to contact their child's school and become a member of the school's parent advisory council or PTO/PTA.

## **APPOINTMENTS WITH TEACHING STAFF AND SCHOOL ADMINISTRATORS**

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

## **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 school principal with a court order delineating the custodial rights of the parties involved.

***LCPS Policies/Regulations: JLIB, JLIB-R***

## **PUBLIC INQUIRIES AND PARENTAL COMPLAINTS**

As a parent or community member, there may be times when you need to have a school-related problem solved or 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 575-527-5801. Parents may also complete the LCPS Concerns Form which is available online: <http://policies.lcps.net/policies.php?polices=k> **LCPS Policies/Regulations: KA, KE, KE-E1**

## **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 contact and guardianship information. The school must always receive notification or authorization from the custodial parent/guardian before releasing the student to a non-custodial parent.

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/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.

Schools value instructional time and do not release students early to their parent/guardian at the end of the school day unless absolutely necessary. Check with your child's school as to what time early pick-up begins and ends.

**LCPS Policies/Regulations: JLIB, JLIBA, JLIBA-R**

#### **SCHOOL ADVISORY COUNCILS (SAC)**

School advisory councils assist the school principal with the school-based decision-making process and involve parents in their children's education. Each school has a school advisory council and its membership is elected in accordance with school board policy. School advisory council membership reflects an equitable balance among school employees, parents and community members. <http://www.lcps.net/community-relations/school-advisory-councils/>

**LCPS Policies/Regulations: KCB, KCB-R**

#### **DISTRICT ADVISORY COMMITTEE (DAC)**

The District's Advisory Committee (DAC) assists the district and school principal with district decision-making and involves parents in their children's education. Some of the most important DAC goals are: Getting parents involved in schools, improve communication, disseminate information regarding school issues, and provide parents an opportunity to serve on district level committees so their voice is heard by district administration as well as the Board of Education. <http://www.lcps.net/community-relations/district-advisory-council/>

**LCPS Policies/Regulations: KB, KB-R**

#### **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 has set forth a policy and regulation for proper use of school facilities, to protect against their loss and damage, and for the recovery of additional operating costs due to extended and after-school use of such facilities. Organizations requesting the use of school district 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, educational programs 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/her designee is authorized to approve, deny and set all conditions for community use of buildings and grounds under the direction of district policy — **Community Use of School Facilities**. Any questions regarding the Form KF-E1: Facility Use Form, should be directed to the school principal or the LCPS Physical Plant Department, 575-527-6002. **LCPS Policies/Regulations: KF, KF-R, KF-E1**

#### **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 and school district's rules regarding identification and safety. **LCPS Policies/Regulations: KI, KI-R, ECABA, ECABA-R**

#### **VOLUNTEER CLEARANCE**

LCPS welcomes and encourages all parents and community members to volunteer their time in our schools. In order to protect our students, volunteers must comply with policies and regulations that **requires volunteers to complete all forms contained in the Volunteer Packet**, which includes the following:

- **Volunteer Information Sheet**
- **LCPS Policies**
- **Internet and Technology Resources Permission Form**
- **Criminal History Affidavit**

- **Background Check (\$44.00 fee)**

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 who is participating in a single school- or school-related event, such as a field trip, for a period of less than five hours. Schools are required to keep an up-to-date list of all volunteers in the building and are responsible for ensuring each volunteer has a completed file in the LCPS Human Resources Department. The Volunteer Handbook, Volunteer Packet, and guidelines can be viewed online at <https://www.lcps.net/page/volunteers> **LCPS Policies/Regulations: IJOC, IJOC-R, ECABA, ECABA-R**

## **STUDENT SAFETY AND EMERGENCIES**

### **EMERGENCYPROCEDURES**

During school emergencies, parents are asked to cooperate with law enforcement and school officials to ensure the safety of all students and staff. Routine school procedures may change during an emergency. Emergencies could include fire, lockdowns, shelters-in-place, bus accidents, severe weather, disturbances in the adjacent neighborhoods, and more. **Please make sure emergency information is correct, complete and current on your child’s school record (Parent Vue). When you move, change phone numbers, or change emergency contact names, contact the school immediately or update Parent Vue.**

#### DEFINITIONS

**Shelter-in-place:** All exterior doors are locked; students and staff remain inside classrooms with the lights on and normal activity continuing until word is received that it is safe to resume any outside activity; **Parents may not enter the building during a shelter-in-place until the Building Administrator announces that it is safe to do so.**

**Lockdown:** All school doors (interior and exterior) are closed and locked. All curtains and blinds are closed, lights are turned off throughout the school, and students and staff are instructed to wait quietly in classrooms, libraries, etc. for further instructions. **Parents may not enter the building during a lockdown.**

#### **What should parents do in an emergency?**

1. School emergency information will be sent to local radio and TV stations and posted at the top of the LCPS website (<http://www.lcps.net/>) to keep parents informed and to provide instructions regarding procedures to follow, if necessary. School closures or late starts due to severe weather conditions will also be released to all media outlets and posted on the LCPS website. Limited bus routes may or 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) KSNM FM (98.7) KVLG 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 KTDO, Channel 11, Telemundo

2. School emergency information will also be posted on the LCPS website (<http://www.lcps.net/>), and through push notification using parents’ cell numbers on file. Information is also sent using the LCPS mobile app, available for download on any smartphone.
3. **Avoid calling** the school during an emergency situation, as 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 or a shelter-in-place, individuals (other than emergency responders) are not 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, the LCPS website and/or LCPS Information Hotline that it is safe to do so.

5. Follow all emergency student check-out procedures. Once the emergency situation is over, any adult coming to a school to pick up a student must have proper identification. This is for your child's safety, as school personnel must keep track of who has picked up all students. Depending on the nature and length of the emergency situation, school buses may or may not be available to take students home from school right away. Students who normally walk home will be allowed to do so only after local law enforcement has determined that it is safe to do so. 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.

### **BEWARE OF PREDATORS**

Students need to take precautions against individuals who “prey” on children. These individuals are referred to as predators. A common process used by predators is called “grooming.” Grooming is defined as the process by which a predator (peer or adult) gains trust and affection from his/her 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; eventually becoming more personal and intimate - the predator’s ultimate goal.
- 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 invade a student’s personal space (this may include a progression of physical contact).

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

1. Local law enforcement at 526-0795 (Central Dispatch-Las Cruces Police Department);
2. New Mexico Children, Youth, and Families Department (CYFD) at 1-800-797-3260 or 524-6400;
3. School personnel or a trusted adult;
4. Family members;
5. LCPS coordinator of Safety and Security at 575-527-5968.

### **CAMERAS AND SAFETY**

Students are expected to contribute to a safe school environment free from fear. Acts of violence and possession of weapons and/or contraband are never acceptable. To protect students and staff, LCPS has security cameras at many of its school campuses. These cameras are installed in the common areas (hallways, cafeterias, lobbies, gymnasiums and outside buildings). Window decals, which inform the public that the schools are under video surveillance, are prominently displayed at outside entrances to buildings. Video cameras are also placed within all school buses. To report safety concerns, please contact school administration or the LCPS Safety and Security Coordinator at 575-5968.

### **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 Policies/Regulations: JLIA**

## Glossary of Terms

- ◇ *Assault* means causing another person to be reasonably apprehensive of imminent offensive or harmful contact
- ◇ *Battery* means unlawful, intentional touching or application of force to the person of another, when done in a rude, insolent or angry manner. Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, seizing, or striking another. (NOTE: noncriminal school fight is: "altercation; mutual participation.")
- ◇ *Bomb* means any device containing combustible material and a fuse.
- ◇ *Bullying* means any severe, pervasive, abusive, or persistent act or conduct that targets a student, whether physically, electronically, or verbally, and that: 1. May be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability, socio-economic status, family status, housing status, physical appearance, or any other distinguishing characteristic including clothing or hairstyle ; speech or voice differences, communication style variations, or any association with a person, or group,
- ◇ *Burglary* (breaking and entering) means unlawful entry into an unoccupied school with the intent of committing a felony, or to steal, or to take and carry away the property of another person. (See Theft.)
- ◇ *Class III citation* means a custody/referral citation issued to students by law enforcement officials for violations of specific LCPS policy and regulations.
- ◇ *Controlled/prohibited substance* means alcohol, tobacco, or other drug whose possession and use are legally restricted by law.
- ◇ *Criminal acts* are acts defined as criminal under federal and state law, and any applicable municipal or county criminal ordinances.
- ◇ *Delinquent acts* are acts so defined in 32A-2-3 NMSA 1978.
- ◇ *Detention* means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free for recess or to leave school.
- ◇ *Differentiated Discipline* means disciplinary actions tailored to the needs of each student, the circumstances around the behavioral infraction, and the opportunity for learning to occur from the disciplinary action. Differentiated discipline provides administrators opportunities to be flexible and creative in their approach to disciplinary action,
- ◇ *Disruptive conduct* means willful conduct that is unruly, disruptive, or abusive and interferes with school staff's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-sponsored activity.
- ◇ *Distribution* means transfer of an illegal substance to any other person with or without the exchange of money or other valuables.
- ◇ *Drug* means all drugs, whose possession of which is illegal under federal or state law or prohibited by state statute or regulation including: intoxicating inhalants; e-liquid cartridges or containers, prescription and non- prescription; over-the-counter medications used, possessed, or distributed for unauthorized purposes; and counterfeit or look-alike substances.
- ◇ *Expulsion* means the removal of a student from public schools either permanently or for an indefinite time exceeding 10 school days.

- ◇ *Extortion* means Use of “mild” threats or intimidation to demand money or something of value from another. (See Robbery.)
- ◇ “Gang” means any combination of persons, organized formally or informally, which:
  1. Has a common or identifying symbol,
  2. Has particular conduct, status and customs indicative of it, and
  3. Has, as one of its common activities, the commission of illegal acts or violation of LCPS policies.
- ◇ “Gang-like activities” means a pattern of prohibited behavior by a student gang member or members, on or near school grounds, activities or vehicles, around the commission of, attempted commission of, conspiracy to commit, or solicitation to commit acts which disrupt the educational environment or the orderly operation of the school.
- ◇ *Gang or Gang-like activities* means conduct that furthers the interests of any gang, gang activity, or act of violence, including but not limited to:
  - solicitation for membership in a gang;
  - requesting any person to pay for protection or otherwise intimidating or threatening any person;
  - committing or inciting any illegal act or violation of LCPS policies;
  - inciting other students to act with physical violence upon any person;
  - making hand gestures or whistling to signal gang affiliation or action;
  - challenging or provoking fights, stare-downs, “mad-dogging”, flashing colors, making verbal remarks, etc.;
  - unauthorized marking or writing on school property or on personal items (such as notebooks or backpacks) that may signify gang affiliation;
  - engaging in physical confrontations where one or more persons confront another individual or group; and
  - using electronic devices such as, cell phones, tablets or other mobile communication devices to communicate gang activities while on school property
- ◇ *Graffiti* means crude inscriptions or drawings scratched, painted, or sprayed on a surface. (Contact Department of Human Relations if hate/violence is implied.)
- ◇ *Harassment* means a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person or group of people.
- ◇ *Immediate removal* means the removal of a student from school for one (1) school day or less under emergency conditions and without a prior hearing.
- ◇ *Inciting* means encouraging or stirring up violent, unlawful, and/or disruptive behavior
- ◇ *In-school suspension* means suspending a student from one (1) or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere.
- ◇ *Long-term suspension* means the removal of a student from school for a specified time exceeding either 10 school days for up to one (1) year.
- ◇ *Minor violations* means violations as determined by the building principal that do not require any form of student behavior contract being issued.

- ◇ *Major violations* means major school policy violations which student behavior contracts are issued.
- ◇ *Possession* means having (in clothing or among personal property) or control (unique knowledge of the location) of a controlled or prohibited substance, a weapon, simulated weapon or device used to threaten or cause harm
- ◇ *Racialized aggression* means any aggressive act which can be characterized, categorized or which appears as such to be racial in nature, is prohibited.
- ◇ *Refusal to cooperate with school personnel* means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.
- ◇ *Refusal to identify self* means a person's willful refusal, upon request from school personnel known or identified as such to the person, to identify him/herself accurately.
- ◇ *Restorative Intervention* provides opportunities for students to take responsibility for their actions, learn from their mistakes, and actively participate in finding solutions that repair relationships, promote personal growth, and prevent future conflicts.
- ◇ *Robbery* means taking something of value from a person by force or violence, or by putting in fear. (See Extortion.)
- ◇ *Sexual harassment* means conduct by students, including but not limited to, sexually oriented name-calling, graffiti, and/or teasing; verbal or physical sexual advances; sexually oriented touching, pinching, patting, staring; showing or giving sexual pictures, photographs, illustrations, messages, texts messages, social media, instant messages, e-mails or notes; sexually-oriented "kidding," "teasing," double-entendres, and jokes; any harassing conduct to which a student is subjected because of regarding the student's sex; repeated or persistent and unwelcome requests for dates, meetings, and other social interactions. However, requests by students to other students for dates or other age-appropriate expressions of interest or affection are not considered sexual harassment.
- ◇ *"Simulated weapons/device"* means items that include, but are not limited to, any "toy" or nonfunctional device that bears a substantial visual resemblance to any item defined by this policy as a weapon or other device used to threaten or cause harm. No person may carry, use, possess, conceal, or pass on a simulated weapon on LCPS property unless he/she has written permission from the principal/designee to carry or possess such a simulated weapon.
- ◇ *Theft* means unlawful taking and carrying away of property belonging to another person from an occupied building. (See Burglary.)
- ◇ *Threat of violence* means threatening by:
  - acting with, or characterized by, verbal, written or physical intimidation, including electronic means, involving serious bodily harm to self or others;
  - being in possession of, using, or acquiring a weapon or substance that may be used to harm self or others.
- ◇ *Trespass* means unlawful entering of the school grounds by persons neither attending nor working at that school (includes suspended students).
- ◇ *Use* means the appearance to a "reasonable individual" that the subject is acting as if under the influence of a drug while under school jurisdiction.

- ◇ *Vandalism* means willful or malicious destruction or defacement of public or private property belonging to another.
- ◇ *Verbal Abuse* means offensive or threatening language directed toward staff/students.
- ◇ *Violent activities* means students involved with:
  - acting with or characterized by verbal, written, or physical intimidation,
  - use of physical force to control, injure, damage, destroy, or
  - being in possession of or using a weapon.
- ◇ *Weapon* as set forth in 22-5-4.7 NMSA 1978 means:
  1. Any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion; and
  2. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or similar device.



August 2, 2023

**Every Student Succeeds Act (ESSA) Parent Notification**

Dear LCPS Parent:

Under federal and state law, parents have the right to request information about Academic Achievement and Educator Qualifications and Testing Transparency.

Parents may request, information regarding the professional qualifications of the following:

- School principals’ degree major and any other license or graduate degree held by the principal.
- Whether the student’s teacher:
  - Has met State Qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher;
  - Teachers’ degree major and any other license or graduate degree held by the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you are interested in obtaining information regarding the qualifications of your child’s teachers, instructional support providers and/or school principal, please submit your request in writing to your school principal. Please state the name of the teacher(s), instructional support provider(s) and/or principal and specific information about each which you would like to obtain.

In addition, parents whose children attend Title I schools will also receive information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under ESSA. For further information, please visit our Las Cruces Public Schools Website/under instruction/assessment.

If you have any questions, please contact the LCPS Department of Federal Programs at 575.527.5870.

Thank you for your interest in and support of the Las Cruces Public Schools.

Sincerely,

Ignacio Ruiz  
Superintendent

**BOARD OF EDUCATION**

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Ignacio Ruiz  
Superintendent



**OUR MISSION**

The Las Cruces Public Schools provides an equitable student-centered learning environment that cultivates civic engagement, promotes excellence, and celebrates diversity.

505 S. Main St., Suite 249  
Las Cruces, NM 88001  
575.527.5800  
www.lcps.net

# LCPS K-5 Discipline Matrix

Certain major infractions are recognized as requiring consistent districtwide actions from and direction for all schools. For these infractions, a specified range of responses must be utilized by all school personnel, with the severity and/or frequency of the infraction determining where in the range the penalty should lie. At the same time, for disciplinary infractions not established with mandated disciplinary actions, development of appropriate standards and responses will remain an individual school responsibility subject to review by the superintendent and/or their designee. **(JK)**

**Student Name:**

Category 1: Staff Intervention	1st	2nd	3rd	Category 2: Staff/Administration Intervention	1st	2nd	3rd	Category 3: Administration and Police Intervention-match contact	1st	2nd	3rd
<input type="checkbox"/> Refusal to Cooperate/Identify Self/Follow Rules	Restorative Reflection Form + Parent Contact + Synergy Student Contact Log	Restorative Reflection Form + Parent Contact + Synergy Student Contact Log	Admin Referral	<input type="checkbox"/> Continual Level 1 offense (3 or more times within level)	Restorative Intervention	Progressive Restorative Intervention + Parent Meeting	Progressive Restorative Intervention/Parent Meeting + Possible Suspension (ISI/OSS)	<input type="checkbox"/> Theft	Restorative intervention + referral to law enforcement		
<input type="checkbox"/> Inappropriate Dress				<input type="checkbox"/> Minor Vandalism				<input type="checkbox"/> Tobacco/Nicotine Possession/Use, Electronic Smoking Devices (JI, JICH)	Restorative intervention + referral to law enforcement		
<input type="checkbox"/> Inappropriate Use of Technology/Computer (JICJ)				<input type="checkbox"/> Refusal to Cooperate with School Personnel (JI)				<input type="checkbox"/> Bullying/Harrasment/Racial Aggression including social media (JICFA)	1-3 Day(s) OSS + Contract	5-7 Days OSS + Contract	10 Days OSS + Contract + LTSH
<input type="checkbox"/> Misbehavior for the Substitute				<input type="checkbox"/> Racial/Biased Slurs/Comments/Conversation				<input type="checkbox"/> Sexual Harrasment (includes basis of gender identity) (JICFA)			
<input type="checkbox"/> Failure to Keep Hands and Feet to Self				<input type="checkbox"/> Disorderly/Abusive Conduct (verbal/physical confrontation)				<input type="checkbox"/> Fighting, Assault and Battery (JI)			
<input type="checkbox"/> Dishonesty (cheating, lying, forgery)				<input type="checkbox"/> Profanity towards Staff (JI)				<input type="checkbox"/> Possession/use of a Simulated Firearm or Explosive Device** (JI)			
<input type="checkbox"/> Public Display of Affection				<input type="checkbox"/> Inappropriate Physical Contact				<input type="checkbox"/> Knives and other items that could be used to threaten or cause harm** (JI)			
<input type="checkbox"/> Disruptive/Unruly Conduct				<input type="checkbox"/> Leaving campus without permission (JHCA)				<input type="checkbox"/> Gang or Gang-like Activity			
<input type="checkbox"/> Disrespectful to Peer or Adult				<input type="checkbox"/> Disruption to the School Setting/Educational Process				<input type="checkbox"/> False Fire Alarm/Call 911/Bomb Threat			
				<input type="checkbox"/> Inciting Violence/Threat of Violence/Violence towards students/staff members				<input type="checkbox"/> Possession and/or Use of a Controlled Substance (not including tobacco and nicotine)			
		<input type="checkbox"/> Arson, Criminal Damage, Major Vandalism (JI)									
		<input type="checkbox"/> Distribution or Intent of Distribution of Controlled/Prohibited Substance (Felony offense) (JI, JICH)									
				<input type="checkbox"/> Possession or Use of a Gun or Explosive Device (JI)							

**Date:**

**Notes:**

**Discipline Matrix Key:**  
 ISI: In-School Intervention  
 OSS: Out-of-School Suspension  
 LTSH: Long-Term Suspension Hearing

For students participating in school sanctioned athletics and activities, see LCPS Student Activities Handbook for additional guidance and possible consequences.

**\*\*Immediate Removal:** If the student is perceived as a significant threat to themselves or others, the student may be immediately removed from the school for up to 10 days pending an investigation, sufficient evidence, and/or a long-term suspension hearing on a violation. Immediate Class III Citation will be issued.

If principals determine that there are unique or exceptional circumstances, or an imminent threat of serious harm to students or staff, that warrant an intervention or disciplinary response at a level that is above the highest level or below the lowest level indicated on the matrix, principals must consult with their leadership supervisor.

## Staff Intervention

### Layer 1: Universal Supports

The focus of Layer 1 is delivery of high-quality differentiated core curriculum and instruction, school-wide implementation of positive behavioral interventions and supports, data-driven instruction, targeted interventions to support the acquisition of core content, universal screening or assessment, and English Language Development (ELD) for students identified as English Learners (ELs). **Layer 1 academic and behavioral supports are proactive and preventative.**

#### School wide behavior supports include:

- ▶Explicit teaching of expected behaviors
  - ▶Data-based decision making
  - ▶Active supervision
  - ▶Safe and welcoming culture
- Positive non-verbal/verbal student redirection
- ▶Suite 360 SEL Assessment
  - ▶Advisory Lessons (Overcoming Obstacles, Suite 360)
  - ▶Consistent acknowledgement and correction of student behavior

### Layer 2: Targeted Supplemental Interventions and Support

The focus of Layer 2 interventions is to provide students strategic, evidenced-based and targeted interventions and supports so they can successfully acquire the core curriculum-related knowledge and skills, and based upon data-informed decisions, return to exclusive Layer 1 interventions. Students receiving Layer 2 interventions continue to receive high-quality Layer 1 core curriculum and instruction and interventions but with the benefit of more targeted Layer 2 interventions. **The objective of Layer 2 interventions is to provide supplemental, strategic, and targeted support to students for whom Layer 1 instruction and universal interventions prove insufficient.**

#### Targeted behavior supports and interventions include:

- ▶Behavior interventions
- ▶Academic interventions
- ▶Increased support and feedback
- ▶Increased progress monitoring
- ▶Suite 360 Interventions
- ▶Targeted skill development
- ▶Parent/Guardian Contact
- ▶Parent/Guardian Conference
- ▶Monitor and/or Escort

### Layer 3: Intensive Interventions and Supports

Students identified as experiencing **educational crisis**, or students receiving Layer 2 interventions and not making expected progress are eligible. Students receiving Layer 3 Interventions receive the core curriculum and instruction, plus targeted interventions, plus intensive evidence-based interventions. Layer 3 interventions are available for all students and are not exclusive to students with disabilities or students identified as gifted under New Mexico law.

#### Intensive supports and interventions include:

- ▶Functional Behavior Assessment
- ▶Environmental modifications
- ▶Curriculum modifications
- ▶Youth Development and Diversion Referral
- ▶JARC Referral
- ▶Referral to SBHC Mental Health
- ▶Parent Conference
- ▶Parent/Guardian Conference
- ▶Monitor and/or Escort
- ▶SAT Referral
- ▶Threat Assessment
- ▶Behavior Contract

LCPS 6-8 Middle School Discipline Matrix

Category of Infraction	Dates of Infraction							
Teacher Intervention - Category A	1st Offense/Date		2nd Offense/Date		3rd Offense/Date			
Tardy (3 or more for 1st offense)	1 Day Restorative Intervention & Parent Contact		2 days Restorative Intervention & Parent Contact		3 Days Restorative Intervention Parent Conference			
Inappropriate Use of Hall Pass								
Disorderly conduct/Minor class disruption/Horseplay								
Violation of Dress Code Policy								
Refusing to Cooperate/Failure to Comply								
Teacher Intervention - Category B	1st Offense/Date		2nd Offense/Date		3rd Offense/Date			
Cheating	1 Day Restorative Intervention & Parent Contact		2 Days Restorative Intervention & Parent Contact		3 Days Restorative Intervention & Parent Contact			
PDA (Public Display of Affection)								
Misbehavior for the substitute								
Profanity in class or with other students								
Inappropriate Use of Technology (Minor)								
Not attending lunch detention								
Skipping class/Tuancy								
OTHER (Teacher Discretion)/Chronic Cat. A								
Admin. Intervention - Category C	1st Offense/Date		2nd Offense/Date		3rd Offense/Date			
Destruction of school property/Graffiti	1 Day Restorative Intervention & Parent Contact		2-3 Days Restorative Intervention & Parent Contact		1 Day OSS & Parent Conference to Return to School			
Inappropriate Physical Contact								
Inappropriate Use of Technology (Major)								
Incorrigible Behavior/Insubordination								
Minor Theft/Vandalism								
Possession of inappropriate materials								
Profanity toward staff member								
Verbal or electronic rumors/Gossip Leading to a Confrontation								
Threatening/Intimidating others (including social media)								
Creating an Unsafe Situation								
OTHER (Admin. Discretion)/Chronic Category B								
Admin./Police Interv. - Category D	1st Offense/Date		2nd Offense/Date		3rd Offense/Date			
Nicotine possession and/or use	Restorative intervention 1 day ISI or OSS		Restorative intervention 2 day ISI or OSS		Restorative intervention 3 day ISI or OSS			
Bullying/Harassment/Racial Aggression (including social media)	1-3 Days OSS + Contract		5-7 Days OSS + Contract		10 Days OSS + Contract and Long-Term Suspension Hearing			
Fighting/Assault and Battery								
Possession/Use of Simulated Firearm or Explosive Device								
Recording Inappropriate Behaviors								
False Fire Alarm/Call 911/Bomb Threat								
Knives and other items could be used to threaten or cause harm								
Gang or Gang-like Activity								
Threats Against the School								
Circulating inappropriate material electronically or written								
Sexual Harassment/Misconduct/Gender Identity								
Verbal/Written Threats/Inciting Violent Behavior (including electronically)								
Under the Influence of illegal/prohibited/unknown substance								
Possession of illegal/prohibited/unknown substance								
Distribution of illegal/prohibited/unknown substance				10 Days OSS and Long-Term Suspension Hearing				
Extortion/Arson/Criminal Damage/Major Vandalism								
Possession or use of a gun or explosive device								
OTHER (Admin. Discretion)								
<b>All Admin/Law Enforcement Infractions are subject to a Juvenile Class III referrals &amp; possible criminal charges.</b>								
<b>Chronic Infractions (more than 3) of the same behavior will result in movement to the next category for discipline</b>	<b>Key: ISI=In School Intervention      OSS=Out of School Suspension</b> <b>Restorative Intervention- A reflective piece will be included in all school consequences.</b>							
For students participating in school sanctioned athletics and activities, see LCPS Student Activities Handbook for additional guidance and possible consequences. If principals determine that there are unique or exceptional circumstances, or an imminent threat of serious harm to students or staff, that warrant an intervention or disciplinary response at a level that is above the highest level or below the lowest level indicated on the matrix, principals must consult with their leadership supervisor.								

## LCPS 9-12 DISCIPLINE MATRIX

Certain major infractions are recognized as requiring consistent districtwide actions from and direction for all schools. For these infractions, a specified range of responses must be utilized by all school personnel, with the severity and/or frequency of the infraction determining where in the range the penalty should lie. At the same time, for disciplinary infractions not established with mandated disciplinary actions, development of appropriate standards and responses will remain an individual school responsibility subject to review by the superintendent and/or their designee. **(JK)**

Category 1: Staff Intervention	1st	2nd	3rd	Category 2: Administration Intervention	1st	2nd	3rd	Category 3: Administration and Police Intervention***	1st	2nd	3rd
Skipping class or lunch detention	Restorative Intervention+ Parent Contact	Progressive Restorative Intervention + Parent Contact	Admin Referral	Minor Vandalism	Differentiated Discipline	Progressive Differentiated Discipline	Progressive Differentiated Discipline + Possible Suspension	Theft (JI)	Differentiated discipline + referral to law enforcement		
Inappropriate Dress (JICA)				Tobacco/nicotine possession and/or use, (JI, JICH)				Restorative intervention + possible 1, 2, or 3 day OSS or ISS			
Inappropriate use of technology/computer (JICJ)				Bullying/Harrassment/Racialized Aggression (includes social media) (JICFA)				1-3 Day(s) OSS Suspension + Contract	5-7 Days OSS + Contract	10 Days OSS + LTS	
Misbehavior for the substitute				Sexual Harrassment (includes basis of gender identity) (JICKA)							
Tardy				Fighting, Assault and Battery (JI)							
Cheating/Lying/Forgery				Possession/use of simulated firearm or explosive device** (JI)							
Public display of affection				Possession of a knife(s) and/or other items that could be used to threaten or cause harm** (JI)							
Disturbing class or minor school disruption				Gang or gang-like activity (JI)							
Obscene language/gestures (profanity towards students)				Threat Against the School (JI)							
Rumors/Gossip (creating an unsafe situation)				Verbal/Written Threat/Inciting Violence (to include social media) (JI)							
Parking/driving violations				Possession and/or use of a controlled substance (not including tobacco/nicotine) (JI, JICH)							
				Falsely pulling a fire alarm /911 Call/Bomb Threat (Felony offense) (JI)							
	Arson, Criminal Damage, Major Vandalism (JI)	10-day OSS, Contract, and Long Term Suspension Hearing									
	Distribution or Intent of Distribution of controlled/prohibited substance (Felony offense) (JI, JICH)										
	Possession or Use of a Gun or Explosive Device (JI)										

For students participating in school sanctioned athletics and activities, see LCPS Student Activities Handbook for additional guidance and possible consequences.

**\*\*Immediate Removal:** If the student is perceived as a significant threat to themselves or others, the student may be immediately removed from the school for up to 10 days pending an investigation, sufficient evidence, and/or a long-term suspension hearing on a violation. Immediate Class III Citation will be issued.

**\*\*\* All Admin/Law Enforcement Infractions** are subject Juvenile Class III referrals & possible criminal charges.

If principals determine that there are unique or exceptional circumstances, or an imminent threat of serious harm to students or staff, that warrant an intervention or disciplinary response at a level that is above the highest level or below the lowest level indicated on the matrix, principals must consult with their leadership supervisor.