

— 2025 - 2026



LAS VEGAS CITY SCHOOLS

EMPLOYEE HANDBOOK



The Mission of the Las Vegas City School District, in partnership with parents and community, is to provide a safe, nurturing and challenging environment in which all students develop a sound academic and moral foundation, demonstrate commitment to learning and become responsible citizens capable of participating in an ever-changing global society.

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GENERAL INFORMATION

Board of Directors

Michael Quintana, Board President
Dr. Joyce Meserve, Board Secretary
Dennis Romero, Board Member

Paul Gonzales, Board Vice-President
David Cordova, Board Member

Central Office

901 Douglas Ave, Las Vegas NM 87701

Ph: 505-454-5700

Melissa Sandoval, Superintendent
Denise Petersen, HR/Admin Assistant
Vanessa Gonzales, Business Manager
Karen Archuleta, Assistant Business Manager
Sarai Ortiz, Business Specialist
Sadie Salazar, Business Specialist
Thomas Paul Trujillo, Special Services Director
Marie Maritnez, SPED Coordinator
Roseanne Dimas, Administrative Aide
Dr. Saras Reddy, District Literacy Director
Shaunmarie Sanchez, Literacy Coach
Christopher Rodriguez, Literacy Coach

Vanessa Garcia, Associate Superintendent
Chaylene Sena, Student Nutrition Director
Melissa Rivera, Receptionist/Admin Assistant
Mario Salas, IT/Security Director
Eric Bendavidez, IT Technician
Christopher Rivera, IT Technician
Kayla Vega, Public Information Officer/Data Coordinator
Ida Sue Gonzales, Transportation Director
Johnny Saiz, Transportation Secretary
Christopher Archuleta, Maintenance Supervisor
Gerardo Escamilla, Custodian Supervisor
David Gonzales, Athletic Coordinator

Robertson High School

1236 5th Street, Las Vegas NM 87701

Ph: 505-454-5770

Principal: Thomas Paul Trujillo
Assistant Principal: Daniel Whalen
Athletic/School Secretary: Teresa Lovato
Registrar/School Secretary: Chrysanthe Garcia

Memorial Middle School

1236 5th Street, Las Vegas NM 87701

Ph: 505-454-5710

Principal: Aaron Vasquez
Secretary: Jaryd Marquez

Sierra Vista Elementary

475 East Legion Drive, Las Vegas NM 87701

Ph: 505-454-5740

Principal: Donna Lucero-Valdez
Secretary: Sabrina Martinez

Mike Mateo Sena Elementary

12 Country Road A-1, Sapello NM 87745

Ph: 505-454-5750

Principal: Daniel Lopez
Secretary: Maxine Trujillo

Los Niños Elementary

100 Legion Drive, Las Vegas NM 87701

Ph: 505-454-5720

Principal: Melissa Vigil
Secretary: Alicia Arguello
Secretary: Celia Nelson



Cardinal PRIDE

Central Office: 505-454-5700

Superintendent's Office 505-454-5721		
Telephone #	Ext.	Name
454-5721	5721	Denise Petersen
454-5701	5701	Vanessa Garcia
454-5712		FAX
Literacy Development 505-454-5729		
454-5729	5729	Saras Reddy
454-2708	2708	Literacy Coach
454-2743	2742	Literacy Coach
Business Office 505-454-5701		
454-5747	5747	Vanessa Gonzales
454-5745	5745	Karen Archuleta
454-5702	5702	Sarai Ortiz
454-5748	5748	Sadie Salazar
Information Technology 505-454-5730		
454-5755	5755	Mario Salas
454-5730	5730	Christopher Rivera
454-5730	5730	Eric Benavidez
454-5730	5730	Kayla Vega
Special Services 505-454-2703		
454-5717	5717	Marie Martinez
454-2703	2703	Roseanne Dimas
454-2735	2735	Jeannie Rubin
454-2743	2743	Vacant-Social Worker
429-9693	—	Brandon Gallegos
454-2778	2778	Pamela Martinez
Food Services 505-454-5715		
454-5714	5714	Chaylene Sena
454-5715	5715	Melissa Rivera
Maintenance 505-454-5719		
454-5719	5719	Chris Archuleta
Transportation 505-454-5724		
454-5722	5722	Ida Sue Gonzales
454-5724	5724	Johnny Saiz
454-5728	5728	Mechanic Shop
454-5723	5723	Chris Yardman
Athletics & Co-Curricular 505-454-2708		
454-5725	5725	David Gonzales
454-2704	2704	Teresa Lovato
School Nurses		
429-0615	—	Tara Grano
429-5878	—	Vanessa Cordova
429-1051	—	Andres Pacheco
School Safety/Security		
429-3815	—	Wovoka Trudell
429-2598	—	John Gurule
429-8701	—	Christopher Sandoval
429-0482	—	Martin Garcia
429-0196	—	Roland Berged

School Sites		
Robertson High School 505-454-5770		
Telephone #	Ext.	Name
454-2700	2700	Thomas Trujillo
454-2706	2706	Daniel Whalen
454-2704	2704	Teresa Lovato
454-5770	5770	Chrysanthe Garcia
454-2740	2740	Elisa Villanueva
454-2717	2717	Counselor
454-2741	2741	Tanya Lovato
454-2713	2713	Library
454-2739	2739	Santana Aragon
454-2747	2747	RHS PT-OT
454-2748	2748	RHS Kitchen
454-2749	2749	RHS A+ Grill
Memorial Middle School 505-454-5710		
454-2742	2742	Aaron Vasquez
454-5710	5710	Jaryd Marquez
454-2728	2728	Vacant Counselor
454-2776	2776	Caesar Jacquez
Sierra Vista Elementary 505-454-5740		
454-2771	2771	Donna Valdez
454-5740	5740	Sabrina Martinez
454-2772	2772	Secretary
454-2770	2770	Jillian Lautalo
454-2775	2775	Sunitha Marati
454-2779	2779	SVE PT/OT
454-5768	5768	SVE Kitchen
Los Niños Elementary 505-454-5720		
454-2763	2763	Melissa Vigil
454-5720	5720	Celia Nelson
454-2727	2727	Nancy Martinez
454-2785	2785	Susan Flores
454-2762	2762	Roland Berged
454-5786	5786	Alicia Arguello
454-2768	2768	LNE Kitchen
Mike Sena Elementary 505-454-5750		
454-5751	5751	Daniel Lopez
454-5750	5750	Maxine Trujillo
454-5773	5773	Vacant Counselor
454-2792	2792	MMSE Kitchen

Introduction

The Las Vegas City Schools School Board of Education accepts the responsibility granted by the laws of the State of New Mexico and the authority to ensure that:

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

Formulation of Policies/Regulations

The responsibility of the Las Vegas City Schools School Board of Education is to set policies for the District. Rules and procedures are set by the Administration, reviewed by the Board when appropriate, and enforced by the School District Administrators and Supervisors. Click the link to access the online version of the LVCS [Board of Education Policy](#)

Board Meetings

The School Board of Education meets the third Thursday of each month. The meetings begin at 5:15 pm. Employees, parents, and students are welcome to attend. Agenda notices are posted online, each school site and at the Administration Office. Items to be included in the agenda must be submitted to the Superintendent one (1) week prior to it being placed on the agenda. All staff and community members are encouraged to attend Board Meetings. Public Participation at Board Meetings requires a written request to address the Board. Request forms can be found at the Las Vegas City Schools Administration Building or on-line at www.cybercardinal.com. Requests for public comment must be submitted by 5:00 pm prior to the school board meeting. The chain of command must be followed before any items or concerns are brought to the Board of Education.

Nondiscrimination

LVCS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, disability, handicap or veteran status in employment or the provision of services.

Professional Expectations

All employees are required to attend scheduled faculty meetings and District-wide departmental meetings as part of the work assignment. Employees are required to participate in professional development as per the work calendar. They are to remain at scheduled training/ meetings until the sessions are completed and they have been formally dismissed. All meetings shall have an agenda, which includes a beginning time and sign in sheet. Staff appointed as building or departmental representatives are required to attend District-wide curriculum meetings. In general, employees who are coaching or involved with other additional school responsibilities or assignments are required to attend the previously listed meetings. Certified staff is required to assist in a reasonable amount of extended service activities, e.g., student supervision, club sponsorship, parent meetings, etc.

The length of this lunch time varies with the schedule in each building and position but will be at least 30 minutes long. Certified and non-certified staff may be assigned the supervision of students during the lunch periods in each school. Bus supervision will also be assumed by assigned personnel. All personnel employed by LVCS are to be available for emergency assignments during the hours of the normal school day.

Supervision of students during school-sponsored activities and trips shall be governed by the procedures outlined in School Board Policy. Sponsors and chaperones are required to know and to abide by the guidelines set forth in policy.

All employees must not engage in gossip in their work environment. Additionally, confidential information must remain confidential.

Staff Conduct and Responsibilities

Employees have a responsibility to make them familiar with, and abide by, state laws as these affect their work, the Board policies and the administrative regulations designed to implement them essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of personnel:

- Promptness in attendance at work and adhere and comply with Job Description.
- Support and enforcement of Board policies and administrative regulations in regard to students. Submitting required reports or lesson plans promptly at the times specified
- Care and protection of school property.
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.
- Follow the **Chain of Command**.

In order to protect the health, welfare and safety of students, no school employee shall dispense or in any way transfer possession of alcohol or any drug while on school premises, including school vehicles, or at any school-planned activity. Further, no school employee shall be under the influence of alcohol or possess any illegal drug while on school premises, including school vehicles, or at any school-planned activity. Violation of this policy may result in suspension or dismissal of the employee.

The following is a list of actions, which may lead to disciplinary action, including suspension with or without pay or termination of employment, for those employees found to have committed them.

- Theft of school property, the property of another school employee, or theft occurring during working hours.
- Falsification of any school record or employment application.
- Deliberate destruction of school property or the property of another school employee. Negligent conduct or actions resulting in personal injury or property damage.
- Fighting or causing physical harm to another employee during working hours or on school property.
- Threatening or intimidating other school employees.
- Possessing, using, selling or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.
- Gambling during working hours or on school property.
- Smoking or chewing tobacco in restricted areas or unauthorized smoking areas.
- Possession or use of any firearms or other objects that could reasonably be considered to be a dangerous weapon during working hours or on school property.
- Unauthorized absence; absence for one day or more without authorization or proper reporting may result in termination.
- Insubordination such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions.
- Unauthorized use of school equipment.
- Deliberate in excessive waste of school materials or abuse of school equipment. Immoral conduct or indecency, which is not acceptable in a school setting.
- Encouraging or participating in any strike, work stoppage, slowdown, or similar activity.
- Excessive tardiness or absenteeism.
- Solicitation for any cause or distribution of written or printed matter on school property during working hours other than established breaks or lunch periods.
- Sleeping during working hours.

- Wasting time and/or taking excessive breaks.
- Use of profanity that is not suitable for school settings.
- Failure to promptly report an accident to injury occurring on school property or during working hours.
- Use of approved Educational/Professional Leave day(s) for other than reason stated.
- Making unauthorized purchases or incurring unauthorized expenditures.
- Leaving assigned workstation without permission.
- Placing or receiving non-emergency personal phone calls during working hours.
- Engaging in any authorized statement that might place the school district in violation of state or federal law.
- Refusal to work assigned overtime.

Job Assignment/Reassignment

The Superintendent is authorized, by NM Statutes, to assign and/or reassign any employee to a position that will be in the best interest of the school district. For teachers, this includes grade assignment as well as school assignment. Employee qualifications and interest will be considered in assignments.

Workday

The regular workday hours for all employees will be set by their immediate supervisors as approved by the Superintendent. School staff may be assigned additional duties during the workday.

All non-certified employees are required to take a lunch break, scheduled by their immediate supervisor.

Non-certified employees will not be allowed to work beyond their regular scheduled working hours unless pre-approved by the immediate supervisor.

Dress Code

All employees must dress for work in an acceptable manner. Specifically, this means that with the exception of custodial and maintenance personnel and physical education, the following attire will be considered appropriate:

- Men - pants (including presentable jeans) and shirts with collars
- Women - dresses, skirts or pants (including presentable jeans) with blouses

Wearing T-shirts, sweat shirts, jogging suits, shorts and the like is to be reserved for special “spirit” days declared at the individual school or school district level.

Other Employment

Employees of LVCS may not hold additional jobs outside of official working hours if such employment interferes with the proper and effective performance of assigned duties and responsibilities. G-6150-GCR, G-9350-GDR Non-school Employment by Professional and Support Staff Members, NMSA 1978 §10-16-4.2, Disclosure of outside employment: A public officer or employee shall disclose in writing to the officer's or employee's respective office or employer all employment engaged in by the officer or employee other than the employment with or service to a state agency or local government agency.

Personnel File

An official personnel file is maintained for each employee of the District at the Central Office. All materials contained in their file, exclusive of classified material such as: pre-employment references, references directly related to internal promotions, etc. are available for review during office hours. It is recommended that advance notice be given to the business office prior to reviewing the files. A District employee shall be present when a personnel file is reviewed. The employees of the District may request copies of accessible documents in their files at a rate of \$1.00 per copy. All requests to review a personnel file will be addressed within ten (10) school days of the written request.

Drug Free Schools, Campuses, and Workplace

LVCS's policy is to ensure an alcohol and drug free environment. Random unannounced drug testing is required of employees who transport students and employees who operate school machinery. The use, possession and distribution of alcoholic beverages, mood-altering substances and illicit drugs is prohibited and are grounds for disciplinary action up to and including termination.

Smoking

Smoking/vaping on school property is prohibited. Possession or use of tobacco products or smoking of any kind is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Gambling

Gambling on school property is prohibited.

Duty

Morning and afterschool duty will be assigned to all student supporting staff. Morning duty people must be on time, bus and parent drop-offs begin at 7:30 a.m. After school duty ends when the last bus and parent pick-up student leaves campus.

Lunch duty can be assigned to a teacher or staff member as part of their responsibilities, with a duty free lunch time. Individuals may also volunteer for a paid lunch duty if available.

All teachers have supervision responsibility between classes. If there are restrooms located in your area, please make an effort to periodically monitor between classes or during your prep.

Purchasing

All purchases require prior approval. If you need to make a purchase, fill out a requisition form and submit it to your on-site Director and/or Administrative Aide/Secretary. (If you need help in doing so, the on-site Administrative Aide/Secretary can assist you.) You will not be reimbursed if you decide to purchase anything on your own unless prior approval from the Superintendent has been arranged. After your requisition has been approved green and yellow copies of the purchase order will be sent to you or the on-site Administrative Aide/Secretary. Then and only then, may you place your order or go make your purchase. Once all items have been received, please bring in the signed green copy of the purchase order and an invoice to the business office. There is no need to purchase regular supplies for your classroom. These items are available to you, fill out a supply request form and turn in to the office secretary.

Field Trips

- Submit a request for a field trip to the school principal. In this request, briefly state the purpose and objectives of the field trip, and how it will enhance the education of your students. Please submit this request two weeks before the proposed trip.
- Parent permission forms may be obtained from the office. Each student must complete a form before he/she is allowed to participate. Permission forms signed by the parent or guardian are to be in the teacher's possession during the trip.
- Bus transportation must be requested no less than 15 working days in advance. Students are not allowed to provide their own transportation to and from a school field trip.

Staff Meetings

Staff members are to attend all meetings called by the principal or central office administrators. If you have extenuating circumstances making it impossible to attend, it is your responsibility to notify the principal and to obtain the information discussed during the meeting and your absence. Staff meetings will be scheduled as needed. **These meetings are mandatory.** Please make arrangements to be at these meetings.

Communication

The administrator/supervisor will maintain an open-door policy in order to foster good communications with the staff. It is important to develop a team effort and thus good communications are essential. The role of the administrator/supervisor will be one of supporting staff. If a problem arises, it is important that the supervisor be informed. It is difficult to support a staff member if he/she is not informed of any problems that arise.

The method of communication used will determine how we get along in our daily work. There shall always be a positive method of communication when working with the school staff and students. A professional method of communication shall be used when resolving complaints, disturbances and/or any other problems.

Health and Accidents

Any staff member witnessing an accident shall file an incident report to the supervisor as soon as possible. The nurse shall be informed immediately of the accident and will also write a report on his/her observation of the student/staff while under her care. If the accident requires emergency treatment in the hospital, the nurse shall notify the principal and the parents of the student. Staff injuries need to be documented on the day of the accident and reported to the Payroll/Benefits Clerk.

Staff's Children and Relatives

Staff members are not allowed to bring their children or relatives not enrolled in school as visitors. Staff members on an extended contract over 180 days will not bring their children or family members to work. In the event of an accident, the school will not be held responsible and this can lead to problems.

Security and Keys

Security of our buildings, classrooms and equipment is essential. You are responsible for your work area and keys assigned to your charge. Failure to secure equipment issued to you, which is lost, could be charged to you personally. Keys are not to be lent to students, unauthorized personnel or copied. Always lock your desk, cabinets and classrooms/offices for security and safety.

Telephones & Cellphones

The school office telephones are for school business only. Employee's wireless communication devices shall only be used during non-instructional time while in the classroom setting, unless of an emergency. All employees shall limit use and/or refrain from using wireless communication when in the presence of children during school hours. Staff must set an example to support the newly adopted mandate.

Care of Classroom/Office and Equipment

Staff are urged to keep their assigned work areas neat and orderly at all times. Students should be encouraged to clean up at the end of each day. All staff should see that students do not mark or deface walls and furniture or damage equipment. Students defacing school property should be reported to the principal immediately. In order to maintain accurate inventories, furniture and equipment are not to be moved to another location without approval from the supervisor.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses and/or damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. If a student should

happen to damage something by accident, he must report it to a teacher or the school administration immediately. Keep in mind that the taxpayers pay for construction, purchase and maintenance of our school buildings and equipment.

Medication

No staff member is to administer prescribed or non-prescribed medication to a student. If a student needs to take medication during school hours, the parents shall notify the school nurse, and the parents or guardians must give written authorization for the student to take such medication. The school will follow the procedures as established by the school district and the NMPED policies.

Procedure For School Sponsored Activities / Field Trip Procedures

1. Submit a request for a field trip to the school principal. In this request, briefly state what the purpose and objectives of the field trip are, and how it will enhance the education of your students. Please submit this request two weeks before the proposed trip.
2. Parent permission forms may be obtained from the principal's secretary. Each student shall complete one of these forms before he/she is allowed to go. Permission forms signed by the parent or legal guardian must be submitted to the teacher before leaving on the field trip. The sponsor of the field trip must have a list of the student with telephone numbers and addresses with him/her while on the trip.
3. Bus transportation must be requested ten (10) working days in advance. Bus transportation will be requested from the district transportation office, and if none is available, the students may have to use club monies to pay for the transportation. No student may provide their own transportation for a field trip.
4. At least 24 hours before the field trip, the sponsor shall provide an alphabetized list of the students making the trip for the school bulletin. Please indicate the student's grade level.
5. The sponsor of the field trip will be responsible for finding chaperones. It is suggested that you have a chaperone for every 5-10 students at the elementary level and 10-15 at the secondary level.
6. Students wishing an off-campus pass on student activity days are required to have a parent/guardian make contact with school officials before leaving the campus. Only parent pickup will be honored. Other requests will be denied.

EMPLOYEE CODE OF ETHICS

Staff-Student Relations

Employees and volunteers of LVCS are encouraged to take a sincere professional interest in students. However, professional ethics require that employees and volunteers avoid social situations through which they could exploit their positions of authority over students.

Professional Ethics and Behavior

The district expects that all staff will use the highest standards of professionalism and good sense when using Social Networking Websites or media, either through district or personal software and hardware. Any use of Social Networking Websites or media that disrupts or interferes with the educational process, learning environment, or positive district and school culture may result in disciplinary action.

G-0750 – GBEB Staff Conduct

G-0650 – GBEA Statement of Ethics for School Employees.

G-6150 – GCR Non-school Employment by Professional Staff Members

Disciplinary Action

School District employees who violate this Policy shall be subject to discipline, up to and including suspension, termination, or discharge, in accordance with Board policy, negotiated agreements, and applicable law.

G-9300-GDQD Discipline, Suspension, and Discharge of Support Staff Members, State Statute 22-10A-24.

Sexual Harassment Policy

Sexual harassment of students by other student(s) and/ or by Las Vegas City Schools employees is specifically

prohibited, sexual harassment includes (but is not limited to) the following:

1. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed individual has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature is clearly unwelcome or inappropriate.
2. The individual who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
3. Sexually oriented verbal or written communication, including sexually oriented verbal kidding, harassment or abuse;
4. Subtle pressure or request for sexual activity;
5. Persistent unwelcome attempts to change a professional relationship into a personal, social sexual relationship;
6. Creating a hostile environment, including the use of innuendos or overt or implied threats.
7. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
8. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's academic or activity status;
9. Sexual assault, abuse, or battery as defined by New Mexico statutes. Violators of the Student Sexual Harassment policy will be dealt in accordance with School District Policy.

Reporting of Sexual Harassment by a School Employee

- Any student who believes a school employee has subjected him or her to any conduct of a sexual nature may tell a counselor or principal.
- If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
- If a student believes he or she has been sexually harassed by a counselor or a principal, or by any other administrator the student should seek the assistance of his or her parent(s) in reporting such harassment to the Superintendent or to a member of the Board of Education.

Reporting of Sexual Harassment by a Student or Students

- Any student who believes another student has sexually harassed him or her or other students may report – tell a teacher, counselor, or principal or assistant principal.
- If a student who believes he or she has been sexually harassed by another student or students, and who feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

Reporting by Employees Mandatory

Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of sexual harassment must notify his or her immediate supervisor, regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.

SAFETY PROCEDURES

Inclement Weather/Emergency Day Plan

The Superintendent will determine when the inclement weather/Emergency Day Plan is in effect. School delays or closures will be broadcast on several radio stations, local television stations, and social media platforms. Robocall

messaging will be in effect for informing staff and parents of delays and closures. If school is called off completely, generally speaking, all activities are canceled. During inclement weather, there may be a two-hour delay or school cancellation. Bus pickup will then be on a two-hour delay or canceled. After-school activities may be impacted depending on the weather. Stay tuned for updates on delays or possible cancellations.

● SCHOOL CANCELLATION

- ✓ Instructional Staff/Cooks/Bus Drivers & Bus Aides/Security Guard/Nurse – Do not report on cancellation days.
- ✓ Central Office and Administrative/Supervisory/Secretarial/Technology - Do not report on cancellation days.
- ✓ Custodial/Maintenance Personnel – Do not report on cancellation days, unless directed by their supervisor.

● SCHOOL DELAY

- ✓ Instructional Staff/Cooks/Bus Drivers & Bus Aides/Security Guard/Nurse – Report to work 2 hours later than regularly scheduled time.
- ✓ Central Office and Administrative/Supervisory/Secretarial/Technology Staff – Report to work two (2) hours later than regularly scheduled time.
- ✓ Custodial/Maintenance Personnel – Will report to work as directed by their supervisor.

● EARLY DISMISSAL

- ✓ Instructional Staff/Cooks/Bus Drivers/Security Guard/Nurse – May leave at the discretion of the supervisor upon approval of the Superintendent or his/her designee.
- ✓ Central Office and Administrative/Supervisory/Secretarial/Technology Staff – May leave at the discretion of the Superintendent or his/her designee.
- ✓ Custodial/Maintenance Personnel – May leave at the discretion of the supervisor upon approval of the Superintendent or his/her designee.

In case of bad weather, delayed start, or cancellations, information may be obtained from the following:

KRQE-TV / Channel 13

KOB-TV / Channel 4

KOAT-TV / Channel 7

KFUN / 1230 AM

KLVF / 100.7 FM

KNMX / 540 AM

Facebook: Las Vegas City Schools

Instagram: Las Vegas City Schools

Webpage: www.cybercardinal.com

Leave requests will be docked at the regular workday hours regardless of a delay.

School Safety Program

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

Staff is required to drive safely and responsibly while on campus. All staff members are also required to sign in and wear a LVCS assigned badge during school time or while working extra-curricular events. Each principal will be responsible for monitoring safety for his/her school. The Superintendent will have the overall responsibility for monitoring the safety throughout the District.

All personnel have the responsibility to be aware of any hazardous chemical or physical hazards that they may encounter and to take appropriate protective measures by informing the immediate supervisor. General safety rules shall be made known to students through the student handbook, and emergency/safety poster and plan. The building principal will assign and inform the staff of special circumstances and procedures. **Please report safety hazards to your principal or immediate supervisor.**

Emergency Drills

New Mexico schools must meet several safety requirements, including Emergency Drills. Schools must conduct at least 12 emergency drills annually, including: First four weeks: One active shooter/shelter in place drill, one evacuation drill, and two fire drills. Remaining school year: at least four additional drills, including at least two fire drills. Fire department members should be present for at least some drills to provide instruction and recommendations. Parents should be notified for drills that prepare for or respond to active shooters.

The building principal is charged with the responsibility of conducting emergency drills in accordance with state law. These drills shall be conducted weekly during the first month of school and monthly thereafter during the school year. The office shall maintain a file of conducted drills for official inspection. Exact procedures will be discussed by the principal in staff meetings. Staff are required to take attendance registers out of the classroom to take attendance.

School Security

Each building in the school district is equipped with an Intelligent Video Surveillance system and Access Control. The district utilizes camera surveillance and access control for student, staff, and community safety. Security employees are also onsite providing security district-wide. System support and operation falls under the responsibility of Technology. School security are expected to address staff, students and visitors if safety protocols are not followed.

School Volunteers

Las Vegas City Schools is privileged to have several individuals in the community who help in the schools. These volunteers perform a variety of services that assist staff in meeting the needs of the students and enriching their programs. All volunteers must be approved in advance by the building Principal, Supervisor and Superintendent. All volunteers must undergo a background check with the exception of parent volunteers who must be accompanied and supervised by school staff at all times.

AVAILABLE SERVICES

Transportation

School employees who possess a valid New Mexico Driver's License are eligible to use school vehicles for official school business following MVD verification. A valid driver's license must be on file prior to use of a school vehicle. School vehicles may be requested by completing a Transportation Request form and submitting the form through the Principal/Supervisor to the Las Vegas City Schools Transportation Office. The driver of a school vehicle is covered under the District's insurance policy. The school employee must bring in paperwork, keys, credit card, etc., to the Transportation Secretary immediately after their return to the district. (If a vehicle is used on a Friday/Saturday; return of keys, credit card, and paperwork is expected at 7:45 am the following Monday). All vehicles must be returned to the school parking lot by the employee unless pre-approved by the Superintendent.

To transport students, the driver is required to meet all state requirements, e.g., defensive driving, provide a copy of driver's license, and random drug testing, etc. Only vehicles with a minimum capacity of six and a maximum capacity of nine (including the driver) are allowed for transporting students.

Trips requiring the use of a school bus must be approved by the Principal/Supervisor, and Superintendent. Field Trip Request forms must be submitted to the Transportation Office, at least 15 days prior to the trip date.

STAFF MAY NOT TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES DURING CONTRACT HOURS AND/OR IN CONJUNCTION WITH ANY CO- OR EXTRA-CURRICULAR ACTIVITY.

Staff Development

The Administrative Staff will provide training to support all employee groups as mandated by the Public Education Department or District. Requests for training based on site or group interest may be accommodated through these individuals. Reservations for use of the boardroom may be arranged with the Superintendent's office.

Computers in the Schools

LVCS has a District Technology Plan. Any questions in this area should be directed to the Information Technology Director. Computers are for school business only. The administration reserves the right to audit all email transactions and internet use. Personal use of the school email, by staff members, is prohibited. If you are needing IT assistance please send an IT ticket to: itsupport@cybercardinal.com

Cyber Security Policy

The Las Vegas City Schools Cybersecurity Technology Policy, effective April 29, 2025, outlines rules and responsibilities for protecting the school district from cyber threats and data breaches while ensuring compliance with state records retention policies. The policy applies to all staff, students, and vendors, as well as all devices and systems used within the district. Key provisions include an acceptable use policy outlining proper conduct, strict data protection and privacy measures, and specific retention periods for various types of records, from student cumulative records (100 years) to social media posts (2 years). It also mandates regular reviews of authentication and authorization systems, quarterly simulated phishing tests for staff, and annual cybersecurity training. Additionally, the policy requires the IT Department to be involved in all technology purchasing decisions to ensure security and compatibility. The overall goal is to maintain a secure and compliant digital environment for the entire school community. Find the complete policy at <https://www.cybercardinal.com/page/technology>

Updated to the Employee Handbook on 9/17/2025

PAYROLL INFORMATION

Salary Schedules

Copies of current salary schedules are available from the Business Office. Questions concerning salary schedule placement should be referred to the Business Manager. All information (transcripts, verification of employment) that affect placement on the salary schedule are due in the business office on or before September 15th of each school year. Any information received after that due date will be used for salary schedule placement the following school year. Only college hours received **after** the date that a degree is conferred will be counted for placement on the salary schedule. Any exceptions must be approved by the Superintendent.

Pay Schedules

The District paydays are scheduled biweekly on Fridays. Pay schedules are available in the business office. Extra service for coaching is paid twice (one time at the middle and one time at the end of the season) and as they are cleared by the Athletic Coordinator. The building principal or Athletic Director/Coordinator will submit written verification informing the business office when the service has been completed and authorizing the release of final payment. Sponsorship payments will be made twice, at the middle and the end of the school year. All other extra salary payments will be made during regularly scheduled pay periods and must be preauthorized. We strongly encourage enrolling in direct deposit. Live paychecks will be available for pickup on payday, if checks are not picked up they will be sent to the employee, via US mail, the day after. Per the Fair Labor Standards Act (FLSA), payment to non-exempt employees must be made during the period in which it is earned. and therefore, payment is scheduled every payday.

Direct Deposit

LVCS offers employees the option to deposit payroll checks into their savings, checking or multiple accounts through direct deposit. All employees are encouraged to use this service, as it is a more cost-effective, secure and timely way for the District to process payroll and for employees to be paid. For those who choose not to use direct deposit, live paychecks will be available at central office for pickup on payday. If checks are not picked up they will be sent the day after to the employee via US mail. Contact the payroll department for more information.

Payroll Timesheets and Documentation

Because of the FLSA, the Business Office must receive time sheets, absentee reports, and supportive documentation necessary for payroll processing no later than Monday at 9:00 am, before the scheduled payday. Any documentation received after that will be held until the next scheduled payday. All time must be recorded by employees on a time clock system, a timecard or a time sheet issued by the business office. Exempt employees will document their time as required by the site principal/supervisor or the time clock system. All pay for professional development stipends must be recorded on a form issued by the business office. Please contact the Business Office for any copy of payroll forms needed.

For overtime pay calculation purposes for non-exempt employees, the workweek begins at 4:30 pm. Friday and ends at 4:30 pm Friday, bi-weekly. LVCS will pay overtime to all non-exempt employees in accordance with state and federal law at the rate of time and one-half for all hours worked in excess of 40 hours per workweek. Non-exempt employees must always have the authorization and approval of their manager or supervisor before performing overtime work. Failure to obtain approval before working overtime, or refusing to work overtime, may result in disciplinary action up to and including termination.

Mandatory Payroll Deductions

As a state employer, the LVCS must comply with Federal and State mandates regarding payroll deductions. All pay received by employees of the District is subject to applicable mandatory deductions.

- Federal Income Tax
- Federal income tax is withheld from all employee pay in accordance with the Internal Revenue Code. The tax is based on the amount of earnings and the exemptions claimed by each employee. A form W-4 must be filled out by every employee of the district and can be changed at any time. Pre-tax insurance payments, annuities, tax deferred compensation and ERA contributions are some exemptions from federal income tax. All employees also have the option to request additional federal tax deducted from their pay. This tax add-on must be included on form W-4.
- State Income Tax
State income tax is withheld from all employee pay in accordance with State Taxation and Revenue regulations. This tax is also based on the amount of earnings and the exemptions claimed. Employees of the district also have the option to request additional state tax deducted from their pay. Please see the payroll department to initiate this state tax add-on.
- New Mexico Education Retirement Board (NMERB)
For employees with full time equivalent annual wages over \$24,000: Employer share is 18.15% of reportable compensation and Employee share is 10.7% of reportable compensation. For employees with full time equivalent annual wages \$24,000 or less: Employer share is 18.15% of reportable compensation and employee share is 7.90% of reportable compensation. Excluded from ERB are: Independent Contractors, Seasonal or Student Employees, Temporary Employees, and Employees working less than 0.25 FT. Please visit the NMERB website at www.nmerb.org to obtain additional information regarding retirement benefits such as: purchase of additional service, retirement requirements, etc.
- Retiree Health Care Authority
All employees who participate in the State's Employee Retirement Plan are required to participate in the Retiree Health Care Authority (RHCA) 1%. The employer will match this deduction with 2% gross pay contribution. The purpose of the New Mexico Retiree Health Care Plan is to provide comprehensive core group health insurance for persons who have retired from the school district.

- FICA/Medicare
Participation in the Social Security Program is mandatory. Unless specifically exempt by law, everyone working in the United States is required to pay Social Security and Medicaid taxes on earnings from employment based on the current effective tax percentage and wage base.
- Workman's Compensation Fee
The Workman's Compensation fee is due each quarter for all employees who work any time during the quarter. the fee is as follows:
 - Employee: \$2.00 per quarter
 - District: \$2.30 per quarter

Payroll Deductions – Optional

Group Insurance

The New Mexico Public Schools Insurance Authority (NMPSIA) was established as a self-insured pool for school districts in New Mexico. The insurance premiums are based on the plan chosen and the type of coverage enrolled in. The following insurance benefits are offered through NMPSIA and are available to qualifying employees of the LVCS: health/medical, vision, basic life, dental, disability, and voluntary life.

The Las Vegas City Schools pays the full premium for basic life for all employees of the district who qualify and a percentage of the premium of the medical/health, dental, disability, and vision plan, based on the employee's earnings, however, when an employee exhausts his or her sick leave the employee and employer portion of the premium will be paid by the employee. The employer portion will be prorated based on the number of days the employee is on leave without pay. When an employee is on sick leave without pay due to a work-related injury, (worker's compensation) the district will continue to pay the employer portion of the premium. The Voluntary Life premium is strictly employee paid. When an employee terminates employment with the District, the termination date will be the end of the following month, or sooner, if the employee authorizes.

NMPSIA Employee Eligibility

- Basic Life – work 15 or more hours per week
- Other coverage – work 20 or more hours per week

Health Insurance – Medical

Eligible employees who submit an application and authorize premium deductions within 31 days of employment may have coverage effective the first day of the following calendar month.

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

Life Insurance

Eligibility for Basic Life insurance coverage begins on the 1st of the month following date of hire. \$50,000 coverage is available to all qualifying employees.

Dental/Vision Insurance

Vision carries a minimum enrollment period of 24 months.

Disability Insurance

A new employee has 31 days after the initial date of employment in which to enroll. The district's plan has a 30-day elimination period before an employee is eligible for benefits. Disability benefits will provide a portion of the employee's monthly salary and are coordinated with Social Security, Retirement, Workers' Compensation benefits, or Sick Leave.

For more information regarding enrollment and documentation required contact our Business Office. Visit the NMPSIA website for additional information at www.nmpsia.state.nm.us.

Employee Paid Plans

The Las Vegas City Schools School District, through independent insurance providers, also offers employees a variety of other insurance plans, such as cancer, intensive care, life, accident, and disability, which are paid entirely by the employee through payroll deduction. Please contact the Business Office for more information.

Cafeteria Plan

Section 125 of the Internal Revenue Code makes it possible for employers to offer their employees a choice between cash salary and a variety of nontaxable benefits (qualified benefits). Qualified benefits include health care, vision and dental care, group-term life insurance. Under section 125 an employee can request that qualifying insurance premiums be excluded from their gross wages before taxes are applied. This means that the gross wages are reduced, and less tax is deducted resulting in an increased net pay. The employee can apply this increase in net pay as he or she chooses. All new and returning employees are offered the option to enroll on an annual basis. Colonial carries our cafeteria plan.

Tax Deferred Annuities

The Las Vegas City Schools is currently contracted with VALIC and VOYA to provide employees a tax deferred plan. Please contact the Business Office for more information.

EMPLOYEE BENEFITS AND LEAVE

Travel

State Regulation Rule 95-1 governs the payment of mileage and per diem reimbursement for District employees who occasionally and irregularly travel on official business away from home. For per diem purposes, travel must be at least 35 miles from the designated post of duty of the employee. For mileage purposes, travel must be from the designated post of duty. Mileage will only be paid when a school vehicle is unavailable or upon approval of the Superintendent. Mileage and per diem will be paid per State Statute and Board of Education Policies.

A leave application form must be completed and signed by the employee and approved by the immediate supervisor and Superintendent prior to the travel date. An approved purchase order for reimbursement must be obtained prior to travel date. After the date of travel, the employee must complete a mileage and per diem reimbursement request. The form must be approved by the immediate supervisor and the Superintendent before payment is issued.

For per diem purposes, reimbursement will be made to employees attending meetings, conferences, etc. according to the following:

If a meeting, conference, or event begins at 8:00 a.m. or later, per diem will commence on that day. (Exceptions to allow employees to leave the day before may be made at the discretion of the Superintendent on occasions such as inclement weather.)

Travel Reimbursement Procedure will be provided to staff at orientation.

Leave

ALL EMPLOYEES ARE REQUIRED TO SUBMIT A LEAVE REQUEST FORM TO THEIR SUPERVISOR FOR ANY SICK, PERSONAL, ANNUAL AND PROFESSIONAL/SCHOOL BUSINESS LEAVE.

- All leave must be documented on iVisions. Leave may be taken by the hour.
- Leave will be documented on the absentee report and a timesheet to be approved and verified by the immediate supervisor. The immediate supervisor will approve or disapprove the leave. Please contact your building secretary for the professional/school business leave form.
- All employees are required to notify their immediate supervisor if they will not be reporting to work. Notification should be given before the end of the day preceding the absence but no later than 7:00 a.m. the morning of. (In the event of an emergency notify your immediate supervisor as soon as possible). Employees who earn annual leave must submit the request in advance of the intended date of leave.
- Teaching staff must ensure that substitutes have been secured for the time(s) of leave. Information must be relayed to the supervisor and secretary.

Leave that occurs during a school delay will be docked at the regular workday hours requested regardless of a delay.

Professional/Support Staff Voluntary Transfer of Accrued Annual or Sick Leave

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued annual or sick leave, is established. The mechanism will be termed transfer of accrued annual or sick leave for a medical emergency. The definition of a 'medical emergency' will be as follows: A medical condition of the employee or a family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.

Limits to Donations

- The donated leave will be limited to sick and/or annual leave (leave will be any paid leave that the district, by policy, allows to be used for that purpose).
- Employees will be allowed to donate a maximum of 20 days of sick leave in one calendar year.
- The person donating shall maintain in accrued leave at least eighty hours (80) of sick leave at the time of the donation.
- Donations will be calculated using either the donor's current daily wages or hourly wages earned for each donated hour.
- All donations shall be for the period approved using the application and proof of need as defined within this policy series.
- All donations shall be on behalf of a specific recipient with the donation made to the district plan for transfer of leave based upon a medical emergency. **Notice and receipt of donations.**
- Notice of need for leave donations will be posted by need including the name of the individual.
- Posting will be by placing the notice of need at the central office, send notice of need via school email, and by the mailboxes used for staff members of the district.
- Forms will be provided on which employees may make their donations known to the district office.

Eligibility (for use of transferred leave)

The approved applicant shall:

- Be a full-time employee (an employee eligible to earn sick leave).
- Have a "medical emergency" as defined in this policy.
- Have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence.
- Be one whose return to duty is projected to occur no later than the beginning of their next contract year.
- Submit an application, which shall be received by the district office at least ten (10) days prior to the beginning of the applicant's unpaid leave status, when practicable.

Determining Eligibility

- The Superintendent shall appoint an advisory committee consisting of at a minimum, one health education professional, one support staff member, one licensed teacher and one professional supervisory person to review the applications and make a recommendation to the Superintendent.
- The Superintendent shall receive the applications and make the final determination of eligibility using the criterion of eligibility and in consideration of the recommendation of the advisory committee.

Notations/Considerations

- (1) Employees wishing to donate sick leave may do so at each request but must maintain their own sick leave balance of 80 hours minimum.
- (2) Because the maximum allowed in donated leave is 20 working days, the issue of Disability is not needed. Donations are transferred as hours, not calculated by wages.

Annual Leave Buy Out (only 12 Month Employees accrue annual leave)

Annual leave shall not accrue to any employee while on a leave without-pay status. Such annual leave shall, except in the case of an emergency, be taken at such time or times as will least interfere with the efficient operation of the school. Annual leave shall be approved by the Superintendent or an authorized administrator/supervisor within the system, prior to the date leave begins. Employees absent without official annual leave approval may be subject to deductions from annual leave or salary, suspension without pay or dismissal from the system. Employees, who are unable to use their accrued annual leave, will be paid for accrued annual leave at their current rate of pay at time of request. To participate in the buyout, the annual leave balance cannot be less than 80 hours. Hours above the minimum of 80 hours are eligible for buyout at a maximum of 40 days. The following Annual Leave Buy Out will be used when a qualifying employee requests a buyout:

- Written requests for Annual Leave Buy Out must be in writing (Annual Leave Buyout Request Form). Written requests must be submitted to the business office no later than 5 working days prior to the next payroll cycle.
- The Annual Leave Buy Out Request Form must be filled in completely in order to be processed. Incomplete forms will not be processed and will be returned to the employee. The employee may resubmit the completed Annual Leave Buy Out Request Form as indicated within this policy. Annual Leave Buy Out will be paid at the employee's rate of pay at the time of the request and is subject to all required withholdings.

Professional or School Business

A leave form must be submitted and approved at least two weeks or 10 days before professional, or school business leave is taken. An agenda indicating date, time, and place of event must be attached to the leave form. Whenever available, a district vehicle must be used for travel. If an employee chooses to use his/her personal vehicle, and a district vehicle is available, mileage reimbursement will not apply. Personal vehicles may be used when a school vehicle is not available and mileage reimbursement may be claimed. Please indicate on the leave form which travel option applies. Arrangements must be made by each employee for vehicle check out with the transportation secretary/Coordinator.

Sick Leave

Employees are allowed to use sick leave during time of illness. A doctor's excuse is required after the third consecutive day of sick leave. Professional/Support Staff Sick Leave Policy G-2550 (GCCA) is available online at: www.cybercardinal.com under the Board tab select **Board Policies**

Unused sick leave allowance which has been credited to the employee shall be cumulative but restricted to one hundred twenty days maximum. Employees who have accumulated a minimum of 40 days of sick leave will receive \$25.00 for 100 days maximum accumulated at the time of verified retirement.

Any cumulative sick leave is forfeited upon the resignation and/or termination of the employee and in no case shall it be compensatory or transferable to other employees.

Personal Leave

Each staff member will be granted personal leave not to exceed two (2) days per year. Personal leave is taken from accrued sick leave. No personal leave will be allowed within the first two weeks after school begins or two weeks before school ends. Personal leave will not be allowed before or after a holiday or an instructional break. All proposed personal leave shall be approved at least two days before the actual leave date by the immediate supervisor. Exceptions to the two-day advance notice may be accepted in emergency situations with some verification and approval by the Superintendent.

FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for

the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. **FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

Other Leave

Please refer to the LVCS Policy Manual for information on other types of leave. Please note that flextime will be allowed if approved previously by the immediate supervisor and the Superintendent. Early release during the last pay period of the month will not be allowed.

Non-Work Holidays

Refer to your work calendar for non-work holidays.

Licensure

Certain job classifications require a license, which is the employee's responsibility to obtain and maintain. The District's HR coordinator will assist you with the NMPED required forms and procedures.

Resignations

Resignations shall be in writing and directed to the Superintendent. The employee shall give the Superintendent a minimum of 15 or 30 days (dependent on contract) written notice of intention to resign. Any letter of resignation should be submitted at the earliest date possible to allow time for a qualified replacement to be hired.

Approval of Additional Courses/Salary Increments

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

1. The District accepts two types of courses: Undergraduate and Graduate. The courses must be applicable to the assignment of the employee.
2. An official transcript is required to be submitted by September 15th, upon completion of courses when requesting a salary increment.

Substitute Teachers

It is the responsibility of the teacher to arrange for his or her own substitute teacher when he or she will be unable to report to work. Building principals will provide teachers with the substitute teacher list and updated lists will be provided to teachers as necessary. Staff needing a substitute for the day or for any portion of a workday must advise his/her direct supervisor that he/she will not report to work and name the substitute that will take his/her place during the absence. Under non-emergency situations teachers unable to secure a substitute teacher must report to work. In emergency situations and/or if the teacher is unable to secure a substitute, the teacher must inform the site secretary or building principal. It is at the discretion of the principal to address crisis needs at the school site to ensure coverage of classes. Emergency Lesson Plans for three (3) days are to be on file with the principal.

When calling a Substitute, staff members should be brief and ready to supply the following information

1. Name
2. School/grade level/or subject taught
3. Date(s) of absence

Supervision and Evaluation

The supervisor(s) of the various departments/sites shall be responsible for the supervision of personnel assigned to them and shall provide the necessary orientation and in-service training for all new employees under their supervision. Supervision shall include evaluation of the employee.

- All support staff personnel shall be evaluated by the appropriate supervisor or administrator at least once a year to increase job proficiency and for recommending continuing employment. First year employees shall be evaluated the first 90 days after employment. All non-certified employees shall be evaluated before the end of the school year. Twelve-month employees shall be evaluated before June 30th.
- All certified staff personnel will be evaluated as per state statutory and regulatory requirements. The Superintendent will designate the immediate supervisor or designee as the evaluator. Evaluation schedules are to be followed as per the LVCS Policy Manual. Classroom formal observations are required as part of the Elevate NM evaluation for teachers. Informal observations may be made at the discretion of the administrator. Data gathered from formal observations are used in the Elevate NM evaluation. All certified staff will be placed on a Professional Development Plan at the beginning of the school year. Staff members are required to submit a reflection (along with artifacts) on the PDP at the end of the school year. Supervisors and administrators will be evaluated by the Superintendent and a PDP will be developed for certified administrators

Fundraising Policy

The Las Vegas City Schools Board of Education recognizes that school organizations, on occasion, raise funds for specific non-budgeted expenses to enhance the academic, athletic, and extra-curricular activities of the District. Regardless of the method used to finance school activities, the Las Vegas City Schools is ultimately responsible for Student Activity Funds, even though the actual control and operation of these funds is delegated to the respective school principals. The Las Vegas City Schools is held responsible to safeguard the funds and demonstrate prudent judgment in accounting for the disbursement of these funds.

All fundraising projects should be designed to comply with state and local budgetary control regulations. All funds shall be deposited into the appropriate school principal's fund or non-instructional account.

DISTRICT-WIDE FUNDRAISERS

1. All student fundraising activities shall be carried on under the authority of the Las Vegas City Schools Board of Education and its delegated administrators. District fundraising activities must have a clear purpose consistent with the instructional goals of the Las Vegas City Schools, and must be clearly communicated to the community (i.e. staff, students, and parents).
2. ALL fundraisers must be approved by the Superintendent.
3. ALL donations must be approved by the supervisor, Athletics/Activities Director and Superintendent. Donations exceeding five thousand dollars must be approved by the LVCS Board of Education.

SCHOOL-SITE FUNDRAISERS

1. All fundraising projects are under the direct supervision of the building principal. District fundraising activities must have a clear purpose consistent with the instructional goals of the Las Vegas City Schools, and must be clearly communicated to the community (i.e. staff, students, and parents).
2. Outside organizations will not be allowed to conduct fundraising activities during school hours.
3. Fundraising should be limited in duration and of such a nature as to minimize the disruption to regularly scheduled school activities and learning.
4. Within each school, special attention should be paid to the scheduling of fundraising activities so that these activities are not in competition with each other or of such frequency that the activities become overly burdensome to the public.
5. All fundraising must be completed and all accounts paid by the end of the school year.
6. All funds or monies raised or belonging to an organization which is recognized or sponsored by the Las Vegas City Schools and involves any student or school employee in its fundraising activities, shall bank and expend those funds within the school's activity account(s) under the direct supervision of the school principal and in accordance with the procedures set forth by the Business Office.
 - a. All purchases for fundraising activities must have prior authorization by the building principal and must be in compliance with state Procurement Code guidelines.
 - b. All purchases for fundraising activities must be made with a purchase order issued by the Las Vegas City Schools Business Office and approved by the Las Vegas City Schools Finance Director.
 - c. **All monies collected, whether cash or check, must be deposited in the bank within 24 hours and the receipt submitted to the Las Vegas City Schools Business Office within the same timeframe**

PROHIBITED SALES

1. For the safety of the students, all door-to-door sales are strictly prohibited.
2. Candy sales and sale of food items that are not allowed through the Las Vegas City Schools Student Nutrition Policy are prohibited.

STUDENT-RELATED INFORMATION

Pledge Of Allegiance

The pledge of allegiance shall be recited daily in each classroom as directed by the regulations adopted by the local board and the New Mexico Public Education Department. Exemption to the recitation of the pledge will be allowed when parents or guardians provide notice to the principal concerning exemptions for their children. Such notice will be provided in written form and shall be kept in the student's file.

Lesson Plans/Unit Plans

Lesson plans must be prepared in advance and are important for the delivery of your instruction. They are also subject to review by the principal, central office administration, personnel from the public education department or federal programs staff. Lesson plans are vital for substitute teachers in the event you are out. It is important that you address the particular Common Core, State Content Standards and Benchmarks plus Performance Standards in each subject area in your lesson plans. Also, it's important that 90 Day Plan Focus Areas are being addressed in each of your classrooms with specific strategies being implemented and that you follow the developed curricula for the district. It is also required that you submit unit plans to the office of the principal. A set of emergency plans must be on file with

the school secretary in case you need to use them. This should be detailed for substitute use. All teachers are required to submit lesson plans to the Principal's office according to their requirements.

Grades & Reporting

Progress reports are sent to parents at the discretion of the teachers. If a child is not making adequate progress, a progress report **must** be sent home at mid quarter. Teachers shall confer with parents/guardians when a student is at risk of failing or has excessive absences. A minimum of two grades per week per subject area should be reflected in PowerSchool. Report Cards are issued at the end of each quarter.

Parent Conferences

We are patrons of the community and as such must be available to meet with parents when they request a meeting regarding their children. These meetings must be scheduled during a time when you are free of teaching, such as before or after school hours. If a student is having any type of problem that is interfering with their learning, ask the counselor to schedule a meeting as soon as possible. It is recommended that you keep a log of conferences with notes as to what was discussed and what plans of action were developed.

Students Confidentiality

All student and staff records are confidential. Please observe the following guidelines and use common sense:

1. Never discuss "other students" with students, parents or other unessential staff under any circumstances.
2. Never leave your computer/laptop unsecured and accessible for access to SIS.
3. Never take transcripts, student folders or other student records from the office without expressed permission.
4. Do not have sensitive information transported by anyone other than you.
5. If in doubt about confidentiality, do not say or do anything until you check with the principal.

Student Records

Any staff member accessing student records is expected to comply with all state and federal regulations, maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality.

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

Any questions concerning student records and their management may be directed to the principal. Teachers and Counselors are responsible to enter data on cumulative folders. All confidential information shall be stored under lock and key, e.g., grade books, electronic grade books, assessments, evaluations, IEP's, discipline, and medical information.

CONFIDENTIALITY WILL BE HELD TO THE HIGHEST STANDARDS WITHIN LAS VEGAS CITY SCHOOLS.

Student Conduct – Discipline (District Policy - J-4600 JK, J-2350 JICA, A-0250 AC, G-6100 GCQF)

School Board Policy details the District's position concerning student conduct. Staff members are expected to be informed on these policies and follow the guidelines.

Principals shall develop handbooks for personnel, students and parents that encourage and maintain acceptable student conduct. These handbooks shall include methods of positive reinforcement for appropriate behavior as well as consequences for inappropriate behavior. Parents, students, and school employees will be provided a copy of these handbooks.

In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have reasonable, lawful requests and instructions followed by students. However, no local school board shall allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, or culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided on the District Website www.cybercardinal.com

All teachers will review the Student/Parent Handbook(s) with their students during the first week of school. Counselors will review with new students the Student/Parent handbook. All parents must sign an acknowledgement form stating the handbook has been reviewed.

Students Rights and Responsibilities

This guideline cites standards of conduct, prohibited activities, and disciplinary actions that may be taken for inappropriate behavior.

Homebound Instruction

Homebound instruction is coordinated through the principal or his/her designee as part of a Section 504 or an IEP. Students enrolled in LVCS who, for reasons of disciplinary action, illness, or other disabilities, are prevented from attending regular classes in their schools may receive instruction in their homes.

Reporting Child Abuse and Neglect

It is the legal responsibility of all school employees to report suspicion of or instances of child abuse or neglect to the Children, Youth, and Families Department or to the police. Failure to make a report is a misdemeanor. School personnel need **NOT** verify that a child has been abused or neglected. Although school personnel may discuss their concerns with their principal or Supervisor, this discussion does not relieve the individual employee of his/her legal responsibility to make a report. The staff shall report child abuse and neglect to New Mexico Statewide Central Intake (SCI) at 800-797-3260. Reports may be made anonymously and will remain confidential. (New Mexico and Federal Criminal Statute 34.A.4-3)

Reporting of Substance Abuse by Students

In accordance with the Public Education Regulation 6 NMAC 1.4., LVCS prohibits students from use, possession, sale, or transportation of alcohol and/or other illicit drugs and drug analogs on school property, at school, at school-sponsored activities, or in school vehicles.

Student Assistance and Referral Procedures

When a student shows signs of needing some type of special help, staff members must utilize the Multi-Layered Systems of Support to remediate the student's challenges. A staff member shall refer the student to the building Student Assistant Team (SAT) through the building principal or school counselor.

https://webnew.ped.state.nm.us/wp-content/uploads/2021/07/MLSS_Manual_2021-1.pdf

SAT Previous Role	SAT within MLSS
SAT referrals included: <ul style="list-style-type: none"> » Obvious disability » Gifted referral » Student has been retained » Student is in danger of being retained (must follow NMAC requirements) » Student has been exited from Special Education » Student has been restrained two or more times in a 30-day period 	SAT is only required for the situations specified by law: <ul style="list-style-type: none"> » Obvious disability » Gifted referral » Student has been retained » Student is in danger of being retained (must follow NMAC requirements) » Student has been exited from Special Education » Student has been restrained two or more times in a 30-day period
A parent who requests his/her child be in SAT or referred for an evaluation of a learning disability	A parent who requests his/her child be in SAT or referred for an evaluation of a learning disability
A student could only be referred to SAT in Tier 2	A student can be referred to SAT at any layer in MLSS
Tier 2 & 3 targeted interventions could only be accessed through SAT	Targeted interventions can be accessed at any layer
Teachers had to wait until the SAT meeting to change an intervention if ineffective SAT Intervention plans were monitored and adjusted for efficacy after a certain time period	Based on data, a teacher can adjust or change an intervention that is not effective at any time
The previous SAT process only allowed for interventions to be developed and placed on the Academic Intervention Plan, Behavior Intervention Plan (BIP) or Academic Improvement Plan (AIP)	Accommodations and interventions can be included in the Student Support Plan (Academic Improvement Plan or Behavior Intervention Plan)
The SAT team was usually the only place to study student performance and create interventions	Teacher PLCs collaborate weekly/biweekly to study student performance and create school-wide supports for interventions instead of just a SAT team doing this

Las Vegas City Schools 2025-2026

Technology Acceptable Use Contract for LVCS Employees

As an employee of the Las Vegas City Schools, hereinafter referred to as “LVCS”, I _____, recognize and understand that the district’s email and technology network systems are to be used for conducting district business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized LVCS representative. I am aware LVCS reserves the right to review, audit, intercept, access, and disclose all matters on the district’s e-mail systems and network servers at any time, with or without employee notice or consent, and that such access may occur during or after working hours. I am aware that use of a LVCS provided password or code does not restrict the district’s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment. I agree that it is not permissible to store personal files (including audio and image files) on my computer or network account and such files may be deleted at any time without notice. I acknowledge that I have read and that I understand the LVCS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me. Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and, in the policy, as revised. Choosing not to adhere to the policies set forth above is cause for suspension of all computer, network, and internet privileges.

Print Name: _____

Signature: _____ Date: _____

Las Vegas City Schools

2025-2026

Acknowledgment of Receipt of Employee Handbook

My signature below indicates that I have received a copy of the Las Vegas City Schools Employee Handbook.

I understand that this handbook contains information regarding Las Vegas City Schools rules, regulations and benefits which affect me as an employee.

I also understand that Las Vegas City Schools may revise, supplement, or rescind policies, procedures or benefits described in the manual, and if there are any changes, I will be notified via school communication via email and/or memo.

Print Name: _____

Signature: _____

Date: _____