



*Alamogordo Public Schools*

*2020-2021*

*Elementary*

*Parent-Student Handbook*

## NON DISCRIMINATION STATEMENT

The Alamogordo Public School District does not discriminate on the basis of race, color, national origin, sex, gender, marital status, pregnancy, disability, sexual orientation, veteran status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Alamogordo Public School District does not discriminate in its hiring or other employment practices. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Deputy Superintendent of Teaching and Learning  
1211 Hawaii Avenue  
P.O. Box 650  
(575) 812-6000

Deputy Superintendent of Operations  
1211 Hawaii Avenue  
P.O. Box 650  
(575) 812-6000

The Alamogordo Public School District does not discriminate on the basis of race, color, national origin, sex, gender, marital status, pregnancy, age, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Alamogordo Public School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available which include Agriculture/Industry, Art, Business Management, Communications, Engineering/Computers, Family and Consumer Science, and Health Science Technology. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Dr. Johnnie Walker  
Title IX Coordinator  
Director of Athletics  
1211 Hawaii Avenue  
P.O. Box 650  
(575) 812-6000

## **Addenda**

**Covid-19 Disclaimer** - Alamogordo Public Schools is committed to following the state and federal recommendations as we continue to deliver a high quality education. We will maintain health and safety as our main priority for all students and staff. We will follow the latest guidance and will adjust our practice as changes are made at the state and federal level (CDC, NMPED, NMDOH). This includes taking temperatures of all who enter the buildings, wearing a face covering, social distancing, and hand washing/sanitizing. Therefore, we may be limiting our student and parent gatherings such as sporting events, assemblies, class parties, and volunteers in the schools.

### **Handbook Updates –**

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

**School Registration** – registration is online through PowerSchool. Visit our website for information and dates [www.alamogordoschools.org](http://www.alamogordoschools.org)

**Drop-Off and Pick-Up** Each school site will have a designated area for the drop-off and pick-up of students.

# Welcome to the Alamogordo Public Schools

## I GENERAL INFORMATION

Dear Parents,

We are appreciative of the opportunity to have your child in one of our district elementary schools. We recognize the instructional program must emphasize a rigorous and appropriate quality education based on the individual needs of your child. The elementary staff are dedicated professionals very much interested in developing a partnership with you to implement your child's educational program.

This handbook has been prepared to provide information on district prekindergarten through grade five programs and requirements. Please do not hesitate to contact the teacher, principal, or administration if you have questions, or in the event that a problem should arise. We will gladly work with you in seeing that this school year is safe and productive for your child and informative for you. We thank you for your involvement and interest in the educational process. Listed below are district administrators and elementary principal contacts.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions.

For questions about the material in this handbook, please contact *your campus principal*.

## Elementary Schools and Principals:

Buena Vista	Manuela Sanchez	812-5100
Desert Star	Kaye Crecelius	812-5750
Sunset Hills	Jennifer Lockner	812-5600
High Rolls	Michael Crabtree	812-5275
Holloman	Rachell Hochheim	812-6100
La Luz	Michael Crabtree	812-5300
North	Sandy Johnson	812-5400
Sierra	Melissa Cole	812-5800
Yucca	Catherine Diaz	812-5900

**“One year of learning for one year of teaching - every student, every year.”**

## Accessibility

If you have difficulty accessing this handbook because of a disability, please contact your campus principal

## Board of Education

Angela M. Cadwallader, President 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:angela.cadwallader@alamogordoschools.org">angela.cadwallader@alamogordoschools.org</a> Phone #: 575.921.3284	Judy Rabon, Member 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:judy.rabon@alamogordoschools.org">judy.rabon@alamogordoschools.org</a> Phone #: 575.430.5839
Ryan Sherwood, Vice-President 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:ryan.sherwood@alamogordoschools.org">ryan.sherwood@alamogordoschools.org</a> Phone #: 702.250.9167	Anthony Torres, Member 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:anthony.torres@alamogordoschools.org">anthony.torres@alamogordoschools.org</a> Phone #: 214.931.5702
Carol Teweleit, Secretary 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:carol.teweleit@alamogordoschools.org">carol.teweleit@alamogordoschools.org</a> Phone #: 575.443.4212	Col. Bryan Callahan, Holloman AFB Ex-Officio 1211 Hawaii Avenue, Alamogordo, NM 88310 <a href="mailto:bryan.callahan@us.mil">bryan.callahan@us.mil</a>

## District Administration Contact Information

Jerrett Perry – Superintendent P.O. Box 650, Alamogordo, NM 88311 (575) 812-6002 <a href="mailto:jerrett.perry@alamogordoschools.org">jerrett.perry@alamogordoschools.org</a>	Cara Malone – Deputy Superintendent of Teaching and Learning P.O. Box 650, Alamogordo, NM 88311 (575)812-6012 <a href="mailto:cara.malone@alamogordoschools.org">cara.malone@alamogordoschools.org</a>
Colleen Tagle – Deputy Superintendent of Operations P.O. Box 650, Alamogordo, NM 88311 (575) 812-6065 <a href="mailto:colleen.tagle@alamogordoschools.org">colleen.tagle@alamogordoschools.org</a>	Dr. Johnnie Walker – Director Athletics P.O. Box 650, Alamogordo, NM 88311 (575)812-5565 <a href="mailto:johnnie.walker@alamogordoschools.org">johnnie.walker@alamogordoschools.org</a>
Doyle Syling – Chief of Safety and Security P.O. Box 650, Alamogordo, NM 88311 (575) 812-6075 <a href="mailto:doyle.syling@alamogordoschools.org">doyle.syling@alamogordoschools.org</a>	Steve Van Duyn - Coordinator of Technology Infrastructure & Operations P.O. Box 650, Alamogordo, NM 88311 (575) 812-6032 <a href="mailto:steve.vanduynd@alamogordoschools.org">steve.vanduynd@alamogordoschools.org</a>
Lisa Patch – Director Health Services P.O. Box 650, Alamogordo, NM 88311 (575) 812-6095 <a href="mailto:lisa.patch@alamogordoschools.org">lisa.patch@alamogordoschools.org</a>	Whitney Anderson-Coordinator of Innovation & Instructional Technology P.O. Box 650 Alamogordo, NM 88311 575-812-6031 <a href="mailto:whitney.anderson@alamogordoschools.org">whitney.anderson@alamogordoschools.org</a>
Justin Burks -Chief of Capital Outlay and Facilities P.O. Box 650, Alamogordo, NM 88311 (575)812-6015 <a href="mailto:justin.burks@alamogordoschools.org">justin.burks@alamogordoschools.org</a>	Andrew Coleman – Director of Curriculum and Instruction P.O. Box 650, Alamogordo, NM 88311 (575) 812-6035, <a href="mailto:andrew.coleman@alamogordoschool.org">andrew.coleman@alamogordoschool.org</a>
Sandra Davis - Coordinator Student Nutrition Services P.O. Box 650, Alamogordo, NM 88311	Steven Starkovich – Director Special Education P.O. Box 650, Alamogordo, NM 88311

(575) 812-6085 <a href="mailto:sandra.davis@alamogordoschools.org">sandra.davis@alamogordoschools.org</a>	(575) 812-5975 <a href="mailto:steven.starkovich@alamogordoschools.org">steven.starkovich@alamogordoschools.org</a>
Butch Tyler – Operations Coordinator P.O. Box 650, Alamogordo, NM 88311 (575)812-6092 <a href="mailto:butch.tyler@alamogordoschools.org">butch.tyler@alamogordoschools.org</a>	Kristie Eamello - Federal Programs Coordinator/Principal,ADS P.O. Box 650, Alamogordo, NM 88311 (575) 812-5984 <a href="mailto:kristie.eamello@alamogordoschools.org">kristie.eamello@alamogordoschools.org</a>



## ELEMENTARY GRADES K-5

### B. ORGANIZATION OF ELEMENTARY SCHOOLS

The teacher has responsibility for the instructional program offered in the classroom to meet the individual educational needs of your child. Parents are encouraged to meet regularly with the teacher about the progress of their child.

The principal determines the matters of school policy in keeping with school district policy and helps the teachers and parents understand the aims and purposes of the school. The principal assists the teachers in developing the instructional program and makes available resources for necessary instructional materials.

Other administrators are instrumental in promoting the services offered the children by helping the principal and teachers in their planning and in obtaining materials and coordinating the work in the schools within the school district.

When you have any questions with regard to the operation of the school or any questions about your child and his/her program of activities, you should contact the principal of the school that your child attends.

It is the aim of the schools of Alamogordo to present a wide range of subjects and activities to prepare children not only in the basic subjects, but also in areas of leadership, citizenship, art, music, physical education and recreation for life in our democratic society.

### C. GOAL

1. The Alamogordo Public Schools will establish sound academic programs that support a vision of excellence, where students may reach their fullest potential as educated citizens. The design and implementation of these programs will enable students to:
  - a. Apply critical thinking skills to everyday situations
  - b. Engage critically and constructively in the exchange of ideas for effective communication
  - c. Utilize appropriate study and research skills
2. Each student's instructional program shall include, but not necessarily be limited to, fine arts, comprehensive health education, including substance abuse and violence prevention education,

language arts, mathematics, physical education, science and social studies, including New Mexico history.

## D. SCHOOL ADMISSION AND WITHDRAWALS

### 1. REGISTRATION

FALL REGISTRATION DATES AND TIMES FOR EACH SCHOOL ARE ANNOUNCED ON THE SCHOOL WEBSITE, [WWW.ALAMOGORDOSCHOOLS.ORG](http://WWW.ALAMOGORDOSCHOOLS.ORG) AND WILL BE COMPLETED ONLINE. DOCUMENTS REQUIRED TO REGISTER YOUR CHILD ARE AS FOLLOWS:

- a. The child's original birth certificate or a passport, which shows the child's birth date, for proof of child's date of birth.
- b. The child's complete immunization record for immunization requirements.
- c. Parents will be notified about any school supplies that will be needed per the district website; they will also be posted in local stores.
- d. Any student being released during the school day must be released through the school office when he/she leaves, and must report to the office when he/she returns. Students who are ill may also be released through the nurse's office.

A student will be released only to a legal parent/guardian or those designated by a legal parent/guardian as documented in the school district database and whose **identity has been verified**. Any changes to student registration status need to be made:

- i. In a timely manner,
- ii. In person

**Please note for student safety you may be asked to produce an ID.**

A student will not be released to any other person except as provided by New Mexico State Statute or in person by his/her legal parent/guardian's notification to the principal's office.

### 2. BE PREPARED TO GIVE THE FOLLOWING INFORMATION:

- a. Home address (proof of residency)
- b. Home phone number
- c. Work phone numbers - for both father and mother
- d. Someone to call in case of an emergency and you are not available. (Please verify this emergency arrangement and phone number prior to registration day.)
- e. Information about allergies or other health problems, which would better assist the school in caring for your child.
- f. Information about any prior specialized instruction due to a disability.

### 3. YOUR CHILD'S FIRST DAY

THE FIRST DAY OF SCHOOL IS A VERY BUSY AND EXCITING DAY FOR YOUR CHILD AND YOUR CHILD'S TEACHER. SINCE THE TEACHERS HAVE THE RESPONSIBILITY OF MAKING ALL CHILDREN COMFORTABLE IN NEW SURROUNDINGS, THEY ASK YOUR COOPERATION IN DOING THE FOLLOWING ON THIS IMPORTANT DAY:

- a. **Leave your child quietly and quickly at the front of the school.**
- b. **If you feel it is necessary to confer with the teacher regarding important information about your child, please request a conference for a later time when uninterrupted time may be made available.**

### 4. BIRTH CERTIFICATES

Birth Certificates or passports are **required for all new students enrolling for the first time** in the Alamogordo Public Schools.

## 5. KINDERGARTEN AND FIRST GRADE

- a. The entrance age for Early Childhood Education (Kindergarten) students is five (5) years of age prior to 12:01 a.m., September 1, of the current school year.

**No exceptions.** Kindergarten is mandatory in the state of New Mexico. Out-of-state students who have previously attended one full semester of an accredited Kindergarten, but who are not eligible for Kindergarten because of age requirement, will be enrolled in Kindergarten.

- b. Official documentation must be furnished by the parent to the local school officials covering the student's attendance and academic progress in the former school in which the student was enrolled. A student who has successfully completed one year of public school Kindergarten or a private school Kindergarten, having a curriculum comparable to Alamogordo Public Schools, will be enrolled in first grade.

## 6. ELEMENTARY GRADES TWO THROUGH FIVE

A student applying for admission to grades two through five on the basis of prior schooling outside the district will be placed initially in the grade level he/she has reached elsewhere. The principal will determine, subsequently, whether there should be any change in the grade placement of the student.

## 7. PROCEDURES FOR WITHDRAWING STUDENTS

If you are planning a move, please notify the school secretary at least one day prior to the withdrawal date. Notification may be either by letter, telephone, or a personal visit to the school.

A student who leaves or withdraws prior to the last ten days of school will be considered as transfer status with no promotion or retention indicated on the report card or permanent records. A student who withdraws within the last ten (10) school days before the second semester ends will be promoted or retained, but should expect a reduction in grade.

In all cases of early withdrawal, teachers will not be expected to provide advance assignments.

## E. SCHOOL SERVICES

### 1. STUDENT NUTRITION

APS cafeterias maintain excellent standards of cleanliness and provide breakfast and lunch in compliance with USDA meal pattern and portion size requirements. Meal times are scheduled by the school office. Students may bring a sack lunch and purchase milk (\$.50 per carton) or ala carte items. Meal prices are as follows and parents are encouraged to maintain money in their student's account. Parents may send cash or checks (preferred) to the school or set up an account through MySchoolBucks (available online through the Student Nutrition page of the [aps4kids.org](http://aps4kids.org) website). Parents may check on their student's account balance at any time.

#### **Breakfast Lunch**

Full Price No Charge \$2.45

Reduced No Charge \$.40

*Prices are subject to change at the beginning of the school year.*

Our schools are able to receive significant federal dollars for our reading and mathematics programs based upon information gathered from the Free and Reduced Meal Application, whether or not the student participates in the meal program. For this reason, we ask that you complete the application and submit it for processing. All applications and result information are kept confidential. Thank you for your help in assisting the District to generate funds for quality school programs.

Some schools within the district participate in the Community Eligibility Provisions (CEP). This means

breakfast and lunch are provided, free of charge, to all students at the school, regardless of family income; therefore, no Free and Reduced Meal Applications are required for those school.

**In compliance with the New Mexico Wellness and Fitness Program, parents wanting to furnish snacks for classrooms may purchase items from the cafeteria (a certified kitchen). Snack option lists are available upon request.**

## 1. HEALTH SERVICES

We are dedicated to keeping your child safe and healthy at school. If you have any specific concerns regarding your child's health, we encourage you to contact your school nurse. Individualized Care Plans and/or Emergency Care Plans may be needed and we can put those together for your child while working collaboratively with you and if needed, teachers, principals and primary care providers.

- a. **School Nurse:** A registered professional school nurse (RN) is assigned to every school in this district. There is a nurse available at all times during school hours, but she/he may not be present in the building. The school nurse not only takes care of acute injuries and illnesses, but she/he is actively involved in providing optimal health care for your child. On the days the RN is not in the building, a Health Assistant, who has basic first aid training, is assigned to the health office. If you have any concerns, questions, or needs, please feel free to call the school nurse. We are here to help you as well as your child.
- b. **Immunization Requirements:** Students shall not be enrolled at any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization exemption will be placed on immunization suspension until immunizations are completed or are made as current as possible. It is unlawful for any parent to refuse or neglect to have his or her child immunized, as required by state law, unless the child is properly exempted.

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

**HELPFUL INFORMATION: Otero County Health Department, Phone – 575-437-9340  
Holloman Immunization Clinic, Phone – 575-572-7188**

- c. **Medical/Religion Exemption:** Parents who claim a medical or a religious exemption regarding immunizations for their child must bring verification of exemption with them at the time of registration. This exemption must be renewed each year prior to enrollment. Exemption forms may be picked up at the Hawaii Administrative Office front desk or online: <http://www.health.state.nm.us/immunize/Pages/Public/sched/sched.html>. A notary is in the building to notarize these forms.
- d. **Health Concerns:** You will be asked to complete a health concerns questionnaire for your child. This information will be used to plan the health care needs of your child during school. We must have an accurate record of any medical problems, allergies, previous illnesses, or any health concerns. A physical exam before starting school is a good idea, but not required. When registering your child for school, there is a section to check on your child's health concerns. The school nurse will review these concerns and may send a follow up letter to get more information as needed to develop a health care plan. It is imperative that you give us the most updated information in order for us to provide the best services possible for your child. If your child has a potentially life threatening condition, we encourage you to speak directly to the health office personnel at registration.
- e. **Medications:** Any medication, prescription or over-the-counter (ie, cough drops, Tylenol etc.), must include the following:
  - 1) A written order(s) from a licensed medical provider is needed on file each school year.



- 2) Written permission from the parent to administer medication(s) at school.
- 3) Medication(s) must be in the original container, properly labeled, and legible.
- 4) All medications must be secured in the Health Office (except those approved to be carried).

A. Parents must complete the following for inhalers to be carried by the student

- 1) Each school year a written order(s) from a licensed medical provider specifically authorizing the student to carry his/her medication(s) and self-medicate.
- 2) Written consent from the parent permitting the student to carry and self-medicate.
- 3) Medications must be in the original container, properly labeled, and legible.
- 4) Clearance by the Health Office allowing the student to carry and self-medicate.

**For student safety, a responsible adult must bring medication to the health office, the student should not have medications on them.**

**Student medication/inhalers are for individual use only. Sharing or lending to others may result in disciplinary action.**

When determining if your child is ready to carry an inhaler, ask your child the following questions:

- What is the name of your inhaler?
- If your inhaler is not helping you breathe better, what would you do?
- What time does the clock say? What is 4 hours from that time?
- Show me how to use your inhaler: (Spacers recommended)
- How do you know when you need to use your inhaler?
- When your breathing feels bad what do you do for it?
- What is asthma?
- Where is the Health Office at your school?

If you determine that you want your child to carry their inhaler, please consult with the school nurse and provide your child with a labeled inhaler from the Pharmacy. It is best to have a second inhaler to keep in the health office in case the child forgets or loses the inhaler.

If your child has an epi-pen, please speak directly with the health services personnel at registration.

- f. **Vision/Hearing Screening:** During the fall of each year, and as necessary, children are screened for vision and hearing. If your child does not meet the minimum state requirements, you will be notified in writing. Please complete the suggested follow-up by a specialist for vision and hearing screenings. A deficiency in any of these areas can impede the student's learning. If financial concerns prohibit quick response, please contact school nurse for resources.
- g. **Office Visits:** When a child comes to the health office, the reason for the visit is recorded on a secure computer program. You will not be contacted for minor injuries or illnesses, such as paper cuts, chapped lips, etc. However, you may get a record of the office visits at any time. If the child needs to get medical attention or needs to go home to rest, we will call the numbers provided to us on the registration form. A contact person will be expected to pick child up within one hour. If your child has an excessive number of visits, we may contact you to discuss the concerns.
- h. **In Case of Emergency, We May Call 911** and then call the parent. This will be determined by the severity of the emergency. The parent/guardian will be responsible for the cost of the ambulance call.
- i. **Emergency Contact Numbers:** Emergency contact numbers are **very important**. Sometimes, we are

unable to contact the child's parent/guardian. Therefore, the office staff needs to have on file at least two other non-parent/non-guardian telephone numbers of individuals who would be willing to pick up your child if necessary. Emergency contacts must have the means to transport your child. **All** changes to Emergency Contact lists, **MUST BE MADE IN PERSON**. Students will not be allowed to leave with anyone not listed in Synergy District Database System as an emergency contact.

j. **Computerized Messenger:**

Computerized Messenger is an electronic notification system that is used to contact Parents/Guardians by phone and email. The notices are sent for daily attendance/absences, general announcements and critical/emergency information. The home numbers, cell numbers and email information is used from the registration form for each student. Please contact the School Office, **in person**, if any updates should be needed during the school year.

k. **Safety:**

FOR SAFETY, YOUR CHILD SHOULD KNOW:

- First and legal last name
- Street address
- Parents' names
- Phone number
- Where parents work
- Sitter's full name and phone number

Teach your child to cross streets at intersections and to look both ways for oncoming cars before crossing. If your child is to walk to school, decide on a safe route and practice walking it several times before starting school. Crosswalk supervision will be provided, if possible. If the bus will be ridden, practice walking to the bus stop and home again.

Unless your child rides a bus, please arrange to arrive at school no earlier than 10 minutes before the beginning of school.

If you provide after-school transportation for your child, please be there promptly at the dismissal time to prevent unnecessary worry for your child. If there is to be a change in routine or transportation, send a note and ensure your child understands. If a note or phone call is not made prior to 2:15, your child will follow the original mode of transportation.

CAUTION YOUR CHILD ABOUT:

- Taking gifts or accepting rides from strangers
- Playing in alleys and ditches or loitering on the way to and from school
- Playing with older children who are strangers to the family

**Positive Behavior Intervention Support:**

What Is a School-Wide Discipline System?

Discipline begins at the universal level with Positive Behavior Intervention Support. A major advance in school-wide discipline is the emphasis on school-wide systems of support. These include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in all areas including the classroom and non-classroom settings (such as hallways, restrooms). Positive behavior support links research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining a continuum of school-wide instructional support in behavior so that problem behavior becomes less effective, efficient, and relevant, and desired behavior becomes more functional. PBIS (Positive Behavior Intervention Support) is a systems approach to enhancing the capacity of schools to educate all children by developing school wide, and classroom discipline systems that are research-based. PBIS is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides a framework for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific discipline plans. PBIS includes school-wide

procedures and processes intended for:

- **ALL** students, **ALL** staff, and in **ALL** settings.
- Non-classroom settings within the school environment.
- Individual classrooms and teachers.
- Support for students with at risk behaviors.
- Individual student support for the estimated 3-7% of students who present the most challenging behaviors.

## Kickboard

What is Kickboard?

Kickboard is a tool for teachers and administrators to collect, analyze and share data regarding their students' academic and behavioral performance. This profile includes grades, standards mastery, reading growth, prescribed interventions, rubric observations, attendance, and student behavior and character strengths by pooling such information in one place, teachers are able to provide immediate and consistent feedback to students, and enforce consistent reward and consequence systems. In this way Kickboard helps increase the alignment of students' academic and behavioral performance and so influences school and classroom culture. It also allows principals to provide targeted professional development to improve teacher effectiveness, and parents to become highly engaged in their child's education through meaningful progress reports.

In addition, this tool provides real-time assessment and progress monitoring of SEL curriculum and the effectiveness of school climate initiatives like PBIS, RTI, and MTSS, providing much needed behavioral insights into students' everyday experiences at school and the quality of their interactions with others. Kickboard is a Total Solution to: -- measure the effectiveness of PBIS, SEL, RTI, MTSS and Restorative Practices -- Reduce office referrals and suspensions -- Identify and address root causes and patterns of behavior issues -- Monitor behavior student intervention plans for Tier 2 & 3 -- Support PBIS, SEL and RTI/MTSS with professional development -- Develop a trauma-informed school Kickboard helps schools integrate their programs with its easy-to-use app, online reporting and data analysis system, and professional development. Kickboard provides the means for schools to accurately track behavior data, assess culture needs, evaluate program effectiveness, and reward students.

## 2. COUNSELING AND SOCIAL WORKER SERVICES

Counselors are available in all the elementary schools. Students may meet with the counselor on a referral basis with parental approval. Social workers are also available to assist families with needs that go beyond the counseling of a child.



## F. STUDENT TRANSPORTATION

Students are eligible for school transportation if the walking distance to school is at least 1.0 mile. Exceptions may be made if hazardous walking conditions exist or if a student has an IEP, through the special needs program, indicating that transportation is a required service.

Students who come to school by bus are considered to be on campus while on route to and from school. Upon arrival at school, no student may leave the campus without permission of school authorities.

Since many of the buses serving elementary schools also transport students to other schools, they must operate on rigid schedules. Therefore, it is imperative that students be prompt in boarding and leaving their bus. Students should arrive at their assigned bus stop 5 to 10 minutes early.

#### **1. ASSIGNED BUS STOPS**

Students will not be permitted to leave the bus on the way to and from school except at their regularly assigned stop. Students will be picked up and dropped off **ONLY** at their assigned stop.

#### **2. TRANSPORTING NON-SCHOOL PERSONS**

Drivers shall **not** transport any person who is not enrolled in the Alamogordo School District.

#### **3. TRANSPORTING NON-BUS STUDENTS**

Drivers shall **not** transport any student who is not a regular bus student to and from school. Exceptions may be considered by the Alamogordo Public Schools Transportation Department. The criteria for exceptions would be determined by State bus regulations.

#### **4. BUS REGULATIONS GOVERNING STUDENTS**

Parents who have students riding a bus will be given a "School Bus Ridership Form" at the time of registration. Parents must go over the standards with their student and the student will return the signed bottom portion to the bus driver.

The Student Behavior Policy will be followed. This policy can be found under the Regulations and Reminders section of the Student Handbook.

The bus driver and assistant are authorized agents of the public schools and have the authority and responsibility to uphold the policies and to report any misconduct occurring on the bus. When discipline issues occur on the bus, they will be reported to the campus principal and the campus discipline matrix applies.

### **G. CURRICULUM**

#### **1. K-5 GRADE LEVEL STANDARDS AND BENCHMARKS**

The Alamogordo Public Schools Curriculum is aligned for grades K-5 with the NM Common Core State Standards. All students are expected to learn and be able to demonstrate the essential skills of each grade before promotion to the next grade.

#### **2. INTERVENTION AND ADVANCED PROGRAMS**

Instructional programs designed for students needing intervention or advanced help will be provided as an ongoing part of the school program. The school Student Assistance Team (SAT), collects and reviews all available student data to collaborate on the behalf of students whose needs surpass the curricular program.

#### **3. SPECIAL EDUCATION**

A program of specially designed instruction with appropriate ancillary support services, if needed, to meet the unique needs of a child with one or more exceptionalities. Possible Exceptionalities include Gifted, Autism, Specific Learning Disability, Speech/Language Impaired, Intellectually Disabled, Other Health Impaired, Hearing Impaired, Visually Impaired, Orthopedically Impaired, Emotionally Disturbed and Traumatic Brain Injury. The Ancillary Support Services, if needed, can include Speech/Language Therapy, Occupational Therapy, Physical Therapy, Counseling or Psychology Consult, School Social Work Services and Audiology Services.

#### **4. SECTION 504**

Section 504 is federal civil rights law under the Rehabilitation Act of 1973. The U.S. Department of Education's Office for Civil Rights (OCR) administers Section 504 - not the State. Section 504 is the other service option available to students with disabilities, **but who are not eligible and/or already receiving**

**special education services under the eligibility requirements of the IDEA (Tier 3)**. It is designed to provide equal access and fairness in general education to students with disabilities, thereby leveling the playing field for them. Under New Mexico's Multi-Layered Support System, a Section 504 Plan is a Tier 3 service and/or support.

## 5. GIFTED PROGRAM

In New Mexico, services for qualifying students are provided through Special Education programs.

## 6. DD PRE K PROGRAM

Children receiving special education services pursuant to state regulations may be admitted to DD Pre-K at either Stepping Stones or Holloman Elementary School. The student must be at least 3 years old at any time during the school year.

## 7. ENGLISH LANGUAGE LEARNERS

English as a Second Language Programs are provided to help students achieve proficiency in understanding, speaking, reading and writing the English language in order to be able to participate meaningfully in all academic subjects.

## 8. HOMEBOUND INSTRUCTION

Homebound instruction is a possibility for a student whose health or an injury indicates an absence from school of three weeks or longer. Criteria for determining such placement will be reviewed by the district health services director along with written communication from the child's physician. Homebound instruction should be considered only as a last resort when all other efforts have been exhausted.

## 9. TITLE I

Provides additional supports within the curricular program designed to assist strategic and intensive level students who are not demonstrating success in reading and math in the content areas.

## 10. TEXTBOOKS, WORKBOOKS, COMPUTERS SUPPLIES AND LIBRARY BOOKS

Textbooks and laptops are furnished to your child. Each child is responsible for the proper care and return of the books. A fine will, however, be charged for the loss, destruction or misuse of textbooks. If a student transfers out of district, money for lost or damaged books or laptop that is owed to the school must be paid before withdrawing.

Each school maintains a library for student use. If your child checks out a book, the responsibility for the proper care and return of the book is the parent's and the child's. Fines are charged for any book lost, stolen, or damaged.

### Laptops

Students will receive laptops at the beginning of the school year. Students are responsible for acceptable use and care of laptops. Students are expected to follow the procedures outlined in the APS Technology Handbook available at the following link. <https://bit.ly/alamogordotechhandbook>

### School Supplies

Parents will be expected to provide some school supplies. A list will be given to you by the school or your child's teacher. Please purchase these items early in order that your child will have the necessary materials to progress with the rest of the class.

## STANDARDIZED ASSESSMENT

- a. New Mexico requires the following state assessments for students in grades 3-5:
  - New Mexico Assessment of Science Readiness (NM-ASR)—Grade 5
  - New Mexico Measures of Student Success & Achievement (NM-MSSA) –Grades 3-5

Additional assessments may be required.

- b. Station is given at Kindergarten, Grade 1, 2, and 3 to measure pre-reading and reading skills three times during the school year and continuously throughout the year.

District CheckPoints will be given approximately every three weeks throughout the school year in first grade through fifth grade to determine how students are progressing through the curriculum and to determine if they are mastering the standards.

H. **ACADEMIC ACHIEVEMENT**

1. **GRADING SYSTEM – GRADES K- 5**

## ***Alamogordo Public Schools K-5 Grade Scale***

- *Each grade must represent an assessment of academic student standard(s).*
- *Assessment methods must be aligned with instructional methods.*
- *A variety of assessment methods must be used.*
- *In all subjects, a minimum of one grade (test, observation, project, etc.), must be recorded weekly in PowerSchool to keep students and parents informed of progress.*

### **Kindergarten and 1<sup>st</sup> Grade-- Grading Scale**

*The Kindergarten—1<sup>st</sup> Grade standards based report card represents an evaluation of each child's nine-week progress academically, socially, physically, and developmentally toward readiness for first grade. The codes used to indicate this progress are:*

<b>Grading Scale Kindergarten</b>	
<b><i>Exceeds Standard/Skill</i></b>	<b>4</b>
<b><i>Meets Standard/Skill</i></b>	<b>3</b>
<b><i>Needs Improvement</i></b>	<b>2</b>
<b><i>Well-Below Standard/Skill</i></b>	<b>1</b>

### **Grades 2-5—Grading Scale**

*Grades will be given in the following subjects:*

- *Math*
- *Reading*
- *ELA*
- *Science*
- *Social Studies*

*The following scale will be used for math, reading/English language arts:*

<b>District Academic Grading Scale</b>	
<b>90% - 100%</b>	<b>A</b>
<b>80% - 89%</b>	<b>B</b>
<b>70% - 79%</b>	<b>C</b>
<b>60% - 69%</b>	<b>D</b>
<b>0% - 59%</b>	<b>F</b>

Grades will be given in the following subject using the following scale:

- *Science/Social Studies*

<b>Science/Social Studies</b>	
<b>75 - 100 %</b>	<b>S (Satisfactory)</b>
<b>0 - 74%</b>	<b>N (Needs Improving)</b>

Grades will be given in the following subjects using the following scale:

- *Specials*

<b>S - Satisfactory</b>	<b>N - Needs Improving</b>
<b><i>Prepared for class</i></b>	<b><i>Not prepared for class</i></b>
<b><i>Participates in all activities for the allotted time</i></b>	<b><i>Does not participate in all activities for the allotted time</i></b>
<b><i>Considers safety of self/others</i></b>	<b><i>Inconsiderate of the safety of self/others</i></b>

<b><i>Follows directions including basic rules and regulations</i></b>	<b><i>Does not follow directions including basic rules and regulations</i></b>
<b><i>Maintains or improves performance</i></b>	<b><i>Does not maintain or improve performance</i></b>

2. STUDENT SUPPORT AND INTERVENTION PLAN (SSIP)

AIP-Academic Intervention Plan

RTI- Response to Intervention

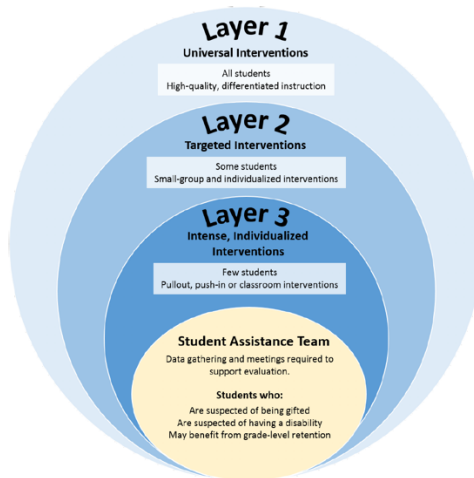
SAT- Student Assistance Team

IEP- Individualized Education Plan

School Grading System

a. The Student Assistance Team (SAT) Process

Alamogordo Public Schools strives to provide strong universal instruction to all students on Tier I, but if a student struggles, either academically or behaviorally, we provide sound, researched-based interventions to assist students. The SAT process helps both the families and the staff at schools to develop a plan to assist a struggling student with the hopeful outcome of student progress.



In New Mexico and Alamogordo Public Schools, the focus of the Multi-Layer Support System is to provide **targeted, supplemental, and individualized** for students who are at-risk academically or behaviorally, or those exceeding expectations and for whom Layer 1 instruction and universal interventions prove insufficient. Students are identified as Layer 1 when they master most of the state standards through regular classroom instruction. Students are identified as Layer 2 when they need additional instructional or behavioral supports. Students are identified as Layer 3 when they need intensive supports. Students should move in and out of Layers as intervention occurs. Students who do not make progress may be referred to the SAT process(which includes the student’s parents) gathers all available data about a student, hypothesizes a possible cause for the problem, determines if the students should receive additional interventions or continue with present interventions. If additional intervention is needed, an individualized SAT Intervention Plan or Behavioral Intervention Plan (BIP) is designed that the classroom teacher and/or others then implement in the regular education classroom.

If at any time during the school year, a student is failing any core class and/or is below grade level academic proficiency (defined as mastery of state content and performance standards



for that grade level and as being measured by grades, performance on school district assessment, and other measures identified by the school district, a grade level team (Laye) will consider the development of a Student Support and Intervention Plan (SSIP) for the student. The SSIP is a written document that includes strategies for achieving academic success agreed upon by the student, parent/guardian, and team of teachers.

### **Promotion and Retention Procedures**

Parents or guardians are to be notified no later than the end of the second grading period (first semester) that their child is failing to attain appropriate grade level academic proficiency (defined as mastery of state content and performance standards for that grade level and as being measured by grades, performance on school district assessment, and other measures identified by the school district and might be a candidate for retention). If a teacher identifies that a student is failing to attain appropriate grade level expectations and demonstrating proficiency in any core content area by the end of the second grading period, the following actions will occur:

- i. The student will be referred to Grade Level (Layer I), or SAT (Student Assistance Team –Tier II) who will arrange for a conference with the parent(s) guardian(s) of the students.
- ii. The teacher(s) will explain the specific academic deficiencies and review the remediation/intervention strategies in the SSIP to address the deficiencies. Revisions may be made to the SSIP.
- iii. The teacher(s), having followed the RTI process, will develop an AIP Plan as an addendum to the SSIP. This AIP Plan documents that the possibility of retention has been discussed as an option. A student may be placed on an AIP Plan based upon lack of growth based upon grade level expectations and standards as reflected in short-cycle assessment data and classroom performance. Remediation plans may include tutoring, extended day or week programs, summer programs, and other research-based interventions and models for student improvement provided by the district.

At the end of grades kindergarten through seven, a student who has not attained the required level of academic proficiency established by the state's content and performance standards the following steps shall be exercised:

- i. The student may participate in remediation and, if he or she is able to reach the required level of proficiency through remediation (including summer remediation), is eligible upon Principal approval to be promoted to the next grade level.
- ii. The student may be retained in the same grade or core course level for no more than one school year with an AIP developed by the SAT. If the parent refuses to allow the student to be retained, the parent signs a waiver stating that refusal, and agreeing that the student be advanced with an AIP in place that addresses specific deficiencies. In developing an SSIP/AIP, the SAT is to outline timetables and monitoring activities to ensure progress toward overcoming the academic deficiencies. If the parent(s)/guardian(s) do not allow the student to be retained, the student will be advanced rather than passed, to the next grade level. (Advanced indicates that the student has been placed in the next grade level due to parent refusal of retention, rather than passed based upon academic proficiency)
- iii. If at the end of that year, the student has not attained academic proficiency, the student is to be retained in that grade for no more than one year in order to have more time to achieve proficiency. No parental approval is necessary.
- iv. At the end of grade eight, if a student has not attained the required level of academic proficiency for entering grade nine, the student shall be retained for no more than one school year.
- v. Promotion and retention decisions affecting a student receiving special education services are made by the student's IEP team (not the SAT) and in accordance with the instructional program provided by the IEP.

### 3. PARENT/TEACHER CONFERENCE

It is important that the parent or guardian be kept informed of their child's progress in school. The professional staff will make every opportunity to contact the home in order to report progress or to seek assistance when a learning problem is recognized or unresolved. Parent conferences will be scheduled by the professional staff, as often as it is necessary to achieve optimum understanding between the home and the school. Conferences are held regularly once each semester for all students K-5. Parents are also invited to schedule conferences with school personnel in an effort to promote home/school communications.

### 4. REPORTING PROGRESS

Students will receive report cards following the end of each nine-week period. Unsatisfactory work may mean a student is not working to capacity or is in danger of failing if the quality of work is not improved. A failing notice means that a pupil is not doing work of sufficient nature to justify credit at the time the report is sent. Students who are not demonstrating expected learning goals will be provided with an Academic Improvement Plan.

### 5. HOMEWORK, GRADES K-5

- a. Homework is designed to broaden the student's program, to provide additional practice, to reinforce skills learned at school, or to help make up assignments not completed in class or missed due to absence.
- b. Homework will be assigned to students only if an instructor feels it is necessary for completion of educational goals or learning competencies criteria. Each assignment should have definite and clear objectives, and students should be properly prepared in class to complete the assignment on their own. New concepts will not be presented in homework.
- c. Instructors will check completed homework assignments. Students should understand their errors and be encouraged to make corrections as necessary.
- d. Quantities of daily homework assigned is dependent upon age and grade level, with the following suggestions:

Grades K-1-2-3	15-30 minutes
Grades 4-5	30-60 minutes

These times may vary according to individual student work habits and the teacher's judgment of student capabilities.

## I. ATTENDANCE

Children learn best when they are in school consistently on a daily basis. Regular attendance is expected. If your child has been, or will be, absent or tardy, notify the school by phone the same day or by note as soon as possible. Urge your child to develop the habit of punctuality and regular attendance, help your child to look forward to each day and talk about their activities of the day. Avoid remarks that would cause your child to fear teachers or other school personnel. Help them to understand and see them as a support and resource.

Your Child will be sent home for the following:

- Fever above 100F (must be fever free for 24 hr before returning without fever reducing medications)
- Vomiting (witnessed)
- Diarrhea (observed)
- Suspected fracture
- Serious Injury

- Communicable Disease
- High/low blood sugar, insulin reaction
- At the discretion of the school nurse

## 1. REPORTING ABSENCES

There are two types of absences - excused and unexcused.

**Excused** - It will be the responsibility of the parents or the guardians to notify the school of excused absences as soon as possible after the absence occurs. This must be done within forty-eight hours after the absence. It is preferred that notifications occur by 8:30 a.m. of the same day due to safety concerns for the whereabouts of students. No changes will be made after 48 hours.

**Unexcused** - Any absence that is not reported by the parents or guardians will be counted as unexcused. Once a student has accumulated three unexcused absences, a written notice will be sent to the parents or guardians informing them of the unexcused absence and parent requirement under the Compulsory School Attendance Law.

## STUDENT ABSENCES AND EXCUSES

### When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.

State law mandates that parents are responsible for children to be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

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### STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, injury, and bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations, written consent of a parent and approval of the principal are required. A student may be excused for parent or doctor authorized medical reasons. Time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

*Adopted:* date of manual adoption

LEGAL REF.: 22-12-2 NMSA (1978) 22-12-8 NMSA (1978)  
22-12A-6 NMSA 22-12A-9 NMSA

CROSS REF.: JE - Student Attendance  
JHB - Truancy/Chronic Absence

NEW MEXICO SCHOOL BOARDS ASSOCIATION 35 **07/22/2019**

### TRUANCY / CHRONIC ABSENCE

#### Interventions for Student

Chronic absence differs from truancy in that it tracks both excused and unexcused absences.

The district shall provide interventions for students who are missing school, depending on the number of absences.

Individual prevention is called for if a student misses 5% or more but less than 10% of classes or days of school. For

elementary school absences the parent is to be contacted by the attendance team for discussion, middle school and high school absence discussions by the attendance team are to be with the parent and student.

### **Attendance Team**

1. Must include: administrators, teachers, staff (counselors and nurses), and community members whose responsibilities will include:

- Recommending evidence based metrics to provide early identification of students at risk of chronic or excessive absenteeism.
- Developing and implementing an attendance improvement plan that:
  - Keeps students in an educational setting
  - Assists a students' family to remove barriers to the student's regular school attendance or attendance in another educational setting
  - Provides additional educational opportunities to students who are struggling with attendance

Establishing intervention efforts to keep students in an educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence related actions.

- Examining for accuracy class attendance records, absence reports, and documentation required for all absent students.
- Assessing community based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the FERPA exceptions.

### **PENALTY (Policy JHB-R)**

A parent, guardian or one having custody of the student who, after receiving written notice as provided in Item 5 Policy JHB-R and after the matter has been reviewed in accordance with Item 10 Policy JHB-R, knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five (\$25) or more than one hundred dollars (\$100) may be imposed, or the parent, guardian or one having custody of the student may be ordered to perform community service. Violators of the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or incarceration for a period not to exceed six month or both.

At the beginning of the year, all parents will be required to sign the Alamogordo Public School Parent and Student Notification of Compulsory School Attendance, which outlines State requirements for student attendance. This document will serve as the definitive guideline for all matters relating to attendance.

### **Proof of Residency for School Registration**

All parents/guardians registering students in the Alamogordo Public Schools must provide proof of residency at the annual registration. Proof of residency is mandatory to determine the student's correct school attendance zone. Acceptable documentation to establish residency is required annually and failure to provide the required documentation may prevent enrollment in the school.

Students who are homeless and who are protected by the McKinney-Veto Act are required to follow the applicable enrollment process provided by federal law.

Acceptable documents to establish residency include:

- Current utility bill or utility payment receipt dated within the last 60 days
- Current and fully-executed lease or rental agreement **and** a current lease /rent payment receipt or current utility bill for the lease/rental address (agreement must include, or the parent/guardian must provide, the name, address and telephone number of the landlord)

- A mortgage payment receipt dated within the past 60 days
- Property tax bill dated within the last year
- Current and fully-executed Section 8 Agreement **and** a current payment receipt or current utility bill for the Section 8 housing address (agreement must include or the parent /guardian must provide, the name, address and telephone number of the landlord)
- Voter registration documents with the address of the residence
- Military orders establishing that the family lives on a local military base

## 2. ATTENDANCE ZONES/OUT OF ZONE

The School Board sets school attendance zones. Students attend the school zone in which they reside with their custodial parent or permanent legal guardian.

## 4. OUT OF ZONE

School Transfers

Information about how to submit a transfer request in order to switch schools. The first window for transfer applications opens in May of each year. A subsequent transfer window may open if spaces are still available.

Applying For a Transfer

- Students who currently have an approved transfer WILL need to reapply during the open transfer window.
- Students who are transitioning from elementary to middle school DO need to apply for a transfer if they want to attend a school outside their assigned area.
- Applications need to be turned into the principal of the school the student is wanting to transfer into

Enrollment Priorities

In-state students shall be enrolled or re-enrolled in each district school according to the following priorities:

Priority 1: persons residing within the attendance area of the school; and students who had resided in the attendance area prior to a parent who is an active duty member of the armed forces of the United States or a member of the National Guard being deployed and whose deployment has required the student to relocate outside the attendance for custodial care;

Priority 2: students enrolled in a school ranked as a school, the needs improvement or a school subject to corrective action;

Priority 3: students who have previously attended the school or students of employees working at the school;

Priority 4: other enrollment preferences, include:

- siblings of students already attending the school, will be placed into the requested school when possible;
- if space is still available placement will be granted to students who have at least one parent on active military duty (U.S. or Foreign);
- parents who have a specific reason such as child care needs;

Priority 5: transfer requests with no reason specified.

Students Who Move During the School Year

Students who move during the school year may finish the semester at the school in their old neighborhood (if space is available). They will also have first priority to attend the designated school for their new address. If you request a transfer to stay in the school at the student's old address, you will be given priority in processing their transfer request.

## How Transfers Work

We can approve transfers only if a school has space and program availability for new students. If more people request spaces than are available, we will use a lottery-style random drawing to approve transfers and assign spaces at each particular school.

- Transfers are not approved on a first-come, first-served basis. The random selection process we use is in compliance with state and federal regulations.
- The process also factors in student needs (See Transfer Priorities below.)

## Who Can Request a Transfer

Transfer requests can be submitted by a parent or legal guardian. A separate application form must be completed for each child.

How are transfers granted:

- One transfer per year: Students will only be approved for one transfer per year.
- Apply early: Those who apply between May 15 and May 29 will be included in the first random drawing for schools. The first drawing occurs before the end of the school year.
- Additional random drawings: After the first drawing, we will hold additional random drawings later in the year as space becomes available at schools.

## Transferring Multiple Students

If you are transferring multiple students, a separate application form must be submitted for each student requesting a transfer to different schools. Please note that there is no guarantee that space will be available at the same school for all students when multiple schools are requested for multiple students.

If you are submitting requests for multiple students with the hope of placing them at the same school, list a single school on the Transfer Request Form to avoid having them placed in separate locations.

## Approved Transfers

Notification of approval:

You will receive notice by e-mail that your transfer has been approved or of waiting list status. Parents may contact individual school to verify the transfer status if notification has not been received by 30 June or if you do not have an e-mail address.

Families receiving approved transfers will have five (5) business days to accept or decline the approved transfer. If a family declines the approved transfer or doesn't respond the request will be deleted and a new request will need to be completed.

School registration process: (All registration will be done online)

Remember, students should attend their neighborhood school until their transfer request is approved. As soon as you receive a transfer approval, please contact your new school to find out when the student can complete the registration process.

The registration process for approved transfers varies depending on when you receive the approval notification:

- Before Summer: Contact your new school to see if they want you to pre-register for the Fall semester.
- During Summer: Try contacting the school and be sure to process your paperwork by the time of Fall registration. Note that you might not be able to reach anyone during summer break.
- During the School Year: Contact your new school as soon as you receive the transfer approval. Watch out! If you wait too long to contact the school, you may lose your spot.

Waiting lists:

If a transfer request cannot be approved for any of the requested schools, the student's name will automatically be placed on a waiting list for that school year.

- If space becomes available at a school, students on the waiting list will get transferred first.

- If a transfer request is approved for any of the requested schools, all remaining requests will be withdrawn and the student's name will be removed from all waiting lists. If you only want your child to be considered for one particular school, please list that school in the 1st choice field and leave the other fields blank.

Waiting lists do not carry over from one year to the next. You must complete a new application each year, even if it's the same request as last year. Contact the individual school to get information about school enrollment space and program availability.

**Transportation:**

Students transferring to a school outside their neighborhood school will not be able to ride an APS bus to school.

Parents of students transferring to a school outside of their zone are responsible for transportation of their students.

**Transfers Priorities**

1. Students living within the established attendance boundaries for a school.
2. Students who are enrolled at a school which has received an "F" rating for at least the two years in the last four years and are applying to attend a school with a higher rating, will have second priority when requesting a transfer. To determine the classification of your designated or transfer school, visit the New Mexico website. Navigate to School Data, then to School Grading. Select the Alamogordo Public Schools, locate your school on the list, and follow the prompts.
3. Students who have previously attended the school or students of employees working at the school.
4. Other enrollment preferences, including:
  - Students with siblings already attending the school requested and who will be attending simultaneously for the upcoming school year. Those students will be placed into the requested school when possible.
  - If space is still available placement will be granted to students who: have other siblings requesting the same school but none are currently attending the requested school or have at least one parent on active military duty (U.S. or Foreign).
  - Those placements are followed by students who have a specific reason such as child care needs, and other reasons.
5. Transfer requests with no reason specified.

**6. CONDITIONS APPLICABLE TO OUT-OF-ZONE ATTENDANCE**

- a. The classroom the student will be attending is not overloaded as defined by State Department of Education regulations.
- b. The school is not out of compliance with Federal Comparability Standards and the School District is not in danger of losing federal money.
- c. The Student Assistance Team (SAT) may determine behavior/academic/attendance interventions, that require a change of placement for your student.
- d. Transportation can be provided by the parent to and from the receiving school (out-of-zone) in a timely manner and the names of individuals permitted to take the child home after the normal school day are on file.
- e. Any changes in a Special Education student's educational program, including transfer to another school, have been addressed at an Individual Education Program (IEP) meeting arranged by the department of Integrated Instructional Services.

**II. REGULATIONS AND REMINDERS**



**A. STUDENT RECORDS**



Each school maintains education records for each student who is currently enrolled. Such education records include report cards, Academic Improvement Plans (AIP), attendance, disciplinary documents, health data, results of standardized achievement, intelligence, aptitude, and interest tests or inventories. The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students, or students who are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior written consent by the parents or the student.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Alamogordo Public School District (District) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alamogordo Public School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Alamogordo Public School District (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Alamogordo Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, Federal laws require local educational agencies (LEAs) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Alamogordo Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District by completing the Directory Information Opt-Out form (included in your registration packet) to your school administrative office within 30 days of registering your child. The District has designated the following information as directory information:

- |   |  |
|---|--|
| -Student's name   | - The most recent educational agency or institution attended   |
| -Address  | - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| -Telephone listing  |  |
| -Electronic mail address                                      |  |
| -Photograph   |  |
| -Date and place of birth                                      |  |
| -Dates of attendance  |  |
| -Grade level  |  |
| -Participation in officially recognized activities and sports |  |
| -Weight and height of members of athletic teams               |  |
| -Diplomas, honors and awards received                         |  |

### **B. VISITORS/VOLUNTEERS (For precautionary measures we are following DOH/DCD guidelines)**

School Board Policy IJOC-R, I-6611 School Volunteers, provides details and requirements to include

a background check and clearance.

Acceptance of volunteers is at the discretion of the site administrator and/or Deputy Superintendent of Teaching and Learning.

The building Principal or their designee is responsible for all persons on this campus. For these reasons, the following rules apply: Code of Ethics and Standards of Professional Conduct.

All Regular Volunteers shall be instructed and shall acknowledge that failure to obey the Code of Ethics and Standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC concerning the obligations of school personnel is grounds for removal.

**Visitor's Passes** For precautionary measures we are following DOH/DCD guidelines)

Any person who is not a regular staff member or enrolled student will be considered a visitor on this campus. All visitors are required to sign in/out at the school office, show a photo I.D., and obtain a visitor's pass to be worn at all times within the building.

Teachers are not expected to take class time to discuss individual matters with visitors because of the interruption to class instruction. An appointment may be scheduled. All visitors are expected to abide by the rules and policies set forth by this school and the APS School Board. Any unauthorized person on school property will be reported to the principal or their designee and may be asked to leave. In addition, law enforcement officials may be contacted if the situation warrants their assistance.

#### **C. EARLY DISMISSAL FROM SCHOOL DURING THE SCHOOL DAY**

During the course of the school day, a child will be dismissed only to the legal parent/guardian or their designated representative, who must be listed as an emergency/pick-up contact for your child. To insure your child's safety, your designated emergency contact must present a photo ID prior to the release of the student, also, for your child's safety the school must be notified **by 2:15**, for child to be released early except in the case of an emergency.

#### **LOCAL EMERGENCY/PICK-UP CONTACTS MUST BE 18 YEARS OR OLDER:**

**Note: Any changes to pick-up contact list must be made in person as soon as possible.**

#### **D. STUDENT/SCHOOL RIGHTS AND RESPONSIBILITIES**

##### **1. STATEMENT OF POLICY**

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

The school is a community and the rules and regulation of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

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

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from

intimidation or abuse and to have their lawful requests and instructions followed by students. The District has both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

## **2. DETENTION**

Detention means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free for recess or to leave school. Detention is to be under reasonable supervision and with adequate notification to the parent or guardian if after school time is involved. Necessary transportation shall be provided by the parent or guardian when a student is detained.

## **3. SUSPENSION**

- a. The Principal may suspend from the privileges of the school any student guilty of gross misconduct or continual insubordination to school organization and/or regulations. Any student who is disruptive to other students with particular reference to gang activity, vandalism, truancy, fighting, gambling, insubordination, hazing, foul and abusive language, sexual harassment, use of drugs or alcohol or possession of weapons may be suspended at the option of the building Principal and the Superintendent of Schools subject to certain conditions for reinstatement.
- b. Students with disabilities are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other children in the program. However, the public schools are required by state law and regulations to meet the individual educational needs of students with disabilities to the extent that current educational expertise permits. Where detention, suspension and/or expulsion is determined to be the appropriate penalty, it may be imposed only in accordance with procedures that provide at least the minimum safeguards set in policy. Suspension or expulsions of students with disabilities shall be subject to those requirements for a student who has a disability.

If the determination is made that the misbehavior is not a manifestation of the disability and the student's program is appropriate, the administrative authority may proceed to initiate long-term suspension or expulsion proceedings.

- c. When a student is suspended or expelled from school, he/she is not to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion. Failure to comply may result in legal or other disciplinary action against the student.

## **4. IN-SCHOOL SUSPENSION**

"In-school suspension" means suspending a student from one or more regular classes while requiring the student to spend the time in an alternative classroom or, another designated area. In-school suspension may be imposed with or without further restrictions of student privileges.

## **5. TEMPORARY (SHORT-TERM) SUSPENSION**

"Temporary (short-term) suspension" means the removal of a student from school for a specified period of ten (10) school days or less. A student facing temporary suspension shall be given a rudimentary hearing which shall inform the student of the charges, what evidence supports those charges, and be given the opportunity to present his or her version of the facts. This "hearing" may be an informal discussion and may follow immediately after the "notice" of the charge is given.

## **6. LONG-TERM SUSPENSION/EXPULSION**

"Long-term suspension" means the removal of a student from school for a specified time

exceeding ten (10) school days. The Superintendent or designee will initiate procedures leading to long-term suspensions or expulsion. A temporary suspension may be imposed while the procedures for long-term suspensions or expulsion are activated.

However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the student must be returned to school pending the final outcome of the hearing.

## **7. EDUCATIONAL SERVICES FOR EXPELLED OR LONG-TERM SUSPENDED STUDENTS**

A student who has been validly expelled is not entitled to receive any educational services from the local district during the period of the exclusion from school. A student will not receive credit during the period of expulsion.

No non-resident student shall be permitted to enroll in and attend any Alamogordo Public School district school if the student has been suspended or expelled from the student's home district for any reason related to the health and safety of students or employees.

## **8. SEARCHES AND SEIZURES**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right is balanced by the school's responsibility to protect the health, safety and welfare of all its students.

Personal search may be conducted when there is a reasonable, individualized suspicion by a school administrator or designee that the student is in possession of contraband in violation of State or Federal law or of school policy. "Contraband", means any substance, material or object prohibited from school by school policy or state or federal law.

## **9. RULES OF CONDUCT**

The commission of, or participation in, the activities designated below is prohibited in all schools in the District and whenever students are subject to school control.

### **a. Prohibited Activities:**

- Criminal or delinquent acts;
- Gang related activity as described in the District's Policy on Gang Related Activity;
- Sexual harassment;
- Disruptive conduct;
- Threats of violence toward other students, school staff members, or school facilities
- Refusal to identify self; and
- Refusal to cooperate with school personnel.

### **b. Regulated Activities:**

Beyond those activities designated above as prohibited, all other areas of student conduct may be regulated within legal limits by the School Board as they deem appropriate to local conditions. Conduct by non-students, which affects school operations, may be regulated with legal limits pursuant to any forms of authority described above.

- School attendance.
- Use of and access to the public premises, including:
  - Restrictions or conditions upon the bringing of vehicles onto school property;
  - Prohibition of or conditions on the presence of non-school persons on school premises while school is in session; and
  - Reasonable standards of conduct for all persons attending school sponsored

- activities or other activities on school property.
- Student's dress and personal appearance.
- Use of controlled substance, alcohol, or tobacco on school premises or during school sponsored activities.
- Speech and assembly within the public schools.
- Publications distributed in the public schools.
- The existence, scope, and conditions of availability of student privileges, including extra-curricular activities and rules governing participation.
- Possession or custody of a weapon on school premises or at a school-sponsored activity, in violation of the District's Weapons Policy or NMSA 22-5-4.7. The Special Rule provisions apply to students with disabilities.
- The discipline of students for out-of-school conduct has a direct and immediate effect on school discipline or the general safety and welfare of the school.

## **10. SUBSTANCE ABUSE**

The Alamogordo Public Schools shall maintain and enforce Drug Free Schools and Smoke Free Schools. Students are prohibited from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles or while at a school sponsored activity.

Smoking of tobacco products or use of smokeless tobacco including electronic cigarettes or look alike tobacco products is prohibited in or on school property during or after the regular school day and at all school sponsored activities outside the school district.

## **11. WEAPONS IN SCHOOL (Policy JIC)**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to prohibit the possession, custody and use of weapons by unauthorized persons on school property or during school sponsored activities. For the purposes of this policy, a "weapon" shall mean any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a non-violent purpose, that resemble objects that have a potentially violent use or any "look-a-like" objects that resemble objects that have a potentially violent use, if the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use, as a weapon.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., § 8921 and NMSA 1978, § 22-5-4.7.

## **12. GANG ACTIVITY**

The harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities.

Gangs and gang activities are prohibited in the schools. A "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the School District.

No student on or about school property or at any school activity shall, wear possess, use,

distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, or affiliation with any gang; engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang; or engage in any act in furtherance of the interests of any gang or gang activity.

### **13. NOTICE OF PROHIBITION AGAINST BULLYING AND CYBERBULLYING**

Alamogordo Public Schools strictly prohibits and will not tolerate bullying, cyberbullying, hazing, harassment, intimidation and menacing acts by students, staff and third parties.

## **BULLYING AND CYBERBULLYING**

Alamogordo Public Schools believes that providing an educational environment for all students that is free from harassment, bullying and cyberbullying supports a total learning experience that promotes academic and personal growth, healthy interpersonal relationships, safety, and wellness. For this reason, harassment, bullying, and cyberbullying of students are strictly prohibited on District property, at District-sponsored activities, on District-sponsored transportation, or on the way to-and-from-school transportation. The District also prohibits electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the District.

Bullying and cyberbullying behavior by any student in the Alamogordo Public Schools is strictly prohibited, on District property, at District-sponsored activities, on District-sponsored transportation, or on the way to-and-from-school transportation. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically, or verbally, and that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of: Placing a student in reasonable fear of physical harm to the student's person or property; or Physically harming a student or damaging a student's property; or Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with students' educational performance or participation in school activities or the school's educational mission. "Cyberbullying" means any bullying that takes place through electronic communication, with or without the use of District property. Students and parents may file verbal or written reports concerning suspected acts of bullying behavior to District or campus administrators. Although anonymous reporting will be allowed, no formal disciplinary measures shall be taken solely on the basis of an anonymous report of an actual bullying incident. Any report of suspected bullying behavior, violations of the bullying prevention policy or regulations, or complaints of retaliation, will be promptly investigated by a campus principal or designee. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. Contact your school administrator with bullying-related concerns.

"Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally, and that:

- a. occurs on District property, including electronic communication on or with the use of its property; at sponsored functions; and on the way to-and-from-school transportation, or on any school-sponsored transportation;
- b. 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 or any other distinguishing characteristics; or on an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristic; and
- c. can be reasonable predicted to:
  - i. place a student in reasonable fear of physical harm to the student's person or property;
  - ii. cause a substantial detrimental effect on a student's physical or mental health;
  - iii. substantially interfere with a student's academic performance, attendance or participation in extracurricular activities; or
  - iv. substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by the District.

2. "Cyberbullying" means any bullying that takes place through electronic communication, with or without the use of District property.

5. "Harassment" means a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group of people.

Board Policy: See JK-RF for more information.

## HAZING

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Hazing is prohibited by APS, whether on or off school property, and whether during or outside of school hours.

## NO RETALIATION/FALSE ACCUSATIONS

Retaliation against any person reporting, filing a complaint or otherwise participating in an investigation or inquiry is prohibited. Such retaliation will be considered a serious violation of



Board Policy and will be subject to disciplinary consequences. False accusations and charges will be considered a serious offense and will be subject to corrective action, disciplinary consequences or other sanctions.

## **BOARD POLICIES**

See Board Policies and Regulations: IJNDB, IJNDB-R, IJNDB-E, JIC, JIC-R, JII, JK, JK-RA, JK-RB, JK-RC, JK-RD, JK-RE, JK-RF, JK-E, JKB, JKB-R, and JJJA.

### **E. STUDENT BEHAVIOR POLICY**

The philosophy of the Alamogordo School Board states that a public school must have an orderly environment in which learning is not jeopardized by disruptions. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Students are expected to exhibit appropriate behavior that demonstrates respect for the rights and property of others. However, when a student fails to practice self-discipline, disciplinary action by the teacher and/or other school officials becomes necessary. The type of discipline will depend upon the student's disciplinary background, attitude and the seriousness of the student's action. The professional judgment of the teacher or other school officials directly involved with the particular incident will be the basis for the final disciplinary action taken.

#### **1. GENERAL POLICIES**

All official employees and authorized agents of the public schools whose responsibilities include supervision of students, shall stand in loco parentis at any time this responsibility exists. This authority applies whenever students are lawfully subject to the school's control, regardless of place. During such periods, public school authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school's authority. When necessary, a disciplinary action may be imposed to reinforce teaching of a student self-discipline. A disciplinary action may include, but not be limited to or necessarily followed in order listed:

- a. verbal correction
- b. student/teacher conference
- c. communication with parents
- d. parent/teacher conference
- e. monetary restitution for loss or damages
- f. detention (up to one hour after school)
- g. in-school suspension
- h. short-term suspension (1-9 days)
- i. long-term suspension (more than 10 days)
- j. recommendation for expulsion

At all times, due process under 6NMAC 1.4 will prevail.

#### **2. GENERAL RULES**

Students will be expected to adhere at all times to the following school rules and any additional rules applicable to individual buildings:

- a. **Academics** - Students are responsible for completing assigned school work within the time limits prescribed by the teacher.
- b. **Items from Home** - Students should not bring valuables or other items from home which may be damaged, or cause damage to property or is harmful to other students. The school is not responsible for loss or damage to personal property.
- c. **Heelys**, retractable skates may not be worn for safety concerns.

- d. **Frisbees and other flying toys** - may not be used in congested areas of the playground during recess. The school may allow use of this type of toys when direct supervision is planned.
- e. **Loss/Damage of School Property** - Students and parents or guardians shall be held responsible for loss/damage done to school property (equipment, textbooks, buildings, furniture, etc.). The school district may withhold the grades, diploma and transcripts of the student responsible for damage or loss of instructional material until the parent, guardian or student has paid for the damage or loss. (Section 22-15-10 NMSA, 1978) Rule applies to instructional materials or textbooks.
- f. **Scuffling and Boisterous Play** - Students are expected to play and behave properly at all times while at school. Students must be responsible for considering the safety and feelings of others as well as themselves.
- g. **Use of Crosswalks** - Crosswalks, where provided, are for the safety of students and are to be used. Crosswalk or safety patrol guards are to be obeyed. Students should use the sidewalks. Students are not to play or walk among the cars or through the parking lots.
- h. **Use of Profanity/Abusive Language** - The use of profanity, abusive language or obscene gestures is prohibited.
- i. **Leaving School Grounds** - No pupil shall leave the school grounds during school hours without permission of school authorities.

### 3. SERIOUS MISBEHAVIOR

Certain misbehavior and actions on the part of students are considered to be more serious than others. These actions are generally identified as deliberate, willful, and/or malicious acts done in flagrant violation of school rules. They may also be defined as acts that are potentially hazardous or even life threatening. Any misbehavior adjudicated to be serious in nature will carry a severe disciplinary action.

- a. **Theft/Vandalism of School Property** – Students and parents or guardians shall be held responsible for loss due to theft/vandalism done to school property (equipment, textbooks, building, furniture, etc.).
- b. **Bringing Weapons to School** – A student will not possess, handle or transmit any object that can reasonably be considered a weapon. This rule does not apply to normal school supplies (like pencils or compasses) when being used for their intended purpose, but does apply to any firearm or any explosives, including firecrackers. Any weapon that is found by an employee of the Alamogordo schools, visible or concealed will be confiscated immediately.
- c. **Harmful Substances** – Students are not allowed to bring or use harmful substances, such as alcohol, tobacco, narcotics, unauthorized medical prescriptions, or over the counter medications, at school or school activities.
- d. **Rock Throwing** – Throwing rocks (or any object that can cause physical harm) is not allowed. Severe physical harm can result from throwing objects, even though not done maliciously.
- e. **Fighting** – Students will not threaten, bully, harass, intimidate or inflict bodily injury to any person while under the jurisdiction of the school.
- f. **Threats**- Students will not make verbal threats of violence toward other students, school staff members, or school facilities.

### 4. DISCIPLINARY ACTIONS

The following disciplinary sanctions may be imposed for all student infractions unless adjudicated as serious misbehavior.

- a. **First offense** - The student will be counseled by the disciplinary person. A verbal reprimand will be used to clarify the student's offense, being certain he understands the rules. Knowledge of the student's past behavior will determine if discipline is to be administered by the attending teacher and/or referred to the regularly assigned teacher. Any action taken will be documented on the attending teacher's disciplinary log – student information system.
- b. **Second offense** - The second time a student is guilty of the same infraction, the student will be verbally reprimanded in addition to one of the following disciplinary actions:
  - Detention of student before, during, or after school with teacher supervision. Parents will be notified of any detention. For after school detention, parents will need to make provisions for transportation.
  - Written assignments or reports pertaining to the particular offense and parental signature return requested.
  - Restitution, either monetary or through school services, as deemed appropriate.
  - Parents will be notified by verbal or written communication. Disciplinary action will be documented on the attending teacher's disciplinary log - student information system.
- c. **Subsequent offenses** - When a student commits the same offense the third time, it is obvious the student has not learned self-discipline and he will be referred to the principal for disciplinary action.

## 5. COMPLAINTS AND GRIEVANCES

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of School District resources in cooperation with the student and parent or guardian.

In the event that a problem is not resolved, the complaint procedure by the student and parent or guardian will be as follows:

- a. Teacher
- b. Principal
- c. Appropriate Director

## 6. DISTRICT DRESS CODE IMPLEMENTATION GUIDELINES

Responsibility for the dress and appearance of students enrolled in the Alamogordo Public Schools primarily rests with parents/guardians and the students themselves. Some student attire, however, may not be appropriate to wear to school even though that same attire may be appropriate to wear in other settings.

To assist parents/guardians and students in making appropriate decisions for school attire, the School Board has established student dress code guidelines to promote the safety of students and a non-disruptive environment for orderly operation of the school. A student's appearance, mode of dress, and/or cleanliness shall not disrupt the educational process, or constitute a threat to school safety.

**Students must adhere to the following guidelines:**

- a. Pants/shorts will be worn at the waist; dangling attachments such as chains, etc. are not

allowed.

- b. Shorts, skirts, dresses, jumpers or skorts may not be shorter than mid thigh.
- c. Clothes bearing phrases, graphics, or slogans which are sexually suggestive, promote the use of drugs or alcohol, contain vulgar language or ethnic slurs will not be worn.
- d. Rags, bandannas or any clothing displaying gang colors, including gang signs, symbols, or coded designs on clothing, notebooks, etc., that is representative of gang affiliation or identification are not allowed.
- e. All tops must have a minimum two-inch shoulder strap width. Clothing which bares the midriff or navel, backless dresses or tops, see-through **to the skin or undergarments** or spandex-type biker shorts, are not appropriate attire.
- f. Shoes must be worn at all times. Enclosed shoes will be worn for physical education. House shoes of any kind are not appropriate.
- g. Head gear is not to be worn indoors, except for religious or medical reasons.

Note: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If dress is inappropriate, the student will be advised by the principal to change dress or appearance before returning to school the next day and the parents will be notified. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be sent home to change.

Principals have latitude to increase expectations in the district standard of dress and appearance. Parental input will be a component of the additional school guidelines.

School clothing should be comfortable, washable and sturdy enough to withstand the wear and tear of playground and classroom. On scheduled P.E. days, tennis shoes are appropriate footwear.

You should dress your child appropriately for the weather, which may mean one way for the morning session and another for the afternoon session. Layers of clothing, which can be added to or removed with the changing temperature of the day, are most appropriate for this climate. All outer clothing, such as coats, sweaters, hats, mittens and rain or snow boots should be labeled with the child's full name because these items are often and easily misplaced.

- h. Tattoos or piercings that are a distraction to the educational process or for the safety of the student will not be allowed. Students will remove all piercings during P.E. classes.

## 7. ELECTRONIC USE GUIDELINES

The use of communication/video – photo devices, to include, but not limited to pagers, **cellular telephones**, smartphone watches, cameras and/or two-way transmission devices, CD players, MP3's, IPODS, radios are not allowed during the school day such devices are to be kept in backpacks. Use of such devices will result in confiscation. **The parent/guardian will be required to pick up the confiscated device at the end of the school day. The school will not be held responsible.**

## 8. VEHICLES, STUDENT USE (BICYCLE, MOTORCYCLE, CAR)

In order to develop and inculcate sound safety practices for the individual student to follow, the administration shall develop rules and regulations on the control and use of vehicles used by the student for transportation to and from school as outlined in student/parent handbooks.

The vehicles that may be used by students at the following levels are:

- a. Elementary School – i.e.: bicycle, scooters (anything with wheels state law requires student must wear a helmet),
- b. Middle School – bicycle or motorcycle (anything with wheels state law requires student must wear a helmet),
- c. High School – bicycle, motorcycle (anything with wheels state law requires student must wear a helmet), or car

Bicycles are permissible for transportation to and from school. Bicycles are to be parked in the areas assigned. Bicycles should be locked. THE SCHOOL IS IN NO WAY RESPONSIBLE FOR DAMAGED OR STOLEN BICYCLES WHILE ON SCHOOL PROPERTY, but damage or loss should be reported to school authorities. Elementary pupils are not allowed to ride motorized bikes to school.

**9. PARTIES (For precautionary measures parties will not be allowed until further notice)**

Parties in the classroom are limited to three (3) during the year – Christmas, Valentine’s Day and end-of-year movie or picnic. All foods brought into the classrooms must have a nutrition label. Out of consideration for all our students. If a child wishes to distribute invitations at school, no child in the room should be excluded. If this cannot be followed, a non-school means of invitation should occur. (Please check with your building Principal for any questions and/or concerns in regards to parties.)

At other special times, students may bring in snacks to share with the class, however, this should be limited to the last 15 minutes at school.

**10. EARLY ARRIVALS AT SCHOOL**

Morning supervision generally begins 10-15 minutes before the school day starts. Because of concern for the safety of your child, please do not allow your child to arrive before that time. Check individual school bell schedules concerning early arrivals.

**11. VISITING CLASSROOMS** For precautionary measures we are following DOH/DCD guidelines)

Any person who is not a regular staff member or enrolled student will be considered a visitor on this campus. All visitors are required to sign in/out at the school office, show a photo I.D., and obtain a dated visitors pass to be worn at all times within the building. Visitors are not to disrupt the learning environment.

**12. STUDENT SAFETY PATROLS**

Students may be used for safety patrols with parent permission. Student Safety Patrols are under the supervision of the Alamogordo Department of Public Safety and school personnel.

**13. EXEMPTIONS FROM PHYSICAL EDUCATION**

A child will be excused from Physical Education activities up to three days when a note from the parent or guardian is sent to school. For a child to be excused from Physical Education activities for a period exceeding three days, a doctor’s certificate of exemption is required.

**III. ADDITIONAL INFORMATION**

**A. EQUAL OPPORTUNITY POLICY**

It is the policy of the Alamogordo Public School District to provide equal opportunity without regard to race, color, national origin, sex, age or qualified handicap in its educational program and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Superintendent

of Schools.

## **B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited daily by students in each public school. Students will have the right to refrain from participation in this recitation due to sectarian, denominational or conscientious views; however, the exercise of this right may not interfere with the rights of others.

Each of our elementary schools abides by the guidance provided in this handbook. We sincerely hope this information has been helpful to you in preparing your child for the new school year and also in answering questions throughout the school year.

The elementary schools, while conforming to these standards, may in some cases find they need to exceed requirements contained in this guide. The principal of each school will provide any other information they feel is appropriate to their school.

### **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

APS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. APS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. APS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey APS will make this notification to parents at the beginning of the school

year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- o Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- o Administration of any protected information survey not funded in whole or in part by ED.
- o Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



**We appreciate you taking the time to inform yourself by reading this guide.**

## Family Educational Rights and Privacy Act (FERPA)

### Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Alamogordo Public School District (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Alamogordo Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want the Alamogordo Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District by returning the Directory Information Opt Out form (included in your registration packet) to your school administrative office by September 14, 2020. Students registering after August 10, 2020 will have 30 days to return the Directory Information Opt Out form.**

The District has designated the following information as directory information:

- |   |   |
|---|---|
| - Student's name  | -Diplomas, honors and awards received   |
| -Address  | -The most recent educational agency or institution attended   |
| -Telephone  | -Students ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part, cannot be used for this purpose.) |
| -Electronic mail address                                      |   |
| -Photograph   |   |
| -Date and place of birth                                      |   |
| -Dates of attendance  |   |
| -Grade Level  |   |
| -Participation in officially recognized activities and sports |   |
| -Weight and height of members of athletic teams               |   |

<sup>1</sup>These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).





## Alamogordo Public Schools

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Alamogordo Public School District (District) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alamogordo Public School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



## DIRECTORY INFORMATION OPT OUT REQUEST

**PLEASE READ CAREFULLY**

*Please return this form to the principal of your child's school.*

**Return this form only if you do **NOT** want the above information about your child released.**

Your school will assume you agree to the release of yearbook/photo/directory information unless this form is returned to the principal of your child's school by **September 14, 2020**. Students registering after August 10, 2020 will have 30 days to return this form to the principal of your child's school.

### OPT OUT REQUEST

I am exercising my rights under the Family Educational Rights and Privacy Act, to hereby request that all yearbook/photo/directory information of my child not be released. **I understand and acknowledge that such photo/directory information will not be published in any form including District publications, such as playbills, yearbooks, websites, graduation programs, newsletters, newspapers, etc.**

Print name of parent or legal guardian: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Signature of student (if 18 or older): \_\_\_\_\_

Name of student (first, middle initial and last): \_\_\_\_\_

School: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you need to change your decision at a later date, you should contact your school directly.

This form must be completed each school year.

For additional information on FERPA and directory information, please see the FERPA Notice for Directory Information provided to you in registration materials.

**PLEASE READ CAREFULLY**