

**Alamogordo Public  
Schools  
Middle School  
Student/Parent  
Handbook  
2020-2021**



# STUDENT / PARENT HANDBOOK

## TABLE OF CONTENTS

### ADDENDA PAGE

#### PRINCIPAL'S MESSAGE AND MISSION STATEMENT

Page 1

#### NON DISCRIMINATION STATEMENT

Page 1

#### GENERAL INFORMATION

Pages 1-5

Activities (*see addenda*)

Eligibility (*see addenda*)

Student Code of Conduct

Extra-Curricular Activities Travel Policy

Rules Governing Trips Sponsored by APS

Athletic Program

Performance Enhancing Substances

Conflicts in School Activities

Extra-Curricular Activities (*see addenda*)

Activity Tickets

#### ATTENDANCE

Pages 5-7

Arrival and Departure at School (*see addenda*)

Compulsory Attendance Law

*Enforcement of Student Attendance*

*Penalty*

#### GENERAL INFORMATION

Pages 7-11

Reporting Absences

Tardy Policy

Vehicles, Student Use (Bicycle, Motorcycle)

Bus Regulations

Cashing Personal Checks

Checkout Procedures

Curriculum

Dances

Deliveries

Dress Code

Emergency and Evacuation Procedures

Fund Raising Projects

Hall Pass

Homework

Late Work Policy

Insurance

Lost and Found Department

Cafeteria Meals

*Lunch Rules*

Media Center

Health Services

Medication

Parent Involvement

**GENERAL INFORMATION (Continued)**

**Pages 7-11**

ESSA  
Parent-Teacher-Student Organization  
Parent/Teacher Conference  
Physical Education  
Pledge of Allegiance  
Restrooms  
Student Government  
Conduct at School Events  
Student/Parent Communication  
School Messenger  
Textbooks  
Vacations  
Visitors (*see addenda*)  
Volunteer-V.I.P.S. Program (*see addenda*)

**GUIDANCE DEPARTMENT INFORMATION**

**Pages 11-13**

Counseling  
E-mail Address  
Enrollment and Withdrawal  
Progress Reports  
Student Support and Intervention Plan  
Promotion and Retention Procedures  
Records  
Disclosure of Directory Information  
Updating Information

**DISCIPLINE**

**Pages 13-16**

General Conduct  
Notice of Prohibition Against Bullying and Anti-Bullying Interventions  
*Harassment/Hazing*  
*No Retaliation/False Accusations*  
Drug Free Campus  
Gang Association or Activity  
Contraband  
Electronic Use Guidelines  
Weapons in School  
Misuse of Technology  
Search and Seizure  
PBIS/KICKBOARD  
EDUCATIONAL RESOURCES AT HOME AND SCHOOL  
Discipline for Violations of School Rules-Consequences  
Discipline Policy  
Special Education Students  
Prohibited Activities  
Due Process Procedures  
Complaints and Grievances  
Legal Notice

**SCHOOL TRANSFERS**

**Page 16-17**

**NOTIFICATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT**

**Page 17-18**

# **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.

**Sports/Eligibility** – we will follow all NMAA rules and guidelines. These are subject to change due to Covid-19. Contact your child's school with any questions.

## Principal's Message

Our middle school welcomes you to the 2020-2021 school year. Our middle school takes pride in providing excellence in educational services for all students.

Please read this handbook and become familiar with our policies and procedures. These were established in order to maintain a safe environment conducive to learning and teaching our students traits of good citizenship and character.

Your teachers will explain the contents of the handbook in greater detail during the first week of school.

If you have any questions, please contact the school. We, the staff, look forward to working with you in making 2020-2021 a successful year for you while meeting the goals set for the Alamogordo Middle Schools.

In Education,

The Principals  
Alamogordo Public Schools' Middle Schools

### Students Rights and Responsibilities

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action.

**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 district is a community, and the rules and regulations 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.

### Student Expectations

- Be Safe
- Be Respectful
- Be Responsible

### Mission Statement

Our mission is to provide a strong academic foundation in a safe and orderly learning environment so that students may develop and realize their fullest potential while adapting to an ever-changing social, economic, political and scientific world.

In support of this purpose we are committed to:

- ✓ Creating a positive climate for students characterized by high expectations, respect for academic excellence, caring attitude toward others, and personal support.
- ✓ Providing a strong academic program in all general education areas.
- ✓ Providing remedial assistance for students needing basic skill support in reading, writing, and mathematics.
- ✓ Maintaining close contact with parents and community.
- ✓ Providing opportunities for every student to experience success.

### 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 non-discrimination policies:

Director of Human Resources  
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).

Title IX Coordinator  
1211 Hawaii Avenue  
P.O. Box 650  
(575) 812-6000

## GENERAL INFORMATION

### Activities

All students who attend the Alamogordo Public Schools are subject to the following rules regarding participation in student activities.

### Eligibility

To be eligible to participate in extra-curricular activities as per NMAA <https://www.nmact.org> standards, students must be eligible by NMAA standards or as determined by club standards. Students who fail to meet this requirement at the end of any nine-week grading period will be ineligible for the following nine-week grading period. Individual clubs and/or organizations may have stricter eligibility requirements as stated in their constitutions.

### Student Code of Conduct

#### I. SUBSTANCE ABUSE OUTSIDE OF SCHOOL, AND DURING THE SPORT SEASON OR OFF-SEASON PROGRAM FOR ATHLETICS AND DURING THE SCHOOL YEAR FOR ACTIVITIES:

- A. Students participating in any extracurricular activity are strictly prohibited from using, possessing, or distributing tobacco products, e-cigarettes, illicit drugs, mood-altering substances, nicotine liquid containers, alcoholic beverages, and non-prescribed drugs at any time. The standards of conduct set out in the APS Board Policy <http://www.alamogordoschools.org> are expressly incorporated into this Extracurricular Code of Conduct.

#### II. SUBSTANCE USE/POSSESSION/DISTRIBUTION CONSEQUENCES

##### A. TOBACCO CONSEQUENCES:

- 1) Use or possession - (Electronic cigarettes are included.)
  - i. First Offense – suspension from one game/event and a No-Use Contract.

- ii. Second and Subsequent Offenses – If an infraction occurs before the season starts, the student will be suspended from activities for 45 school days. In the event of an infraction during a sport season then the student will be suspended for the remainder of the activity or 45 school days whichever is longer.

**B. ALCOHOL AND OTHER DRUGS CONSEQUENCES.**

- 1) If found to have used, possessed, been under the influence of controlled substances, illicit drugs, mood-altering substance, or alcoholic beverages, the following consequences shall result:
  - i. First Offense – Suspension of student from participation in any extracurricular activities for 45 school days, and a No Use Contract.
  - ii. Second Offense – student ineligible to participate in any extracurricular activities for one calendar year.
  - iii. Third Offense – Permanently ineligible for participation in any APS extracurricular activities.
- 2) If found to have sold, dealt, traded, manufactured, or distributed a controlled substance, illicit drug, mood-altering substances, alcoholic beverages or drug paraphernalia, the following consequences shall result:
  - i First Offense – ineligible to participate in any extracurricular activities for one calendar year and a No Use Contract.
  - ii Second Offense – Permanently ineligible for participation in any APS extracurricular activities.

Any suspension as a result of violation of this code will be effective from the date of discovery of the violation by the activity leader or school administrator. These offenses are cumulative from year to year specific to the middle school and high school respectively. Unless a middle school student is declared ineligible for activities in the APS, then he/she will begin high school with no prior code offenses counted against him/her.

In addition, students must abide by the following expectations: Conform to the state and local laws, the New Mexico Activities Association regulations, the school regulations, and the specific regulation of the activity. Acts of unacceptable conduct such as, but not limited to, disrespect, hazing immorality, unsportsmanlike conduct, theft, vandalism, or any violation of the law, tarnish the reputation of every person associated with APS athletic program and will not be tolerated. Students who are charged with a criminal act that requires police investigation will be suspended from competition until that investigation reaches a resolution.

It is understood that the “Code of Conduct” is provided to communicate to students and parents the expectations, **and** sanctions, in force in accordance with School District Policy during the School Year.

The student is expected to practice the “Code of Conduct” to further the positive image of the team, school, and student at all times. I fully understand that coaches, sponsors, and administrators will use discretionary judgment in their dealings with individual situations on the case-by-case basis.

We the parent/guardian and student have read and understand the preceding statements and by our signatures hereon agree to abide by the Alamogordo Activities Code of Conduct as well as the rules and regulations contained in the Student/Parent Handbook.

**Extra-Curricular Activities Travel Guidelines**

**In-Town/Out-Of-Town Activities**

Students will be truant if they do not attend the assigned classes until the time of dismissal as recorded on their advanced absence form or student participation list generated by and distributed through the Attendance Office. The sponsor should be careful to designate the exact dismissal time.

A. The following are the ONLY EXCEPTIONS.

- 1) Any student whose parent/guardian verified the

following types of absences before the scheduled activity:

- i. funeral
- ii. emergency illness
- iii. doctor appointment in advance
- iv. dentist appointment in advance
- v. religious (Church Services) reason

- 2) Extenuating circumstances determined by the school's administration.

**B. Discipline Action**

- 1) Students who are deemed truant from class will not participate in the next scheduled activity.
- 2) A sponsor, coach etc., who is notified by school administration and/or faculty members of a student's unverified absence on the day of the activity; will not permit the student to participate. Any truancy on Friday (or the last school day of the week) shall render a participant ineligible to compete for the remainder of the school week, including Saturday and Sunday.  
*NOTE: The twenty-four (24) hour grace period for parent/guardian verification of the student absences does not apply to this guideline.*

**C. The following general guidelines will be adhered to for all on-campus/after regular school hours' classes/ activities:**

- 1) Basic school disciplinary rules and regulations apply to dances, as well as other on-campus school sponsored extra-curricular activities.
- 2) Use of alcohol, tobacco, electronic cigarettes, and/or drugs in any form is strictly prohibited.
- 3) Students will only be permitted to leave activities with parent/guardian. The event sponsor may make an exception for extenuating circumstances.
- 4) Students should conduct themselves in an orderly manner at all times.
- 5) Students who have been expelled or suspended are not eligible to attend any school-sponsored activity for the duration of the disciplinary measure.
- 6) Student I.D. cards may be required to be shown by students desiring admittance to school sponsored activities. Unless indicated otherwise, **dances will be restricted to only students of the school.** Should any disciplinary problems arise; student(s) will be asked to leave the event.
- 7) School administrators and/or the activity sponsors have the authority to preclude attendance or remove from the premises students and/or escorts whose conduct is inappropriate.
- 8) Dress code may be specified for designated dances.

**Rules Governing Trips Sponsored By Alamogordo Public Schools**

(See Policy IJOA-I-6500 Field Trips, Regulation I-6511-IJOA-R)

A. For All School Sponsored Trips

**Note:** APS travel regulations prohibit private vehicles being used for transporting students to and from school activities.

- 1) Sponsors shall be in charge and in control of all school trips.
- 2) Students may not make a school trip without prior written approval by the parent on file. Parents or guardians are responsible for assuring that their child does not possess any illegal substances.
- 3) Transportation shall be provided or approved by school

authorities according to Board policy.

- 4) Lists of students making the trip shall be prepared two school days prior to the trip for use by school authorities and sponsor. The sponsor will be responsible for distributing copies to the Attendance Office and each teacher's mailbox/email.
  - 5) Students may not transport themselves to out of town events.
  - 6) An itinerary of departure times, estimates of arrival times, all programmed events, meeting places, rest stops, eating stops shall be planned ahead and made known to all participants, school administration, and drivers. Eating arrangements shall be made ahead when possible. Absences or tardies from programmed events shall be considered a rule infraction. Lateness in arrival for departure will not be tolerated.
  - 7) School transportation shall be furnished only to programmed events or as approved by the sponsor.
  - 8) Gambling games, gambling, illegal substances, indecent Literature/pictures, profane language or profane actions will not be permitted.
  - 9) Students who are disciplinary problems in school will not be allowed to make trips.
  - 10) Travel attire shall be appropriate and in good taste for visiting or attending other schools.
  - 11) Students who require medication on the trip must inform the sponsor prior to departure.
  - 12) Students can be released by the sponsor only to their parent/guardian. Parents/guardians must notify the sponsor in writing of their intent to take their student from the activity prior to their departure of the event. Students will not be released to any person under the age of 18 years old or released to a student of Alamogordo Public Schools.
- B. On All Overnight Trips (refer to I-6511-IJOA-R Field Trip Regulation)
- 1) Housing arrangements and assignments shall be made before departure when possible. Housing arrangements and room numbers of individual students shall be known to all sponsors and chaperones and shall be arranged to provide maximum ease in supervision and chaperoning.
  - 2) Students who find their room(s) in violation of school policy should report immediately to the sponsor for re-assignment to another room. If illegal substances (alcohol, drugs, etc.) are found in a room, law enforcement will be called. Students may be charged with possession of illegal substances under the "Due Process" guidelines.
  - 3) Boys and girls will not be permitted to occupy the same or connecting quarters for sleeping, visiting, or any other purpose.
  - 4) Students and sponsors shall be fully clothed in regular street clothes any time they are outside their quarters. Students will not leave event sites or housing areas without the company of a sponsor.
  - 5) Curfews will be set by the sponsors. At curfew time, all students shall be in their rooms, in bed with lights out, and quiet. Students shall remain in bed and quiet after this curfew. This curfew may be set at any hour, depending on planned activities for the following day. In emergencies and when arrival time at quarters is 11:30 p.m. or later, the curfew time will be 30 minutes after arrival at quarters.
  - 6) All rooms assigned to students and personal belongings are subject to check at any time by sponsors. When rooms are checked and individuals assigned to that room cleared, they will be released to return to their rooms.
- 7) Students scheduled for overnight trips who have current medical problems should inform the sponsor. The sponsor will request a medical and parental clearance for the student. In case of an emergency where medical attention is warranted, the sponsor will be relieved of all liability and directed to seek emergency medical treatment at the nearest hospital. Parents/guardians will be held responsible for any medical expenses incurred. A sponsor cannot baby-sit a sick child all night long and be expected to supervise and/or conduct an event the next day.
- C. Disciplinary Action
- Students determined by the sponsor to have deviated from school policies will be suspended from further participation of that event. Furthermore, the sponsor is to notify the parent/guardian by telephone that their child has violated school policy. Parents/guardians should meet their child when they arrive in Alamogordo. Students who violate any school-approved policies may be recommended for long-term suspension. Disciplinary action will be determined by the principal with input from the sponsor. Suspension from the affected program could be for the balance of their school career.

## **ALAMOGORDO PUBLIC SCHOOLS EXTRACURRICULAR CODE OF CONDUCT (ECC)**

### **I. STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

- A. An "extracurricular activity," for purposes of this ECC, includes the following:
- 1) Elected offices and positions of honor, i.e. student council, club officers, etc.
  - 2) All national organizations, i.e. National Honor Society or Future Farmers of America;
  - 3) Any activity held in conjunction with another activity that is considered to be an extracurricular activity, such as a meeting, practice, or fundraiser;
  - 4) Any other activity governed by the New Mexico Activities Association (NMAA) <https://www.nmact.org>
- B. Behavior occurring during participation in these activities is governed by, and student participation is conditioned on compliance with, the Alamogordo Public Schools' (APS) student handbook and any additional rules established by this ECC or NMAA Guidelines. A student's failure to comply with the any of the rules or provisions discussed above may result in disciplinary consequences up to and including suspension from APS extracurricular activities.
- C. The standards of conduct set out in this ECC are independent of and in addition to those set out in the APS student handbook. Violations of the ECC that also constitute violations of the student handbook may result in a student being disciplined under both the ECC and the student handbook.
- D. Student participation in an extracurricular activity is a privilege, not a right. Students participating in an extracurricular activity are expected to comply with the Extracurricular Code of Conduct at all times, regardless of location. This includes both on and off-campus conduct, as well as evenings, weekends, holidays, and summer vacation.

### **II. STANDARDS FOR STUDENT CONDUCT**

- A. Students participating in an extracurricular activity must abide by the following standards of conduct:
- 1) Meet minimum academic eligibility standards, as set by the NMAA;
  - 2) Arrive on time for all extracurricular practices, meetings and events, or provide notice to coach or sponsor if unable to do so;

- 3) Attend all practices, meetings, and events, or provide notice to coach or sponsor if unable to do so;
- 4) Dress in accordance with the school travel code;
- 5) Return any equipment issued to student in the same condition as it was received, save for normal wear and tear;
- 6) Promote and act in accordance with the elements of good sportsmanship;
- 7) As a member of an extracurricular team or group, and as such a representative of APS, exhibit respect to team members, students, and employees of any school;
- 8) Promote good team morale;
- 9) Comply with the Character Counts program by practicing the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship;
- 10) Abide by any unique training rules and regulations of the coach or sponsor of an extracurricular activity;
- 11) Abstain from the use, possession, or distribution of any controlled substance, tobacco, or alcohol, as addressed in section III below;
- 12) Refrain from using profanity or other inappropriate language in the presence of others;
- 13) Comply with APS Board Policy and the current student handbook.

B. Parents will be notified of any violation of this ECC that results in suspension from participation in extracurricular activities. The activity sponsor or coach will contact the student and the student's parent via telephone or face-to-face conference within 5 school days from the time the activity sponsor or coach learns of such a violation. At this time, the activity sponsor or coach will inform the parent and student that a violation of the ECC has occurred, discuss with them the applicable consequences, and give the student an opportunity to respond to the allegations.

C. Definitions

- 1) "School day" includes any regular instructional day, as well as any non-instructional day on which an extracurricular competition or event occurs.
- 2) "Suspension" means that the student will not be permitted to participate in any competition, contest, scrimmage, performance, practice, meeting or election associated with an extracurricular activity.

D. For the purpose of suspending a student from participation in extracurricular activities, for any period of time, the following provisions regarding initiation of the suspension period apply:

- 1) If the offense is discovered during the regular season of the extracurricular activity, the period of suspension shall begin immediately.
- 2) If the offense is discovered during the off-season period of the extracurricular activity, the period of suspension shall begin on the first date of the next regular season.
- 3) If the offense is discovered at the end of the regular season of the extracurricular activity, such that the entirety of the suspension could not be completed within the regular season, the period of suspension remaining at the close of the regular season may be continued on the first date of the next regular season extracurricular activity which the student is participating in.

E. When considering the appropriate disciplinary action to be taken against a student for violation of this Extracurricular

Code of Conduct, the activity sponsor or coach may take into consideration:

- 1) the fact that a student's first and/or second offense occurred while the student was enrolled at the middle school;
- 2) the proximity of time between the current offense and the most recent offense;
- 3) a student's voluntary self-report of his or her own misconduct, prior to any other report being made to school officials.

**III. USE, POSSESSION, OR DISTRIBUTION OF CONTROLLED SUBSTANCE, ALCOHOL OR TOBACCO PROHIBITED**

A. Students participating in any extracurricular activity are strictly prohibited from using, possessing, or distributing tobacco products, e-cigarettes, illicit drugs, mood-altering substances, nicotine liquid containers, alcoholic beverages, and non-prescribed drugs at any time. The standards of conduct set out in the APS Board Policy are expressly incorporated into this Extracurricular Code of Conduct

B. The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first offense, second offense, third offense, or subsequent offense.

C. If found to have used, possessed, or distributed tobacco or tobacco products in violation of this Code of Conduct, the following consequences shall result:

- 1) First Offense – Suspension of the student from participation in one extracurricular event or athletic match, and a No Use Contract.
- 2) Second or Subsequent Offense – Suspension of the student from participation in any extracurricular activities for 45 school days.

D. If found to have used, possessed, been under the influence of controlled substances, illicit drugs, mood-altering substance, or alcoholic beverages, the following consequences shall result:

- 1) First Offense – Suspension of the student from participation in any extracurricular activities for 45 school days, and a No Use Contract.
- 2) Second Offense – Ineligible to participate in any extracurricular activities for one calendar year.
- 3) Third Offense – Permanently ineligible for participation in any APS extracurricular activities.

E. If found to have sold, dealt, traded, manufactured, or distributed a controlled substance, illicit drug, mood-altering substances, alcoholic beverages or drug paraphernalia, the following consequences shall result:

- 1) First Offense – Ineligible to participate in any extracurricular activities for one calendar year, and a No Use Contract.
- 2) Second Offense – Permanently ineligible for participation in any APS extracurricular activities.

**IV. OTHER PROHIBITED AND REGULATED ACTIVITIES**

A student participating in an extracurricular activity shall not:

A. Engage in a "Prohibited Activity," as defined in APS Board Policy, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org), Section JJJA to include:

- 1) Criminal or delinquent acts;
- 2) Gang related activity;
- 3) Sexual harassment;

- 4) Disruptive conduct;
- 5) Refusal to identify self; and
- 6) Refusal to cooperate with school personnel.

- B. Engage in conduct which violates the School District's Weapons Policy, as set out in APS Board Policy, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org), Section JICI, or NMSA 22-5-4.7, or other federal or state criminal law;
- C. Engage in conduct which constitutes a threat of violence, as defined by Section JK-RD, APS Board Policy, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org);
- D. Engage in conduct which constitutes bullying, as defined by Section JK-RF, APS Board Policy, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org);
- E. Engage in conduct which constitutes hazing, as defined by Section JK-RF.F, APS Board Policy, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org); or
- F. Engage in a criminal act, as defined by federal and state law, or APS Board Policy.
- G. The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first offense, second offense, third offense, or subsequent offense.
- H. A student who engages in conduct prohibited by section IV, A of this ECC, shall be subject to the following disciplinary consequences:
- a. First Offense – Suspension of the student from participation in any extracurricular activities for 15 to 45 school days, subject to the discretion of the activity sponsor or coach.
  - b. Second Offense – Suspension of the student from participation in any extracurricular activities for an additional 45 school days.
  - c. Third Offense – Ineligible to participate in any extracurricular activities for one calendar year.
  - d. Fourth or Subsequent Offense – Permanently ineligible to participate in any APS extracurricular activities.
- I. For purposes of this section, a student “engages in” conduct which violates APS Board Policy regardless of where, when, and under what circumstances such conduct occurs. A student may be found to have violated this ECC by engaging in conduct prohibited by APS Board Policy, even though the conduct does not occur on school property, or during a school-sponsored or school-related event.
- J. Students shall lose the privilege of participating in extracurricular activities during any period of deferred adjudication, probation, while under indictment for a felony, or while awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor or above, whether the felony or offense was committed on or off campus.

#### V. APPEAL AND/OR COMPLAINT PROCESS

All appeals or complaints of actions taken pursuant to this ECC will be addressed through the APS Complaint process, contained in APS Board Policy, Section JII, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org).

### Athletic Program

- A. The following are requirements for student participation in athletics:
- 1) parents' consent;
  - 2) birth certificate;

- 3) legal residence with parent or guardian;
- 4) must meet eligibility requirements;
- 5) Students in grades 7-12 are required to have medical insurance and a physical examination.

Information concerning free physical examinations for athletes will be published in the local newspaper.

### Performance Enhancing Substances

The use of performance enhancing drugs among all athletes at all levels has greatly increased in the past several years. The use of creatine and androstenedione has seen the greatest recent growth in usage. Both drugs claim to increase lean body tissue (muscle) and enhance recovery from exercise. There are a variety of companies producing these products in over-the-counter form. Studies on the potential long-term problems and health risks following use of these performance enhancers are very limited.

*The APS athletic staff does not support or condone the use of any performance enhancing drugs.*

### Conflicts in School Activities

In the event of scheduling conflicts among school activities, (i.e., athletics, music events, speech tournaments) the sponsors of the activities involved will resolve the problem.

- A. The following priorities shall be observed in the event of scheduling conflicts:
- 1)national level competition
  - 2)state level competition
  - 3)district/regional level competition
  - 4)academic events
  - 5)prom and homecoming events
  - 6)non-district competition
  - 7)field trips
  - 8)practices

When a scheduling conflict occurs it will be the responsibility of the activity sponsor to reach a satisfactory solution involving no student penalty. **A minor student should not be placed in the position of having to choose between mutually desirable events.** The responsibility for this decision rests with the activity sponsors. In the event activity sponsors cannot reach an equitable conclusion, an administrative decision will be final and binding.

### Extra-Curricular Activities

The District will provide transportation to and from extra-curricular activities within the school day. Parents are responsible for picking up the student from activities, which extend beyond the school day.

### Activity Tickets

Student activity tickets are made available to students of the Alamogordo Public Schools for a fee. These tickets admit students to all Alamogordo school-sponsored functions such as concerts, plays, athletic events, etc. Tickets can be purchased from Athletics Office located on the AHS campus.

## ATTENDANCE

### Arrival and Departure at School

Students should not come to school earlier than the supervised time determined by each middle school. They are not to enter the building

unless they have business to conduct or wish to use the library. During inclement weather, an area will be open for shelter.

Upon arrival at school, students should go to their designated area. **No student will be allowed to leave campus after arrival at school without consent of parent, guardian, or principal.**

Students arriving late to school are required to sign in at the Attendance Office. Parents are required to sign the student in/out. A phone call ahead of time may have the student waiting in the office. See tardy policy.

### **Attendance for Success**

All students are expected to attend school every day. In accordance with the **Compulsory Attendance Laws (Attendance for Success Act) as found in the New Mexico Statutes Annotated 22-12A-8.**

Any parent of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person. Middle Schools strongly encourage parents to periodically check on their student's attendance. Students or parents should notify the Middle School of any changes in legal name, home address or phone number in writing. Parents are encouraged to keep this information current in the event of an emergency. Any corrections must be accompanied by official certification of the change.

**Please familiarize yourself with the following expectations. If you have any questions about content or you need clarification, the Principal is available to assist. You are required to return the signed Acknowledgement of Receipt within 5 school days of having received this policy.**

### **Enforcement of Student Attendance**

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled, A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year. 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, illness, injury, 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 authorized reasons and 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 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.

The district shall provide interventions for students who are missing school, depending on the number of absences. Intervention is called for if a student misses 5% or more of classes or days of school. A public school shall provide interventions to students who are absent or chronically absent, which may include: assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors; making referrals to health care and social service providers; collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems; recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a

student or the student's family; establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs; identifying and coordinating age-appropriate resources for students in need of: counseling, training and placement for employment; drug and alcohol abuse counseling; family crisis counseling; and mental health counseling; promoting family support and parent education programs; and seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed. The attendance team may be convened to establish; a specific intervention plan for the student, weekly progress monitoring, and contract for attendance. If a student misses 20% or more of the classes or days of school. The attendance team shall: notify the parent in writing by mail or personal service, providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of establishing nonpunitive consequences for the student at the school level, Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and apprising the student and the parent of the consequences of further absences. Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher. If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code. The records supporting such action shall be provided to the juvenile probation services office by the superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting. Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days: absence data, preventive measures, resources to address the causes, and a corrective action plan and interventions including follow-up procedures.

### **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 by the automated system the evening following the absence 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.

NEW MEXICO SCHOOL BOARDS ASSOCIATION 36 07/22/2019

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.

J-1550 © JH

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, 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

### 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.

## Procedures

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 the State requirements for student attendance. This document will serve as the definitive guideline for all matters relating to attendance.

Parents have **48 hours** from the end of the day the student is absent to clear any absence. Telephone contact is preferred; however, written notice signed by a parent/guardian will be accepted. An answering machine is available to accept calls from parent/guardian when school is not in session. Parents/guardians should state their name, the student's name, the reason for absence, and dates of the absence.

Call the office to excuse absences unless a doctor's note for being under doctor's care can be provided, or you may deliver your child to the nurse to assess illness and he/she may excuse an absence for your child especially if a fever is present. Absences will be excused outside the 48-hour time frame only with a note from a doctor, dentist, or law enforcement official. Parent may excuse absences in advance by calling the office. Extended absences require approval from an administrator.

Parents are encouraged to sign up with our Registrar to have Internet access to their student's attendance, grades, etc. on a daily basis. This may be done by contacting the Guidance Office and receiving a PIN number. Please bring identification to complete the process.

## Reporting Absences

**Truancies:** Truant students will be referred to the Discipline Office and are subject to disciplinary action.

**Tardies:** Late passes will not be issued between classes. If a parent notifies the school of the tardy, the student's name will appear on the

verified list, meaning the parent is aware of the tardy. The reason for the tardy will be stated on the pass. Refer to Tardy Policy, below: *Tardies will not be excused unless a parent signs student in.* Habitual tardies are not acceptable and will be addressed by Administration, whether excused or unexcused.

### Tardy Policy

Students coming to school after the first tardy bell will be sent to the Attendance Office for a tardy pass.

### Leaving a Message

If there is a change of plan for a student, a parent must **call before 2:45 PM**. This ensures that the student will receive the message.

### Vehicles, Student Use (Bicycle, Motorcycle, Car)

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

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

The school will not be responsible for damage/theft of bicycles, scooters, or skateboards while they are on school premises.

### Bus Regulations

Under state statute, students are eligible for school bus transportation, if the distance from their place of residence to school is at least 1.5 miles. Bus students are considered on campus while on route to and from school. Upon arrival at school no student may leave campus unless properly checked out in the Attendance Office. It is imperative that students be prompt in boarding and exiting the bus. Student regulations regarding buses are distributed to students on registration day.

### Cashing Personal Checks

Personal checks will not be cashed in any Middle School office. Checks will only be accepted for the exact amount of purchase.

### Checkout Procedures

Our Middle School operates on a closed campus basis. Students may not leave at any time during the school day (including lunch periods), with anyone unless they are listed in Powerschool Student Information System as an Emergency Contact/Pick-up Contact. All changes to Emergency Contact/Pick-up Contact must be made in person by parent/guardian in the attendance office. **Emergency contacts will only be utilized when a parent/guardian cannot be reached.**

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. Any release of students will comply with Alamogordo School Board Policy.

A student will be released only to a legal parent/guardian or those designated by a legal parent/legal guardian as documented in the school district database and whose identity has been verified. A student will not be released to any other person except as provided by New Mexico State Statute or by his/her legal parent/guardian's notification to the principal's office.

An individual who is on school property without the approval of the principal may, for cause, be prosecuted under the Alamogordo Ordinance #6-1-10, disorderly conduct.

### Curriculum

Our curriculum consists of: Math, Language Arts, Science, Social Studies, a minimum of one year of PE and Elective areas. Students are evaluated and selected by data and teacher input for enrichment/accelerated classes according to an application process originated in the Guidance Office. Students who are performing below grade level may be assigned to remedial classes to ensure content is

mastered. Intervention classes may take the place of an elective choice.

Honors/Advanced/High School credit classes follow these requirements:

- Student must test proficient in subject area (*Short Cycle Assessment, PARCC and SBA Science*)
- Every progress report (3 weeks) grade check for minimum of 80% or higher for year-long courses
- Every week grade check for minimum of 80% or higher in online semester courses

Failure to meet requirements may result in removal from class. Students in Honors/Advanced may be removed at any time during the year. Students in High School credit courses may be removed up to end of first semester for year-long courses and at end of first quarter for online semester courses. **Those students remaining after cut-off date will have transcribed high school grades.** If class transfer becomes necessary, student's current grade will transfer with them.

Electives are a part of each student's schedule. Parents are given elective sheets to read and complete upon registration. Some electives require a fee for materials that must be paid in order to maintain classroom instruction. All elective fees must be paid at the time of registration. Note: Electives may vary at different schools.

### Dances

The number of student dances will be the responsibility of the student government sponsor with principal's approval. Unless indicated otherwise, **dances will be restricted to only students of the school.** Once a student enters the dance, he/she will not be allowed to leave unless a parent picks him/her up at the door. Parents are encouraged to pick up their children no later than ten minutes after the end of the dance. Students receiving discipline office referrals or any severe discipline infraction involving OSS of any type, may not be allowed to attend the dance. Dress Code and all school policies will apply.

### Deliveries

Only deliveries from authorized persons will be given to students during the last period of the day. The school is not responsible for lost or damaged deliveries.

### Dress Code

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 promote the safety of students and a non-disruptive environment for orderly operation of the school, a student's appearance or mode of dress, and/or cleanliness shall not disrupt the educational process, nor constitute a threat to school safety.

### STUDENTS MUST ADHERE TO THE FOLLOWING GUIDELINES:

- 1) Pants/shorts will be worn at the waist; dangling attachments such as chains, etc. are not allowed. Excessively large, baggy, or torn clothes are prohibited. Rips or tears above mid-thigh must not reveal skin. Approved garments must be of a length and fit that are suitable to the build and stature of the student; this is to include sweatshirts and hoodies. Outer wear to be removed upon request. **Belts, ties, or appropriate shirt/ pant may be loaned to the student to adjust or correct dress code.**
- 2) Shorts, skirts, dresses, jumpers, or skorts may not be shorter than mid-thigh. Shirts or blouses cannot be longer than mid- thigh. Leggings can only be worn with a shirt/blouse that covers the hips.
- 3) Clothes or personal items bearing phrases, graphics, or slogans which are sexually suggestive, promote the use of drugs, *violence*, or alcohol, contain vulgar language or ethnic slurs will not be worn.
- 4) 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.

- 5) All tops (shirts or blouses) must cover the top of the shoulder (2 inches wide) and completely cover the stomach, chest, bare back and to armpits. Bare midriffs are not allowed and the display of cleavage is unacceptable.
- 6) Shoes must be worn at all times. Skate shoes or heelies are not permitted. Enclosed shoes will be worn for physical education.
- 7) Head gear, hats, including sunglasses, is not to be worn indoors, except for religious or medical reasons.
- 8) Jewelry and other accessories shall not convey prohibited messages. Dog collars, wallet chains, large or metal hair picks, chains/straps that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for students or others are prohibited.
- 9) Tattoos, make-up and/or piercings that are a distraction to the educational process or for the safety of students, will not be allowed. The administrator will make the final determination.
- 10) No sleepwear or house slippers allowed.

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 immediately or the student may be sent home to change.

**Principals have latitude to increase expectations in the district standard of dress and appearance.**

### **Emergency and Evacuation Procedures**

Throughout the school year there are different emergency drills to ensure student safety in any situation. Fire drills will be conducted on a monthly basis. During the first month of school, a fire drill is scheduled once a week. Fire drills are then scheduled once a month for the remainder of the school year. Other Emergency drills will be randomly conducted throughout the year.

### **Fund Raising Projects**

Candy sales, raffle tickets or other forms of fund raising activities by other than school agencies are not allowed.

### **Hall Pass**

If a student wishes to go to the nurse, an office, or a counselor during school or between classes, the student must go to class first and then request permission from the teacher. All students out of class will be required to have a written/designated pass.

### **Homework**

Students with short-term absences may make up work when they return to school. Requests for homework for students with excused absences will be honored on the third (3) day of excused absences. Requests for homework should be made to the Guidance Office between 8:00 and 8:30 AM if homework is to be picked up on the same day. Parent requests made early in the day will allow the teachers time to prepare the homework and not interfere in the instructional part of the teacher's day. Failure to call by 8:30 AM will result in homework being picked up the following day. **Students will be given "a day for a day" to complete make up homework for excused absences.**

**Lengthy absences (for reasons other than illness) must have prior approval from the principal. The parent/guardian must send a letter to the principal explaining the reason for the absence before the student receives his/her homework from the teachers. Consequently, this homework is due to the teachers immediately upon the student's return to classes.**

Students will be granted credit for make-up work due to absences for school-sponsored activities and should make arrangements with their teacher(s) to complete the work. Out-of-School Suspended students will be provided homework.

### **Late Work Policy**

Assignment deadlines will be set and communicated to students by the instructor as appropriate. All submitted assignments past instructor deadlines may receive full credit, reduced credit, or no credit based on established instructors' grading policies. All grading policies will be communicated to students, parents, and administration at the beginning of the school year and with any changes during the year.

All grading policies will include a final submission date at each quarter and/or semester to allow for final grade calculations.

If excessive zeroes are contributing to a failing grade and intervention strategies have been documented, a SAT referral will be submitted along with possible removal from elective classes and/or extracurricular school activities.

### **Insurance**

Student school accident insurance may be obtained after school begins in August. You will receive a description package of the insurance and the type of coverage available. New students will be given an opportunity to purchase insurance at the time of enrollment.

### **Lost and Found Department**

Students will not bring large sums of money or items of value to school. **The school will not assume responsibility for articles damaged, lost, or stolen.** The lost and found department will be kept in the Attendance Office. Articles found should be turned in to the Attendance Office.

### **Cafeteria Meals**

Meal facilities include a full service cafeteria for breakfast and lunch. Snack bar items may be purchased as a meal or ala carte. Free/Reduced application forms are available at each cafeteria. Parents can send money daily or keep money in the student's account by sending cash or checks (preferred). Students may bring a sack lunch and purchase milk or ala carte items. Meal prices are as follows:

	<b>Breakfast</b>	<b>Lunch</b>
Full Price	Free	\$2.70
Reduced	Free	\$0.40
Adults	\$2.50	\$4.00

*Prices subject to change*

### **Lunch Rules**

Parents may visit their students for lunch but must sign in and acquire a visitor's pass. Students will not be allowed to leave campus during their lunch break with anyone other than a parent or legal guardian. Parents/Guardians must sign students out of school for lunch. Students leaving campus for lunch must return in time for their next class. Meal times are scheduled by the school office.

### **Library/Media Center**

Library hours are posted to allow students a study time or safe haven until classes begin.

Rules governing the use of the library are as follows:

- 1) Students are responsible for material checked out from the library.
- 2) Books may be borrowed for a period of two weeks.
- 3) Fines for overdue books may be charged at individual sites.
- 4) Students must pay for lost or damaged books. Grades may be withheld due to lack of payment of fines.
- 5) Backpacks, large notebooks, and briefcases are to be deposited at a designated area before entering the reading area.
- 6) Individual admit slips are necessary for students entering or leaving the library during scheduled class hours.

- 7) Use of the Internet shall be restricted to a supervised area and only with parental permission.
- 8) Students may check out general reference material, such as dictionaries, encyclopedias, or periodicals under special circumstances.
- 9) Students must sign in each time.

Magazines and books are available for recreational reading and browsing, as well as board games during the lunch periods. Computers are available for student use as per district's technology user policy. Anyone violating these rules will be denied use of the computers.

### Health Services

A school nurse (R.N.) is assigned to our campus. In his/her absence, a health assistant will be available to provide limited medical services.

If you need to go to the Health Office because you are feeling ill, you are injured, or you need medical attention, you will be required to have a pass signed by your teacher. The pass must have the date, time, and the teacher's signature written on it. Minor injuries and illnesses should wait till the last 10 minutes of class to avoid disruption in the education process.

If the school nurse or health assistant determines that your illness/injury is such that you need to go home, he/she will call your parent/guardian and request that you be picked up at school. You may leave only with the individual(s) whom your parent/guardian has designated **in writing**. This designation must be on file in the Health Office. If your parent/guardian cannot be contacted, the school will access the appropriate emergency services in order to meet your medical needs.

### 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 their 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.

### 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 Powerschool District Database System as an emergency contact.

### Medication

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

### 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.

### Students Sent Home for Illnesses

**Students will be sent home for the following reasons, parents are expected to pick them up within one hour:**

- Fever above 100F (must be fever free for 24 hrs 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

### Parent Involvement

The District encourages parent and community involvement in the schools and offers the following opportunities for participating in the educational process:

- School Advisory Site Council
- Parent Advisory committees
- Volunteering/Chaperones
- Quality of Education Survey

### Every Student Succeeds Act Highly Qualified

**NOTICE TO PARENTS.** In accordance with the requirements of the Every Student Succeeds Act, Title I, Part A, Section 1111 and New Mexico Public School Code 22-10A-16, parents and/or guardians have the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal who may work with your child.

A form is available at the Alamogordo Public Schools Human Resource Office at 1211 Hawaii or your child's school if the above information is requested.

### Parent-Teacher Organizations / PTAC

Each school shall create an advisory "school council" to assist the school principal with site-based decision making and to involve parents in their children's education. The school council membership shall be elected in accordance with procedures published and distributed from the Superintendent's Office. School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community, if such person is available. The school principal may serve as chairperson. The school principal shall be an active member of the school council.

Each school council shall work with the school principal and provide input consistent with state and APS rules and policies, on policies relating to instructional issues, curricula, and budgets. School councils are recognized as important in developing creative ways to involve parents in schools, build community support for schools, encourage community participation, and ensure that provisions regarding parental involvement in NCLB is implemented.

### Parent/Teacher Conference

A call to the school to schedule an appointment is necessary; teachers cannot leave classes unattended. Each teacher has a conference period that can be used for parent/teacher conferences. Parent/teacher conferences will be conducted twice a year at the middle school level in the fall and in the spring.

### Physical Education

Physical education is required of all 7<sup>th</sup> grade students, except those with a doctor's excuse. A doctor's excuse is mandatory for a student to be excused from physical education more than three (3) days. The doctor's excuse must be presented to the counselor's office to determine whether a schedule change is needed. Students having a doctor's excuse for (5) five weeks or longer will be scheduled into another elective for the semester.

Dressing out for physical education is mandatory and may affect class grade. Appropriate clothing will be worn for participation in physical education classes. Teachers may mark your student's clothes with his/her name.

Students will remove all piercings with the exception of ear studs for P.E. classes and athletics.

### 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 recitation due to sectarian, denominational, or conscientious views; however, the exercise of the right may not interfere with the rights of others.

### Restrooms

During lunch periods, in designated grade level area, students may use the restrooms. **STUDENTS SHOULD ALWAYS ENTER AND LEAVE THE BUILDING QUIETLY.**

### Student Government

The Middle School Student Government is the clearing-house for all suggestions made by the student body. Each member of the council is elected by the homeroom. This council is a democratic organization of which each student is a part, officers from the various organizations, are utilized in planning as part of the student involvement for EPSS.

### Conduct at School Events

Attendance at school-sponsored events (on or off campus) is conditional upon the student's observance of school policy. Violators of this rule will be ordered to leave the event. In case of a serious violation involving alcohol, drugs, fighting, etc., parents will be contacted, and law enforcement officials will be notified. **Violations of this rule are grounds for disqualification from future school-sponsored events.**

### Student/Parent Communication

Students wishing to communicate with their parents may use the phone in the office during the school day. Messages to students should be kept to a minimum. **Arrangements should be made with students prior to arriving at school in the morning.** If there is a change of plan for a student, a parent must **call before 2:45 PM.** This ensures that the student will receive the message.

### School Messenger

School 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 writing if any updates should be needed during the school year.

### Textbooks

Each student is issued state textbooks that are considered state property under law.

Students who damage or do not return textbooks issued to them (identified numerically) will be held responsible for the cost of repair or replacement of the textbook(s).

### Vacations

We are concerned with your child's academic progress. Vacations are discouraged during the school year due to loss of critical subject knowledge and concepts presented. Therefore, vacations are not considered a reasonable excuse from school. **Special consideration will be determined by the principal of this campus.**

### Visitors

The building Principal or their designee is responsible for all persons on the campus. For these reasons, the following rules apply:

- Any person who is not a regular staff member or enrolled student of this school 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 visitor's identification badge to be worn at all times within this building.
- Visitors attending school functions or public gatherings on school grounds open to the public may not be required to sign in/out.
- 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.

### Volunteers-V.I.P.S. Program

School volunteers provide a tremendous service and the District encourages volunteer participation in our schools. The varied talents and expertise of parents and community members greatly enhance the education process. Areas where volunteers may assist include, but are not limited to:

- |               |                              |
|---------------|------------------------------|
| Tutoring      | Special presentations        |
| Clerical      | Playground supervision       |
| Field trips   | Special material preparation |
| Library       | Homeroom                     |
| Health Office | Extracurricular activities   |



### GUIDANCE Counseling

Counselors are available to advise students confidentially regarding academic, vocational, social, and emotional concerns, and for consultation with parents and teachers as needed.

Counseling support groups may be offered for further student assistance. Support group issues include stress/anger control, improving communication skills, coping with divorce/step-families, etc. All support groups are voluntary and require parent permission.

### E-mail Address

Parents may contact the school by using the school e-mail address [@alamogordoschools.org](mailto:@alamogordoschools.org). Messages to teachers or teams requesting

conferences, school work or grades will be forwarded as appropriate. Verification of attendance will be received through the attendance office.

### Enrollment and Withdrawal

A student who enrolls in the Alamogordo Public Schools must list a custodial parent/guardian with whom the student resides. A student's **current** address(es) and phone numbers are a necessity.

By state law, no student will be allowed to register who does not furnish proof of immunization. Students withdrawing from school should notify the guidance secretary before the student's last day at school. Parents will be asked to complete, sign, and date a withdrawal consent form containing the student's name, grade, and reason for withdrawal.

A clearance sheet will be issued to the student on his/her last day of school. This sheet will be signed by teachers and designated staff indicating that all books have been returned and fees paid. Grades and records will not be forwarded and no credit given until proper procedures are followed.

If withdrawal is absolutely essential during the last two weeks of school, the parent is required to submit a letter including the request and reason for early withdrawal, and the student must schedule a conference with the principal. If the withdrawal is not due to a permanent move, the student will be expected to make up final exams.

assessment, and other measures identified by the school district). 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:

- 1) The student will be referred to Grade Level (Tier I), or SAT (Student Assistance Team –Tier II) who will arrange for a conference with the parent(s) guardian(s) of the students.
- 2) 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.
- 3) The teacher(s), having followed the SAT process, will develop an AIP Plan as an addendum to the SSIP. This AIP Plan documents that the possibility of retention for specific courses or the entire school year has been discussed as an option. A student may be placed on an AIP Plan based upon failing one or more courses and/or lack of growth based upon grade level expectations as reflected in short-cycle assessment data. Remediation plans may include tutoring, extended day or week programs and other research-based interventions and models for student improvement provided by the district. *Retention of specific courses or entire school year may be considered for any student who is failing one or more classes.*

**At the end of grades one 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:

- 1) The student may participate in remediation and, if he or she is able to reach the required level of proficiency through remediation is eligible upon Principal approval to be promoted to the next grade level.
- 2) 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*)
- 3) 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.
- 4) 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.

**At the end of grade eight,** if a student has not attained the required level of academic proficiency for entering grade nine, the student may be retained for no more than one school year.

### Records

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.

GRADING SCALE		
90-100	A	Excellent
80-89	B	Above average
70-79	C	Average
60-69	D	Below average
0-59	F	Failure
	I	Incomplete-work to be completed Within a specified period of time.

### Progress Reports

Parents/guardians will receive the following communications throughout the school year regarding their student's progress:

- 1) Progress reports will be handed out to students twice every quarter. Additional reports may be sent home with students at any other time the teacher deems appropriate, or as requested by parents/guardians.
- 2) Report cards are issued to students at the end of each quarter.
- 3) Parents are notified if students are in danger of failing.

The student information has a parent portal. Parents must present a photo ID to the guidance office for a PIN #. "Powerschool" provides access to student grades, attendance, and assignments.

### Student Support and Intervention Plan

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 – not to be confused with term AYP), a grade level team (Tier I) 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

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  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Disclosure of 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. The District classifies the following as directory information. School officials may release this information to any person without the consent of the parent(s) or the student.

- Student's name, address, telephone listing, electronic mail address, date and place of birth, grade level.
- Whether or not the student is currently enrolled.
- The most recent school or educational institution previously attended by the student.
- Dates of attendance, diplomas, honors, and awards received.
- Participation in officially recognized activities and sports, weight and height of members of athletic teams.
- Student photograph.

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 electronically signing the Yearbook/Photo/Directory Information Opt-Out form (included in your registration packet online).

If no Opt Out form is received by the District, the information above will be classified as directory information until the beginning of the next school year.

### Updating Information

Parents are required to contact the Guidance Office immediately to inform them of any student data changes concerning addresses, phone numbers, guardianship, and emergency contacts.

### Notice of Prohibition Against Bullying and Anti-Bullying Interventions

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.

3. "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.

## Drug Free Campus

The Alamogordo Public School District prohibits students 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 (SDE Regulation 6NMAC1.4 and Section 22-5-4.3, NMSA, 1978).

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

## Gang Association or Activity

For the purposes of school discipline, a gang shall be defined as a 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 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, showing membership or affiliation in any gang,
- Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - ✓ soliciting membership in or affiliation with any gang,
  - ✓ soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act,
  - ✓ painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property,
  - ✓ engaging in violence, extortion, or any other illegal act or other violation of school property,
  - ✓ soliciting any person to engage in physical violence against any other person.

Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Department of Education 6NMAC1.4, as amended, and the Board Policies of the District, Section JK-RA, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org).

## Contraband

Items that are considered to be a threat to the general health and safety and/or a distraction to others, used to deface school property, include but are not limited to: weapons, chains, laser pen lights, lighters, matches, fireworks, smoking devices, white-out bottles, cooking extracts, chemical sprays, stink bombs, collector cards, markers, recorders, gambling devices, toys, pets, water guns, or electronic games. Any item that may distract or disrupt a student's progress at school will be confiscated and appropriate disciplinary action will be taken. Some contraband items might be waived when

on Activity trips as per teacher and administrative permission granting the exception.

### Electronic Use Guidelines

The use of communication/video photo devices, to include, but not limited to pagers, **cellular/watch phones**, cameras and/or two way transmission devices **are not allowed to be used during the instructional day without the teachers' supervision. Examples include use as a calculator or research device which is at the teacher's discretion.** First offense warning to the student, the confiscated device will be returned to the student at the end of the day. Second offense warning to the parent, the parent/ guardian will be required to pick up the confiscated device at the office. Third offense or habitual violations will result in disciplinary actions or student will not be allowed to bring their electronic devices to school. The school is not responsible for lost, stolen or damaged electronic devices.

### Weapons in School

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 forbid the possession, custody, and use of weapons by unauthorized persons on school property and/or during school sponsored activities, including during transportation to or from such activity. This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 USC b921 and NMSA 1978, 22-5-4-7, and it is the intention of the Board that it be interpreted to conform to provisions of law.

A weapon is: any firearm, including a starter gun that is designed to, may be converted to, or will expel a projectile by the action of an explosion. A firearm is also the frame, receiver of any such weapon, any firearm muffler, silencer, or any destructive device that is an explosive or incendiary device, bomb, grenade, rocket, missile, mine, or similar device.

Although not included within the definitions of a weapon under the Gun Free Schools Act of 1994 and NMSA 1994 and NMSA 1979, 22.5.4.7, the School Board possesses the authority to and will impose disciplinary penalties when a student brings to school devices that may be used as weapons. This includes, but is not limited to, knives of any length, including pocket knives, or other objects even if manufactured for nonviolent purpose that have a potentially violent use, or any look-alike objects that resemble objects that have a potentially violent use, if under the surrounding circumstances the purpose of keeping or carrying the object is for use of or threat of use as a weapon.

Any student found to be in violation of this policy shall be subject to discipline including long-term suspension and expulsion. Any student found to be in possession of a weapon as defined in the Federal Gun Schools Act shall at a minimum be expelled from school for a period not less than one year.

This policy shall be interpreted in a manner consistent with the individuals with Disabilities Act, 20 USC 401.et.seq. in accordance with the provisions of 20 USC 141 5e(K)(B) of IDEA.

### Educational resources at home and school

Every student will be issued a school-owned Chromebook for accessing educational resources at home and school. The student will be responsible for charging the device nightly and returning it to school each day with a full charge. Students will also be responsible for damage or loss of the device. Please review the Digital Learning Handbook at the link below for full details.

<https://bit.ly/alamogordotechhandbook>

### Misuse of Technology

All students and parents are required to sign a Technology Use Agreement prior to access. The misuse of technology includes, but is not limited to the following:

- Inappropriate use of MIDDLE SCHOOL computers as outlined in the Technology Acceptable Use Policy for Secondary

Students. (JNDB-E APS Board Policy, found on APS Website [www.alamogordoschools.org](http://www.alamogordoschools.org)

- Abuse of technology modules.
- The sharing of passwords and login information.

The misuse of technology will result in the revoking of technology privileges and may result in further consequences as listed under Disciplinary Actions Available for Administrative Discipline Infractions.

### Search and Seizure

The Board of Education policy regarding search and seizures is located in Section JH-R, as found at APS website [aps4kids.org](http://aps4kids.org)

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, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

Students, their personal effects, and their vehicles may be searched when it is determined reasonable to do so. Drug dogs and other detection devices may be used in these searches. If illegal substances, stolen property, or weapons are found, they will be confiscated and proper legal action taken.

### PBIS

#### I. 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. PBS 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.

This tool also provides real-time assessment and progress monitoring of SEL curriculum and the effectiveness of school climate initiatives like PBIS, MLSS & 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, MLSS & 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 MLSS/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.

### **Discipline for Violations of School Rules-Consequences**

Students who have violated school, bus, and/or classroom rules will receive disciplinary action that is appropriate for the particular offense. Efforts will be made to communicate with parents to help prevent further misconduct by students. Mediation counseling may be used as a proactive measure before school or class rules are violated.

**Severe misconduct** or repeated misconduct will obviously result in more **severe consequences**. Parental support for school assigned consequences is extremely important in the process of modifying student behavior.

Students failing to serve any assigned consequences will receive additional consequences until the original consequence is served. A student who becomes a classroom behavior problem may be referred to the principal or assistant principal. The discipline authority will hold a conference with the student and, depending on the severity of the infraction and the number of times the student has been seen for disciplinary action, discipline consequences will be administered.

### **Discipline Policy**

All officials, employees, and authorized agents of the public schools whose responsibilities include supervision of students shall stand *in loco parentis* with regard to students they are required to supervise.

Any situation not specifically covered by APS Discipline Policy will be dealt with on an individual basis and consequences will be determined by the discipline authority to fit the offense. A combination of disciplinary actions may be used. Referral to the guidance office, community resources, law enforcement, and/or juvenile probation may also be included in any action taken.

### **Special Education Students**

In the case of special education students, the principal will maintain the responsibility and authority within the limits established by the Individualized Education Plan Committee, of which the principal is a member.

Special education students 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 individual educational needs of exceptional children must be met to the extent that state and federal law requires. Accordingly, before a long-term suspension or expulsion may be imposed on a special education student, school authorities shall seek to determine whether the objectionable conduct is caused by a failure to provide the student with an appropriate educational program. Additional regulations governing special education policy are on file in the principal's office.

### **Prohibited Activities**

The commission of, or participation in, the activities designated and defined below is prohibited in all public schools in the district and is prohibited by students whenever they are subject to the control of school authorities. Criminal and delinquent acts include, but are not limited to:

- 1) Arson
- 2) Assault and/or battery
- 3) Bullying / Cyber Bullying
- 4) Criminal damage to property
- 5) Criminal libel / slander
- 6) Criminal trespass
- 7) Extortion
- 8) Gang activity

- 9) Hazing
- 10) Illegal sales, possession, transportation, or use of alcoholic beverages, controlled substances, firearms, or other weapons or explosives
- 11) Knowingly making false reports to the administration about school personnel and/or other students
- 12) Larceny, robbery, or burglary
- 13) Possession or use of tobacco products
- 14) Rock Throwing
- 15) Sexual harassment or misconduct
- 16) Unlawful assembly or disturbing lawful assembly
- 17) Public display of affection
- 18) Willful interference with the educational process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school

### **Due Process Procedures**

Students at our middle school have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to respect the rights and property of others, disciplinary action will be taken. In all disciplinary cases, students are entitled to due process. This means students:

- must be informed of accusations against them,
- must have the opportunity to accept or deny the accusations,
- must have explained to them the factual basis for the accusations, and
- must have a chance to present an alternative factual position if the accusation is denied.

### **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/guardian.

In the event of a concern, the following procedure for resolution will be followed by students and parents/guardians:

- 1) Teacher
- 2) Principal
- 3) Appropriate Director or Director of Schools
- 4) Superintendent
- 5) Board of Education

### **Legal Notice**

All officials, employees, and authorized agents of the public schools whose responsibilities include supervision of students shall stand *in loco parentis* with regard to students they are required to supervise. Disciplinary action may be imposed to enforce school policy.

### **School Transfers**

**Information about how to submit a transfer request in order to switch schools.**

**The first window for transfer applications from 15-29 May. 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:

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.**

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.

Alamogordo Public Schools has developed and adopted policies regarding these rights, (**APS Board Policy IMB and IMB-R, found on APS Website, [www.alamogordoschools.org](http://www.alamogordoschools.org)**) 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. The Alamogordo Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Alamogordo Public Schools 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. The Alamogordo Public Schools 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:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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

### **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 (ED)
  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

## 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.

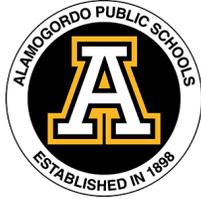
Parents or eligible students who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, 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**