



STUDENT/PARENT HANDBOOK 2023-2024

ALAMOGORDO
H I G H S C H O O L

103 Cuba Avenue
Alamogordo, New Mexico 88310
(575)812-6500

Principal
April Shay

Assistant Principals
Matt Palmer ~ Johnna Clinton ~ Eve Garnett-Hopkins ~ Nolan Autry

EXCELLENCE EVERY DAY

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AHS TIGERS

ALAMOGORDO PUBLIC SCHOOLS



Alamogordo High School

April Shay, Principal

103 Cuba Ave

Alamogordo, NM 88310

Office: (575)812-6500

Email: april.shay@alamogordoschools.org

Hello Parents & Students,

I am honored to hold the position of Principal of Alamogordo High School. As a graduate of Alamogordo High School and parent of 3 AHS graduates, I take a lot of pride in the success of our students.

Alamogordo High School will continue to offer opportunities to prepare students for academic and career success. To support our academics, we hope to connect our students to extracurricular activities from sports, to clubs, STEM as well as many more hands-on elective classes that AHS has to offer. Attendance is key to student success and I hope to work together to keep our students present in school. Our teachers, administrators, and staff are dedicated to promoting equal educational opportunities and high levels of learning for all students in a safe and supportive environment. Safety, positive relationships, and academic excellence are our top priorities. We want all of our students to achieve their goals, and this can happen only in an environment where everyone feels safe, valued, and respected.

Please take time to review the student handbook as it includes information to help students adhere to school and district rules, procedures, and expectations and help us all create a safe, healthy, and supportive atmosphere in a fair, consistent and nondiscriminatory manner.

I know that by working together we continue to make Alamogordo High School the best in New Mexico!

Sincerely,

April Shay
Principal

ALAMOGORDO
HIGH SCHOOL



Campus Administrators



ALAMOGORDO
H I G H S C H O O L

P r i n c i p a l - April Shay
Asst Principal - Johnna Clinton
Asst Principal - Matt Palmer
Asst Principal - Eve Garnett-Hopkin
Asst Principal - Nolan Autry

Middle Schools:

Chaparral

Principal - RJ Baca
Asst Principal - Ernestine Baca
Asst Principal - Katelyn Stone
Dean of Students - Jason Cole

Holloman

Principal - Ellen Virden

Mountain View

Principal - Danielle Kuzmak
Asst Principal - Yvonne Bernino
Asst Principal - Anna Weaver
Dean of Students - Madeline Lelesch

Elementary Schools:

Buena Vista

Principal - Manuela Sanchez

Desert Star

Principal - David Shriver
Asst Principal - Bill Turner

Holloman

Principal - Lisa Fisher
Asst Principal - Kathy Roush

La Luz & High Rolls

Principal - Michael Crabtree

North

Principal - Karen Middlebrooks

Sierra

Principal - Irene Brabson

Stepping Stones Pre-K

Principal - Dawna Dupree

Sunset Hills

Principal - Catherine Diaz
Asst Principal - Vickie Horne

Yucca

Principal - Christina Trujillo

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School Registration – registration is online through PowerSchool. Visit our website for information and dates 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. Contact your school's Athletic Coordinator with any questions, or the office of the Athletic Director @ (575)812-5565

PURPOSE OF THE APS HIGH SCHOOL STUDENT HANDBOOK

The purpose of this student/parent handbook is to provide basic information that you will need during the school year. Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student. The handbook is divided into two sections:

Section I—Student and Parent Rights & Responsibilities. This contains information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—Other Important Information for Students and Parents. This section is organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

The Student/Parent Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed. Please be aware that the Student Handbook is updated annually, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is practical under the circumstances. Although the Student/Parent Handbook may refer to rights established through law or district policy, the Student/Parent Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your child has questions about any of the material in this handbook, please contact a teacher, the school counselor, or the principal.

ALAMOGORDO HIGH SCHOOL MISSION STATEMENT

Our mission is to prepare all students to be college and career ready within four years.

NON DISCRIMINATION STATEMENT

Alamogordo Public Schools District (APS) 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. APS does not discriminate in its hiring or other employment practices. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Acting Superintendent Pam Renteria and Deputy Superintendent Colleen Tagle for HR & Support Services, 1211 Hawaii Avenue, Building B, P.O. Box 650 (575) 812-6000

APS 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. APS Career and Technical Education department does not discriminate in enrollment or access to any of its available programs. 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

SECTION I: STUDENT & PARENT RIGHTS AND RESPONSIBILITIES

NOTE: 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.

A primary responsibility of 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.

This section of the Secondary Student Handbook includes information related to certain rights of parents as specified in state or federal law.

Acceptable Use of Technology Resources

Overview

At Alamogordo Public Schools, we believe that every child should have access to technology to develop digital skills that will prepare them for a successful future in education and the workplace. As a part of our commitment to providing students, teachers, and staff with access to digital resources that will promote educational excellence, innovation, and communication, we provide computing systems, internet connectivity, and a variety of hardware and software otherwise known as electronic information services (EIS). Before being permitted to use (EIS) provided by the school district, students and staff must review the Acceptable Use of Technology Resources Agreement and agree to the terms of use. Students will be required to review the policy with a parent or guardian as cosigner.

Internet Safety

In effort to protect our students from potentially harmful or inappropriate internet materials, APS utilizes technology protection measures. The internet filtering system in place on all school computers and content controls used by APS meet federal standards established in the Children's Internet Privacy Act (CIPA). Additionally, it is the responsibility of APS staff to actively monitor student use of EIS when on the school premises. APS expects all users of EIS to be responsible, ethical, and safe digital citizens.

Digital Citizenship

APS teachers and staff members are committed to educating students on how to use the internet and technology safely and responsibly. Each student will receive instruction on ethical online behavior, appropriate online communication with others, how to recognize and report cyberbullying, and overall internet safety.

Acceptable Use

Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations by obtaining written permission from the author or publisher to use copyrighted material as well as refrain from plagiarizing other's work.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private. All messages, whether composed, sent, received, or housed in the email account provided by APS are subject to monitoring by district employees.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that users may be held responsible for any intentional damages to the EIS provided by the district.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Not use the EIS for commercial purposes.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services EIS and appropriate disciplinary action up to and including expulsion for students.

Policy Violations

Inappropriate use or any violations of this user agreement may result in cancellation of permission to use the educational information services EIS and appropriate disciplinary action up to and including expulsion for students.

Personal Responsibility

Students will report any misuse of the EIS to the teacher, administration, or system administrator, as is appropriate.

Network Etiquette

Students are expected to abide by the generally acceptable rules of network etiquette. Therefore, students are expected to:

- Be polite and use appropriate language;
- Not send, or encourage others to send, abusive messages threatening another person or participate in cyber bullying;
- Respect privacy by revealing any home addresses, personal phone numbers, or personally identifiable information;
- Avoid disruptions by not using the network in any way that would disrupt use of the systems by others.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services EIS is used and bears the risk of reliance on the information obtained.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the New Mexico Public Education Department (NMPED) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications. These may include printed materials, videos, or other methods of mass communication.

Objecting to the Release of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the APS (APS), 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 APS 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;
- Student photograph;
- 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.
- A student's name and grade level for purposes of communicating class and teacher assignment;
- The name, weight, and height of an athlete for publication in a school athletic program;
- A list of student birthdays for generating school-wide or classroom recognition;
- A student's name and photograph posted on a district-approved and -managed social media platform;
- Names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period.
- 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.

Directory information will be released to anyone who follows procedures for requesting it. However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of school

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 APS to disclose directory information without your prior written consent, you must notify the District by returning the Yearbook/Photo/Directory Information Opt-Out form (included in your online registration process) to your school administrative office within 10 school days from the beginning of the school year. If the District receives no Opt Out form, the information above will be classified as directory information until the beginning of the next school year.

STUDENT 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:

- The right to inspect and review the student's education records within 45 days after the day APS 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 arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 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.
- 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 or 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by APS 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

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) –
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - 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

- 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 –
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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 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.

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. 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 in the specific activity or survey. 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

**PARENT AND STUDENT NOTIFICATION OF SCHOOL
ATTENDANCE REQUIREMENTS**
“Attendance for Success Act”

Medical Absences

Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided. School district attendance policies shall provide time for students to make up schoolwork missed due to excused medical absences. Attendance policies shall allow for at least 10 days of excused medical absences for the birth of a child, and at least four days for pregnancy or parenting. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students’ attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

Tiers of Support

The Attendance for Success Act requires school districts and charter schools to classify each student into one of four attendance intervention tiers, based on the percentage of class period and school day absences. The Act provides required interventions for students in each of the tiers. The Act also requires school districts to report, at each reporting period and the end of the year, for each student with an absence, the attendance intervention tier to which the student was assigned during the reporting period.

The four attendance intervention tiers are described below:

TIER 1: The Whole School Prevention Tier is for students who have missed less than five percent of classes or school days for any reason. Whole school prevention strategies are universal attendance supports and may include activities such as whole school attendance campaigns, class attendance competitions, parental notification of student absences through robocalls or electronic communication, Positive Behavioral Supports and Interventions (PBIS) to create welcoming school/ classroom climates, education nights, social contracts, extra-curricular activities, and attendance incentives, among others.

TIER 2: The Individualized Prevention Tier is for students who have missed five percent or more, but less than 10 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 2 elementary students, the attendance team shall talk to the parent/family and inform the parent/family of the student’s attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family, and the consequences of further absences. For Tier 2 middle or high school students, the attendance team provides the same interventions as for elementary students, and involves the student in their conversations with parent/family.

TIER 3: The Early Intervention Tier is for students who have missed 10 percent or more, but less than 20 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 3 students, the attendance team shall notify the parent/family in writing of the student's absenteeism. The notice shall include a date, time, and place for the parent/ family to meet with school officials/staff to develop intervention strategies that focus on keeping the student in an educational setting. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance. To the extent appropriate, given the student's age, the student should be actively involved in the formulation of the attendance contract, the provisions of which should include a focus on both academic and extracurricular activities appropriate for and of interest to the student.

TIER 4: The Intensive Supports Tier is for students who have missed 20 percent or more of classes or school days for any reason. In addition to wholeschool prevention strategies and other supportive interventions, for Tier 4 students, the attendance team shall give written notice to the parent/family, including a date, time, and place for the parent/family to meet with the school principal and the attendance team, and establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and the parent/family of the consequences of further absences.

Student Referral to CYFD

Students who continue to have unexcused absences after written notification of excessive absenteeism, shall be reported to the judicial district in which the student resides (Attendance for Success Act, Section 12.B.), and schools are required to report for each reporting date and at the end of the year the students who were referred to the Children, Youth, and Families Department (CYFD) because of excessive absences (Section 13.A.2). To report students who have been referred to the CYFD for excessive absences in STARS, schools should provide the student with a discipline infraction code of: Referred to CYFD for Excessive Absenteeism (No Response Code Required). No response code will be required for the infraction.

10 Day Drops

The District may drop students from active school rosters following 10 consecutive absences per state law. Parent/guardian will have to re-enroll student in person if this happens.

Prolonged Illnesses

In cases of chronic or prolonged illnesses expected to last 10 days or more, during which the student is able to do school work, the student's parent or guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student may be placed on home-bound study until he or she can return to school.

Make Up of Work Missed

Following an excused absence, a student shall be given a reasonable time by the teacher to make up missed assignments (usually 2 days). More time may be given based on the teacher's discretion. A student shall not be denied the opportunity to make up the work missed during an absence. Full or partial credit will be given based on the teacher's discretion. If an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken may be counted as a zero and averaged into the student's grades for the relevant grading period.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

2023-2024 SCHOOL CALENDARS

Click links below for downloadable and printable calendars:

[2023/24 APS Calendar](#)

[2023/24 Holidays/Breaks/Important Dates](#)

ACADEMIC HONESTY, INTEGRITY AND PLAGIARISM

The International Center for Academic Integrity (2020) defines academic integrity as a commitment to the values of honesty, trust, fairness, respect, responsibility, and courage. APS High Schools share these values, and academic misconduct is not tolerated.

Academic integrity is also a set of values:

- **Honesty:** be truthful, give credit, and provide facts
- **Trust:** provide transparency, trust others, give credence
- **Fairness:** apply rules consistently, engage with others equitably, and take responsibility for our own actions
- **Respect:** receive feedback willingly, accept others' thoughts, and recognize the impacts of our own words and actions on others
- **Responsibility:** follow institutional rules and conduct codes, engage in difficult conversations, and model good behavior
- **Courage:** take a stand to address wrongdoing, be undaunted in defending integrity, and endure discomfort for something you believe in (International Center of Academic Integrity, 2020)

According to board policy cheating and plagiarism are prohibited activities and subject to discipline (J-4611, JK-RA). They are considered types of academic misconduct.

The following definitions of academic misconduct are derived from the student handbooks of both New Mexico State University (2018) and Boise State University (2018).

Academic misconduct includes, but is not limited to, the following:

- **Cheating**, which includes but is not limited to:

- Unauthorized possession, use, or attempt to possess or use information, materials, notes, study aids, or other devices in any academic exercise (including but not limited to an assignment or examination), examinations, reserve library materials, laboratory materials, or other course-related materials,
- Any unauthorized communication with another person during such an academic exercise, that would result in an unfair advantage over fellow students,
- Knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
- Unauthorized Collaboration. Students should complete all academic coursework and assignments on their own, unless otherwise instructed or granted permission by the teacher. Unauthorized collaboration can also include working too closely with others on assignments that the teacher has given explicit permission to collaborate on when the collaboration violates the expectations set by the teacher.

- **Plagiarism**, which is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student's work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- An idea or opinion, even when put into one's own words (paraphrase)
- A few well-said words, if these are a unique insight
- Many words, even if one changes most of them
- Materials assembled by others, for instance quotes or a bibliography
- An argument
- A pattern or idea
- Graphs, pictures, or other illustrations
- Facts
- All or part of an existing paper or other resource

Fabrication or Falsification. Fabrication or falsification includes but is not limited to reporting experiments, measurements, analyses that were never performed; manipulating or altering data to achieve a desired result; falsifying or misrepresenting background information, or the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

Teachers will take into consideration whether it is believed the student engaged in academic negligence or a more intentional act of academic misconduct. Academic negligence includes, but is not limited to, the act of a student who, through ignorance, carelessness, or mistaken academic work, engages in behavior that, upon initial review, appears to be a deliberate act of Academic Misconduct but ultimately is found not to be intentional. Penalties for unintentional academic negligence will be at the teacher's discretion. Intentional academic misconduct is subject to academic consequences as follows:

Table 1: Consequences for Academic Misconduct

<u>Grade level</u>	<u>1st offense</u>	<u>2nd offense</u>	<u>Subsequent offenses</u>
9th and 10th	Zero with opportunity to redo the assignment or do another assignment with the grading scale beginning at 90% *	Zero with an opportunity to redo the assignment with the grading scale beginning at 70%*	Zero with no opportunity to redo the assignment*
11th and 12th	Zero with opportunity to redo the assignment or another assignment with the grading scale beginning at 80%*	Zero with no opportunity to redo the assignment *	Zero with no opportunity to redo the assignment. Possible removal from the course if AP or Honors*
* ALL levels of intentional academic misconduct will require parent contact. Parent meetings may include high school administration. Continued plagiarism is subject to disciplinary consequences through the principal's office.			

ACCEPTANCE OF PERSONAL CHECKS

The Bookstore only accepts personal checks or cash when paying for the school fees or activities. *Checks will be accepted for exact amounts only.*

CHECKS SHOULD BE MADE PAYABLE TO: *Alamogordo High School*

ACTIVITIES

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

Dances – Only current AHS students are allowed to purchase tickets for AHS dances. APS Alumni (up to the age of 20) with AHS Principal approval, as well as students from other High Schools (up to the age of 20) may be granted permission to attend as a guest of an enrolled student with prior approval by the respective schools' Administration.

***Students who are above 20% Truancy/Absentee and students who are suspended from school will **not be permitted** to attend **ANY** dance or school sponsored event.

Tickets will not be refunded.

Clubs - Students participating in school-sponsored clubs, whether on or off campus, shall comply with all applicable school rules and guidelines outlined in this handbook.

ADVERTISING

APS High Schools will not be advertising agents for outside groups. Carrying signs at school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted, unless approval is received from an administrator. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Superintendent.

2023-24 ALAMOGORDO HS BELL SCHEDULE

Beginning this school year, AHS will be on a 7 period day/2 lunch schedule with a 20 minute Advisory Period taking place every day except Wednesday. Wednesdays will continue to be "Early Out" days ending at 2 pm, to allow the District to provide a block of time each week for staff training, professional development, collaboration, and planning.

The purpose of the advisory class period is for students to complete Major Clarity career inventories (a NM State graduation requirement), participate in school wide activities, and communicate with teachers weekly regarding grades, attendance and other items that arise during the school year.

Monday/Tuesday - Thursday/Friday (Periods 1-7) <i>Teachers Arrive 8:15 AM * First Bells at 8:35 AM</i>				2023/24 AHS BELL SCHEDULE	
Period	Start	End	Elapsed Time		
1st	8:40 AM	9:30 AM	:50 min	Principal's Daily Announcements @ 9:35 AM Monday/Thursday - Base Lessons/Major Clarity Tuesday/Friday - Grade Checks/Tutoring/Homework	
2nd	9:35 AM	10:30 AM	:55 min		
Advisory	10:35 AM	10:55 AM	:20 min		
3rd	11:00 AM	11:50 AM	:50 min		
4th Period	11:55 AM Tardy Bell	1:15 PM	1:20 min	A Lunch - 100s, 200s, 300s B Lunch - 400s, Athletics/PE, CTE	
A Lunch B Lunch	11:50 A Lunch Bell 12:45 B Lunch Bell	12:20 A Lunch End 1:15 B Lunch End	A Lunch :30 min B Lunch :30 min		
5th	1:20 PM	2:10 PM	:50 min		
6th	2:15 PM	3:05 PM	:50 min		
7th	3:10 PM	4:00 PM	:50 min		
Student Dismissal at 4:00 PM **Teachers Depart 4:15PM**					
Wednesday Early Release (Periods 1-7) <i>Teachers Arrive 8:15 AM * First Bells at 8:35 AM</i>				 ALAMOGORDO HIGH SCHOOL	
Period	Start	End	Elapsed Time		
1st	8:40 AM	9:15 AM	:35 min	Principal's Daily Announcements @ 10:00 AM	
2nd	9:20 AM	9:55 AM	:35 min		
3rd	10:00 AM	10:40 AM	:40 min		
4th Period	10:45 AM Tardy Bell	12:00 PM	1:15 min	A Lunch - 100s, 200s, 300s B Lunch - 400s, Athletics/PE, CTE	
A Lunch B Lunch	10:40 A Lunch Bell 11:30 B Lunch Bell	11:10 A Lunch Ends 12:00 B Lunch Ends	A Lunch :30 min B Lunch :30 min		
5th	12:05 PM	12:40 PM	:35 min		
6th	12:45 PM	1:20 PM	:35 min		
7th	1:25 PM	2:00 PM	:35 min		
Teacher PD/CLN	2:15 PM	4:15 PM	2:00		
Student Dismissal at 2:00 PM **Teachers Depart 4:15PM**					

April Shay - Principal



Alamogordo
Public Schools

**Please note that the schedule is subject to change based on holidays, special events, testing and parent teacher conferences.

ANNOUNCEMENTS AND ADVERTISEMENTS

AHS Principal will make school wide announcements daily, except for testing days.

- Any materials that advertise an event or sponsor an event off campus, are to be reviewed and approved first by the APS Superintendent.
- Approved items will be posted in a location which is used for all such announcements.
- Such posting will be accomplished under the supervision of employees of this district and in a manner that does not deface our property or cause substantial harm to our facility.
- The items must be removed after the event being advertised has occurred.
- Handouts which are substantially an advertisement, including the name of the organization, the hours and place of the event (and or service), will be included in this form of review.

ATHLETIC PROGRAMS

The following are requirements for student participation in athletics:

- Parent/Guardian written consent
- Birth certificate
- Legal residence with parent or guardian in the district.
- Must meet NMAA and APS eligibility requirements for grades, attendance and behavior.
- Students in grades 7-12 are required to have medical insurance and a physical examination prior to beginning athletic activities.

Information concerning free physical examinations for athletes will be published in the local newspaper and on APS website/social media platforms.

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 between School Activities

In the event of scheduling conflicts among school activities, (i.e., athletics, music events, clubs, drama, E-sports etc.) the sponsors of the activities involved shall communicate with one another to resolve the problem.

The following priorities shall be observed in the event of scheduling conflicts:

- National level competition
- State level competition

- District/regional level competition
- Academic events
- Prom and homecoming events
- Non-district competition
- Field trips
- Practices

When a scheduling conflict occurs, it will be the responsibility of the activity sponsors to reach a satisfactory solution that involves 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.

BULLYING, CYBER-BULLYING, HARASSMENT, AND HAZING PREVENTION

Alamogordo Public Schools strictly prohibits bullying, cyberbullying, harassment, hazing, intimidation, and menacing acts by students, staff and third parties.

Bullying

Bullying is defined as repeated, unwanted, aggressive/hurtful behavior that involves a real or perceived imbalance of power between the aggressor and victim. The aggressive behavior may include a physical act, written or verbal expression, or in electronic/cyber form. Bullying includes, but is not limited to, continued hazing, 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, gender identity, or sexual orientation.

Cyber-Bullying

Cyberbullying means any electronic communication that:

- Includes the three elements of bullying (repeated, aggressive/hurtful behavior, real or perceived imbalance of power);
- Targets a specific student;
- Is published with the intention that the communication be seen by or disclosed to the targeted student;
- Is in fact seen by or disclosed to the targeted student; and
- Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Harassment

Harassment means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Harassment includes, but is not limited to:

- Any gesture or written, verbal or physical act that is reasonably perceived as any gesture or written, verbal or physical act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, religion, national origin, sex, gender identity, sexual orientation or disability; which has the effect of

harming another individual, damaging his/her property, placing the individual in reasonable fear, or has the effect of causing a disruption to the educational process.

- Disability: Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a student with a disability because of his/her disability. (Section 504 and the Americans with Disabilities Act).
- Sexual: Gender discrimination as defined in Title IX of the Education Amendments of 1972.

Examples include but are not limited to the following: sexual assault, unwanted touching, inappropriate comments or conversation, certain non-verbal behaviors and gestures which threaten or belittle others on the basis of gender. All forms of harassment are prohibited by APS and will not be tolerated.

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 substances 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.

Intimidation

Intimidation is the unlawful act of intentionally coercing or frightening someone to do (or to not do) something against his or her will, such as forcing someone to give money or commit a crime by threat of violence.

Reporting

Students and parents may file verbal or written complaints concerning suspected bullying, cyberbullying, harassment, hazing, or intimidation to a teacher, security liaison, School Resource Officer, Assistant Principal, Principal, Deputy Superintendent, or the Superintendent. All reports of suspected bullying or cyberbullying behavior will be promptly investigated. If acts of bullying or cyberbullying are confirmed, appropriate disciplinary action will be taken against the perpetrator, up to and including suspension and/or

expulsion. The Anti-Bullying Policy and the Cyberbullying Prohibition and Prevention Policy are available on the Alamogordo Public Schools' website and in all student, staff, and parent handbooks.

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.

TRANSPORTATION

Under state statute, the following walking-riding distance is established. Students in grades 9-12 are eligible for school bus transportation if the distance from their place of residence to school is at least 2.0 miles from the student's school of record. Exceptions may be made if hazardous walking conditions exist or if students have an IEP or 504 indicating that transportation is a required service.

Due to the constraints placed on the student transportation department by the state statutes, students are authorized to ride only from home to school and back, where such service is available. Please call Alamogordo Public Schools Transportation Department (575) 812-6017 for information regarding pick-up locations and times. Students are **not** authorized to ride a school bus solely for convenience in reaching a place of employment or any location other than the bus stop nearest their home.

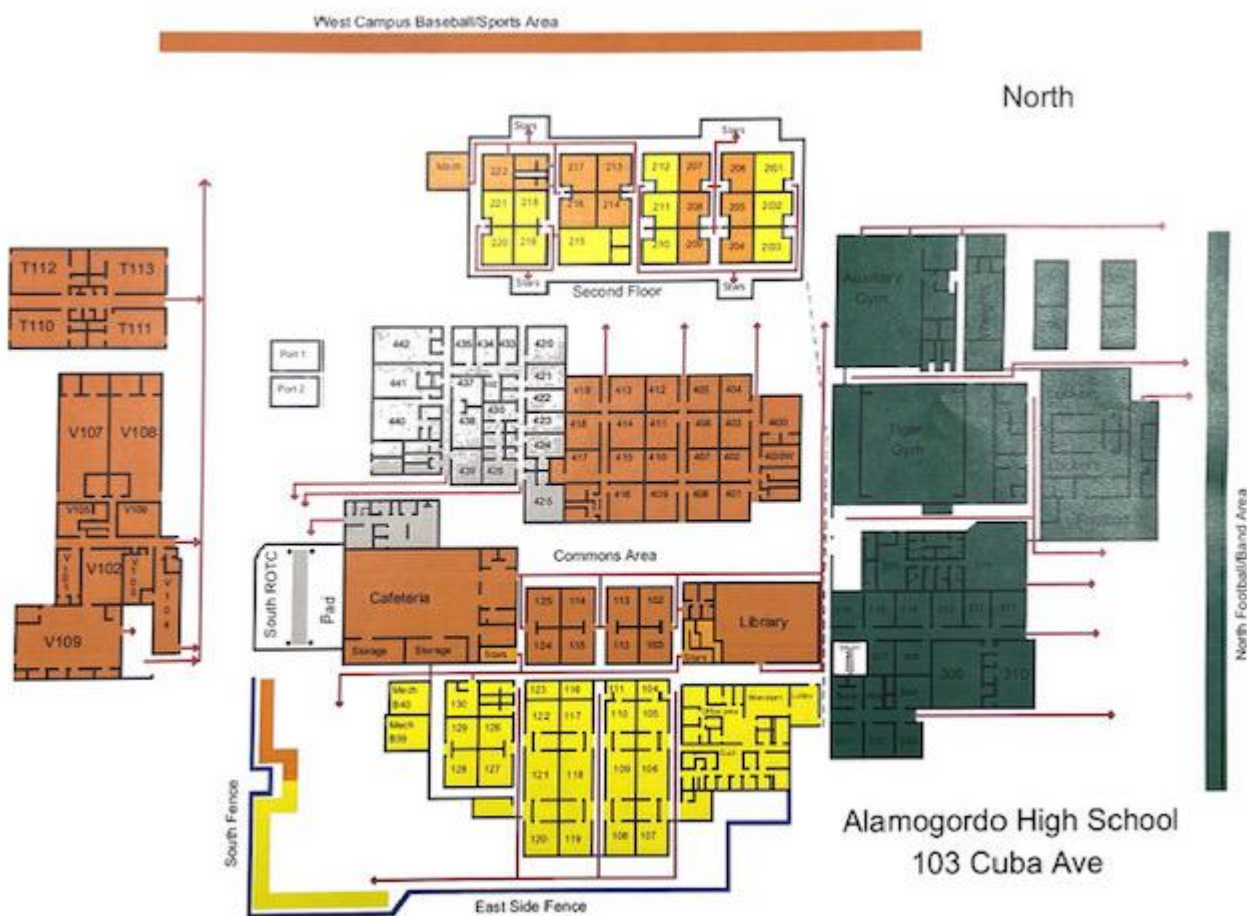
Students who ride the school bus are considered on campus while en-route to and from school on the bus. No student may leave the campus unless they are properly signed out in the Attendance Office.

Parents must complete and sign a "School Bus Ridership Form" and return it to the school bus driver. Failure to complete and sign this form will result in their student(s) being denied school bus transportation until the form is turned in to the bus driver.

Parents who know at least three working days in advance that temporary arrangements regarding bus transportation need to be made, must contact the Alamogordo Public Schools Transportation Department to request a temporary change form.

Circumstances requiring a temporary change in transportation services (i.e., sickness, death in a family) are considered on an individual basis. Parents should contact the Transportation Office at 1211 Hawaii Avenue or call 812-6017 for details.

AHS CAMPUS MAP



CAMPUS SECURITY OFFICERS

Campus Security Officers are employees of the District and assigned to the AHS campus to help ensure the safety and well-being of ALL students and staff on school property before, during and after school hours, and during all sports & special activities on campus. They work with administrators to assist with the safety, care, and welfare of students and staff. Their primary responsibility is always Student Safety.

Campus Security Officers have the authority to correct disruptive behavior, keep the campus and school property free from vandalism and crime, and direct individuals to behave in an orderly manner. Disrespect for, or flagrant disregard of a security officer's instructions may result in suspension or, in extreme cases, may lead to a recommendation to the Superintendent that the student or students involved be expelled from APS.

CLASSROOM POLICIES

Broad guidelines for basic classroom policies shall be established by the Department Chair to apply throughout their departments. All teachers will prepare a "first day of school" handout to be given to each student enrolled in their classes. These handouts will specify the Teacher's individual classroom policies and expectations regarding student conduct within the classroom. In addition, handouts will also cover grading procedures and other standards established by the teacher.

CLUBS/ACTIVITIES

AHS sponsors or recognizes several clubs/activities that students may wish to participate in. Clubs include but are not limited to:

- AFJROTC - Air Force Jr ROTC - promotes leadership, and provides citizenship training and an Aerospace Science program for high school students
- ASL Club - American Sign Language
- National Honor Society (NHS) - serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.
- EdRising - Future Teachers club
- FCA - Fellowship of Christian Athletes
- French Club - opportunities for students to explore French language/culture.
- FFA - Future Farmers of America
- FCCLA - Family, Career and Community Leaders of America
- HOSA - Health Occupations Students of America
- International Club - for students to experience and explore other cultures.
- GSA - Gay-Straight Alliance
- German Club - Opportunities for students to explore German language/culture.
- Golden Scholars - Select students who have met and maintain high GPA standards.
- Mock Trial - Students learn legal proceedings and practice debate/trial
- E-SPORTS - NMAA Sanctioned gaming teams
- MESA - Math Engineering Science Achievement
- Yearbook - Organize, edit and prepare the yearbook
- Key Club CPA (College Prep Academy) - Kiwanis Service Club
- Interact Club - Rotary community service club
- Anchored 4 Life - a club to welcome military affiliated students to the district and help them make connections in their new school.
- BPA - Business Professionals of America Career and Technical Student Organization for students pursuing careers in business management
- Student Council - a body of students who are elected by their peers to address school issues and organize school activities and events.
- SkillsUSA - Film and film production
- Senior Class Officers - elected by peers
- Junior Class Officers - elected by peers
- Sophomore Class Officers - elected by peers
- Freshman Class Officers - elected by peers

COLLEGE and CAREER TESTS

Both the ACT and SAT are offered throughout the year at AHS for all area high school students. Please check with your guidance counselor and the AHS website for dates and fee information.

New Mexico PED requires all junior students to participate in the school sponsored SAT testing each Spring. If a student opts to take the SAT at another time, they will still be required to participate in the Spring Campus administration of the SAT.

American College Test (ACT)

The American College Test (ACT) college readiness assessment is a standardized test for high school achievement and college admissions in the United States produced by ACT, a nonprofit of the same name. The ACT Assessment test is universally accepted for college admission. The ACT Assessment multiple-choice tests are curriculum based. The ACT Assessment is not an aptitude or IQ test.

Scholastic Aptitude Test (SAT)

Created by the College Board, the SAT is an entrance exam used by most colleges and universities to make admissions decisions. The idea is to provide colleges with one common criterion that can be used to compare all applicants. However, it is just one factor in the admissions decisions. The SAT is not an aptitude or IQ test.

Practice Scholastic Aptitude Test (PSAT)

This is a test taken by Sophomores annually that gives them a look at the information contained in the SAT test and helps them prepare for the test they will take as Juniors.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is offered up to 4 times a year at the High School. Its goal is to assess, not what you have learned, but whether you can correctly apply principles to solve problems you might encounter in your job or career field, to assess not what you have learned, but what you can apply. The ASVAB subtests are designed to measure aptitudes in four domains: Verbal, Math, Science and Technical, and Spatial. The ASVAB is an excellent tool to help students decide on a career field after high school based on their strengths and weaknesses.

****Although the ASVAB is required for entrance into the military, taking the ASVAB does not obligate any student to military service.**

COMPLAINTS AND GRIEVANCES

Every effort shall be made by administrators and faculty members to resolve problems through effective communication and use of school district resources in cooperation with the student and parent or guardian.

In the event that a problem is not resolved, students and parents or guardians will address the problem with the teacher first. If unresolved, the problem may be elevated to :

1. School/Site Level Administrators
2. District Level Administrators
3. Board of Education

COMPLIANCE WITH IMMUNIZATION LAWS

In order to attend public school in New Mexico, all students must provide proof of immunizations at time of enrollment. If your child does not have the necessary vaccinations, please consult your medical provider. Immunizations are provided free of charge at the Otero County Health Office at 575-437-9340 or Holloman Clinic at 575-572-7188.

If you choose not to have your child immunized, you may fill out a Conscientious Objection form annually. This form must be notarized and sent to the Department of Health for approval. Forms may be obtained at the administrative offices at 1211 Hawaii Ave from 7:30 AM – 4:30 PM, Monday through Friday.

EXTRACURRICULAR ACTIVITIES

The District will provide transportation to and from school activities within the school day, including club and sporting events where applicable. **Parents** are responsible for picking up the student from any/all activities, which extend beyond the school day.

DISCIPLINE POLICY

All students are expected to follow the District/School discipline policy. Students will follow posted school and classroom rules and expectations. Disruptions of the classroom and learning environment, and repeated violations of school rules may lead to ISS/OSS or recommendation for expulsion. School administrators and counselors will work with staff, students and families to correct behaviors and resolve conflicts between students and between students and staff.

Students are required to follow state law when on district property. School is a place to learn and to be part of a community. If a student is behaving in a way that does not allow other children to learn, school staff will intervene with the child. Students, whether receiving general or special education services, may need to receive interventions for disruptive behavior. Acts of misconduct are subject to disciplinary action by appropriate school personnel. Unacceptable conduct is defined as behavior that disrupts or has the potential to disrupt the educational process. Consequences will result for cases such as bullying, fighting, harassment, inappropriate use of cell phones or other electronic devices, use or possession of e-cigarettes and other forms of disruption or violation of laws, rules and regulations. No student will be disciplined based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided in the District Website located at www.alamogordoschools.org

Alamogordo High School faculty and staff expect students to follow the desired behaviors listed below. Students will be taught the expected behaviors at the beginning of the school year, recognized when behavior expectations are met, and offered support and other logical interventions and consequences when behavior expectations are not met.

If a student continues to repeat level one disruptive behaviors despite consequences assigned by a classroom teacher, the teacher may refer the student to a school counselor, a Student Assistance Team (SAT), or administration for further interventions/consequences. If a student commits a serious offense, teachers may refer the student to administration immediately.

Discipline referrals will include a student conference and parental contact by phone and/or written correspondence. Extenuating circumstances may cause deviation from written procedure. Probationary enrollment may also be initiated for any offense, at the discretion of the Principal. Referral to Guidance, Mediation, Law Enforcement, Community Resources, &/or Juvenile Probation may also be included in any action taken.

Discipline for Special Education Students

As a rule, special education students are subject to regular school discipline as outlined in the APS High Schools' discipline policy. Any modification from this policy is addressed through Individualized Education Plans (IEPs) or 504 Plans.

APS District Policy on Tobacco Products, Chemicals, Narcotics, or Alcoholic Beverages

APS prohibits students from using, misusing, abusing, possessing, selling, dealing and/or giving away tobacco products (including vapes and/or e-cigs, smokeless tobacco, dip, chew, or other products containing nicotine), alcohol, controlled substances, prescription medications, over the counter medications, 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 in or outside the school district. (SDE Regulation 6, NMAC 1.4., Regulation 9.1.1.).

Disciplinary Consequences

Students may face the following for violations including, but not limited to:

- Student centered meeting
- Student/parent conference
- Lunch detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Recommendation to expulsion hearing
- Legal Mediation
- Juvenile Probation referral
- SRO/Police criminal referral

Tardy Policy

Students are considered tardy when they are not in their classroom with all materials necessary for that class period when the bell rings. If tardiness becomes a recurring problem with a student, parents will be notified and consequences may be administered. Students who are late because of buses do not need an excuse from the office.

In-School Suspension (ISS)

When a student receives ISS as a consequence for inappropriate conduct, his/her parent(s) will be contacted to inform them of the misconduct and consequence. The discipline secretary will contact the student's teachers for assignments during the period of ISS. The student is responsible for completing and turning in all assignments to the ISS monitor each day. While in ISS students will not be allowed to use their cell phones or other personal electronic devices.

If a student misbehaves or refuses to comply with classroom rules while in ISS, the remaining ISS day (s) will be served as OSS. If only one day is assigned or remaining on the student's suspension, the student will complete the remainder of their time the next school day in ISS.

Out-Of-School Suspension (OSS)

When a student receives OSS as a consequence for inappropriate conduct, his/her parent(s) will be contacted to pick up the student and acknowledge the assignment of OSS days. The discipline secretary will contact the student's teachers for assignments during the period of OSS. The student is responsible for completing and turning in all assignments to the appropriate teacher upon returning to school.

Upon returning to school, the student must check in with the discipline secretary and meet with a guidance counselor before reporting to his/her first class.

School Bus Policy

Students are required to conduct themselves in a manner consistent with established standards for classroom behavior prior to boarding, while riding, and after leaving any APS owned or leased bus.

When a student fails to practice proper conduct, the bus driver will inform the Principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Bus drivers are authorized to enforce student behavior and make office referrals for students who misbehave.

DISTRIBUTION OF LITERATURE EXPRESSING IDEAS/BELIEFS BY STUDENTS

Materials, which are substantially informative in nature about beliefs, religious viewpoints, and morals, may be distributed by students to other students under the following conditions:

- They have been reviewed by the Superintendent to ensure that they meet the requirements of student publications as specified under Board Policy.
- That such distribution is in a manner that does not impede the normal flow of student traffic (including walking).
- That such distribution is located near trash receptacles so that littering is minimized and that littering caused by the distribution becomes the responsibility of the students performing the distribution.
- That such distribution is made during non-student duty time (i.e., before school, at lunch, and after school).
- That student who does not desire to receive the materials is in no way required to take them or to be confronted in such a manner as to cause discomfort in not receiving the materials.
- The distribution may continue unless and until a substantial disruption has occurred as an outcome of said distribution.

An appropriate location in the Commons Area will be determined where such distribution may be made, under the conditions listed above by students of the Alamogordo High School.

DRESS CODE

The board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. The Superintendent is authorized to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health and safety of the student or to others in school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.
- Include obscene language, symbols, or symbols of sex, drugs, or alcohol on clothing which are expressly prohibited.

EARLY EXAMS

Parents/guardians of students needing to take semester, final, or other state competency exams prior to the scheduled test date will write or email the request to the Principal, outlining the reason for the request. The Principal will route the request through the student's teachers for their concurrence. Please be aware that competency exams will not be available until the state testing window opens.

EARLY GRADUATION

It is the intent of the Alamogordo Public Schools to provide opportunities for students to be enrolled full time at APS High Schools for grades 9-12. Students may access curriculum taught at AHS as well as many NMSU-A college classes at no tuition cost to the student or parents if enrolled as a full time student. However, if early graduation is desired, the student must adhere to the following procedures:

- Meet with a guidance counselor to review and discuss the student's academic history
- Complete an early graduation form obtained from the Senior class counselor
- Have a Next Step Plan, as required by New Mexico Statute, on file in the guidance office
- The student will petition and submit in writing their reasons for requesting an early graduation
- Submit the application by the first day of the school year in which they intend to graduate.

DUAL CREDIT PROGRAM

Dual Credit is a statewide sponsored program for eligible High School Students in which you can receive high school credit for taking approved college courses. If you qualify, you can take courses at NMSU-A which will grant you both high school and college credit. NMSU-A waives tuition, while the high school provides most materials. Dual credit gives the student the opportunity to explore the secondary education system and gain credits that will help students to succeed in the future as they are exploring possible career options.

AHS students must qualify for the Early Admission program at NMSU/A to be eligible for this program. Qualifications are determined by NMSU-A. The following guidelines pertain to students taking course work for dual (high school and college) credit:

- The general rule is that eligible students may enroll in one college class (3.0 credit hours) for each hour of high school class work dropped. Any deviation from the routine daily schedule at the high school is subject to administrative approval.
- The grade earned in the college class will be included in the high school GPA computation.
- The proper AHS or AdS dual credit paperwork must be completed prior to enrollment at NMSU-A. Failure to complete the dual credit form may result in no credit being awarded by AHS.
- Freshman are eligible for dual enrollment upon achieving a 3.0 GPA in their first semester of AHS classes. See Counselor for more information.

Students interested in this program should see a counselor for the procedure.

EARLY WITHDRAWAL

All requests for early withdrawals must be approved by the AHS Principal. Requests for early withdrawal during the last two weeks (10 days) of a semester will be approved only for absolutely essential reasons, such as military PCS moves. In cases of withdrawal during the last ten school days of the semester, teachers will issue a grade for the semester's work based upon student performance including completion of the semester exams. Withdrawal prior to the last ten days of each semester will result in the student

earning transfer grades only. Course credit can be awarded only if the student completes all course requirements, semester or final exams, and/or end-of-course exams.

The following is the early withdrawal procedure:

- The parent will write or email the principal outlining reasons for the request; • The student must confer with the principal;
- The principal notifies the student and parent of the disposition of the request; • If the request is approved, the parent must come to the Guidance Office to sign a withdrawal form on the student's last day of class.

ELECTRONIC USE POLICY

The use of communication/video/photographic devices, to include, but not limited to cellular telephones, cameras and/or two-way transmission devices, are not allowed to be used in classrooms without the teacher's permission and supervision.

Sexting on or off campus which interferes with the educational environment will be reported to the SRO and criminal charges may result. Inappropriate use of cell phones or other capabilities will result in disciplinary action and will be reported to the SRO.

Cell phones and other electronic devices brought to school are at your own risk. The school is not responsible for lost or stolen electronic devices. Students must understand that they can be easily stolen or damaged.

ENROLLMENT

New Enrollment Requirement: Beginning July 1, 2022, a student shall not initially enroll in a school district or charter school (first time enrollment in New Mexico) unless the parent or guardian has provided satisfactory evidence, as determined by the school district of having received a dental examination by a licensed dental health care provider within the past year. Alternatively, a student dental examination waiver is provided in the enrollment application in Powerschool. The dental examination shall be obtained at the expense of the enrollee/ parent or guardian.

All new students are enrolled in the Guidance Office. Any student may enroll in Alamogordo secondary schools at the evaluated appropriate level on the following basis:

- A student who is over eighteen years of age may enroll in school. This student will meet with the principal to discuss academic options. The student must demonstrate a positive attitude and exhibit satisfactory behavior, dress, attendance, and citizenship. They are enrolled once appropriate intake procedures have been completed. Special education students are not covered by this policy.
- Late enrollees will be assigned to classes on a provisional basis, and the assigned teachers retain the option not to assign a grade and/or award credit based on completion of all coursework. Students who have not been enrolled in any school but request enrollment after the 20th school day of the 1st semester or the 20th school day of the 2nd semester must have administrative approval for enrollment and may be enrolled for **audit credit only**.
- Students who are enrolled under an audit classification must attend all classes in which they enrolled. They shall not earn grades or credits for the period of audit enrollment and are not eligible to participate in any extracurricular activities,

athletics, etc.

- In order to provide for the safety of all students and to provide appropriate services for the incoming student, all students enrolling for the first time or re-enrolling who are coming from a treatment setting will need to provide the following necessary information:

- A discharge summary;
- A treatment plan and/or aftercare plan;
- Information regarding current medications; and
- A copy of the current IEP, if applicable.

A student may register; however, attendance may be delayed and temporary homebound instruction may be offered, pending the receipt of the above information.

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

EXAM DATES

Due to changes in state exams, and AP exams, please check the AHS website for current exam dates.

Please see your AP teacher or counselor for information about AP exams. There is a fee for these exams which is payable to AHS Bookstore when the registration form is submitted. Tests will be ordered *only for those students* who have submitted payment and their registration form was received prior to the announced deadline. Students will not be allowed to test if payment is not received. Cost per test is \$98 dollars unless a waiver is granted. If a waiver is granted, the cost will be \$12.

EXTRACURRICULAR CODE OF CONDUCT

Student Participation in Extracurricular Activities

An extracurricular activity, for purposes of this Extracurricular Code of Conduct, includes the following:

- Elected offices and Positions of Honor (student counsel, homecoming queen, etc.)
- All national organizations, i.e. National Honor Society or Future Farmers of America
- Any activity held in conjunction with another activity that is considered to be an extracurricular activity, such as a meeting, practice, or fundraiser
- Any other activity governed by the New Mexico Activities Association (NMAA).

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 Extracurricular Code of Conduct or NMAA Guidelines. A student's failure to comply with any of the rules or provisions discussed above may result in disciplinary consequences up to and including suspension from APS extracurricular activities.

The standards of conduct set out in this Extracurricular Code of Conduct are independent of and in addition to those set out in the APS student handbook. Violations of the Extracurricular Code of Conduct that also constitute violations of the student handbook may

result in a student being disciplined under both the Extracurricular Code of Conduct and the student handbook.

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.

Standards for Student Conduct

Students participating in an extracurricular activity must abide by the following standards of conduct:

- Meet minimum academic eligibility standards, as set by the NMAA;
- Arrive on time for all extracurricular practices, meetings and events, or provide notice to coach or sponsor if unable to do so;
- Attend all practices, meetings, and events, or provide notice to coach or sponsor if unable to do so;
- Dress in accordance with the school travel code;
- Return any equipment issued to student in the same condition as it was received, save for normal wear and tear;
- Promote and act in accordance with the elements of good sportsmanship; 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;
- Promote good team morale;
- Comply with the Character Counts program by practicing the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship;
- Abide by any unique training rules and regulations of the coach or sponsor of an extracurricular activity;
- Abstain from the use, possession, or distribution of any controlled substance, tobacco, or alcohol, as addressed below;
- Refrain from using profanity or other inappropriate language in the presence of others;
- Comply with APS Board Policy and the current student handbook.

Parents will be notified of any violation of this Extracurricular Code of Conduct 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 five (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 Extracurricular Code of Conduct has occurred, discuss with them the applicable consequences, and give the student an opportunity to respond to the allegations.

Definitions

- **School day** includes any regular instructional day, as well as any non-instructional day on which an extracurricular competition or event occurs.
- **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.

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:

- If the offense is discovered during the regular season of the extracurricular activity, the period of suspension shall begin immediately.
- 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.
- 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.

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:

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

Use, Possession, or Distribution of Controlled Substance, Alcohol or Tobacco Prohibited

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.

The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first (1st) offense, second (2nd) offense, third (3rd) offense, or subsequent offense.

If found to have used, possessed, or distributed tobacco, tobacco products, e-cigarettes, or nicotine liquid containers in violation of this Extracurricular Code of Conduct, the following consequences shall result:

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

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

- First (1st) Offense - Suspension of the student from participation in any extracurricular activities for forty-five (45) school days, and a No Use Contract.
- Second (2nd) Offense - Ineligible to participate in any extracurricular activities for

one calendar year.

- Third (3rd) Offense - Permanently ineligible for participation in any APS extracurricular activities.

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:

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

Other Prohibited and Regulated Activities

A student participating in an extracurricular activity shall not:

- Engage in a *Prohibited Activity*, as defined in APS Board Policy to include:
 - Criminal or delinquent acts;
 - Gang related activity;
 - Sexual harassment;
 - Disruptive conduct;
 - Refusal to identify self; and
 - Refusal to cooperate with school personnel.
- Engage in conduct which violates the School District's Weapons Policy;
- Engage in conduct which constitutes a threat of violence;
- Engage in conduct which constitutes bullying, as defined by APS Board Policy;
- Engage in conduct which constitutes hazing, as defined by APS Board Policy; or
- Engage in a criminal act, as defined by federal and state law, or APS Board Policy.

The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first (1st) offense, second (2nd) offense, third (3rd) offense, or subsequent offense.

A student who engages in conduct prohibited by this section shall be subject to the following disciplinary consequences:

- First (1st) Offense - Suspension of the student from participation in any extracurricular activities for fifteen (15) to forty-five (45) school days, subject to the discretion of the activity sponsor or coach.
- Second (2nd) Offense - Suspension of the student from participation in any extracurricular activities for an additional forty-five (45) school days.
- Third (3rd) Offense - Ineligible to participate in any extracurricular activities for one (1) calendar year.
- Fourth (4th) or Subsequent Offense - Permanently ineligible to participate in any APS extracurricular activities.

A student may be found to have violated this Extracurricular Code of Conduct 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.

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.

Last Appeal and/or Complaint Process

All appeals or complaints of actions taken pursuant to this Extracurricular Code of Conduct will be addressed through the APS Complaint process, contained in APS Board Policy J 3600 JII: Student Concerns, Complaints, and Grievances.

FEES

It is APS policy that all students have equitable access to all courses offered at AHS. While some classes will charge a lab, shop, or course fee, these fees may be waived by the Principal for parents who are unable to afford them. Please contact the Principal to request this waiver. The fees are listed in the Course Description material available in the Guidance Office. Course fees are the responsibility of the student and need to be paid or a waiver requested as early in the semester as possible.

SCHOOL MEALS

1. Student Nutrition

This school year, students at every APS school will receive a free breakfast and a free lunch, thanks to the State of New Mexico SB-4 Bill that was passed earlier this year. Please be aware, to qualify for additional benefits and funding, such as the P-EBT cards, all schools must follow USDA policies and procedures. This means that families will still need to complete an income verification form to ensure eligibility. Please understand, filling out this form will not change your child's status in receiving a free breakfast and lunch.

Applications need to be submitted online through the APS website under: Student Nutrition, Free & Reduced Meals Application or directly at this website: www.linqconnect.com. (Titan is now LINQ Connect) If your child already had a Titan account, you will be redirected to the LINQ website, and the sign-in information will remain the same. The meal application may take up to ten (10) calendar days to process, and you will receive a result letter via email.

According to federal regulations, free and reduced school meal applications may be randomly verified at any time during the school year. If selected for verification, you will receive a notice by regular mail. If you disagree with the results of your free/reduced application, you have the right to appeal the decision. To request a fair hearing, please submit a written request to Student Nutrition Services, P.O. Box 650, Alamogordo, NM 88310 or call Sandra Davis at 575-812-6085.

To purchase a second meal, milk to go with a brought lunch, or items from the coffee shop or bookstore, you must set up a Linq Connect account and ensure there is money available for the purchase. NO CASH WILL BE ACCEPTED IN ANY CAFETERIA.

In accordance with federal regulations, Free and Reduced School Meal Applications may be verified

at any time during the course of the school year. Selection is random and notices will be sent out by regular mail anytime verification is required. In addition, should you disagree with the results of your free/reduced application you have the right to appeal the decision. You may request a fair hearing in writing to Student Nutrition Services, P.O. Box, 650, Alamogordo, NM 88310 or by calling (575)-812-6085.

Holloman students will need to complete the Free and Reduced School Meal Application.

<https://www.alamogordoschools.org/district/departments/student-nutrition/parent-letter.stml>

If you have any questions, please call the Student Nutrition Department at 575-812-6085.

Meal Prices are as follows:

- Elementary Lunch \$2.85
- Secondary Lunch \$3.00
- Adult Lunch \$5.50
- Secondary Breakfast \$1.85
- Adult Breakfast \$3.50
- Reduced Lunch \$.75
- Reduced Breakfast \$.60

If you have any questions; please contact the Student Nutrition Department at 575-812-6085 or email sandra.davis@alamogordoschools.org or vanessa.chacon@alamogordoschools.org

FOREIGN EXCHANGE STUDENTS

Admission

Alamogordo High School will admit foreign exchange students from administratively approved programs. AHS encourages exchange students to take classes in U.S. History or Government and American Literature.

Placement

All foreign exchange students will be required to provide verification of attendance at their former school as a basis for placement within the current curriculum of APS.

Transcript of Work Completed

Upon completion of the foreign exchange student's assigned visitation, the Alamogordo Board of Education will authorize issuance of a transcript denoting completion of academic work.

Certificate of Completion

The Alamogordo Board of Education will not issue a diploma to foreign exchange students. The responsibility for issuance of a diploma will remain with the administrative power of the foreign exchange student's school system in their country of origin. Certificate of Completion of one year will be issued.

Ceremonies

Foreign exchange students are welcome and encouraged to participate in all Alamogordo High School activities, events, and ceremonies. This includes graduation ceremonies if the

student has satisfactorily participated in the educational program at AHS.

Grading

At the time of enrollment, Foreign Exchange Students must declare whether they wish to be graded on the S/U basis or under the regular letter grading policy. Changes in the declaration will not be accepted after attendance in the first class. All exchange students are expected to enroll in a full schedule of classes.

GED TEST

You may hear other meanings for GED such as Graduate Equivalency Degree or General Educational Diploma. However, GED traditionally stands for General Educational Development Test.

After graduating from high school, most students receive a diploma. A diploma is a document stating you've completed all the required courses to graduate. Some students in high school are close to finishing and getting a diploma, but don't quite get there. In those cases, students can take a series of tests that will indicate whether or not they have a high school level of education. This is known as the GED test.

NMSU-Alamogordo Adult Basic Education Office administers GED tests. Students under 18 must have permission to take the GED test from the superintendent or designee. Please contact the office Teaching and Learning Department (575)812-6012 for detailed information. Students eighteen years or older may contact NMSU-A directly for information concerning the GED. The GED Office may be reached at (575)439-3625.

GOLDEN SCHOLAR REQUIREMENTS

The driving force behind the Golden Scholars is a commitment to academic excellence, and this is the sole criterion for initial and continuing membership in the Golden Scholars program.

A student is initiated as a Golden Scholar when he or she:

- Attends a minimum of 51% or (4) four scheduled classes on the AHS campus on a standard program of study (transfer students are eligible based on their GPA from the prior high school);
- Earns a GPA of 3.75 or higher by the end of the first semester of the ninth-grade year or any semester thereafter.

A student continues as a Golden Scholar when he or she maintains a GPA of 3.75 or higher each semester through graduation. Those who maintain a GPA of 3.75 or higher for at least their sophomore through senior years are awarded a Golden Scholar cord to wear at graduation.

GRADING POLICY

Table 2 Grading Policy

<i>Percentage Grade</i>	<i>Letter Grade</i>	<i>Point Value</i>	<i>AP</i>	<i>Credit</i>
<i>90-100</i>	<i>A</i>	<i>4.0</i>	<i>5.0</i>	<i>0.5</i>
<i>80-89</i>	<i>B</i>	<i>3.0</i>	<i>4.0</i>	<i>0.5</i>
<i>70-79</i>	<i>C</i>	<i>2.0</i>	<i>3.0</i>	<i>0.5</i>
<i>60-69</i>	<i>D</i>	<i>1.0</i>	<i>1.0</i>	<i>0.5</i>
<i>Below 60</i>	<i>F</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<i>P,S,U,W/F(With Drawing/Failing) Audit</i>			

Grading & Late Work Policy By Department

Students will be allowed to turn in work up to one week after the assignment due date for 90% credit and up to two weeks late for 75% credit.

Beyond two weeks, up to the end of the grading period, teachers can decide if they will accept late work.

Classwork & Homework During ISS/OSS

Students are responsible for communicating with their teachers to keep up with assignments during ISS and OSS.

Students can continue working through Google Classroom and email their teachers for any other assignments.

Parents may pick up any paper/book assignments at the front office.

Final Grading

Final examinations: Shall be administered to all students in all classes offered for credit. Every course will require a final examination (22-13-1.1 NMSA 1978) that will count as 20% of the semester grade.

Grade revisions should be completed within 10 days following the close of the term. Exceptions to this policy shall be reviewed by the school principal upon parent or teacher request.

Grade Point Average

Starting in the ninth grade, each high school student begins earning a cumulative grade point average. GPA is based on APS grading scale. In high school, the GPA becomes an important criteria for extracurricular eligibility, awards and scholarships, car insurance discounts, as well as college and other post-secondary school admittance. A student's cumulative GPA is printed at the bottom of the transcripts. GPA information is available in the Guidance Office. Students taking courses for high school credit at the middle school level will have those grades included in the cumulative GPA.

Valedictorian

The student having the highest rank (by GPA) in a graduating class. Ranking is established at the end of first semester senior year.

Salutatorian

The student having the second highest rank (by GPA) in a graduating class. Ranking is established at the end of first semester senior year.

Advanced Placement (AP) Courses

AP classes will earn weighted grades (A=5.0; B=4.0; C=3.0; D=1.0; F=0.0). The weighted grade will be used for GPA and ranking purposes. By taking an Advance Placement course and scoring successfully on the related AP Exam, you can save on college expenses. Most colleges and universities nationwide offer college credit, advanced placement, or both, for qualifying AP Exam scores. These credits can allow students to save college tuition, study abroad, or secure a second major. Check out specific college's guidelines on accepting AP scores for credit and placement by searching our AP Credit policy database.

GRADUATION REQUIREMENTS/CREDITS

The state of New Mexico prescribes specific minimum requirements for high school graduation, based upon the student's cohort, or expected year of graduation upon enrollment in 9th grade. These graduation requirements include both minimum numbers of credits in specific courses (each earned by a passing final grade, as determined by the teacher and school) and specific demonstrations of competency in core content areas. The minimum course requirements for graduation for the classes of 2020 and beyond are outlined below.

Table 3: Course Requirements for Classes of 2020 and Beyond
Content Area 24 credits to include*:

English Language Arts 4 credits English
(Reading & Writing)

Mathematics 4 credits of math in high school, one of which shall be the equivalent to or higher than the level of Algebra II.

Science 3 credits science, one must be Biology (2 w/lab)

Social Studies 3.5 credits social studies, including U.S. history and geography, world history and geography, government and economics, and 0.5 credit N.M. history

Physical Education 1 credit physical education, which may include marching band, JROTC, or interscholastic sports sanctioned by NMAA

Health 0.5 credit either as a high school elective Career cluster, workplace readiness, or language other than English or 1 credit career cluster, workplace readiness or language other than English

Electives 7.5 credits electives (including 0.5 credit of health education)

*Note: At least one of the above credits must be honors, Advanced Placement, dual credit, or distance learning.

Students must also demonstrate competency in the five core content areas: mathematics, reading, writing, science, and social studies. Students primarily demonstrate competency by meeting the passing score on the standards-based assessments taken annually by all New Mexico students. Students who do not demonstrate competency on the primary assessments may leverage alternative assessments or competency-based alternatives.

Primary Assessments for Demonstrations of Competency

Math: SAT Mathematics

**Reading: SAT Reading and Writing
Spanish Reading SBA**

Science: NM Assessment of Science Readiness

Please see details for graduation requirements here:

Class of 2024:

<https://webnew.ped.state.nm.us/wp-content/uploads/2021/08/Cohort-2024-Demonstration-of-Competency-Menu-Options-rev-8.26.2021.pdf>

Competencies for classes of 2025, 2026, and 2027 coming soon:

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

Students who do not pass the primary assessment in one or more content areas may use an alternate assessment to demonstrate competency for the specific content area or, for the classes of 2022 and beyond, competency-based alternative demonstrations of competency. Refer to <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/> for more specific information on these alternative demonstrations of competency.

Senior Notification Procedure

AHS counselors continually monitor each student's progress toward graduation throughout all four years of high school. Parents/Guardians and seniors will be notified as soon as information is available if a senior is at-risk of not meeting graduation requirements. In some cases, depending on the final examination schedules, this notification may not be possible until the day before graduation. Parents/Guardians and seniors are cautioned about spending money toward graduation announcements, cap and gown, etc., if their senior is at-risk of not meeting graduation requirements. Parents are encouraged to keep in touch with their student's teachers and counselor in order to monitor school performance.

Diploma/Certificate Issuance

The Alamogordo Board of Education will issue a high school diploma to students who meet the graduation requirements. Special education students' requirements may vary based on their program of study. Students not meeting all graduation requirements will not be allowed to walk the line or participate in graduation activities. Diplomas may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

GUIDANCE COUNSELING DEPARTMENT

Alamogordo High School supports the ASCA Ethical Counselors standards. Counselors are trained to assist students with information as they make decisions regarding their education, graduation, and plans for their future. They provide information and materials in the following areas:

- School progress, counseling, and educational planning;
- Graduation requirements;
- Next Step Planning (Major Clarity);
- Vocational school, college, and military admissions requirements;
- Financial assistance information for post high school educational development;
- Printed or posted information concerning colleges, vocational schools, careers, testing and some placement and scholarship services;

They also provide:

- Advocacy
- Confidentiality
- Academic, career, and social/emotional planning
- Student-Peer Support
- Support for marginalized groups
- And more...

Students can see a counselor by emailing them to make an appointment or by asking their teacher to request an appointment for them to see a counselor.

Students having an urgent need to see a counselor because of a pending crisis or emergency should be permitted to leave class. Routine follow-up and verification by the teacher may be desirable if the student is gone the entire hour.

Counselors may send for students by office pass for guidance or counseling.

HALL PASSES

Students leaving the classroom must have a hall pass in their possession. Teachers will allow only one student at a time to leave the classroom. This hall pass should be properly completed and signed by the instructor with time and date. Students out of class without a hall pass or caught abusing the hall pass privilege will be subject to disciplinary action.

MOBILITY/AMBULATORY PASSES

Students needing mobility support (e.g. wheelchair, crutches, or other mobility aids) should report to the Health Office to receive appropriate assistance.

HEALTH OFFICE

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

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

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

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

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

- e. **Medications:** Any medication, prescription or over-the-counter (ie, cough drops, Tylenol etc.), must include the following:
1. A written order(s) from a licensed medical provider is needed on file each school year.
 2. Written permission from the parent to administer medication(s) at school.
 3. Medication(s) must be in the original container, properly labeled, and legible.
 4. All medications must be secured in the Health Office (except those approved to be carried).
 - A. Parents must complete the following for inhalers to be carried by the student
1. Each school year a written order(s) from a licensed medical provider specifically authorizing the student to carry his/her medication(s) and self-medicate.
 2. Written consent from the parent permitting the student to carry and self-medicate.
 3. Medications must be in the original container, properly labeled, and legible.
 4. Clearance by the Health Office allowing the student to carry and self-medicate.

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

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

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

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

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

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

- f. **Vision/Hearing Screening:** During the fall of each year, and as necessary, children are screened for vision and hearing. If your child does not meet the minimum state requirements, you will be notified in writing. Please complete the suggested follow-up by a specialist for vision and hearing screenings. A deficiency in any of these areas can impede the student's learning. If financial concerns prohibit quick response, please contact the school nurse for resources.

- g. **Office Visits:** When a child comes to the health office, the reason for the visit is recorded on a secure computer program. You will not be contacted for minor injuries or illnesses, such as paper cuts, chapped lips, etc. However, you may get a record of the office visits at any time. If the child needs to get medical attention or needs to go home to rest, we will call the numbers provided to us on the registration form. A contact person will be expected to pick the child up within one hour. If your child has an excessive number of visits, we may contact you to discuss the concerns.
- h. **Telehealth:** Families will have the opportunity to sign up for onsite Telehealth visits for specific conditions. In order to participate, Parents / Guardians will need to sign an APS permission form and registration form for a care provider. Please see your school nurse for details. A Parent or designee must be present by phone or in person for all appointments.
- i. **In Case of Emergency, We May Call 911** and then call the parent. This will be determined by the severity of the emergency. The parent/guardian will be responsible for the cost of the ambulance call.
- j. **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. Changes for emergency contacts must be done in Powerschool parent portal.

The Alamogordo High Schools' health offices are staffed with a registered nurse and a health assistant. At AHS they are available during school hours every weekday. Students will be allowed to come to the health office for minor illnesses and injuries during the last 15 minutes of class with a hall pass. Students with urgent needs may come at any time. Exceptions will be made in emergency situations. Students who become suddenly ill and go to the restroom should not stay there but must report to the nurse or attendance office as soon as possible. If necessary, an ambulance will be called before parent notification.

It is important to notify the school as well as the school nurse of changes in address and emergency contacts. For your child's safety, please alert the school nurse of any health concerns or chronic care needs. This information will be shared with the teachers upon your request.

If an ill or injured student needs to go home, a parent/guardian or emergency contact must come to the school to sign them out. Ill or injured students will not be allowed to drive home.

Medications:

High School students are allowed to carry 2 doses of over-the-counter (OTC) medications, properly labeled, with them at school. Controlled substances must be locked up in the health office. Please make arrangements with the school nurse if controlled substances are to be provided on field trips. The health office does not provide medications. If you have any questions, please call your school nurse at 575.812.6504.

MEDIA CENTER / LIBRARY

The media center is open from 8:30 a.m. until 4:00 p.m. The AHS Library may be accessed online at <http://destiny.aps4kids.org>. Students can access the library catalog, links to research databases and ebooks for this site. An academic working environment is maintained at all times. The library media center rules and guidelines include

- Students may use the library before school and during lunch to read, research, and work on school related assignments or to study.
- Each student must have an individual pass with current teacher permissions to come to the media center during class.
- Students are to return to their regular classes 5-10 minutes before the end of the period.
- Books may be checked out for 2 weeks, 3 books at a time.
- General reference works such as dictionaries, encyclopedias, and current periodicals/magazines **may not** be checked out.
- Students must pay for lost or damaged books.

***Students who need to check out chromebooks must do so at the AHS Bookstore in the office.**

PARENT AND LEGAL GUARDIAN

Students who enroll in Alamogordo High Schools are expected to list their parents and/or guardians with correct addresses and phone numbers. Parents must complete a new enrollment form to change legal name, home address or phone number etc. Parents are encouraged to keep this information current in the event of an emergency. Any corrections must be accompanied by official verification of the change. Those students under 18 not residing with their parents must have a completed power-of-attorney papers on file in the Guidance Office. If these documents are not filed, the N.M. Office of Protective Services must be notified. As a courtesy, parents/guardians of students 18 years and older will be kept informed of school situations affecting students at their residence.

Legal parents and/or guardians must reside in the school district in which the pupils enroll. Parents that wish to enroll their student in APS High Schools even though they do not reside in the district must contact the Superintendent's Office of the Alamogordo Municipal School District.

PARENT/STUDENT GRIEVANCE/DUE PROCESS PROCEDURES

Students at Alamogordo High Schools have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to do this, disciplinary action will be taken. In 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.

PARENT-TEACHER-STUDENT ORGANIZATIONS

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, curriculum 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 are implemented.

PLEDGE OF ALLEGIANCE/NEW MEXICO SALUTE

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

REPORTING PROGRESS

Students' progress is continually available and updated in powerschool. Unsatisfactory work may mean pupils are not working to their capability or are in danger of failing if the quality of work is not improved. Teachers will make every effort to contact parents of students at risk of failure. Parents/guardians are encouraged to request teacher conferences whenever they have a concern about their student's progress.

SCHEDULE CHANGES

Schedule changes during the first two weeks of the school year are permitted only if the student was to an incorrect academic class or not assigned to a course required for graduation. Schedule changes will not be made due to teacher preferences.

SCHOOL INSURANCE PROGRAM

Alamogordo Public School, participates in a student accident insurance program that is available to all students enrolled in the system. Applications will be distributed when students pick up their schedules at the beginning of the school year or in the Guidance Office for late enrollees.

SCHOOL MESSENGER

Computerized Messenger is an electronic notification system that is used to contact Parents/Guardians by phone and email. The notices are sent for daily attendance/absences, general announcements and critical/emergency information. The home numbers, cell numbers and email information is used from the registration form for each student. Please update changes in Powerschool parent portal.

SCHOOL RESOURCE OFFICER

School resource officers are assigned to Alamogordo High Schools from the Department of Public Safety. Officers will perform duties as a certified law enforcement officer and will work in conjunction with the APS administration.

SCHOOL SAFETY

Alamogordo High Schools are committed to providing a safe, secure and respectful learning environment for students, staff, families and visitors to our schools. Our schools have site safety plans with detailed instructions for a host of possible emergency situations. Alamogordo High Schools will

- Conduct monthly fire drills
- Practice lockdown, shelter-in-place and evacuation drills during the school year
- Review safety plan annually and update as needed
- Have school resource officers and security officers assigned to the school
- Work closely with the Alamogordo Police Department, the Otero County Sheriff's Office, and the Alamogordo Fire Department
- Require all visitors to check in at the front security vestibule and wear a visitor's badge while on campus
- Expect all students, staff, and authorized visitors to be responsive and follow the directions of all AHS and AdS personnel and public safety responders
- Use security cameras throughout the campus

We all have a role in ensuring our school continues to be a safe place for learning, and it is incumbent on all of us to be vigilant and supportive of one another. If you see or hear something, say something. Anyone who hears of a possible threat to a school is encouraged to contact a school administrator or police. You can contact the AHS administration office at 575.812.6500. Any time a student or staff member sees a suspicious person on campus or encounters a person who is being disruptive, they are asked to contact a teacher, administrator, security liaison, or school resource officer. Every threat or rumor of a threat to students, staff or schools is taken seriously. Immediate investigations are conducted and disciplinary action taken if necessary.

SEARCH AND SEIZURE Subsection B of 6.11.2.10 NMAC

Search and seizure:

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below:

(1) Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year. 6.11.2 NMAC 5

(2) Who may search. Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

(3) When search is permissible. Unless local school board policy provides otherwise, an authorized person may conduct a search when the authorized person has a *reasonable suspicion* that a crime or other breach of disciplinary rules is occurring or has occurred.

An administrative authority may direct or conduct a search under the same conditions and also when the administrative authority has *reasonable cause* to believe that a search is necessary to help maintain school discipline.

(4) Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons. (a) School property, including lockers, computers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority. (b) Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches. (c) Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

(5) Seizure of items: Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

(6) Notification of law enforcement authorities: Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

SECURE CAMPUS

To increase student safety, security, and attendance, Alamogordo High School has adopted a secure campus policy. Students are required to remain on campus for the entire school day, including lunch. Only those students whose schedules do not include afternoon classes, attending afternoon courses off-campus, participating in school-sponsored activities, or employed off campus during school hours may leave campus before the end of the school day unless signed out by a parent/guardian.

Campus Entry/Exit Procedures

The front and rear campus entrances and the Tiger Drive will open for morning entry on school days at 8:00AM.

Students who walk or ride a car or bus to school will enter the building through the front (east) security vestibule. Entrance to the east side of the main building opens at 8:25am.

Students who drive to school and have purchased campus parking stickers will enter the parking lot through either the Tiger Drive. Security guards will allow only vehicles displaying a valid AHS parking sticker to enter through Tiger Drive. These students will enter the building through the rear (west) security vestibule.

No walkers are permitted to enter through the Tiger Drive or parking lot gates.

All students, regardless how they arrive to campus, must present their AHS campus IDs to enter the AHS building at either security vestibule.

Students who do not have AHS campus ID cards with them will wait outside the AHS security vestibule until all other students have entered and a replacement ID card is issued.

Traffic Patterns

Parent Line Pick-Up/Drop-Off

To increase safety and reduce congestion on Cuba Ave., parents/guardians cars dropping off and picking up students will enter the car line at the North gate to the band practice lot and follow the marked car line route, exiting at the South gate. Only handicapped students may be picked up or dropped off at the Cuba Ave. faculty parking lot.

When waiting for students, remain in the right lane and pull forward as far as possible, continuing to do so as space opens. When your student has buckled into your vehicle, move to the left lane and proceed to the exit. A security guard will direct traffic for either right or left turns onto Cuba Ave.

The campus speed limit is 5 MPH, including the car line.

Bus Line (bottom right of photo)

Regular buses will use the bus lanes directly in front of the school. Special needs buses will enter and exit at the South employee parking lot.

Student Drivers (bottom left of photo)

Students who drive and have purchased an AHS parking sticker may enter the student parking lot at either the Tiger Drive or 5th Street gates. Tiger Drive gate is open and monitored by security from 7:00 AM to 4:30 PM. The 5th Street gate is open and monitored by security from 7:00-8:30 AM and from 3:40-4:00 PM. The 5th Street gate is closed and locked at all other times. Students staying after school will exit only through the Tiger Drive gate after 4:00PM.

Visitors

Visitors to AHS must enter at the Main (East) Entrance and security vestibule (by Tiger statue). Visitor and handicap parking is available in the northeast lot, in the spaces closest to the building. The visitor parking lot will not be used for student pick-up/drop-off. Except for after-school or weekend events, visitors are not permitted to enter through the Tiger Drive Gate or 5th Street gate.

All visitors to AHS must check in and present a valid photo ID at the Main (East)

security vestibule. Visitors entering the secured campus area will be issued a visitor pass which must be worn at all times while inside the secured campus area.



SECURITY CAMERAS

Security cameras are used on school property and in school buildings. Records of activities may be used for investigation and enforcement.

SIGN IN/OUT

Parents or guardians who need to check out a student during the school day must do so at the front (east) security vestibule. A valid, official photo ID is required. Students may be checked out only by a legal parent or guardian or other individual (at least 18 years old) pre designated by the parent/guardian with "Release To" rights documented in PowerSchool.

To grant an individual, if a parent/guardian wishes to authorize another individual to check out a student, the parent/guardian must visit the front security vestibule with a valid photo ID at least 24 hours prior to check out. The designated individual will be documented in PowerSchool with "Release To" rights. Students may not be signed out to walk home.

For a student to be released to anyone other than the legal parent/guardian, the parent/guardian must provide prior approval for release in-person at least 24 hours in

advance. Students will be released only to parents/guardians/emergency contacts that have been designated in the school district database.

If a school administrator or nurse determines that an emergency exists, those documented as emergency contacts in the student information system (PowerSchool) will be contacted if a parent/guardian cannot be reached. 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.

Any student being checked out during the school day must present the student ID to check out through the front security vestibule when he/she leaves and must present the student ID to sign in at the front security vestibule 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.

If a student arrives late to school, they must sign in at the front security vestibule. Also, if a student must leave campus after the school day has begun, they must sign out at the front security vestibule.

Self-Sign Out

Students 18 years or older may sign themselves out only after completing the "18 year old Privilege Form", available at the front office.

Release During Assemblies

Except for emergencies or scheduled appointments, students will not be released during school assemblies. Students with appointments scheduled during an assembly will bring an appointment card to the front security vestibule before first period to get a pass for release during a scheduled assembly. As with all student early releases, a parent, guardian, or a designated individual must be physically present, with I.D., at the front security vestibule to sign a student out during the school day.

Student Appointments

Disrupting a class to get a student out of class is not acceptable. It infringes on the rights of students to learn and the teacher to teach. Parents calling to get their child out of class ready for pick-ups will be limited to emergencies only. Picking students up for doctor appointments, etc. need to be at the change of class, lunch, or after school.

School policy requires that students remain in class until each period is over and that classes not be interrupted unnecessarily. Parents may request that a student be released during class only in a case of emergency. It is best to arrange for release for a doctor's appointment with an appointment card before school starts that day and the attendance office is able to issue a pass to the student. The student then can depart the classroom with the teacher's knowledge without disrupting the class.

Students who need to leave before the school day is over for other obligations will be required to sign out at the reception desk by a parent/guardian with a photo I.D. Students will be released only to parents / guardians/emergency contacts (with prior approval from the legal parent/guardian) that have been designated in the school district database only during passing periods or at lunch.

STATE REGULATIONS

PROHIBITED BY STATE DEPARTMENT OF EDUCATION - 6 NMAC - 1.4 sets forth certain prohibited acts in all New Mexico Public Schools and for students whenever they are subject to school control. Acts prohibited by Section 9.1.1 include:

- 1) criminal or delinquent acts
- 2) disruptive conduct
- 3) refusal to identify self
- 4) refusal to cooperate with school personnel
- 5) sexual harassment and
- 6) gang related activity

More information on New Mexico school discipline laws and regulations may be found at [National Center on Safe Supportive Learning](#)

STUDENT DRESS CODE

Alamogordo High School students represent themselves, their families, and their school. Responsibility for the dress and appearance of students enrolled at Alamogordo High Schools rests primarily with parents/guardians and the students themselves. While we recognize that each student's dress and grooming is a manifestation of personal style and individual preference, some student attire may not be appropriate to wear to school, even though the same attire may be appropriate to wear in other settings. The school will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational environment or the health and safety of others.

To assist parents/guardians and students in making appropriate decisions for school attire, the School Board has established student dress code guidelines to promote the safety of students and a non-disruptive environment for orderly operation of the school.

Prohibited clothing or grooming practices include those that:

- Present a hazard to the health or safety of the student or to others in the school
- Materially interfere with schoolwork, create disorder, or disrupt the educational environment
- Cause excessive wear or damage to school property
- Prevent students from achieving their educational objectives
- Represent membership in a gang or promote gang activity
- Display offensive, obscene, or sexually suggestive language or symbols, or promote the use of drugs or alcohol or any illegal activity, or
- Disguise the identity of the student

Examples of prohibited clothing include:

- Clothing or accessories (pins, jewelry, bandanas, hats, etc.) bearing ethnic slurs, vulgarity, gang or hate-related symbols or colors, sexually suggestive phrases or pictures, or promotion of drug/alcohol use;
- Shoes or sandals that may present a tripping or safety hazard;

- Spiked necklaces/bracelets, chains, etc. that cause a safety hazard or could be used as weapons; and
- Face painting, masks, clothing, or other items that hide or obscure a student's identity.

Students are permitted to wear hats, sun glasses or hoodies in school, but may be asked to remove them if they are causing a disruption or if there is reasonable suspicion that they are being used to cover up or disguise vape, drug or alcohol use or abuse.

The principal or the principal's designee is the final authority office for interpreting whether student attire conforms to the dress code. If dress or appearance is inappropriate, the student will be advised to change into school provided clothing. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be sent home to change. If the student refuses to change into school provided clothing and parent/guardian cannot be reached, the student will be considered insubordinate and additional disciplinary action may be taken.

STUDENT IDENTIFICATION (ID) CARDS

To enhance campus safety and security, Alamogordo High School uses a school-wide identification (ID) badge system for our students. All students and staff are required to have their APS Identification card visible on their person at all times when on campuses.

With ID cards, everyone knows at a glance who is "official", and it is a quick way for emergency personnel who may not be familiar with our students to know who is who in an emergency. Additionally, IDs will help AHS students prepare for the world after high school, where real-world identification is often required. Identification badges are required in government and military facilities, colleges and universities, and in most workplaces. As we continue to update our campus technology, student IDs will be used for library check-out, food court purchases, and bookstore purchases.

Policies and Procedures

Each student will be issued an AHS ID card after fall pictures are taken. Students must either carry or wear their photo ID badge at all times while on the AHS campus.

The ID's may not be changed, altered, or duplicated in any way.

ID cards are required for entry to the campus in the morning, to enter the library, and to enter the building after regular school hours.

Students are to adhere to the following guidelines, procedures, and consequences:

Damaged or defaced ID cards will be confiscated and must be replaced at the student's expense.

Students are responsible for their ID cards. A student who has lost his/her identification card should apply for a replacement at the campus security office.

Any student with unauthorized possession of an ID card not belonging to him or her will be subject to disciplinary action.

A student must surrender his or her ID card to any staff member upon the staff member's request.

Anyone without an ID badge will be stopped and questioned.

You may not check out a library book if you do not have your ID.

You will not have any pass privileges, including Senior privileges, if you do not show your ID.

Students withdrawing from school must return the ID badge in order to complete the checkout process.

Students who check out of campus early for work or off-campus classes must present their ID at the front or rear security vestibule to check out.

STUDENT PARKING & MOTOR VEHICLES

Students who drive to school and wish to park on the AHS campus must purchase a \$10 parking sticker for each vehicle that will be driven on school property. The sticker is valid for only one school year. Application forms are available in the bookstore. Parking and driving privileges will be strictly monitored by Campus Security Officers. Violations of the following guidelines will result in revocation of on-campus parking/driving privileges, disciplinary action, and/or referral to law enforcement, at the discretion of an administrator.

- Students wishing to purchase an AHS parking sticker must have a valid driver's license, be insured, and a legally registered vehicle.
- Neither APS nor AHS is responsible for the vehicle or its contents while parked on school grounds.
- Students purchasing a campus parking sticker will be assigned a numbered parking spot, first come first serve, in the west-side parking lot.
- Students are permitted to park their vehicles ONLY in the assigned parking spot in the west-side lot.
- Cars parked in non-designated areas will be towed at the owner's expense.
- AHS parking stickers are specific to the student and the vehicle. All vehicles parked in the student parking lot must be registered by the student driving the vehicle.
- All vehicles in the student parking lot must display the AHS parking sticker on the driver side of the windshield.
- The Fifth Street entrance will be open only before and after school.
- The Tiger Drive entrance will be open all day.
- Security guards at the Tiger Drive and Fifth Street gates will permit ONLY vehicles displaying a valid AHS parking pass to enter the student parking lot.
- Vehicles will NOT be permitted to leave the campus during the school day without authorization from the office.
- There is to be no loitering in the parking lot, including lunch time.
- The speed limit on campus is 5 mph.
- Students needing to leave campus must have written authorization from the office.
- Vehicles must be operated in a safe manner, to include NOT driving around speed bumps, pulling through a parking spot into the next line of spots, parking in unauthorized areas, or not having the vehicle registered in the office.

POWERSCHOOL PARENT ACCESS

Through PowerSchool, parents can view grades, attendance and homework. Parents can sign up for their access code with our guidance office. Parents are required to present a photo I.D. in order to obtain their code and instructions. Online registration is also now available through PowerSchool using district code PJFJ.

TELEPHONE MESSAGES

Every reasonable attempt will be made to deliver messages from parents or guardians; however, these should be emergency or change of plan messages only. There is a phone available at the attendance desk.

TESTING SCHEDULE

Please consult the AHS website ahs.alamogordoschools.org for specific dates of state End-of-Course exams, Standards Based Assessments, AP exams, and local midterm and final exam schedules.

CHROMEBOOK AND TEXTBOOK POLICY

Each student at AHS is issued a Chromebook, (some classes will also require textbooks) which are lawfully considered state property. All AHS Chromebooks and textbooks are numbered for identification purposes prior to being issued to pupils through the AHS bookstore or Admin Office. Students/parents/guardians are responsible for chromebooks and textbooks issued to the students at all times during the school year. Students who mutilate, destroy or fail to return a chromebook or textbook issued to them may be held responsible for the cost at full replacement price. Diplomas and official transcripts may be withheld until all fees are paid in full pursuant to [NM Stat § 22-15C-7 \(2021\)](#)

TRANSCRIPTS

The transcript is an official record of your high school performance. Only semester grades are recorded on the transcript. In order to be considered official, transcripts of credits must be received or sent by mail through the Guidance Office. All transcripts requested by schools and colleges will be sent free of charge. Diplomas may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10. Seniors who wish to have a final, eighth semester transcript sent to a college must file a written request for this transcript with the Guidance Office Registrar in May of their graduation year.

CREDIT RECOVERY AND ACCELERATED COURSES

Alamogordo High Schools offer credit recovery classes through an online (in class) platform, and accelerated (one year per semester) classes for students to earn credits lost through failure or incomplete classes in a previous semester/year. Classes may be taken for credit recovery for failed/incomplete courses, and for transfer students to complete classes started in other school districts. Students needing credit recovery may also enroll in credit recovery classes during the summer. Please meet with a counselor for details on the requirements and application process for enrollment.

VISITOR'S PASSES

Any person who is not a regular staff member or enrolled student will be considered a visitor on this campus. All visitors are required to sign in/out at the school office each visit, and present a valid, government-issued photo I.D. which will be checked through our RAPTOR

visitor access system. Approved visitors will be given a dated single use visitor's pass which must be visibly worn at all times while on campus.

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 student matters with visitors.

All visitors are expected to abide by the rules and policies set forth by Alamogordo High 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.

WEAPONS IN SCHOOL

Board Policy JICI, found on APS Website, www.alamogordoschools.org (Page 811)

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, 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 8921 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, which 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.

As used in the Criminal Code [30-1-1 NMSA 1978]:

A. "deadly weapon" means any firearm, whether loaded or unloaded; or any weapon which is capable of producing death or great bodily harm, including but not restricted to any types of daggers, brass knuckles, switchblade knives, bowie knives, poniards, butcher knives, dirk knives and all such weapons with which dangerous cuts can be given, or with which dangerous thrusts can be inflicted, including sword canes, and any kind of sharp pointed canes, also slingshots, slung shots, bludgeons, or any other weapons with which dangerous wounds can be inflicted.

Although not included within the definitions of a weapon under the Gun Free Schools Act of 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 non-violent purpose that have a potentially violent use, such as swords, brass knuckles, spears, arrows, clubs or any look-a-like 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 possession of one of these objects and in violation of this policy shall be subject to discipline including long-term suspension and expulsion. Any student found to be in possession of any deadly weapon, or any firearm as defined in the Federal Gun Free Schools Act will be immediately be detained by security and

administration, referred to SRO and/or law enforcement, receive an immediate 45 day suspension pending expulsion hearing, and shall at a minimum be expelled from school for a period not less than one calendar 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 1415e (K)(B) of IDEA.

WITHDRAWAL/DISENROLLMENT FROM SCHOOL

When students withdraw from Alamogordo High School, they will notify the Registrar in the Guidance Office at least two weeks prior to their final day of attendance.

The parent or guardian must come to the Guidance Office and sign the withdrawal form. A withdrawal form will be given to the student on the last day of their attendance. The student will check out with the registrar, attendance secretary, librarian, nurse, cafeteria, AHS Bookstore, and all teachers. Teachers are required to enter an average grade and sign the form. When the students have completed check-out procedures, they will return the form to the Registrar, where a copy of the form and an unofficial copy of their transcript will be given to them for enrollment at their next school provided all fees have been paid. Students should also obtain a copy of their health record from the nurse.

Other conditions under which a student may be disenrolled are expulsion for disciplinary reasons or non-attendance.

GLOSSARY OF DISCIPLINARY-RELATED TERMS

The following are definitions of types of behavior for which students may be referred to the Principal/Assistant Principal.

Abuse of Hall Pass: Being in an area other than designated appropriate by the hall pass.

Activation of Safety Equipment: Includes, but is not limited to, the misuse of fire extinguishers, fire hoses, and lab/shop equipment.

Arson: The willful and malicious burning of any part of a building or its contents.

Assault on School Employee: New Mexico laws make insulting, abusing, or assaulting a teacher or other school employee (verbal, physical or written) a crime. Language need not be profane to be abusive.

Whoever commits assault upon a school employee is guilty of a misdemeanor.

Aggravated Assault Upon a School Employee: Consists of unlawfully assaulting or striking at a school employee with a deadly weapon while he is in the lawful discharge of his duties, committing assault by threatening or menacing a school employee who is engaged in the lawful discharge of his duties by a person wearing a mask, hood, robe or other covering upon the face, head or body, or while disguised in any manner so as to conceal identity; or willfully and intentionally assaulting a school employee while he is in the lawful discharge of his duties with intent to commit any felony.

Whoever commits aggravated assault upon a school employee is guilty of a third degree felony

Battery of a School Employee: Battery upon a school employee is the unlawful, intentional touching or application of force to the person of a school employee while he is in the lawful discharge of his duties, when done in a rude, insolent or angry manner.

Whoever commits battery upon a school employee is guilty of a fourth degree felony.

Aggravated Battery Upon a School Employee: Consists of the unlawful touching or application of force to the person of a school employee with intent to injure that school employee while he is in the lawful discharge of his duties.

Whoever commits aggravated battery upon a school employee, inflicting great bodily harm, or does so with a deadly weapon or in any manner whereby great bodily harm or death can be inflicted, is guilty of a third degree felony.

Every person who assists or is assisted by one or more other persons to commit a battery upon any school employee while he is in the lawful discharge of his duties is guilty of a fourth degree felony.

Bomb Threat: Any indication, either verbal or written, of the intent to inflict injury to persons, buildings, or property using an explosive device.

Bullying: Repeated, unwanted, aggressive/hurtful behavior that involves a real or perceived imbalance of power between the aggressor and victim. The aggressive behavior may be a physical act, written or verbal expression, or in electronic/cyber form.

Cheating: Includes, but is not limited to, copying work, stealing a test, tampering with a grade book or grade.

Communicative Devices: Any electronic item that may be utilized to contact others, or items for personal entertainment.

Criminal Damage: Willfully destroying, damaging, or defacing public/private property which results in more than \$1000 damage.

Criminal Libel: Criminal libel is defined as the malicious defamation of a person made public through written or print medium, tending to provoke a person to wrath and deprive him of the benefit of public confidence.

Cyber Bullying: Harassment using electronic devices such as mobile phones, instant messaging, text messaging, email, blogs and Websites.

Detention: Students will report to the designated area during a time that is normally not part of the regular class period. Students are to bring material to study during the detention time. The high school administration may assign students to lunch detention or ISS. Teachers may assign students to a separately monitored department or classroom detention.

Disruptive and/or Dangerous Behavior: Behavior that could cause disorder and/or endanger the health or welfare of self or others. Disruptive conduct includes, but is not

limited to, willfully obstructing or preventing freedom of movements or use of property, facilities or parts of any public school, or the right of ingress or egress.

Drugs or Alcoholic Substance Distribution, Possession, or Use: Any substance that is illegal or harmful to a student's health or welfare.

Disrespect of a School Employee: Behavior that demonstrates an obvious lack of regard and esteem for faculty and staff.

Driving Violation: Speeding and/or driving in a manner that could be considered dangerous. No vehicle is authorized to go more than 5 mph on campus. Consequences for speeding can include losing one's parking privileges.

Electronic Device: Any electronic item that may be used to contact others, items for personal entertainment and video/photo equipment.

Exploding Fireworks: The detonation of any device producing light, noise, fire, or smoke.

Extortion: Obtaining something by using undue pressure or illegal methods.

Failure to Give Proper ID: Refusing to promptly identify self whenever asked by school personnel or giving false identification. This also covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperones whose responsibilities include supervision of students.

Failure to Sign/In Out: A student who does not sign in at the Attendance Office when arriving at school after 8:40 a.m. or who leaves during the school day and does not sign out at the Attendance Office.

Fighting: This is an actual violent/hostile physical confrontation between two or more students. If the participants exhibit equally AGGRESSIVE PHYSICAL OR VERBAL BEHAVIOR, REGARDLESS OF WHO STARTS IT, each will be penalized appropriately. When one student strikes another and there is no retaliation, the person who committed the assault will be the one assigned consequences. In the school environment, a self-defense argument is not acceptable because adults are available for assistance. It is the responsibility of the student to seek out assistance from a staff member.

Firearm: A firearm is defined as any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler silencer, or any destructive device.

Fire Alarm/Emergency Equipment Tampering: The misuse of any portion of the evacuation warning system or initiating a false report of a fire or other emergency. This includes tampering or moving AED or other emergency services equipment. May be charged with a crime if tampering is severe or if tampering leads to someone being injured in an actual emergency.

Gambling: Any game or situations which involve betting or an exchange of money.

Gang Related Activities: Includes, but is not limited to, gesturing, “signing,” mad-dogging, tagging, and any display of gang related attire such as bandanas, hats, shirts or other gang affiliated attire or accessories.

Gross Insubordination: Blatantly and defiant disregard for a fair and reasonable request by authorized school personnel. This applies to all extra-curricular/school sponsored activities whether on or off campus and while representing APS High Schools.

Habitual Infraction: Continued misbehavior whether or not the offenses committed are the same.

Hall Pass: A document that includes students name, time, date, origin, destination and teacher or school official signature. Used for carrying out legitimate school business.

Hazing: Hazing is an act that is committed or threatened against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party. This includes any activities that involve personal harm, sexual overtures, extreme and unreasonable levels of embarrassment or humiliation, or violation of any rules or laws. Hazing is not permitted as any part of any team or activity as an initiation or right of passage. All reports of hazing shall be investigated promptly by the school principal or his/her designee. Students found to have engaged in hazing shall be subject to discipline by school or School District authorities according to procedural requirements. Such discipline may include suspension or expulsion. Where violations of criminal law may have occurred, the principal, in consultation with the Superintendent or his/her designee, shall report the matter to the appropriate law enforcement agency.

Habitually Truant: A student who has accumulated the equivalent of ten or more unexcused absences within a school year.

Horseplay: activities such as joking that includes physical contact, playing around, racing, grabbing, foolish vehicle operation, social pressure to participate in unsafe acts, harassment and unauthorized contests.

Inappropriate Physical Contact: Pushing, hitting, slapping or any other physical or aggressive contact between students which is not violent/hostile.

Inappropriate Dress: Clothing or accessories that display profanity, promote drug or alcohol products and/or usage, or clothing that is deemed inappropriate for school by school administrators.

Inappropriate Materials: Bags, shoes, phone cases, notebooks or other accessories that display profanity, nude images or pictures, and anything that promotes drug, alcohol or tobacco usage, or represents these things.

In-School Suspension: Students will report to the front office no later than 8:40 a.m. on the school day assigned. Specific rules of conduct will be given to students when the assignment is made. Students will remain in the In-School-suspension room until 4:00 p.m. Make-up work for In-School suspension will follow the same guidelines as for cleared absences. Unexcused absences from In-School suspension, or refusal to follow designated rules in ISS, will result in Out-of School suspension. Absences may only be cleared through an administrator.

Insubordination: Willfully failing to respond or carry out a fair and reasonable request by authorized school personnel.

Larceny, Burglary, or Illegal Entry: The act of stealing anything that belongs to the school, school personnel, or other individuals on school property. Illegal entry is any unauthorized entry into any school building, property, or any vehicle parked on school premises.

Littering: leaving trash, food, or other items on tables, chairs or on the floor instead of disposing of them in a trash can or putting them in their proper storage location.

Loitering: to linger or hang around in a public place or business where one has no particular or legal purpose, or to stay in a location when you have been asked to leave. (may lead to trespassing if you refuse to depart the location)

Lunch Detention: Students will report to the designated detention area no later than five minutes after being dismissed for lunch. Students will be escorted by staff to get lunch and then return to the detention area. Failure to report to lunch detention when assigned will result in one day of In-School Suspension for each missed detention period.

Lewd or Lascivious Behavior: sexual conduct which appeals to the lust, passions, or sexual desires of either the defendant or the victim, or both while on school property.

Misuse of Technology: Use of a computer or any other technology to obtain or use materials that violate established school policy.

On Campus When Suspended: Failure to remain off campus during school hours or for school activities until the end of the suspension. (will be trespassed by SRO or police)

Out of Class Without a Pass: Failure to have an appropriate hall pass when out of a classroom during class time.

(OSS) Out-Of-School Suspension: When a student has been suspended from school for repeated violations of school rules, or for major behavior infraction. Students are not allowed to attend school in person, and are not allowed to attend any school event or function, or be on school property for any reason. May receive a trespass violation by the police if violated.

Parking Violation: Cars driven to school must be registered in the office. Proof of insurance and a valid N.M. driver's license must be presented before parking passes will be issued. Parking passess must be displayed in the lower left corner of the windshield (driver's side). Students may park their registered vehicles in the student parking lots **ONLY**. A violation may include parking across yellow lines, pulling through a parking slot into the next line of slots, parking in unauthorized areas, or not having the vehicle registered in the office. Failure to follow the designated rules for student vehicles may result in privilege being revoked and loss of parking pass.

Possession or Use of Disruptive Items: Noise makers, squirt guns, shaving cream, water balloons, laser pen lights, or any other similar items that create a mess or disrupt

Profane or Abusive Language (written, graphic, oral): Communication in a way that is considered inappropriate or offensive to others.

Public Display of Affection (PDA): Heavy petting, kissing, embracing, or similar inappropriate showing of affection on school grounds.

Refusal to Comply with Fair and Reasonable Requests: Refusing to comply with staff requests to follow school or classroom rules. Examples: refusing to go to class, refusing to put phone away, refusing to leave an area when instructed or refusal to comply with any other reasonable request by staff members on school grounds.

School Zone: School zone is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school.

Sexting: The act of sending sexually explicit messages or photos electronically, primarily between cell phones.

Sexual Harassment: (undesired sexual behavior towards another) Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment. The following types of conduct by any adult or student may constitute sexual harassment:

- Creating a hostile environment – sexually harassing conduct (which can include unwelcome sexual advances; and other verbal, or nonverbal or physical behavior of a sexual nature) by an individual that is sufficiently severe, persistent or pervasive enough to create a hostile or abusive educational environment ; or
- Quid pro quo – to condition, explicitly or implicitly, sexual favors for participation in an educational program or activity or in determining an educational decision. (In some cases, severe incidents of sexual harassment which include violent physical contact may be considered a Battery; or with physical penetration, a Sexual Battery.)

Tardy: Students are considered tardy when they are not in their assigned classroom before the tardy bell rings. (Students have 5 mins to move between classes)

Theft: Taking anything belonging to the school, school personnel, or another student without permission.

Threats/Intimidation: (instilling fear in others) Must have all three elements to be considered a threat: (1) intent; (2) fear; and (3) capability. To unlawfully place another person, either another student or a staff member, in fear of harm (emotional or physical) with or without the use of a weapon.

Tobacco Products Use and Possession: Use of cigarettes, including E-Cigs, cigars, chewing, tobacco, snuff, or any form of tobacco.

Verbal Confrontation/Arguing: Arguing, yelling, cursing at or challenging to fight, or instigating a fight between others.

Violation of Activity Trip Rules: Not following the Activity Trip Rules that are given to each student participating in any off campus trip.

Violation of Cafeteria Etiquette: Misuse of food and/or cutlery, trays, etc, cutting lines. Arguing with or being rude to cafeteria staff. Throwing food on the floor or at other students.

Violation of ISS or Lunch Detention Rules: Not reporting to In School Suspension and/or Lunch Detention when assigned and/or not following the General Rules.

Violation of State or Federal Statutes: Any act which is in violation of any state or federal law or regulations, whether a felony or misdemeanor, does not have to be categorized in another area in this policy to be considered a disciplinary offense.

Violation of Bus Regulations: Failure to comply with the rules outlined in the bus permission form.