Dear AHS Tigers & Families,

Welcome to the 2020-21 school year. As I write this, we are still unsure what this school year will look like—face-to-face classes, online learning, or some combination of the two. But one thing we are sure of is that learning will continue at AHS.

Alamogordo High School will continue to offer myriad opportunities to prepare students for academic and career success. Our teachers, administrators and staff are dedicated and to promoting equal educational opportunities and high levels of learning for all students in a safe and supportive environment.

Safety 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 this 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.

We hope you find this handbook informative and helpful. Please visit our website at www.ahs.alamogordoschools.org for more information and current activities at AHS.

I hope you are as excited as I am to begin the new school year and move closer to graduation and achieving your goals.

Sincerely,

Kenneth R. Moore, Ed.D.
Principal
Dear AdS Students and Families,

Welcome to the 2020-21 School Year!

While we have seen our share of challenges this year, Alamogordo is a strong and loving community, ready to work hard and ensure student success. As a school, we are trying to build new and different opportunities that meet the needs of our students and families. As changes are sometimes occurring without notice during a pandemic, Academy del Sol appreciates your support and patience while we make necessary adaptations.

Since virtual interactions are still required in many instances, Academy del Sol plans to offer accessibility for all students to continue their education with necessary resources and precautions. It is important that we continue to provide education to our current students. They deserve just as much opportunity upon graduation as their earlier peers and we must equitably prepare them to be competitive in the job place. As administrators, teachers and staff we partner with you as parents, students and community members to offer a safe, positive learning environment for academic success.

This handbook is a resource for you to understand how Alamogordo High Schools strive to provide an equitable learning experience for all. Please read it to understand our expectations and procedures.

Please join us in supporting our most precious resource to become college, career and life ready!

Sincerely,

Kristie H. Emello
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**ADDENDA**

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

Bell schedules and attendance policy will be modified based on the most current NMPED guidance.

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. These are subject to change due to Covid-19. Contact your child’s school with any questions.

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 (4) years.

ACADEMY DEL SOL MISSION STATEMENT

The mission of Academy Del Sol is to provide a positive, safe, stable, caring, and educational environment where students, parents, community members and teachers work together so that each student can achieve academic success and emotional growth to their fullest potential to meet the challenges of the future.

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:

Deputy Superintendent
for Operations
Colleen Tagle
1211 Hawai‘i Avenue
P.O. Box 650
(575) 812-6000

Deputy Superintendent
for Teaching & Learning Services
Cara Malone
1211 Hawai‘i 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).

Dr. Johnny Walker
Title IX Coordinator
1211 Hawai‘i 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 playbook, 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 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 of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

• 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 of 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 COMPULSORY SCHOOL ATTENDANCE**

**Enforcement of Student Attendance**

Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly. See the Compulsory School Attendance Law, § 22-12-1 et seq. This Policy implements state law.

The New Mexico Children’s Code provides that if a child has more than ten unexcused absences per semester, the child’s family may be designated a “family in need of services” or a “family in need of court-ordered supervision.” N.M.Stat.Ann. §§ 32A-3A-2(A)(1) and 32A-3B-2(A). A child who is permitted by his or her parents to be chronically truant may also be a “neglected child.” Id. § 32A-4-2(C)(2). State law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation to determine whether the student may be a neglected child or a child in a family in need of services, and thus subject to the provisions of the Children’s Code. Id. § 22-12-7(C). Violations of the compulsory school attendance laws can subject parents to criminal sanctions as provided by New Mexico law. Id. § 22-12-7(D). In addition to any other disposition, the Children’s Court may order habitual truant’s driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy. Id. § 22-12-7 (C).
Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students.

**Definitions**

Unexcused Absence: an absence from school or classes for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a charter school or private school. Special family situations may be considered appropriate for excused absence when prior approval is received from the principal or his/her designee.

Student In Need of Early Intervention: a student who has accumulated five unexcused absences within a school year.

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

**Attendance Requirements**

Parent Notification of Absence: Parent or guardian shall notify the school within 24 hours of absence or each day his or her child will be absent from any class and the reason for the absence; or shall provide a written and signed verification of the reason for the student’s absence, to be presented upon the first day a student returns to school from any absence. If student has been absent for 5 or more consecutive days due to illness, the principal or his/her designee may require written verification from the student’s professional health-care provider.

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; Grades: Following an excused absence, a student shall be given a reasonable time by the teacher to make up missed assignments. More time may be given based on teacher’s discretion. A student shall not be denied the opportunity to make up the work missed during an unexcused absence. Full or partial credit will be given based on 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 at the teacher’s discretion and averaged into the student’s grades for the relevant grading period.

**Attendance for Success Act**

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

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse. Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.

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

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

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

Enforcement of Student Attendance

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

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work. An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse. Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities. In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to
telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

The district shall provide interventions for students who are missing school, depending on the number of absences. Intervention is called for if a student misses 5% or more of classes or days of school. A public school shall provide interventions to students who are absent or chronically absent, which may include: assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors; making referrals to health care and social service providers; collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems; recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family; establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs; identifying and coordinating age-appropriate resources for students in need of: counseling, training and placement for employment; drug and alcohol abuse counseling; family crisis counseling; and mental health counseling; promoting family support and parent education programs; and seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed. The attendance team may be convened to establish; a specific intervention plan for the student, weekly progress monitoring, and contract for attendance. If a student misses 20% or more of the classes or days of school. The attendance team shall: notify the parent in writing by mail or personal service, providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of establishing nonpunitive consequences for the student at the school level, Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and apprising the student and the parent of the consequences of further absences. Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher. If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code. The records supporting such action shall be provided to the juvenile probation services office by the superintendent within ten (10) days of the identification of the student excessively absent. Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting. Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action. Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days: absence data, preventive measures, resources to address the causes, and a corrective action plan and interventions including follow-up procedures.
STUDENT ABSENCES AND EXCUSES

When Absent from School

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

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

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

For absences greater than one (1) day in length, the school should be notified each day of the absence. If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

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

• The scheduling of medical and dental appointments after school hours except in cases of emergency.
• The scheduling of family vacations during school vacation and recess periods.
The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

TRUANCY / CHRONIC ABSENCE
Interventions for Student

Chronic absence differs from truancy in that it tracks both excused and unexcused absences. The district shall provide interventions for students who are missing school, depending on the number of absences.

Individual prevention is called for if a student misses 5% or more but less than 10% of classes or days of school. For elementary school absences the parent is to be contacted by the attendance team for discussion, middle school and high school absence discussions by the attendance team are to be with the parent and student.

Attendance Team
1. Must include: administrators, teachers, staff (counselors and nurses), and community members whose responsibilities will include:
2. Recommending evidence-based metrics to provide early identification of students at risk of chronic or excessive absenteeism.
3. Developing and implementing an attendance improvement plan that;
4. Keeps students in an educational setting
5. Assists a students' family to remove barriers to the student's regular school attendance or attendance in another educational setting
6. Provides additional educational opportunities to students who are struggling with attendance.
7. Establishing intervention efforts to keep students in an educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence related actions.
8. Examining for accuracy class attendance records, absence reports, and documentation required for all absent students.
9. Assessing community-based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the FERPA exceptions.

**Reporting Absences**

**Truancies:** Truant students will be referred to the Discipline Office and are subject to disciplinary action.
ACADEMIC HONESTY, INTEGRITY AND PLAGIARISM

The International Center for Academic Integrity (2012) 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. 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 actions:

- 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 disciplinary action as follows:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>Subsequent offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>All regular courses (to include inclusion and co-taught classes)</td>
<td>Zero with opportunity to redo the assignment or do another assignment (at teacher discretion) with the grading scale beginning at 50% *</td>
<td>Zero with no opportunity to redo the assignment. *</td>
<td>Zero with no opportunity to redo the assignment. *</td>
</tr>
<tr>
<td>Pre-AP, AP, Honors Courses</td>
<td>Zero with no opportunity to redo the assignment. *</td>
<td>Zero with no opportunity to redo the assignment. * Possible removal from the course.</td>
<td>Zero with no opportunity to redo the assignment. * Possible removal from the course.</td>
</tr>
</tbody>
</table>

* ALL levels of intentional academic misconduct will require parent contact. Parent meetings may include high school administration.

**ACCEPTANCE OF PERSONAL CHECKS**

The Bookstore only accepts personal checks or cash when paying for the school fees or any other activity. Personal checks will be accepted for specific amounts only. CHECKS SHOULD BE MADE PAYABLE TO: Alamogordo High School. The office WILL NOT cash personal checks.

**ACTIVITIES**

All students who attend the Alamogordo Public Schools are subject to the following policies regarding participation in student activities.
Dances – Only AHS students are allowed to attend AHS dances. Only AdS students are allowed to attend AdS dances. APS Alumni, up to the age of 20, 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’ high school Administration.

 Clubs—Students participating in school-sponsored clubs, whether on- or off-campus, will 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. Signs will not be put up on painted surfaces.

AHS BELL SCHEDULE

Beginning this school year, the student school day is extended by 20 minutes every Monday, Tuesday, Thursday, and Friday to allow for a late-start on Wednesdays. The purpose of this is to provide teachers with a block of time each week for professional development, collaboration, and planning.

Also beginning this school year, students will have an advisory class on the last Friday of each month. The purpose of the advisory class is for students to review their academic progress with counselors and teachers, update Next Step career plans, and ensure they are on-track for graduation with their cohort.

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30:00 AM</td>
<td>9:25:00 AM</td>
</tr>
<tr>
<td>2</td>
<td>9:29:00 AM</td>
<td>10:24:00 AM</td>
</tr>
<tr>
<td>3</td>
<td>10:28:00 AM</td>
<td>11:23:00 AM</td>
</tr>
<tr>
<td>4/Announcements</td>
<td>11:27:00 AM</td>
<td>11:34:00 AM</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:34:00 AM</td>
<td>12:09:00 PM</td>
</tr>
<tr>
<td>4A Class</td>
<td>12:13:00 PM</td>
<td>1:08:00 PM</td>
</tr>
<tr>
<td>4B Class</td>
<td>11:34:00 AM</td>
<td>12:29:00 PM</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:33:00 PM</td>
<td>1:08:00 PM</td>
</tr>
<tr>
<td>5</td>
<td>1:12:00 PM</td>
<td>2:07:00 PM</td>
</tr>
<tr>
<td>6</td>
<td>2:11:00 PM</td>
<td>3:01:00 PM</td>
</tr>
<tr>
<td>7</td>
<td>3:05:00 PM</td>
<td>4:00:00 PM</td>
</tr>
</tbody>
</table>
### Tuesday & Thursday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30:00 AM</td>
<td>10:05:00 AM</td>
</tr>
<tr>
<td>3</td>
<td>10:10:00 AM</td>
<td>11:45:00 AM</td>
</tr>
<tr>
<td>5/Announcements</td>
<td>11:50:00 AM</td>
<td>12:00:00 PM</td>
</tr>
<tr>
<td>A Lunch</td>
<td>12:00:00 PM</td>
<td>12:40:00 PM</td>
</tr>
<tr>
<td>5A Class</td>
<td>12:45:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>5B Class (1)</td>
<td>12:00:00 PM</td>
<td>12:55:00 PM</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:55:00 PM</td>
<td>1:35:00 PM</td>
</tr>
<tr>
<td>5B Class (2)</td>
<td>1:40:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>7</td>
<td>2:25:00 PM</td>
<td>4:00:00 PM</td>
</tr>
</tbody>
</table>

### Wednesday Late Start (Teachers CLN 8:20-10:00AM)

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10:10:00 AM</td>
<td>11:45:00 AM</td>
</tr>
<tr>
<td>4/Announcements</td>
<td>11:50:00 AM</td>
<td>12:00:00 PM</td>
</tr>
<tr>
<td>A Lunch</td>
<td>12:05:00 PM</td>
<td>12:40:00 PM</td>
</tr>
<tr>
<td>4A Class</td>
<td>12:45:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>4B Class (1)</td>
<td>12:00:00 PM</td>
<td>12:50:00 PM</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:55:00 PM</td>
<td>1:30:00 PM</td>
</tr>
<tr>
<td>4B Class (2)</td>
<td>1:35:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>6</td>
<td>2:25:00 PM</td>
<td>4:00:00 PM</td>
</tr>
</tbody>
</table>

### Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8:30:00 AM</td>
<td>10:05:00 AM</td>
</tr>
<tr>
<td>4</td>
<td>10:10:00 AM</td>
<td>11:45:00 AM</td>
</tr>
<tr>
<td>6/Homeroom</td>
<td>11:50:00 AM</td>
<td>12:00:00 PM</td>
</tr>
<tr>
<td>A Lunch</td>
<td>12:00:00 PM</td>
<td>12:40:00 PM</td>
</tr>
<tr>
<td>6A Class</td>
<td>12:45:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>6B Class (1)</td>
<td>12:00:00 PM</td>
<td>12:55:00 PM</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:55:00 PM</td>
<td>1:35:00 PM</td>
</tr>
<tr>
<td>6B Class (2)</td>
<td>1:40:00 PM</td>
<td>2:20:00 PM</td>
</tr>
<tr>
<td>Advisory/Club</td>
<td>2:25:00 PM</td>
<td>4:00:00 PM</td>
</tr>
</tbody>
</table>

Please note that schedule is subject to change based on holidays, staff training days and parent teacher conferences.

**ADS BELL SCHEDULE**
Monday, Tuesday, Thursday, Friday
8:30-9:25 | 1<sup>st</sup> Period
9:30-11:05 | 2<sup>nd</sup> Period | A Block
11:10-12:45 | 3<sup>rd</sup> Period | B Block
12:45-1:20 | Lunch
1:25-3:00 | 4<sup>th</sup> Period | C Block
3:05-4:00 | 5<sup>th</sup> Period

**Wednesdays**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30-11:15</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>11:18-12:13</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>A Block</td>
</tr>
<tr>
<td>12:16-12:46</td>
<td>Advisory</td>
<td></td>
</tr>
<tr>
<td>12:46-1:16</td>
<td>Lunch</td>
<td>B Block</td>
</tr>
<tr>
<td>1:19-2:14</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>2:17-3:12</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>C Block</td>
</tr>
<tr>
<td>3:15-4:00</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td></td>
</tr>
</tbody>
</table>

Please note that schedule is subject to change based on holidays, staff training days, parent teacher conferences and pandemics.

**ANNOUNCEMENTS AND ADVERTISEMENTS**

- Any materials that advertise an event or sponsor an event off campus, are to be reviewed first by the 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 substantive 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:

- Parents' consent;
- Birth certificate;
- Legal residence with parent or guardian;
- Must meet eligibility requirements;
- Students in grades 7-12 are required to have medical insurance and a physical examination.

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

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

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

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 androstendione 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.

BULLYING, CYBER-BULLYING, HARASSMENT, AND HAZING PREVENTION

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

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

a) occurs on District property, including electronic communication on or with the use of its property; at sponsored functions; and on the way to-and-from-school transportation, or on any school-sponsored transportation;

b) may be based on a student’s actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristics; or on an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristic; and

c) can be reasonably predicted to:

i. place a student in reasonable fear of physical harm to the student’s person or property;

ii. cause a substantial detrimental effect on a student’s physical or mental health;

iii. substantially interfere with a student’s academic performance, attendance or participation in extracurricular activities; or

iv. substantially interfere with a student’s ability to participate in or benefit from the services, activities or privileges provided by the District.

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

3. “Harassment” means a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group of people.
Board Policy: See JK-RF for more information.

HAZING

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

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

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

NO RETALIATION/FALSE ACCUSATIONS

Retaliation against any person reporting, filing a complaint or otherwise participating in an investigation or inquiry is prohibited. Such retaliation will be considered a serious violation of Board Policy and will be subject to disciplinary consequences. False accusations and charges will be considered a serious offense and will be subject to corrective action, disciplinary consequences or other sanctions.

BUSES

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.

Exceptions may be made if hazardous walking conditions exist or if students has an IEP, through the special needs program, 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.
CAMPUS MAP

CAMPUS SECURITY OFFICERS

Campus Security Officers are employed by APS and assigned to the High School campus to assist with the safety, care, and welfare of students and staff. Campus Security Officers have the authority to correct disruptive behavior, keep the parking lots free from vandalism, and direct individuals to park in an orderly manner. Disrespect for or flagrant disregard of an officer’s instructions may result in suspension or, in flagrant cases may cause, the school to recommend to the Superintendent that the pupil or pupils involved be expelled.

CLASSROOM POLICIES

Broad guidelines for basic classroom policies will be established by department chairmen to apply throughout their departments. Teachers will prepare a "first day handout" to be issued to each student enrolled in their classes. These handouts will specify rules regarding student conduct within the class. In addition to indicating their rules, teacher policies will also cover grading procedures and other standards established by the professionally certified instructor.

CLUBS/ACTIVITIES

AHS sponsors or recognizes several clubs/activities that students may wish to participate in. Clubs include but are not limited to:
Chess Club | National Honor Society | FCA
Science Club | FFA | Senior Class
FCCLA | Student Council | Junior Class
HOSA | GSA | Sophomore Class
Staters Club | Yearbook | Freshmen Class
Key Club | CPA (College Prep Academy) | Student 2 Student
Interact Club

COLLEGE ADMISSIONS 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.

*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 are universally accepted for college admission. The ACT Assessment multiple-choice tests are curriculum based. The ACT Assessment is not an aptitude or an 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.

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 an Assistant Principal, Principal, Deputy Superintendent, Superintendent, and finally the 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 437-9340 or Holloman clinic at 572-7188.

If you choose not to have your child immunized, you may fill out a Conscientious Objections 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.

**CURRICULAR ACTIVITIES**

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

**DISCIPLINE POLICY**

School is a place to learn and to be a 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.

APS 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.

**AHS Tigers Desired Behaviors**

<table>
<thead>
<tr>
<th>Degree of Behavior</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desired Behaviors from a “Tiger.”</strong></td>
<td><strong>Classroom / Teacher</strong></td>
<td><strong>Classroom / Teacher with Support</strong></td>
<td><strong>Office / Administrator</strong></td>
</tr>
<tr>
<td>● Academic Honesty. (Absence of cheating, copying, Plagiarism, etc)</td>
<td>● Student complies after numerous redirection/correction of Level 1 offenses.</td>
<td>● Student demonstrates responsible behavior with consideration for physical well being to others.</td>
<td></td>
</tr>
<tr>
<td>● Respect towards others.</td>
<td>● Demonstrates respect toward school personnel. (speech/action/gesture)</td>
<td>● Alarm/Fire Extinguisher Activation (Safety Equipment) is left untouched and intact.</td>
<td></td>
</tr>
<tr>
<td>● Non-Disturbing to school /learning environment.</td>
<td>● Demonstrates honest and ethical behavior</td>
<td>● Alcohol is not present on school property.</td>
<td></td>
</tr>
<tr>
<td>● Appropriate dress.</td>
<td>● Only leaves class with permission. If permission was not granted, notify security</td>
<td>● School property is respected and students take pride in their</td>
<td></td>
</tr>
<tr>
<td>areas.</td>
<td>and counselor.</td>
<td>school.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>• Follows and adheres to directions/expectations.</td>
<td>• Follows classroom policies and procedures</td>
<td>• Student resolves conflict using desired social/emotional skills.</td>
<td></td>
</tr>
<tr>
<td>• Displays only school appropriate affection.</td>
<td>• Only possesses school appropriate materials.</td>
<td>• Students assemble only for school sanctioned events.</td>
<td></td>
</tr>
<tr>
<td>• Speaking when appropriate and at appropriate level/tone.</td>
<td></td>
<td>• Students only enter school grounds when appropriate.</td>
<td></td>
</tr>
<tr>
<td>• Arrives to class on time.</td>
<td></td>
<td>• Students only possess items that they can legally claim.</td>
<td></td>
</tr>
<tr>
<td>• Cooperates and stays on task.</td>
<td></td>
<td>• Students are kind and advocate for others.</td>
<td></td>
</tr>
<tr>
<td>• Kind/Courteous actions toward others.</td>
<td></td>
<td>• Students adhere to all bus rules and regulations.</td>
<td></td>
</tr>
<tr>
<td>• Listens to others.</td>
<td></td>
<td>• There are no Contraband/Paraphernalia on school campus.</td>
<td></td>
</tr>
<tr>
<td>• Cooperates with other students and teachers.</td>
<td></td>
<td>• Students demonstrate respect for self and others.</td>
<td></td>
</tr>
<tr>
<td>• Accepts criticism or a consequence.</td>
<td></td>
<td>• Drugs/Tobacco/Vaping are not present on campus.</td>
<td></td>
</tr>
<tr>
<td>• Can accept “No” For an Answer.</td>
<td></td>
<td>• Firearm/Weapons are not present on campus.</td>
<td></td>
</tr>
<tr>
<td>• Can agree appropriately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response when desired behavior is not observed</td>
<td>Response:</td>
<td>Response:</td>
<td>Response:</td>
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<tr>
<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>Use intervention strategy:</td>
<td>Pause and consider the reaction (if safe to do so).</td>
<td>Maintain safety for yourself and students.</td>
<td>Call security/administrator on radio (follow protocol).</td>
</tr>
<tr>
<td>• Private Individual Correction in Class</td>
<td>Use an Alternative Plan prompt for class while you support the student in need.</td>
<td>Administrator will follow up with staff to share consequences (if appropriate) and next steps.</td>
<td></td>
</tr>
<tr>
<td>• Proximity</td>
<td>Planned buddy class to send the student for a break.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-verbal Interaction (cues)</td>
<td>As soon as possible (by the end of the day), talk with another staff member who may have a relationship with the student and can check in with them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Prompts</td>
<td>Phone call home / virtual meeting with a staff support (counselor, admin, team lead, advisory teacher), teacher, student, and parent.</td>
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<td></td>
</tr>
<tr>
<td>• Redirection/ Restate Expectation</td>
<td>Document in SIS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reminder of appropriate behavior/B.T. Skill</td>
<td>Consult with counselor and case manager/Advisory teacher and instructional team to determine next steps.</td>
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<td></td>
</tr>
<tr>
<td>• Reteach Skill</td>
<td>Administrator assistance if extra support is required or all other strategies have been exhausted.</td>
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<td></td>
</tr>
<tr>
<td>• Provide structured choices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Natural Consequences</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If minor behavior continues:
Private discussion: Specific Corrective Strategy: e.g. cool down, coupling statements, reality statements, empathy, specific praise (see below).

Parent / Guardian Contact via phone if first contact. (Email only for established relationships).
Consult with instructional team and Advisory teacher and/or Case Manager. Develop strategies as a team. Document in SIS.
Teacher documents issue and phone call in Student Information System (SIS).

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 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 vaporizers or e-cigarettes, smokeless tobacco, 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**

The consequences a student may face for disciplinary infractions include, but are not limited to

- Student conference
- Student/parent conference
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Recommendation for expulsion
- Restitution
- Mediation
- Probationary enrollment
- Detention
- Work detail
- SRO/Police referral
- Truancy Court
- Positive behavior referral

Incidents of misbehavior which do not reach the level of administrative attention will continue to be resolved by the classroom teacher/staff member using the PBIS and WMS interventions.
**Tardy Policy**

Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity. When a student accumulates three or more tardies, teachers are encouraged to assign lunch detention. High school administration, at their discretion, will have tardy sweeps throughout the school day. If a student is caught in a tardy sweep, disciplinary action will be taken. A student is considered tardy if not in the classroom, in the assigned seat as the tardy bell starts to ring, without a written excuse from a teacher, principal, or secretary. 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.

Fourth (4th) and subsequent tardies in any class per semester will be referred to the Discipline Office. Documentation of teacher action taken during first 3 tardies may result in the student being referred for truancy intervention and possible AIP or SAT to be put in place. Tardies will not be excused unless they are a verified doctor or dental appointment. Tardies will be considered excessive on the eighth (8th) tardy. Parents are encouraged to ensure their student(s) are not chronically tardy.

**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.

If a student misbehaves in ISS, the remaining ISS day (s) will be served as OSS. If only one day is assigned or left, the next school day is 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.

**EARLY EXAMS**

Parents/guardians of students needing to take semester, final, end-of-course, 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 state EOCs and 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 or AdS 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 a guidance 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 the reasons for early graduation;
- Submit application by first day of 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 textbooks. 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 exploring possible career options.

AHS and AdS 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 or AdS.
- 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 or AdS 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

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 procedure has 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 extra-curricular 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, EOCs, and AP exams, please check the AHS or AdS 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 $94 dollars.

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, i.e. 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 the 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:
  o Criminal or delinquent acts;
  o Gang related activity;
  o Sexual harassment;
  o Disruptive conduct;
  o Refusal to identify self; and
  o 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.

**FOOD COURT MEALS**

Meal facilities include a full service food court for breakfast, lunch, and afternoon meals. Snack items may be purchased as a meal or ala carte. Free/Reduced Lunch Application forms are available at each cafeteria. Parents may send money daily or keep money in the student’s account by using MySchoolBucks.com sending cash or checks (preferred). Students may bring a sack lunch and purchase milk or ala carte items. Meal prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Price</td>
<td>$1.60</td>
<td>$2.70</td>
</tr>
<tr>
<td>Reduced Price</td>
<td>$0.30</td>
<td>$0.40</td>
</tr>
</tbody>
</table>
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 issue.

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

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 Learning Services Department (812-6034) 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 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

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Point Value</th>
<th>AP</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4.0</td>
<td>5.0</td>
<td>0.5</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3.0</td>
<td>4.0</td>
<td>0.5</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>2.0</td>
<td>3.0</td>
<td>0.5</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1.0</td>
<td>1.0</td>
<td>0.5</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>P (pass)</td>
<td></td>
<td>0.0</td>
<td>0.0</td>
<td>0.5</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>0.0</td>
<td>0.5 (w/Principal approval)</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>0.0</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>W/F</td>
<td></td>
<td>0.0</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

Grading & Late Work Policy By Department

Grading and acceptance of late work policy will be decided by department and approved by Administration. All teachers will publish a policy and give a copy to students, as well as post the policy in the classroom.

Classwork & Homework During ISS/OSS

Students are responsible for communicating with their teachers to keep up with assignments during ISS and OSS. 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. In the event that the State of New Mexico Public Education Department has developed an End of Course exam (EOC) for a particular subject, this exam will be considered as the final exam for that course.

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 extra-curricular 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 end of first semester senior year.

Salutatorian

The student having the second highest rank (by GPA) in a graduating class. Ranking is established at 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**

<table>
<thead>
<tr>
<th>Content Area</th>
<th>24 credits to include*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts (Reading &amp; Writing)</td>
<td>4 credits English</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits of math in high school, one of which shall be the equivalent to or higher than the level of Algebra II</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits science (2 w/lab)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>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</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit physical education, which may include marching band, JROTC, or interscholastic sports sanctioned by NMAA</td>
</tr>
<tr>
<td>Health</td>
<td>0.5 credit either as a high school elective</td>
</tr>
<tr>
<td>Career cluster, workplace readiness or language other than English</td>
<td>1 credit career cluster, workplace readiness or language other than English</td>
</tr>
<tr>
<td>Electives</td>
<td>7.5 credits electives (including 0.5 credit of health education)</td>
</tr>
</tbody>
</table>

*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.

**Table 4: Primary Assessments for Demonstrations of Competency**

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Classes of 2020 &amp; 2021</th>
<th>Classes of 2022 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>State Standardized ELA III Assessment with specified minimum performance level (2 attempts)</td>
<td>State Standardized ELA Assessment with specified minimum performance level (1 attempt)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>State Standardized Algebra II or Geometry Assessment with specified minimum performance level (2 attempts)</td>
<td>State Standardized Algebra II or Geometry Assessment with specified minimum performance level (1 attempt)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>One state-developed Social Studies EOC exam with the state-established passing score</td>
<td>One state-developed Social Studies EOC exam with the state-established passing score</td>
</tr>
<tr>
<td>Science</td>
<td>Science Standards Bases Assessment (SBA) (Grade 11) with state-established passing score</td>
<td>NM STEM Ready! Science Assessment, Grade 11</td>
</tr>
</tbody>
</table>

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 and AdS 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**

The purpose of the Guidance Department at APS High Schools is to assist students with information as they make decisions regarding their education, graduation and plans for their future. The Guidance Department provides information and materials in the following areas:

- School progress, counseling, and educational planning;
- Graduation requirements;
- Next Step Planning;
- Vocational school, college, and military admissions requirements;
- Financial assistance information for post high school educational development;
- Printed information concerning colleges, vocational schools, careers, testing and some placement and scholarship services;
- Other appropriate areas relating to educational success and positive growth and development.

Students can receive better service if they sign up to see a counselor before or after school or during the noon hour. Approval of a student’s request for permission to make a routine visit to the counselor during class time will be left up to the teacher. 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. No passes will be issued the first or last ten minutes of each period. 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.

HANDICAPPED/AMBULATORY PASSES

Handicapped pupils who need a wheelchair, crutches, or other mobility aids should report to the Health Office to receive appropriate assistance.

HEALTH OFFICE

The APS High Schools’ health offices are staffed with a registered nurse and a health assistant. At AHS they are available during school hours every weekday. At AdS, please see the posted schedule for availability. 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 or concerns, please call your school nurse at 812-6504.

LOCKERS

Beginning this school year, AHS hallway lockers will be issued only to those students who need them due to a physical or other exceptional condition. Combination locks for visually-impaired students are available upon request. Lockers and locks are the property of Alamogordo High School and only school-issued locks are to be used on school lockers. There is no school insurance concerning the contents of the lockers; therefore, it is wise not to leave valuable items in your locker. Sharing of lockers is prohibited. Locks that don’t work properly should be reported to the AHS Book Store manager for immediate repair or replacement. As property of the school, lockers may be inspected by school officials at any time.
MEDIA CENTER / LIBRARY

The media center is open from 8:00 a.m. until 3:40 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 media center before school, during lunch, and after school to read, research, use the computers for school related assignments or to study.
- Each student must have an individual pass to come to the media center from class. Students are to return to their regular classes 5 minutes before the end of the period. Students must have a pass from their teacher to come to the library during class time.
- Books may be checked out for 2 weeks, 4 books at a time. Two books may be checked out a time for a three week period.
- General reference works such as dictionaries, encyclopedias, and current periodicals/magazines may not be checked out. Overdue fines are assessed at ten cents per day for a maximum of $5.00.
- Computers are available for student use in the media center.
- Students must pay for lost or damaged books.
- Computers are available for students use following district technology use guidelines including no computer games.
- Overdue book fines will be assessed at a rate of 5 cents per day, per book. A 5-day grace period is allowed for each book. Students are not fined for school holidays or weekends. The maximum overdue fine is $2 per book. Students who disregard library rules may lose some library privileges.
- Any student requesting use of a computer must have a signed “Technology Acceptable Use Policy for Secondary Students” on file. A printer is available for student to print school related work at ten cents per page.
- Students must have a signed “Technology Acceptable Use Policy for Secondary Students” on file.

PARENT AND LEGAL GUARDIAN

Students who enroll in APS 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 APS 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, curricula, and budgets. School councils are recognized as important in developing creative ways to involve parents in schools, build community support for schools, encourage community participation, and ensure that provisions regarding parental involvement in NCLB 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. All students will rise and remain standing during the recitation.

If students wish to refrain from participation, a written request should be filed with the Principal and a copy given to their first period teachers.

REPORTING PROGRESS

Students will receive progress reports every three weeks (2 progress reports per 9 weeks). 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

APS 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

School Messenger is an electronic notification system that is used to contact Parents/Guardians by phone and email. The notices are sent for daily attendance/absences, general announcements and critical/emergency information. The home numbers, cell numbers and email information is used from the registration form for each student. Please contact the school office, in person, if any updates should be needed during the school year. Present a legal ID to the attendance secretary at the front security vestibule to obtain a Parent Vue Login.

SCHOOL RESOURCE OFFICER

School resource officers are assigned to APS 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

APS 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. APS 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 or the AdS administration office at 575.812.5500. 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

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

Students, their personal effects and their vehicles may be searched when it is determined reasonable to do so. Drug dogs and other detection devices may be used in these searches.

If illegal substances, stolen property, or weapons are found, they will be confiscated and proper disciplinary and legal action taken.

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 and 5th Street gates 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.

Students who drive to school and have purchased campus parking stickers will enter the parking lot through either the Tiger Drive or 5th Street gates. Security guards will allow only vehicles displaying a valid AHS parking sticker to enter through these gates. These students will enter the building through the rear (west) security vestibule.

No walkers or car riders are permitted to enter through the Tiger Drive or 5th Street 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.

**Senior Off-Campus Lunch Privilege**

Seniors may earn an off-campus pass on the last school day of each month (beginning in September) by meeting all of the following criteria.

- Passing grade in all classes (no Fs)
- No unexcused absences or tardies
- No disciplinary incidents (detentions, suspensions, referrals, etc)
- Not on a truancy or behavior contract or other school-related restrictions
- Not on JPS probation or other law-enforcement/court-related restrictions

The first three criteria will reset each month. For example, an F or an unexcused absence in September will not preclude a student from earning the privilege in October. Students on a truancy or behavior contract may be eligible when the contract expires and the student has met all contract conditions. Students on probation or other restrictions with JPS may be eligible for the privilege with JPS officer recommendation after the probation ends.

A link to an online application form will be emailed to all seniors at least one week before the end of each month. Seniors who meet the criteria and wish to apply for the senior lunch privilege must apply using that link at least three days prior to the last school day of the month. Administration will confirm the criteria were met. On the last school day of the month, these students will receive a lunch pass when they present their student IDs at the front or rear security vestibule.

Students must check in at the front or rear security vestibule upon return. Students who return late or do not return at all will be ineligible for this privilege the following month. Students are expected to accept responsibility for their behavior during their lunch period whether they are on or off campus.

Students who make the decision to leave campus at any time without permission must accept the consequences in accordance with the student discipline matrix. Parents/guardians will be notified that the student is truant and the student will receive a zero for any classwork missed.

**Traffic Patterns**

**Car 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**

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**

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 7:00-8:30AM and from 3:40-4:00PM. 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) security vestibule. 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 or 5th Street gates.

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.

Visitors to AdS must enter at the Main entrance on the East side of the building and must check in with a valid photo ID. 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.
AHS Campus Traffic Flow & Parking Map

North

5th Street Gate Before/After School ONLY

Driving Students

Student Parking

West Security Vestibule

Main (East) Security Vestibule

Visitor Parking

Visitor Parking

Visitor Parking

Visitor Parking

Staff Parking

Staff Parking

Staff Parking

Bus Line (Spec Needs)

Driving Students

Tiger Drive Gate (All Day)
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 legal parent or guardian or other individual (at least 18 years old) pre-designated by the parent/guardian with “Release To” rights documented in Synergy.

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 Synergy with “Release To” rights.

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 (Synergy) 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
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’s appointment, 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 https://safesupportivelearning.ed.gov/sites/default/files/discipline-compendium/New%20Mexico%20School%20Discipline%20Laws%20and%20Regulations.pdf

**STUDENT DRESS CODE**

APS High School students represent themselves, their families, and their school. Responsibility for the dress and appearance of students enrolled at APS 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;
- Display offensive, obscene, or sexually suggestive language or symbols, or promote the use of drugs or alcohol or illegal activity;
- Expose undergarments or parts of the body that should be covered while in public; or
- Disguise the identity of the student;

Examples of prohibited clothing include:

- Sagging or ripped pants, mini-skirts, or see-through garments that exposes underwear, buttocks, or other private body parts;
- Clothing or accessories (pins, jewelry, bandanas, hats, etc.) bearing ethnic slurs, vulgarity, gang- or hate-related symbols or colors, sexually suggestive phrases, or promotion of drug or alcohol use;
- Shoes or sandals that present a tripping 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.

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 CARDS**

To enhance campus safety and security, Alamogordo High School uses a school-wide Identification (ID) badge system for our students. 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 work places. As we continue to update our campus technology, student IDs will be used for library check-out, food court purchases, and book store 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.

The first ID and one (1) replacement are free. Since IDs are required, the cost of additional replacement ID’s is $5.00. ID’s may be obtained at the campus security office.

ID cards are required for entry to the campus in the morning, to enter the library, and to re-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 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.

POWER SCHOOL PARENT ACCESS

Through Parent Vue, 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 Parent Vue.

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 or the AdS website ads.alamogordoschools.org for specific dates of state End-of-Course exams, Standards-Based Assessments, AP exams, and local mid-term and final exams.

TEXTBOOK POLICY

Each student is issued textbooks, which are lawfully considered state property. All AHS state textbooks are numbered for identification purposes prior to being issued to pupils through the AHS bookstore. Students/parents/guardians are responsible for textbooks issued to the students at all times during the school year, including textbooks placed in students' lockers. Pupils who mutilate or fail, for any reason, to return a textbook issued to them will be held responsible for the textbook cost at its full replacement price. Diplomas and official transcripts may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

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.

VIRTUAL ACADEMY/CREDIT RECOVERY

APS High Schools offer distance/virtual learning classes free of charge. Classes may be taken for credit acceleration, credit recovery for failed courses, courses not available at AHS or AdS, and for transfer students to complete classes started in other school districts. Students needing credit recovery may also enroll in virtual learning classes during the summer. Out-of-zone (state-wide) and home-schooled students may enroll as full time students through the Alamogordo Public Schools Virtual Academy as a way to complete high school. Full-time students in the APS Virtual Academy must meet all APS graduation requirements, including state exams. 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, 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 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 matters with visitors.

All visitors are expected to abide by the rules and policies set forth by Alamogordo High School, Academy del Sol 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 MNSA 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, 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 violation of this policy shall be subject to discipline including long-term suspension and expulsion. Any student found to be in possession of a weapon
as defined in the Federal Gun Free Schools Act shall at a minimum be expelled from school for a period not less than one year.

This policy shall be interpreted in a manner consistent with the individuals with Disabilities Act, 20 USC 401.et.seq. In accordance with the provisions of 20 USC 1415e (K)(B) of IDEA.

WITHDRAWAL/DISENROLLMENT FROM SCHOOL

When students withdraw from APS High Schools, 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). Language need not be profane to be abusive.

**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 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.

**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 Web sites.

**Detention:** Student will report to a 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 Saturday School detention. 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.

**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, other than at lunch, 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 punished. 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 Tampering:** The misuse of any portion of the evacuation warning system or initiating a false report of a catastrophe.

**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 bandannas, also known as “rags.”

**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 applicable 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.

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

**Headgear or Sunglasses Being Worn in Building:** Wearing of these items, by either sex, at any time within the confines of the school building.
**Horseplay:** Rowdy, prankish play that may include the act of tripping, shoving, misusing other students’ book, etc.

**Inappropriate Dress:** Wearing of any inappropriate attire as outlined in the “Student Dress Code” section of this handbook.

**Inappropriate Gestures and Materials:** Gestures or materials that are insulting to another person.

**In-School Suspension:** Students will report to the In-School suspension room 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 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:** Discarding rubbish carelessly.

**Locker Sharing:** Any time a student’s property is in a locker room not assigned to that student.

**Loitering:** Standing idly about; lingering aimlessly; loafing.

**Lunch Detention:** Students will report to a designated area no later than five minutes after being dismissed for lunch. The door will be locked at that time. Students arriving late will not be allowed in this area. Students will be dismissed after 20 minutes to go to the cafeteria or commons to eat lunch. Unexcused absences from lunch detention will result in assignment of one day of In-School Suspension for each absence.

**Lunch Time, Off Campus Activity (DPS Referral):** Referral of a student to the discipline office by a law enforcement agency for an inappropriate activity during lunchtime.

**Lewd or Lascivious Behavior:** Any physical act of a sexual nature perpetrated on school grounds.

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

**Out-Of-School Suspension:** Students will not be allowed on school premises for any reason during the suspension period. Make-up work will follow the same guidelines as for unexcused absences. If students are on school premises during the OSS assignment, the Department of Public Safety will be contacted and trespassing charges will be filed.

**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 stickers will be issued. Parking stickers 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, rear of vehicle in front end of other line of vehicles, parking in unauthorized areas, or not having the vehicle registered in the office. Disciplinary consequences will result.

**Physical Contact, Pushing, Etc.:** Aggressive contact between students which is not violent/hostile.

**Possession or Use of Disruptive Items:** Noise makers, squirt guns, shaving cream, water balloons, laser pen lights, or any other similar items.

**Probationary Enrollment:** Students are allowed to remain in school as per disciplinary and attendance agreement between an administrator, student, and/or parents.

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

**Public Display of Affection (depending on blatancy):** Kissing, embracing, or similar inappropriate showing of affection.

**Refusal to Comply with Fair and Reasonable Requests:** Behavior that does not demonstrate common courtesy and respect for a school employee or volunteer when that person is in the act enforcing school handbook policies.

**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 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 that are not in their appropriately assigned room by the last chime of the
tardy bell.

**Theft:** Taking anything belonging to the school, school personnel, or another student.

**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, challenging to fight, or instigating a fight.

**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.

**Violation of I.S.S./Detention Rules:** Not reporting to In-School Suspension and/or Lunch
Detention, After School 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.

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