

ACADEMY DEL SOL HIGH SCHOOL



PARENT/STUDENT HANDBOOK

2018-2019

1200 N. FLORIDA AVE, BLDG C P.O. BOX 650
ALAMOGORDO, NM 88310
PHONE (575)812-5500 FAX (575)812-5503
www.aps4kids.org



“Doing Our Best Everyday to Mentor and Embrace Success”

Principal: J.L. Walker

TABLE OF CONTENTS

MISSION/VISION STATEMENT/NON DISCRIMINATION STATEMENT

Page 1-5

Student Rights and Responsibilities
Entrance/Dismissal
Report Card Schedule

ATTENDANCE POLICY

Page 6-10

Attendance Policy
Definitions
Requirements
Cafeteria Meals
Open Campus
Signing In/Out
Student Appointments

DISCIPLINE POLICY

Page 10-22

Disciplinary Policy
Discipline for Special Education Students
Disciplinary Actions
Tardy Policy
Teacher/Team Discipline Plan of Action
Student Dress Code
Search and Seizures
Complaints and Grievances
State Regulations
Bullying Prevention Rule
Disciplinary Behavior Definitions
Parent/Student Grievance/Due Process Procedures
Weapons in School

GENERAL INFORMATION

Page 23-40

Academic Honesty and Integrity
Acceptance of Personal Checks
Activities
Curricular Activities
Advertising
Announcements and Advertisements
Distribution of Literature Expressing Ideas/Beliefs
Buses
Campus Security Officers
Classroom Policies
Clubs/Activities
Crime Stoppers Program
Electronic Usage Policy
Fees
Florist Delivery
Hall Passes
Handicapped/Ambulatory Passes
Health Office
Parent-Teacher-Student Organizations
Parking
Pledge of Allegiance
School Insurance Program
Parent Vue with Synergy
School Messenger
Telephone Messages
Textbook Policy
Visitor's Passes

Guidance General Information
Student Population Served
Testing and Evaluation
Special Programs
Parent and Legal Guardian
Enrollment
Compliance with Immunization Laws
Graduation Requirements/Credits
Grading Policy
Grade Point Average
Diploma/Certificate Issuance
Senior Notification Procedure
Transcripts
Virtual Learning
Night School
Making Up Credit
Reporting Progress
Schedule Changes
Early Withdrawal
Early Graduation
GED Test
Withdrawal/Disenrollment From School
Student Records
Disclosure of Directory Information
Notification of Rights Under Protection of Pupil Rights

Every Child Succeeds Act HIGHLY QUALIFIED

Notice to Parents

In accordance with the requirements of the No Child Left Behind Act, Title I, Part A, Section 1111 and New Mexico Public School Code 22-10A-16, parents and/or guardians have the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal who may work with your child.

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

Alamogordo Public Schools is in compliance with the "Americans With Disabilities Act." Our goal is to meet the needs of all our students and patrons. Please notify the school if you encounter a problem. We are committed to address your needs within the parameter of the law.

Contact:

Director for Human Resources
1211 Alamogordo, NM 88310
Hawaii Avenue, Bldg. A
(575) 812-6060

Rehabilitation Act of 1973 - Section 504,
Director of Special Education
1211 Hawaii Avenue Building B
Alamogordo, NM 88310
(575) 812-5974

Title IX,
Director of Athletics
103 Cuba Ave
Alamogordo, NM 88310
(575) 812-5566

Academy Del Sol High School

WELCOME

I understand that I am responsible for knowing the contents of this handbook.

Academy Del Sol provides a student-centered environment for learning. Administrators, faculty and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual. It is with that in mind that this handbook was prepared.

This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents/guardians and staff to assist everyone to become better acquainted with the school. The handbook does not, nor was it intended to, cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration of Academy Del Sol. Parents/guardians and students will be consulted in these determinations.

Vision Statement:

Preparing “at risk” students to reach their maximum potential as productive members of society.

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

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

Director of Human Resources
1211 Hawaii Avenue
P.O. Box 650
(575) 812-6000

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

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

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

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

The school district is a community, and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation. The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

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

Alamogordo Public Schools School Year Calendar 2018-2019

Board Adopted, 3.22.17

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 4 Independence Day

July 26-27 Registration Kickoff
July 30 Registration Kickoff

August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 2-3 New Teacher Orientation
Aug. 6 AM District Orientation
PM Site Meetings
Aug. 7-8 Professional Training
Aug. 9 Principal/Site PD
Aug. 10 Staff Work Day
Aug. 13 **First Day of School (Students)**

September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept. 3 Labor Day

Sept. 21 & 24 Parent Teacher Conf. (No School all students)

October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct. 8 Columbus Day Holiday
Oct. 10 **40th Day (State Reporting)**
Oct. 12 End of 1st grading term
Oct. 15-19 Report Card Week
Oct. 29 Strategic Planning Day

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 11 Veteran's Day Holiday
Nov. 12 Observance of Veteran's Day
Nov. 19-23 Fall Break/Thanksgiving Holiday

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 3 **80th Day (State Reporting)**

Dec. 20 End of 2nd grading term
Dec. 21-Jan. 3 Winter Break

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan. 4 Professional Training

Jan. 7 **Students Return Report Card Week**
Jan. 21 Martin Luther King Day

February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 1 & 4 Parent Teacher Conf. (No School for all students)

Feb. 13 **120th Day (State Reporting)**
Feb. 18 Presidents' Day Holiday (Snow day, if necessary)

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 8 End of 3rd grading term
March 11-15 Report Card Week

March 25-29 Spring Break (aligned w HMOU-A) (subject to change due to testing schedule) (March 26 Snow day, if necessary)

April 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 19 Snow Day

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 10 Strategic Planning Day (Snow day, if necessary)
May 23 AdS Graduation
May 24 AHS Graduation
May 24 Last Day of School
May 24 **EQV Reporting Day**
May 27 Memorial Day

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEGEND	
	Holidays Non School Days
	Staff Days Non School Days
	Parent/Teacher Conference Days, no school
	Strategic Planning Day No School, Pre K-12
	School Registration Kickoff

Student Days 83
Staff Days 89

Student Days 93
Staff Days 95





**** Calendar subject to changes ****

Academy Del Sol

Bell

Schedule



Teacher Collaborative Time		7:40-8:25AM
Breakfast/Academic Review		8:00-8:25AM
1 st Period		8:30-9:20AM
A Block		9:25-10:50AM
Passing		10:50-10:55AM
B Block		10:55-12:20PM
Lunch		12:20-12:55PM
C Block		1:00-2:25PM
Passing		2:25-2:30PM
5 th Period		2:30-3:20PM

1200 N. Florida, Alamogordo, NM 88310

Teacher Schedule: 7:45 to 3:20pm

Student Schedule: 8:35am to 3:20pm

**Schedules are subject to change based on holidays, staff training days, and parent teacher conferences.

ACADEMY DEL SOL
GRADING PERIODS 2018-2019

	<u>PERIOD</u>	<u>GRADING ENDS</u>	<u>ISSUED</u>
PROGRESS REPORT	#1	08/31/18	09/04/18
PROGRESS REPORT	#2	9/21/18	09/25/18
REPORT CARD	TERM 1	10/12/18	10/15-19/18
PROGRESS REPORT	#3	11/02/18	11/09/18
PROGRESS REPORT	#4	11/26/18	11/30/18
REPORT CARD	TERM 2	12/20/18	01/07-11/19
PROGRESS REPORT	#5	01/18/19	1/25/19
PROGRESS REPORT	#6	02/8/19	02/15/19
REPORT CARD	TERM 3	03/08/19	03/11-15/19
PROGRESS REPORT	#7	04/01/19	04/05/19
PROGRESS REPORT	#8	04/19/19	4/26/19
REPORT CARD	TERM 4	05/24/19	06/03/19

ALAMOGORDO PUBLIC SCHOOLS PARENT AND STUDENT NOTIFICATION OF COMPULSORY SCHOOL ATTENDANCE
--

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

ENFORCEMENT OF STUDENT ATTENDANCE

1. 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.

A. Definitions

1. 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.
2. Student In Need of Early Intervention: a student who has accumulated five unexcused absences within a school year.
3. Habitual Truant: a student who has accumulated the equivalent of ten or more unexcused absences within a school year.

B. Attendance Requirements

1. **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.
2. **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's 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.
3. **Make Up of Work Missed; Grades:** Following an excused absence, a student shall be given a reasonable time by the teacher within which to make up the work the student missed during the absence. At applicable grade levels, 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 will be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.
4. **Discipline:** In addition to the other measures to be imposed according to this policy, students may receive detention, in-school suspension, or other interventions designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the Principal or the designee. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.
5. **Notice to Parents of Unexcused Absence:** If a student is absent from school without a parent notification of absence, as required by paragraph B.1, above, the principal or the designee will, as soon as practical, contact the parents or legal guardians by telephone or mail to give notice of the student's absence and to ascertain and document the reason for the absence. An unexcused absence of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full day absence.
6. **Third Unexcused Absence:** Upon a student's accrual of a third unexcused absence, the school will provide written notice to the student's parent or legal guardian that the parent/guardian shall be required to meet with the Principal or his/her designee for the purpose of identifying the cause(s) of the unexcused absences. The student will be referred to the school student assistance team (SAT).
7. **Fifth Unexcused Absence - Parent Conference:** Upon the student's accrual of a fifth unexcused absence during the school year, the school shall notify the student's parent/guardian that he or she is required to attend a conference to establish an intervention plan to prevent future unexcused absences. The plan will be confirmed in writing and signed by the principal and the parent or legal guardian during the conference. Notice of the fifth unexcused absence will also be sent to the Truancy Specialist for the Alamogordo Public Schools for appropriate action.

8. Additional Unexcused Absences: Following notification of a student's fifth unexcused absence, the school and parent must continue to develop and/or implement intervention strategies that focus on keeping the student in an educational setting.
9. Notice and Reports of Habitual Truancy: When a student has accumulated ten or more unexcused absences the school shall give written notice of the habitual truancy by mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. The notice shall include a date, time and place for the parent to meet with the local school district, charter school or private school to develop intervention strategies that focus on keeping the student in an educational setting.
10. Parent Failure to Meet: If a parent/guardian fails to arrange, or to appear for, a conference regarding unexcused absences within 10 days of notice from the school, the school will provide written notice to the Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.
11. If Unexcused Absences Continue After Written Notice of Habitual Truancy as provided in Subsection B of this section has occurred: The student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.
12. Excessive and Pattern Absences; Habitual student absences shall be monitored for patterns (i.e., every Monday or Friday), and reported as required by statute.
13. Distribution of Policy; Acknowledgment of Receipt: A copy of this policy and an acknowledgment form will be issued to each student during registration each year. The student shall return the acknowledgment form within five (5) school days of receiving this policy. A student who fails to return a signed form within that time shall be subject to disciplinary actions.

PENALTY

A parent, guardian or one having custody of the student who, after receiving written notice as provided in Item 5, Board Policy JHB-R, found on APS Website, aps4kids.org and after the matter has been reviewed in accordance with Item 10 Policy JHB-R, knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five (\$25) or more than one hundred dollars (\$100) may be imposed, or the parent, guardian or one having custody of the student may be ordered to perform community service. Violators of the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or incarceration for a period not to exceed six month or both.

CAFETERIA MEALS

Free/Reduced Application forms are available at each cafeteria. Parents can send money daily or keep money in the student's account by sending cash or checks (preferred). Students may bring a sack lunch and purchase milk. Meals are as follows:

ADS Breakfast		2018-2019
Full Pay Students		\$1.60
Reduced Pay Students		\$.30
Free Students		No Charge
Adult Breakfast		\$2.50

ADS Lunch		2018-2019
Full Pay Students		\$2.70
Reduced Pay Students		\$.40
Free Students		No Charge
Adult Lunch		\$4.00

Open Campus

This allows all students to leave and return to the campus without signing out for lunch period ONLY. Students are expected to accept responsibility for their behavior during their lunch period whether they are on or off campus. The open campus privilege may be revoked for irresponsible behavior. Before leaving at times other than lunch, students must observe regular sign-out procedures. Students who make the decision to leave campus without observing proper sign out procedures must accept the consequences of that decision. They will receive a zero for work missed and be recorded as truant.

SIGN IN/OUT

Any student being released during the school day must be released through the school office when he/she leaves, and must report to the office when he/she returns. Students who are ill may also be released through the nurse's office. Any release of students will comply with Alamogordo School Board Policy.

A student will be released only to a legal parent/guardian or those designated by a legal parent/legal guardian as documented in the school district database and whose identity has been verified. The designated individual(s) must be 18 years or older. The legal parent/guardian must give prior authorization, if indicated in the student database, before a student may be released to any one documented in the school database, If an emergency is determined by the school administration or nurse, contact may be made of those documented in your emergency contact database. 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.

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

- **RELEASE DURING ASSEMBLIES:** Students are not to be released during school assemblies. Students need to bring in an appointment card in the morning before school to get a pass for release during a time an assembly is scheduled otherwise calls will not be honored.

Parent/guardian permission for students to sign-out must be given in advance to the Attendance Office before the student will be allowed to leave campus during the school day

STUDENT APPOINTMENTS

Parents calling to get their child out of class 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.

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 or a parental phone call. 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.

DISCIPLINARY POLICY

Academy Del Sol administration, faculty, and staff are committed to establishing and maintaining appropriate student behavior and recognize that a safe environment which fosters respect is an essential precondition of learning. ADS will strive to be a well-disciplined school in which there is a school wide emphasis on the importance of learning and intolerance of conditions which inhibit learning. Positive behavioral expectations will be shared and communicated with students while in attendance at ADS in both curricular activities.

It is the responsibility of students and parents to inform themselves of current Board policies, found on APS Website, www.aps4kids.org some references are (Section J-E Attendance, JIC-R Rules of Conduct, and JICI-R Enforcement of Rules of Conduct) and of administrative and school rules regarding conduct that is subject to disciplinary action.

All 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 ADS discipline policy. Any modification from this policy is addressed through individualized education plans, "IEP."

APS DISTRICT POLICY ON CHEMICALS, NARCOTICS, OR ALCOHOLIC BEVERAGES

The Alamogordo Public School District prohibits students from using, misusing, abusing, possessing, selling, dealing and/or giving away 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 (SDE Regulation 6, NMAC 1.4., Regulation 9.1.1).

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

DISCIPLINARY ACTIONS

The disciplinary actions that may be taken by the principal or his assistants include, but are not limited to

1. Student Conference,	6. Mediation
2. Student/Parent Conference,	7. Probationary Enrollment
3. Out-Of-School Suspension	8. Positive Behavior Referral
4. Recommendation For Expulsion,	9. Detention
5. Restitution	

TARDY POLICY

When a student accumulates three or more tardies, teachers are to document in Synergy and make parent contact (3 tardies count as an absence). 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 he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary. Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity. If tardiness becomes a chronic problem with a student, parents will be notified and serious consequences will be administered. Students who are late because of buses do not need an excuse from the office.

TEACHER/TEAM DISCIPLINE PLAN OF ACTION

The plan must include the following steps for dealing with misbehavior but may be individualized by adding additional steps. *SIS (Student Information System)

STEP 1:

1. Teacher Warning and Student Conference
2. Documentation in SIS
3. Parental Contact, if necessary

STEP 2:

1. Teacher Consequence and Student Conference
2. Documentation in SIS
3. Parental Contact

STEP 3 :

1. Teacher Consequence and Student Conference
2. Referral to Counselor (If Necessary)
3. Documentation in SIS
4. Parental Contact

STEP 4:

1. Teacher Consequence and Student Conference
2. Teacher/Parent/ Student Conference
3. Classroom Contract, Completed in one or more of the following areas:
Attitude/Attendance/Behavior/Academic to forward to Principal for approval
documentation in SIS.

STEP 5:

1. Referral to Principal with all documentation

Note: Documentation submitted must indicate all above steps have been followed, and that students have been allowed due process as described below.

Students have:

- been informed of accusations
- been given the factual basis for the accusations
- had the opportunity to admit to or deny accusations
- had the opportunity to present their perception of the situation

Principal may direct the teacher or the teacher may refer student to Student Assistance Team (SAT) for attitude, attendance, behavior or academic intervention.

Any consequence that involves out-of-school suspensions for any length of time will require a mandatory parent/student/administrator meeting for reinstatement of the student. The student may not attend school until the reinstatement meeting occurs for signing of contracts. A probationary enrollment contract may be required due to the severity of the infraction.

Principals may use professional discretion regarding the following infractions.

ADS Discipline Matrix

<p><u>Infraction – Level 1:</u></p> <p>Cheating Dress Code Violation Disorderly Conduct Electronic Devices Horseplay Littering Public Display Of Affection Stealing Tardy (Call Home After 3rd) Violation Of Detention Rules</p>	<p><u>Consequences – Level 1:</u></p> <p>Conference / Warning Parent Contact Confiscation / Parent Contact Restitution / Parent Contact Afterschool Detention (1-3)/Parent Contact Lunch Detention (1-3) & Parent Contact OSS (1-3) / Parent Contact</p> <p>*Any Consequences Or Combination May Be Assigned At Administrators' Discretion.</p>
<p><u>Infraction – Level 2:</u></p> <p>Assault Breach Of Computer Security Disrespectful Speech /Action Towards Staff Disorderly Conduct Gambling Insubordination Cyberbullying Sexting Stealing / Possession Of Test Or Teacher Materials Inappropriate Materials, Language, Or Gestures Skipping Class Threats / Intimidation Vandalism / Graffiti</p>	<p><u>Consequences – Level 2:</u></p> <p>Parent Contact In All Cases Confiscation Restitution OSS (3-9) Combination ISS / OSS Totaling (3-9) Expulsion Hearing Contact Law Enforcement</p> <p>*Any Consequences Or Combination May Be Assigned At Administrators' Discretion.</p>
<p><u>Infraction – Level 3:</u></p> <p>Drugs (Tobacco, Marijuana, Prescription, Alcohol, E-Cigarettes) Arson Fighting Battery Bullying Gang Activity Weapons Unlawful Assembly Capital Offense Bomb Threat Activation Of Safety Equipment Extortion Sexual Harassment Breaking And Entering</p>	<p><u>Consequences – Level 3:</u></p> <p>Parent Contact In All Cases Combination ISS / OSS (5-9) Oss (5-9) Contact Law Enforcement Expulsion Hearing Restitution & Confiscation Will Occur In Addition To Above Consequences When Needed.</p> <p>*Any Consequences Or Combination May Be Assigned At Administrators' Discretion.</p>

Bus Rule:

Bus company will recommend punishment and administration will contact parents.

STUDENT DRESS CODE

Academy Del Sol students represent themselves, their families and their school. It is the Alamogordo Public Schools intent to display to the public at all times a proper standard of conduct, dress, attitude, courtesy, and friendliness on the part of each student which will be above reproach or criticism. A student's appearance, mode of dress, and/or cleanliness shall not disrupt the educational process, or constitute a threat to school safety. As a guide, the following regulations will be in effect: Any potential violation of dress code will be immediately referred to an administrator for determination. (See discipline matrix)

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

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

Students must adhere to the following guidelines:

- ✓ Pants will be worn at the waist; sagging pants/shorts dangling belts/chains and clothing with excessive rips/holes will not be worn.
- ✓ Pajama bottoms are not allowed. Exposed underwear including boxers, sport bras and bras are not allowed.
- ✓ Shorts, skirts, jumpers, or shorts shorter than 6 inches above the bend of the knee are not allowed.
- ✓ Clothes bearing phrases, graphics, or slogans which are sexually suggestive, promote the use of drugs or alcohol, contain vulgar language or ethnic slurs will not be worn.
- ✓ Rags, bandannas or any clothing displaying gang colors, including gang-signs, symbols, or coded designs on clothing, notebooks, etc., that is representative of gang affiliation or identification are not allowed.
- ✓ Low cut blouses/tops will not be allowed. All tops must have a minimum 2 inch width shoulder strap. Clothing which bares the midriff or navel, backless dresses or tops, see-through to the skin
- ✓ Undergarments or spandex-type biker shorts and spandex-type pants, i.e. jeggings and leggings, are not appropriate attire.
- ✓ Muscle shirts are not allowed, unless they are district issued. Shirts will be no longer than fingertip length.
- ✓ Shoes must be worn at all times. House shoes of any kind are not appropriate. Enclosed shoes will be worn for physical education and on playgrounds.
- ✓ Head gear/sunglasses are not to be worn indoors, except for religious or medical reasons. official documentation must be provided in advance and given to the administration office.
- ✓ Spiked necklaces/bracelets, Dangling chains etc. (including face painting) will not be allowed.

Note: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If dress 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, student will be considered insubordinate and additional disciplinary action will be taken. Principals have latitude to increase expectations in the district standard of dress and appearance. Parental input will be a component of additional school guidelines.

SEARCH AND SEIZURES

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual'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 legal action taken.

COMPLAINTS AND GRIEVANCES

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

In the event that a problem is not resolved, students and parents or guardians will follow the following complaint procedure:

- 1) Teacher;
- 2) Principal
- 3) Appropriate Director;
- 4) Superintendent;
- 5) Board of Education.

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:

- ✓ Criminal Or Delinquent Acts,
- ✓ Disruptive Conduct,
- ✓ Refusal To Identify Self,
- ✓ Refusal To Cooperate With School Personnel,
- ✓ Sexual Harassment, And
- ✓ Gang Related Activity.

SDE 6 NMAC - 1.4., Regulation 9.1.1. is made a part of this policy by reference as if set forth in full.

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

BULLYING AND CYBERBULLYING

Bullying and cyberbullying behavior by any student in the Alamogordo Public Schools is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, 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, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

"Cyberbullying" means electronic communication that:

- ✓ Targets a specific student
- ✓ Is published with the intention that the communication be seen by or disclosed to the targeted student
- ✓ Is in fact seen by or disclosed to the targeted student; and
- ✓ Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Students and parents may file verbal or written complaints concerning suspected bullying or cyberbullying behavior to the building principal or the Superintendent or both. Any report of suspected bullying or cyberbullying behavior will be promptly reviewed. If acts of bullying or cyberbullying are confirmed, appropriate disciplinary action will be taken against the perpetrator, up to and including suspension and/or expulsion.

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

HARASSMENT

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

- ✓ Harassment includes, but is not limited to:
Any gesture or written, verbal or physical act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, religion, national origin, sex, gender identity, sexual orientation or disability; which has the effect of harming another individual, damaging his/her property, placing the individual in reasonable fear, or has the effect of causing a disruption to the educational process.
- ✓ Disability: Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a student with a disability because of his/her disability. (Section 504 and the Americans with Disabilities Act).
- ✓ Sexual: Gender discrimination as defined in Title IX of the Education Amendments of 1972. Examples include but are not limited to the following: sexual assault, unwanted

touching, inappropriate comments or conversation, certain non-verbal behaviors and gestures which threaten or belittle others on the basis of gender.

All forms of harassment are prohibited by APS and will not be tolerated.

HAZING

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

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

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

NO RETALIATION/FALSE ACCUSATIONS

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

BOARD POLICIES

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

DISCIPLINARY BEHAVIOR DEFINITIONS
--

The following are definitions of types of behavior for which students may be referred to the 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 whether verbally, physically, or written illegal. 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 – A systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name-calling, mimicking, indifference and exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, and shoving) gender and sex-based bullying, and extortion.

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 by any printing or writing tending to provoke a person to wrath and deprive him of the benefit of public confidence.

Cyber Bullying: Harassment using electronic devices through 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.

Distribution, Possession, or Use of Drugs or Alcoholic Substance: 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 10 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 Academy Del SOL.

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.

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 of Tobacco Products: Cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco, whether on person or in locker.

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: (a combination of sex and texting) 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:

1. 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
2. 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.

Use of Tobacco Products: 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.

PARENT/STUDENT GRIEVANCE/DUE PROCESS PROCEDURES

Students at Academy Del Sol 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:

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

WEAPONS IN SCHOOL

Board Policy JICI, found on APS Website, www.aps4kids.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.

ACADEMIC HONESTY, INTEGRITY AND PLAGIARISM

Students can learn only if they complete course material at an acceptable level. Cheating on tests, quizzes, term papers, etc. will not be tolerated. People commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal; in scholarly work, it is unethical.

A grade of zero (0) will be given for the assignment, a referral may be sent to the appropriate administrator and a parent conference may be held.

ACCEPTANCE OF PERSONAL CHECKS

Personal checks will be accepted for specific amounts only. **CHECKS SHOULD BE MADE PAYABLE TO:** Academy Del Sol. 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 ADS students are allowed to attend. ADS Alumni, up to the age of 20, as well as students from other High Schools that meet these criteria may be granted permission to attend as a guest of an ADS student with prior approval by ADS Administration.

ELIGIBILITY

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

requirements as stated in their constitutions. Prom and homecoming court must also follow NMAA standards.

STUDENT CODE OF CONDUCT

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

- A. As a condition of the code, students participating in athletics/activities are prohibited from using, possessing or distributing alcohol, tobacco and other drugs at any time during a sport/activity season and /or an official off-season program.
- B. If a student involved in extracurricular activities is using/possessing a substance prohibited in the extracurricular code, the student or his/her parents may make a self-referral to a site administrator. If the referral takes place prior to a reported violation of the Extracurricular Activities Code, the use/possession will not be considered a first offence under the code. Any subsequent violations will be dealt with under the provisions of the code.

II. SUBSTANCE USE/POSSESSION/DISTRIBUTION CONSEQUENCES

1. TOBACCO CONSEQUENCES:

- 1. Use or possession - (Also includes official off-season sport programs).
 - A. First Offense – suspension from one game/event and a No-Use Contract.
 - B. Second and Subsequent Offenses – If an infraction occurs before the season starts, the student will be suspended from activities for 45 school days. In the event of an infraction during a sport season then the student will be suspended for the remainder of the activity or 45 school days whichever is longer.

2. ALCOHOL AND OTHER DRUGS CONSEQUENCES.

- 1. Use, Possession, Under the Influence or Suspicion of Being Under the Influence - (Also includes official off-season programs).
 - A. First Offense – If an infraction occurs before the season starts, the student will be suspended from activities for 45 school days. In the event of an infraction during a sport then the student will be suspended for the remainder of the activity or 45 school days, whichever is longer, and a No-Use Contract.
 - B. Second Offense – student ineligible to participate in extracurricular activities for one year from the date of the infraction.
 - C. Third Offense – no longer eligible for activities at Alamogordo Public Schools

3. SALE, DEALING, TRADING, MANUFACTURING, OR DISTRIBUTION OF CONTROLLED SUBSTANCES OR DRUG PARAPHERNALIA (INCLUDES OFFICIAL OFF-SEASON PROGRAMS).

- A. First Offense – student ineligible to participate in extracurricular

activities for one year from the date of infraction.

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

In addition, students must abide by the following expectations:

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

- 1) Meet minimum academic eligibility standards as set by New Mexico Activities Association
- 2) Be on time
- 3) Dress in accordance with the school travel code
- 4) Be in bed at time determined by specific activity
- 5) Be responsible for all equipment entrusted for use, and return it in the best possible condition.
- 6) Create, maintain, and promote the elements of good sportsmanship
- 7) Act in a mature manner at all times
- 8) Represent my school and team in a responsible positive manner
- 9) Create, maintain and promote good team morale
- 10) Comply with the character counts program by practicing the values of trustworthiness, respect, responsibility, fairness, caring and citizenship.
- 11) Set a good example in school, in class, at home, and in the area of competition to earn respect and admiration for our athletics/activities program
- 12) Abide by all the training rules and regulations of a coach/sponsor.

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

The student is expected to practice the “Code of Conduct” to further the positive image of the team, school, and student at all times.

I fully understand that coaches, sponsors, and administrators will use discretionary judgment in their dealings with individual situations on the case-by-case basis.

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

EXTRA-CURRICULAR ACTIVITIES TRAVEL GUIDELINE

IN-TOWN/OUT-OF-TOWN ACTIVITIES

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

The following are the ONLY EXCEPTIONS.

- 1) Any student whose parent/guardian verified the following types of absences before the scheduled activity:
 - A. Funeral
 - B. Emergency Illness
 - C. Doctor Appointment In Advance
 - D. Dentist Appointment In Advance
 - E. Religious (Church Services) Reason
- 2) Extenuating circumstances determined by the school's administration.

DISCIPLINE ACTION

- 1) Students who are deemed truant from class will not participate in the next scheduled activity.
- 2) A sponsor, coach etc., who is notified by school administration and/or faculty members of a student's unverified absence on the day of the activity; will not permit the student to participate. Any truancy on Friday or the last school day of the week shall render a participant ineligible the balance of the school week, including Saturday and Sunday.

NOTE: The twenty-four (24) hour grace period for parent/guardian verification of the student absences does not apply to this [guideline](#).

GUIDELINES

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

- 1) Basic school disciplinary rules and regulations apply to dances, as well as other on-campus school sponsored extra-curricular activities.
- 2) Use of [alcohol/tobacco or possession](#) of (including E-Cigs) and/or drugs in any form [is strictly prohibited](#).
- 3) Any individual or couple leaving an activity will not be permitted to re-enter. The dance sponsor may make an exception for extenuating circumstances.
- 4) Students should conduct themselves in an orderly manner at all times.
- 5) Students who have been expelled or suspended are not eligible to attend any school-sponsored activity for the duration of the disciplinary measure.

- 6) ADS student I.D. cards are required to be shown by students desiring admittance to school sponsored activities. Unless indicated otherwise, dances will be restricted to students in grades nine (9) through twelve (12). Only, ADS Alumni, up to the age of 20 as well as students from other High Schools that meet these criteria, may be granted permission to attend as a guest of an ADS student with prior approval by ADS Administration. The permission form must be completed and approved by a school administrator prior to the admittance to a school sponsored dance. Students and parents assume all responsibility for guests.
- 7) School administrators and/or the activity sponsors have the authority to preclude attendance or remove from the premises students and/or escorts whose conduct is inappropriate.
- 8) Dress code may be specified for designated dances.

RULES GOVERNING TRIPS SPONSORED BY ACADEMY DEL SOL

For All School Sponsored Trips

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

- 1) Sponsors shall be in charge and in control of all school trips.
- 2) Students may not make a school trip without prior written approval by the parent on file. Parents or guardians are responsible for assuring that their child does not possess any illegal substances.
- 3) Transportation shall be provided or approved by school authorities according to Board policy.
- 4) Lists of students making the trip shall be prepared two school days prior to the trip for use by school authorities and sponsor. The sponsor will be responsible for distributing copies to the Attendance Office and each teacher's mailbox/email.
- 5) Students may not transport themselves to out of town events.
- 6) An itinerary of departure times, estimates of arrival times, all programmed events, meeting places, rest stops, eating stops shall be planned ahead and made known to all participants, school administration, and drivers. Eating arrangements shall be made ahead when possible. Absences or tardies from programmed events shall be considered a rule infraction. Lateness in arrival for departure will not be tolerated.
- 7) School transportation shall be furnished only to programmed events or as approved by the sponsor.
- 8) Gambling games, gambling, illegal substances, indecent literature/pictures, profane language or profane actions will not be permitted.
- 9) Students who are disciplinary problems in school will not be allowed to make trips.
- 10) Travel attire shall be appropriate and in good taste for visiting or attending other schools.
- 11) Students who require medication on the trip must inform the sponsor prior to departure.
- 12) Students can be released by the sponsor only to their parent/guardian. Parents/guardians must notify the sponsor in writing of their intent to take their student from the activity prior to their departure of the event.

ON ALL OVERNIGHT TRIPS

- 1) Housing arrangements and assignments shall be made before departure when possible. Housing arrangements and room numbers of individual students shall be known to all sponsors and chaperons and shall be arranged to provide maximum ease in supervision and chaperoning.
- 2) Students who find their room(s) in violation of high school policy should report immediately to the sponsor for re-assignment to another room. If illegal substances (alcohol, drugs, etc.) are found in a room, law enforcement will be called. Students may be charged with possession of illegal substances under the "Due Process" guidelines.
- 3) Boys and girls will not be permitted to occupy the same or connecting quarters for sleeping, visiting, or any other purpose.
- 4) Students and sponsors shall be fully clothed in regular street clothing any time they are outside their quarters. Students will not leave event sites or housing areas without the company of a sponsor.
- 5) Curfews will be set by the sponsors. At curfew time, all students shall be in their rooms, in bed with lights out, and quiet. Students shall remain in bed and quiet after this curfew. This curfew may be set at any hour, depending on planned activities for the following day. In emergencies and when arrival time at quarters is 11:30 p.m. or later, the curfew time will be 30 minutes after arrival at quarters.
- 6) All rooms assigned to students and personal belongings are subject to check at any time by sponsors. When rooms are checked and individuals assigned to that room cleared, they will be released to return to their rooms.
- 7) Students scheduled for overnight trips who have current medical problems should inform the sponsor. The sponsor will request a medical and parental clearance for the student. In case of an emergency where medical attention is warranted, the sponsor will be relieved of all liability and directed to seek emergency medical treatment at the nearest hospital. Parents/guardians will be held responsible for any medical expenses incurred. A sponsor cannot baby-sit a sick child all night long and be expected to supervise and/or conduct an event the next day.

DISCIPLINARY ACTION

Students determined by the sponsor to have deviated from school policies will be suspended from further participation of the event. Furthermore, the sponsor is to notify the parent/guardian by telephone that their child has violated school policy. Parents/guardians should meet their child when they arrive in Alamogordo. Students who violate any school-approved policies may be recommended for long-term suspension. Disciplinary action will be determined by the sponsor and principal. Suspension from the affected program could be for the balance of their high school career.

ALAMOGORDO PUBLIC SCHOOLS

EXTRACURRICULAR CODE OF CONDUCT (ECC)

(Board Policy Section JJJJA, found on APS Website, www.aps4kids.org)

I. STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

II. STANDARDS FOR STUDENT CONDUCT

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

5. Return any equipment issued to student in the same condition as it was received, save for normal wear and tear;
 6. Promote and act in accordance with the elements of good sportsmanship;
 7. As a member of an extracurricular team or group, and as such a representative of APS, exhibit respect to team members, students, and employees of any school;
 8. Promote good team morale;
 9. Comply with the Character Counts program by practicing the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship;
 10. Abide by any unique training rules and regulations of the coach or sponsor of an extracurricular activity;
 11. Abstain from the use, possession, or distribution of any controlled substance, tobacco, or alcohol, as addressed in section III below;
 12. Refrain from using profanity or other inappropriate language in the presence of others;
 13. Comply with APS Board Policy and the current student handbook.
- B. Parents will be notified of any violation of this ECC that results in suspension from participation in extracurricular activities. The activity sponsor or coach will contact the student and the student's parent via telephone or face-to-face conference within 5 school days from the time the activity sponsor or coach learns of such a violation. At this time, the activity sponsor or coach will inform the parent and student that a violation of the ECC has occurred, discuss with them the applicable consequences, and give the student an opportunity to respond to the allegations.
- C. Definitions
1. "School day" includes any regular instructional day, as well as any non-instructional day on which an extracurricular competition or event occurs.
 2. "Suspension" means that the student will not be permitted to participate in any competition, contest, scrimmage, performance, practice, meeting or election associated with an extracurricular activity.
- D. For the purpose of suspending a student from participation in extracurricular activities, for any period of time, the following provisions regarding initiation of the suspension period apply:
1. If the offense is discovered during the regular season of the extracurricular activity, the period of suspension shall begin immediately.
 2. If the offense is discovered during the off-season period of the extracurricular activity, the period of suspension shall begin on the first date of the next regular season.
 3. If the offense is discovered at the end of the regular season of the extracurricular activity, such that the entirety of the suspension could not be completed within the regular season, the period of suspension remaining at the close of the regular season may be continued on the first

date of the next regular season extracurricular activity which the student is participating in.

- E. When considering the appropriate disciplinary action to be taken against a student for violation of this Extracurricular Code of Conduct, the activity sponsor or coach may take into consideration:
 - 1. the fact that a student's first and/or second offense occurred while the student was enrolled at the middle school;
 - 2. the proximity of time between the current offense and the most recent offense;
 - 3. a student's voluntary self-report of his or her own misconduct, prior to any other report being made to school officials.
- III. USE, POSSESSION, OR DISTRIBUTION OF CONTROLLED SUBSTANCE, ALCOHOL OR TOBACCO PROHIBITED
- A. Students participating in any extracurricular activity are prohibited from using, possessing, or distributing tobacco, alcohol, and other non-prescribed drugs at any time. The standards of conduct set out in Section JJJ A of the APS Board Policy are expressly incorporated into this ECC.
 - B. The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first offense, second offense, third offense, or subsequent offense.
 - C. If found to have used, possessed, or distributed tobacco or tobacco products in violation of this Code of Conduct, the following consequences shall result:
 - 1. First Offense – Suspension of the student from participation in one extracurricular event or athletic match, and a No Use Contract.
 - 2. Second or Subsequent Offense – Suspension of the student from participation in any extracurricular activities for 45 school days.
 - D. If found to have used, possessed, been under the influence of controlled substance or alcohol, the following consequences shall result:
 - 1. First Offense – Suspension of the student from participation in any extracurricular activities for 45 school days, and a No Use Contract.
 - 2. Second Offense – Ineligible to participate in any extracurricular activities for one calendar year.
 - 3. Third Offense – Permanently ineligible for participation in any APS extracurricular activities.
 - E. If found to have sold, dealt, traded, manufactured, or distributed a controlled substance or drug paraphernalia, the following consequences shall result:
 - 1. First Offense – Ineligible to participate in any extracurricular activities for one calendar year, and a No Use Contract.
 - 2. Second Offense – Permanently ineligible for participation in any APS extracurricular activities.

IV. OTHER PROHIBITED AND REGULATED ACTIVITIES

A. A student participating in an extracurricular activity shall not:

1. Engage in a “Prohibited Activity,” as defined in APS Board Policy JJJJA (found on APS Website www.aps4kids.org) to include:
 - i. Criminal or delinquent acts;
 - ii. Gang related activity;
 - iii. Sexual harassment;
 - iv. Disruptive conduct;
 - v. Refusal to identify self; and
 - vi. Refusal to cooperate with school personnel.
 2. Engage in conduct which violates the School District’s Weapons Policy, as set out in APS Board Policy JJJJA or NMSA 22-5-4.7, or other federal or state criminal law;
 3. Engage in conduct which constitutes a threat of violence, as defined by Section 7.10, APS Board Policy;
 4. Engage in conduct which constitutes bullying, as defined by Section JJJJA APS Board Policy;
 5. Engage in conduct which constitutes hazing, as defined by Section JJJJA APS Board Policy; or
 6. Engage in a criminal act, as defined by federal and state law, or APS Board Policy.
- B. The disciplinary consequences resulting from a student’s violation of this section may depend on whether the violation is considered a first offense, second offense, third offense, or subsequent offense.
- C. A student who engages in conduct prohibited by section IV, A of this ECC, shall be subject to the following disciplinary consequences:
1. First Offense – Suspension of the student from participation in any extracurricular activities for 45 school days, subject to the discretion of the activity sponsor or coach.
 2. Second Offense – Suspension of the student from participation in any extracurricular activities for an additional 45 school days.
 3. Third Offense – Ineligible to participate in any extracurricular activities for one calendar year.
 4. Fourth or Subsequent Offense – Permanently ineligible to participate in any APS extracurricular activities.
- D. For purposes of this section, a student “engages in” conduct which violates APS Board Policy regardless of where, when, and under what circumstances such conduct

occurs. A student may be found to have violated this ECC by engaging in conduct prohibited by APS Board Policy, even though the conduct does not occur on school property, or during a school-sponsored or school-related event.

V. APPEAL AND/OR COMPLAINT PROCESS

- A. All appeals or complaints of actions taken pursuant to this ECC will be addressed through the APS Complaint process, contained in APS Board Policy, Section JJJJA.

ATHLETIC PROGRAM

The following are requirements for student participation in athletics:

- 1) Parents' Consent;
- 2) Birth Certificate;
- 3) Legal Residence With Parent Or Guardian;
- 4) Must Meet Eligibility Requirements;
- 5) Students In Grades 7-12 Are Required To Have Medical Insurance And A Physical Examination.

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

PERFORMANCE ENHANCING SUBSTANCES

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

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

CONFLICTS IN SCHOOL ACTIVITIES

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

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

- 1) National Level Competition
- 2) State Level Competition
- 3) District/Regional Level Competition
- 4) Academic Events
- 5) Prom And Homecoming Events
- 6) Non-District Competition
- 7) Field Trips
- 8) Practices

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

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.

ADVERTISING

Academy Del Sol will not be an advertising agent 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 Principal or his assistants. Signs will not be put up on painted surfaces.

ANNOUNCEMENTS AND ADVERTISEMENTS

- 1) Any materials that advertise an event or sponsor of an event, off campus, are to be reviewed first by the Principal and then by the Superintendent. Approved items will be posted in a location of general access as specified by the Principal, which location 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.
- 2) The items must be removed after the event being advertised has occurred.
- 3) 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.

DISTRIBUTION OF LITERATURE EXPRESSING IDEAS/BELIEFS

- 1) 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:
 - i. They have been reviewed by the Principal to ensure that they meet the requirements of student publications as specified under Board Policy.
 - ii. That such distribution is in a manner that does not impede the normal flow of student traffic (including walking).
 - iii. 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.
 - iv. That such distribution is made during non-student duty time (i.e., before school, at lunch, and after school).
 - v. 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.

- vi. 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 Academy Del Sol.

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 or Alamo School Bus Company at (575)437-3416 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 SECURITY OFFICERS

Campus Security Officers are employed by the Alamogordo Board of Education and assigned to the High School campus to assist with the safety, care and welfare of students and staff. These 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 will subject a pupil to immediate suspension and 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

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

- Senior Class Council
- Junior Class Council
- Sophomore Class Council
- Student Council
- JOOI Club (Annual \$5. Activity Fee)
- Jr. Optimist Club
- Yearbook Club
- STEM
- Prom Committee

Students are welcome to develop other clubs with Principal Approval and respecting district procedures and guidelines.

CRIME STOPPERS PROGRAM

The Otero County Crime Stoppers Program has been very productive and successful in and around Alamogordo. We feel at ADS that our general student population could also benefit from a program such as Crime Stoppers.

Crime Stoppers will give you the avenue to tell what you know without fear of retaliation. Each person will remain strictly anonymous. You will be rewarded for your information by being paid cash rewards upon the closing of each case with the program functioning entirely within the confines of ADS.

Some examples of information that may qualify for cash rewards under the Crime Stoppers Program are vandalism to vehicles and student lockers, theft, possession of drugs, arson, burglary or possession of a firearm.

If you have information that you want to report, please contact the Otero County Crime Stoppers at 437-2000 or an ADS Campus Liaison by calling them at the school or by coming by the office. You will be issued a confidential code number with your name never being divulged. We hope this program will work toward making our school a more pleasant place in which to get an education.

ELECTRONIC USE POLICY

The use of communication/video – photo devices, to include, but not limited to pagers, cellular telephones, cameras and/or two-way transmission devices, CD players, MP3's, IPODS, radios are not allowed to be used in classrooms without the teachers supervision, examples as a calculator or research device, at the teachers discretion . The first violation will result in confiscation and parents will be required to pick up the item. Subsequent confiscations will result in disciplinary actions (see discipline matrix.) The parent/ guardian will be required to pick up the confiscated device at the end of the school day.

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 (IPODS, MP3 players, CD players, etc) brought to school are at your own risk. Cell phones or any electronic device is not to be used to take pictures of staff members for private or public use without staff permission, failure to adhere can result in disciplinary action. The school is not responsible for lost or stolen electronic devices. Students need to understand that they can easily be stolen or taken from the student's possession. No administrative time will be used on stolen items. Please contact the SRO to file a police report.

FEES

Some classes will charge a lab, shop, or course fee. 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 as early in the semester as possible. Diplomas may be held until all fees are paid in full pursuant to NM State Statue, Chapter 22, Section 22-15-10.

FLORIST DELIVERY

Students who receive flowers or balloons at the school will be notified. These items must be picked up at the office during lunch or at the end of the school day. Special holiday deliveries such as Valentine's Day are discouraged as the school has no adequate means of handling and/or delivering mass quantities of floral gifts. Academy Del Sol will assume no responsibility for any of these deliveries.

HALL PASSES

Pupils leaving the classroom must have a hall pass in their possession. This hall pass should be properly completed and signed by the instructor. 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 Academy Del Sol health office is staffed with a registered nurse and a health assistant. They

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

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

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

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

If you have any questions or concerns, please call your school nurse at (575)812-5404.

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.

PARKING

Students must purchase a \$5 parking sticker for each vehicle that is to be driven on school property. Forms are available in the bookstore. Parking privileges will be strictly monitored by Campus Liaison Officers subject to the following guidelines:

- 1) All vehicles parked in the student parking lot must be registered by the student driving the vehicle with Academy Del Sol and must display the current permit on the front windshield.
- 2) Students are strictly limited to parking in their designated space. Cars parked in non-designated areas will be towed at owner's expense.
- 3) Students with parking privileges must be licensed and covered by insurance to qualify for an ADS Parking Permit. Proof of insurance and driver's license is part of the parking

permit application process. The school is not responsible for the vehicle or its contents while parked on school grounds.

- 4) With the exception of lunch breaks, vehicles will be permitted to leave the campus during the school day only with proper authorization from the office.
- 5) There is to be no loitering in the parking lot or visitation of same without authorization.
- 6) The speed limit on campus is 10 mph.
- 7) Vehicles must be operated in a safe manner.
- 8) Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Referral to law enforcement, suspension of driving privileges and/or disciplinary action may occur when violations occur.
- 9) Students needing to leave campus must have written authorization from the office. Violation of parking privileges may result in a referral to the police, forfeiture of the right to park on campus, and/or disciplinary action at the discretion of an administrator.

PLEDGE OF ALLEGIANCE

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.

SCHOOL INSURANCE PROGRAM

The Alamogordo Municipal School District 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.

PARENT VUE

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.

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.

TELEPHONE MESSAGES

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

TEXTBOOK POLICY

Each student is issued textbooks, which are lawfully considered State Property. All State textbooks are numbered for identification purposes prior to being issued to pupils through the ADS 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. Diploma's and official transcripts may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

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, show a photo I.D., and obtain a dated visitors pass to be worn at all times within the building.

Visitors attending school functions or public gatherings on school grounds open to the public may not be required to sign in/out. Teachers are not expected to take class time to discuss individual matters with visitors.

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

GUIDANCE GENERAL INFORMATION

The purpose of the Guidance Department at Academy Del Sol 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;

- 1) Graduation Requirements;
- 2) Vocational School, College, And Military Admissions Requirements;
- 3) Financial Assistance Information For Post High School Educational Development;
- 4) Printed Information Concerning Colleges, Vocational Schools, Careers, Testing And Some Placement And Scholarship Services;
- 5) 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.

TESTING AND EVALUATION

ACT-College bound students may take this test . Students must register at www.actstudent.org/start

SAT-College bound students may take this test. Students must register at sat.collegeboard.org

PARCC-Partnership for Assessment of Readiness for College and Careers; Administered to grades 9, 10 and 11 in March and April. A testing schedule will be announced at a later date.

NMSBA-New Mexico Standards Based Assessment: Administered to grade 11 (science only) and grade 12 re-takes. Seniors will re-take in September. Grade 11 will test between March 23rd and April 10th. A testing schedule will be announced at a later date.

ASVAB-Armed Services Vocational Aptitude Battery: Administered to grade 12 on October 15, 2014.

PSAT-All 10th and interested 11th grade students may take this test. Registration materials for tests are available mid-September in the ADS Counselors at a cost of approximately \$15 for juniors; there is no charge for sophomores.

SPECIAL PROGRAMS

College and Career Day for 11th & 12th grade ADS/ADS students will be held in the Student Commons Area on September 8th.

NMSU-A Dual Credit Program: ADS students must qualify for the Early Admit 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:

1. 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.
2. The grade earned in the college class will be included in the high school GPA computation.
3. The proper 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 ADS.

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

PARENT AND LEGAL GUARDIAN

Students who enroll in Academy Del Sol 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 Academy Del Sol even though they do not reside in the district must contact the Superintendent's Office of the Alamogordo Municipal School District.

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:

- 1) 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. Special education students are not covered by this policy. They are enrolled once appropriate intake procedure has been completed.
- 2) 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**.
- 3) 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.
- 4) 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
 - 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.

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 a.m – 4:30 p.m, Monday through Friday.

GRADUATION REQUIREMENTS/CREDITS
--

School Year 2018-2019

10 th grade is class of 2020	24 credits
11 th grade is class of 2019	25 credits
12 th grade is class of 2018	25 credits

***** Graduation requirements may be adjusted for students that have entered from other schools, each transcript is evaluated individually.

A student shall not receive a New Mexico diploma if the student has not demonstrated competence in the subject areas of mathematics, reading and language arts, writing, social studies and science, including a section on the constitution of the United States and the constitution of New Mexico, based on a standards-based assessment or assessments or a portfolio of standards-based indicators established by the department by rule. The standards-based assessments required in Section 22-2C-4 NMSA 1978 may also serve as the assessment required for high school graduation.

A student exits from the school system at the end of grade twelve without having satisfied the requirements of this subsection, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. If within five years after a student exits from the school system the student satisfies the requirement of this subsection, the student may receive a New Mexico diploma of excellence.

10th Grade 24 Credits (graduation class 2021)

4	English	1	Econ/Gov
4/1	Math – (Algebra I & II)*	1	World History
3/1	Science – Biology	1	U. S. History
1	P.E.	1	NM Hist.
1	Language or Career**	.5	Health

11th Grade 24 Credits (graduation class 2020)

4	English	1	Econ/Gov
4/1	Math – (Algebra I & II)*	1	World History
3/1	Science – Biology	1	U. S. History
1	P.E.	1	NM Hist.
1	Language or Career**	.5	Health

12th Grade 24 Credits (graduation class 2019)

4	English	1	Econ/Gov
4/1	Math – (Algebra I & II)*	.5	World Geog
3/1	Science – Biology	1	U. S. History
1	P.E.	1	NM Hist./Geog
1	Language or Career**	.5	Health

*Parents have the option of their student not taking Algebra II but they must pass the required test for graduation

** This may be satisfied by taking a language other than English or a career cluster, or a workplace readiness class

Students must earn one credit in one of the following: an advanced placement class, an honors class, a dual-credit course, or a distance learning course in order to graduate and receive a diploma in the State of New Mexico.

GRADING POLICY

<i>Percentage Grade</i>	<i>Letter Grade</i>	<i>Point Value</i>	<i>Credit</i>
90-100	A	4.0	.5
80-89	B	3.0	.5
70-79	C	2.0	.5
60-69	D	1.0	.5
0-59	F	0.0	0
	P	0.0	.5 (Upon Principal Approval)
	S	0.0	.5
	U	0.0	0
	W/P	0.0	No Credit (Withdrawn/Passing)
	W/F	0.0	No Credit (Withdrawn/Failing)
	AUDIT	0.0	No Credit (Admin. Only)

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 20% of the semester grade. In the event that the State of New Mexico Public Education Department has developed and 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 district 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. Advanced Placement classes will earn weighted grades (A=5.0; B=4.0; C=3.0; D=1.0; F=0.0). Students taking courses for high school credit at the middle schools will have those grades included in the cumulative grade point average.

DIPLOMA/CERTIFICATE ISSUANCE

The Alamogordo Board of Education will issue a high school diploma to students who meet all graduation requirements and who have passed the New Mexico Standards Based Assessment in the subject areas of reading, language arts, math, science, social science, and writing (Section 22-2-8.4 NMSA 1978). 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. Seniors may be pulled from the line up to the Friday before graduation. Diploma's and official transcripts may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

SENIOR NOTIFICATION PROCEDURE

Parents/Guardians and seniors will be notified as soon as the information is available to the school officials if the senior will not meet graduation requirements established by the Alamogordo Board of Education. 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 in danger of not meeting graduation requirements. Please check with a counselor about credits needed. Parents are encouraged to keep in touch with their student's teachers in order to monitor school performance.

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. Diploma's and official transcripts 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 LEARNING

Alamogordo Public Schools provides students the opportunity to take distance learning classes. Classes can be taken for the purpose of credit acceleration, to take courses not available at ADS, and for transfer students to complete classes started in other school districts.

Day School Students must finish their course within the school semester or they will receive an "F". If a student has a need for an incomplete, it must be approved by the principal and only three weeks can be allotted to complete the course for most circumstances.

If caught being fraudulent, plagiarizing or cheating the student may be suspended and must do their Odyssey work under the live time supervision of a teacher. If they are on contract, they may be un-enrolled from ADS. A 70% in overall coursework in virtual programs is necessary to receive course credit.

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.

NIGHT SCHOOL

Students must be over the age of 18 or have a circumstance that warrants night school admission. (Upon Principal approval)

To be admitted, students must be within one school year of graduation, unless approved by the principal.

Students must take a diagnostic Odyssey test to assess their academic skills.

If accepted, Students must pay a \$50.00 enrollment fee.

Students may be given only one course a month or more, this is decided on an individual basis.

Students must attend one in-school session one day a week, with their choice of day (Monday through Thursday 6:00pm to 9:00pm.).

Students must be on-line a minimum of 15 hours per week

Our calendar is aligned with the district, although our courses/grades are on a different schedule.

MAKING UP CREDIT

An appointment with a guidance counselor is needed to review options available for students to recover classes previously failed. Tuition will be charged for any class approved by Academy Del Sol or its representatives. The Guidance Office can supply information about registration, dates, and fees for these classes.

Correspondence/Cyber courses are an option for earning credit after all other options have been attempted. Academy Del Sol reserves the right to evaluate a correspondence course before credit is given. After school credit recovery courses must be approved by the Principal. Units of credit by correspondence/cyber environments from an accredited school may be counted toward graduation after approval by the principal. Many courses are available through the APS Virtual Academy. Academic work must be completed and graded prior to May 13 of each school year for

seniors. This deadline also applies to any other special credit options like IEP mentorship's, Independent studies, etc. Deviation from this deadline for seniors could interfere with graduation from ADS.

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. A failing grade means that a student is not doing work of sufficient quality/quantity to justify credit at the time the report is issued.

Frequently, parents will request a conference with teachers as a result of these grade reports. The high school encourages parental involvement in the educational process. Contact between parents and school personnel is encouraged.

If, a student is chronically academically behind in skills and failing their required Math class(es), the student will be provided a special program called Response to Intervention (RTI). This course will supervised by their teacher and offer no credit on a computer based math program until they show competency to retake the for credit math course. This program may occur during mid-semester or be required for an entire semester. If lack of progress is significant, the student will be referred to the SAT team by their teacher, and if necessary will be placed on Academic Probation through a Probationary Academic Plan. If the student continues to fail math, they may be returned to the Alamogordo High School for lack of progress.

For a student who is chronically failing courses (more than one), the student will be referred to the SAT Team, after several interventions the student may also be placed Academic Probation through a Probationary Academic Plan. If, the student continues to fail, they may be returned to the Alamogordo High School for lack of progress.

SCHEDULE CHANGES

Because students **had an opportunity to select classes** through a parent/student/advisory teacher meeting and pre-registration, the school does not allow schedule changes unless the student was assigned to an incorrect academic class. A schedule change form may be requested from a counselor for necessary changes. **At the high school, all changes must be made within the first ten school days of each semester.** These 10 days allow time for vocational program schedule changes, changes related to the co-curricular programs, balancing of class loads, and other necessary changes. A class dropped after the first ten days of school results in an automatic "W/F" (withdrawal with the grade of F) for the course. Students entering a new class after the first ten days of school may receive an "Audit" (no credit) grade for that class. Regardless of when students enter a new class, they must make up all work missed in that class. **A parent conference with the teacher is required for any schedule change other than those listed above.** Schedule changes requested after the first ten days of each semester must be approved by the Principal or administrative staff in addition to a parent-teacher conference. An Administrator may request and authorize a schedule change for disciplinary reasons. Please note that the deadline for dropping or adding a class is August 22 for Term 1 and January 21 for Term 2.

EARLY WITHDRAWAL

All early withdrawals must be prior approved by the ADS Principal. Only those early withdrawals that are absolutely essential, for example PCS moves, will be approved during the last two weeks (10 days) of a semester.

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.

The following is the early withdrawal procedure:

- 1) The Parent Should Write A Letter Or Petition To The Principal Outlining Reasons For The Request;
- 2) The Student Must Confer With The Principal;
- 3) The Principal Notifies The Student And Parent Of The Disposition Of The Request;
- 4) 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.

EARLY GRADUATION

It is the intent of the Alamogordo Public Schools to provide opportunities for students to be enrolled full time at Academy Del Sol for grades 9-12. Students may not only access curriculum taught at ADS but may be eligible to enroll in college classes at no tuition cost to the student and/or parents if enrolled as a full time student. However, if early graduation is the desire of a student and/or the student's parents the student must adhere to the following procedures:

- 1) The student will meet with a guidance counselor to review and discuss the student's academic history.
- 2) The student will fill out an early graduation form obtained from a guidance counselor.
- 3) The student must have a Next Step Plan as required by New Mexico Statute on file in the guidance office. The Next Step Plan should include profiles developed by the KUDER Career Planning System.
- 4) The student will petition and submit in writing the reasons for early graduation.

GED TEST

Alamogordo Municipal School District does not administer the GED test. NMSU-Alamogordo Adult Basic Education Office administers these tests. Students under 18 must have permission to take the GED test from the superintendent or his designee. Please contact the Learning Services Division (812-6000) for detailed information. Eighteen year olds may contact NMSU-A directly for information concerning the GED. The GED Office may be reached at 439-3625.

WITHDRAWAL/DISENROLLMENT FROM SCHOOL

When students withdraw from Academy Del Sol, they will notify the Registrar in the Guidance Office - preferably a few days prior to their final day of attendance.

The parent or guardian will need to 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, ADS 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. Diploma's and official transcripts may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10. Students should also obtain a copy of their health record from the nurse.

Other conditions under which a student may be dis-enrolled are

1. Expulsion for disciplinary reasons
2. Non-attendance

(Refer to Alamogordo Municipal School District Attendance Policy, found on APS Website, www.aps4kids.org)

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:

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

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

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

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

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

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

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

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

DISCLOSURE OF DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act*

of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent

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

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

If you do not want the Alamogordo Public School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District by returning the Yearbook/Photo/Directory Information Opt-Out form (included in your registration packet) to your school administrative office by August 22, 2014.

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Alamogordo Public Schools has developed and adopted policies regarding these rights, (*APS Board Policy IMB and IMB-R, found on APS Website, www.aps4kids.org*) as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Alamogordo Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Alamogordo Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Alamogordo Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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