

Los Alamos Middle School

2018-2019

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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H A W K S

WELCOME MESSAGE

Dear LAMS Students and Parents,

Welcome to Los Alamos Middle School. Our entire staff hopes your year will be one of academic growth and success. We have dedicated ourselves to support that growth through daily lessons and activities.

As a middle school student, you are experiencing great intellectual, emotional, social, and physical changes which make these years both exciting and difficult. Your purpose for learning is to explore the world, making sense of it and your relationship to it. The work required in middle school is different from that in elementary school, and that difference requires adjustments.

Remember that self-esteem is the result of achievements earned on highly challenging tasks. These tasks will be both social and academic. Our staff knows that, and is specially trained, to help students through these changes so that you grow and are successful. Middle school students are expected to attend school regularly, behave appropriately, and demonstrate a commitment to the school community.

This agenda is a very important source of information and tool for success. You and your parents are encouraged to read all the information carefully and refer to it often. It will answer many of the frequently asked questions parents and students have concerning general information, school policies, organizational structure, discipline, and attendance procedures. Parents should be aware that athletic scheduled events/school events may be subject to change after the agenda has gone to print, as well as updates or revisions to School Board policies. Policies may also be found on line at the LAPS website and can be checked for the most recent updated regulations and policies.

You should make it a habit to use this agenda on a daily basis as a tool for success in school. We use it to communicate effectively among students, teachers, and parents. Should you, as a parent, have any questions, please contact the school at 663-2375.

We sincerely hope it will be your best year ever.

REPORT CARDS

The middle school is on a semester system, and report cards will be mailed home or sent electronically at the end of each 9-week period.

End Q1	October 19, 2018
End of Q2	December 21, 2018
End Q3	March 15, 2019
End of Q4	May 31, 2019

Student receiving a D or F in any of their classes will receive a letter at mid quarter.

LAMS BELL SCHEDULE:

1st period	8:00 - 8:47
2nd period	8:52 - 9:45 and snack break
3rd period	9:50 - 10:37
4th period	10:42 - 11:29
5th period	
	Group A 11:34 - 11:55
	Group B 11:55 - 12:21
6th period	
	Group C 12:26 - 12:47
	Group D 12:47 - 1:13
7th period	1:18 - 2:05
8th period	2:10 - 3:00

HAT ONLY SCHEDULE

(Homework and Academic Time)

1st period	8:00 - 8:42
2nd period	8:47 - 9:29
3rd period	9:34 - 10:18
4th period	10:23 - 11:05
5th period	11:10 - 11:52
6th period	11:57 - 12:39
7th period	12:44 - 1:26
8th period	1:31 - 2:13
HAT	2:18 - 3:00

LAMS operates on an eight period schedule with all students taking seven subjects and one lunch period.

SCHOOL RULES/POSITIVE BEHAVIOR SUPPORT

SCHOOL RULES

1. SAFE
2. RESPONSIBLE
3. RESPECTFUL

PHILOSOPHY OF DISCIPLINE

“I have a choice in everything I do, and I have a responsibility for the choices I make.” The philosophy of discipline at LAMS is grounded in the belief that learning opportunities can best take place when there is mutual respect and trust. The administration and staff are dedicated to the development of trust and respect between all students and adults.

Students are encouraged to make good choices and take responsibility for their choices, including accepting natural consequences. This discipline policy was developed in accordance with the Los Alamos Public Schools Board of Education Policies.

CIVIL CONDUCT OF PARENTS, OTHER VISITORS, AND DISTRICT EMPLOYEES

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages volatile, hostile, or aggressive communications or actions. (**School Board Policy 4002**)

SKATEBOARDS AND OTHER SIMILAR MODES OF TRANSPORTATION

Skateboards or other similar modes of transportation may only be used as a mode of transportation to and from school. They must be carried onto campus and stored in the appropriate rack during the school day. They are not to be carried on/in backpacks.

If a student chooses to use a skateboard or other similar modes of transportation, including Heelys, at any time on the LAMS campus, will be subject to school discipline policy. LAMS is not responsible for skateboards that are lost, stolen, or damaged while on school property. Students' parents are encouraged to file a report with the Los Alamos Police Department.

LOCKERS

It is a privilege to have a locker and each student is assigned a hall locker for the storage of backpacks and all electronic devices during the day, school supplies, PE clothing, etc. **NOTE: BACKPACKS MUST BE STORED WITHIN YOUR LOCKER THROUGHOUT THE SCHOOL DAY!** Wheeled backpacks do NOT fit inside of the LAMS lockers. Music, PE, and shop students may also be assigned lockers for instruments, equipment, and projects. It is the student's responsibility to see that his/her locker is **kept locked** and in order at all times. **The school is not responsible for items lost or stolen.** Once lockers are assigned, remember that they belong to the school. Students are expected to keep them in good condition. Students will be assessed for damage to lockers and loss of locks if necessary. Locks are NOT allowed to be brought from home. **Do not share combinations with anyone.** No one may leave class to go to his/her locker except with a hall pass. It is a privilege to have a locker. They are subject to searches at any time (**School Board Policy 5155**).

PERSONAL APPEARANCE/DRESS CODE - STUDENTS

The School Board recognizes that each student's mode of dress and grooming is a matter of individual preference. The Board will not interfere with students' and parents' decisions regarding appearance except when their choices disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or violate reasonable standards of health, safety, decency, and respect for others. The purpose of the student dress code is to encourage students to come to school prepared for the instructional program.

The Board prohibits the displaying of apparel, accessories, or the marking of the skin with designs or patterns, which advocate drugs, tobacco, and/or alcohol use, violence, disruptive behavior, disrespect for others, or denotes gang membership. (**School Board Policy 5151**)

ELECTRONIC DEVICES

The School Board recognizes that cellular telephones, pagers, smart phones, tablet computers or similar devices can play a vital communication role during emergency situations at school and in a student's family. However, the ordinary use of cellular telephones, pagers, smart phones, tablet computers or similar devices (hereafter electronic communication devices or ECD) in school situations can be disruptive to the educational environment and is not acceptable. Current technology allows students to take digital photographs or digital video, record conversations, and may be used to text messages to other students. Due to current technological advances, such devices now have even more potential for disruptive applications in the educational process. Emergency phones are available for student use at all school offices and may be accessed by gaining permission from school staff and administration.

The School District shall not be responsible for loss, theft, or destruction of electronic communication devices and/or their contents brought onto school property.

At the Middle School or alternative school, students may bring such devices, but they are to be left in the off position and in their lockers during the instructional day, including during lunch. The first opportunity to use an ECD is after regular school hours at the conclusion of the instructional day. **(School Board Policy 5159)**

- First Offense: The student is warned and student may reclaim the electronic device at the end of the day from the front office.
- Second Offense: The parent may reclaim the electronic device from the administration at the end of three (3) school days after 3PM.
- Third Offense: The parent/guardian of the student may reclaim the electronic device from the administration **after thirty (30) days or the end of the semester (whichever is longer)**.

If a student refuses to give a staff member their electronic device when found in violation, they will receive additional consequences.

SELLING ON SCHOOL PROPERTY

Students are prohibited from selling products on school property.

ENERGY DRINKS

Energy drinks are not allowed on the LAMS campus and any drink other than water is not allowed in the classrooms. All water bottles must be of a container other than glass.

ALCOHOL, TOBACCO AND OTHER ILLICIT DRUGS

Alcohol and other illicit drug use, including manufacturing, possessing, smelling of, being under the influence of, selling, trading, dispensing in any way, and/or transporting alcohol/illicit drugs, drug analogs, or substances purported to be alcohol and/or illicit drugs, or products containing alcohol, is prohibited on school property, at school, at school sponsored activities, or in school vehicles. Further, manufacturing, possessing, selling, dispensing in any way, and/or using drug paraphernalia are prohibited on school property, at school, at school sponsored activities, or in school vehicles. **(School Board Policy 5129)**

WEAPONS ON SCHOOL PREMISES

Definitions:

For the purposes of this regulation, a “weapon” shall mean any device, instrument, material or substance (animate or inanimate) that is used for, or is readily capable of, causing death or serious bodily injury. The term “weapon” shall also include, but is not limited to, the following NMSA 1978 § 30-1-12(B):

1. Any firearm that is designed to or may readily be converted to or will expel a projectile by the action of an explosion. A “firearm” is further 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. This definition also includes the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device NMSA 1978 § 22-5-4.7, 6.11.2.7(W) NMAC (2000).
2. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device is considered a weapon.
3. BB guns, pellet guns, airsoft and other devices that expel projectiles through various means of projection are also included in the definition of “weapon”.
4. Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a nonviolent purpose, that have a potentially violent use, or any “look-a-like” objects that resemble objects which have a potentially violent use (if, under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use) may be considered a weapon. **(School Board Policy 5154)**

STANDARDS OF CONDUCT

LAMS Administration reserves the right to make individual determinations on discipline/conduct issues that may or may not be spelled out directly but cause any type of disruption.

1. If the student is out of the classroom during class or lunch period, he/she **must** have a hall pass or their agenda, signed by a teacher/staff member.
2. Public displays of affection between any students and among any groups of students, (kissing, embracing, holding hands, hugging, sitting on laps, etc.) are inappropriate in a middle school setting. “Hello/goodbye” type hugs are permitted for only 3 seconds.
3. No fighting, including play-fighting, pretend fighting, “messaging around,” horse-play, encouraging a fight, rocks/snowballs/miscellaneous items and snowball throwing.
4. **Cheating and/or academic insubordination/plagiarism will not be tolerated and will be dealt with on a case by case basis.**
5. Bullying, Hazing and/or Harassment of other Students - All students regardless of race, color, national origin, sex, or handicapping condition deserve consideration and respect. Hazing is any willful act done to another individual for the purpose of subjecting that person to indignity, humiliation, intimidation, physical abuse or **threats of abuse**, social or other ostracism, shame, or disgrace. Hazing or assisting another person in hazing, derogatory remarks and/or racial slurs are inappropriate behaviors and will be subject to disciplinary measures.

6. Bullying typically consists of direct behaviors in person and/or cyber-bullying such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim or victims. Bullying also may be indirect, such as spreading rumors that cause victims to become socially isolated through intentional exclusion. Whether bullying is direct or indirect, the key component is physical or psychological intimidation **that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.**
7. Students who are assigned a suspension (ISS or OSS) on the day of an athletic contest will not be eligible to participate in the next contest.

DISCIPLINARY ACTIONS/POSSIBLE CONSEQUENCES:

- Incident Report Write-Up
- Phone Call to Parent(s)
- Removed Privilege (i.e. non attendance or participation at dances, athletics, end of year activities, field trips, Hawktime, etc.)
- Restricted Activity
- Assigned Time-Out
- Assigned (Lunch) Detention
- Restorative Justice
- Assigned Suspension (ISS/OSS)
- School Community Service
- Emergency Removal
- Hearing/Expulsion

POSITIVE RECOGNITION:

- + PACE Awards (twice per month)
- + Student of the Semester
- + Hawk Time
- + Academic/Athletic Recognition

Student Conduct guidelines are found in **School Board Policy 5131R** but are also at the discretion of LAMS administration.

VANDALISM, DAMAGE OR LOSS OF SCHOOL PROPERTY AND MATERIALS

The Los Alamos School Board shall seek redress in the amount of the damage from any individual or the parents/guardian of any minor who commits any act of vandalism.

Vandalism is defined as negligent, willful, or unlawful damaging or taking of any district-owned real or personal property. The parents/guardian having custody or control of a minor who commits an act of vandalism may be held liable for the act and may also be held liable for rewards of up to \$3,000. (**School Board Policy 5157/ 5131R**)

OUT OF SCHOOL SUSPENSION

If a student is suspended from school due to violation of school policy, the parent is required to pick up their student within a reasonable amount of time. If the parent/guardian refuses to pick up their child, an additional day of Out of School Suspension (OSS) will be assigned.

SEARCHES AND SEIZURES

The following policy is issued by the School Board and shall be observed by all authorized school personnel conducting or involved in searches or seizures. The Fourth Amendment of the United States Constitution and Article II, Section 10, of the New Mexico Constitution prohibit "unreasonable" searches and seizures. The School Board recognizes the need to conduct searches and seizures of students when necessary in order to enforce school policies or to help maintain discipline in accordance to 6.11.2.10(B)NMAC.

SEARCHES:

All school property, including, but not limited to, lockers, school buses, and school grounds are subject to search. Searches can be conducted on any item brought onto school grounds provided that there is reasonable individual suspicion to search that item. A student's person or property are subject to search while under the authority of the public schools, including but not limited to school sponsored activities and trips.

SEIZURE OF ITEMS:

Any illegal items and legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. (**School Board Policy 5155**)

SEXUAL HARASSMENT - STUDENTS

The purpose of this Policy is to require a school environment in which students feel safe and secure. All students have a right to be educated in an environment free from sexual harassment. The Los Alamos School Board prohibits sexual harassment of or by any student, employee, volunteer or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school and school sponsored activities.

Sexual harassment of students impairs the proper atmosphere for education, and creates an inequitable climate for learning. **(School Board Policy 5152)**

DEFINITION OF SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of conduct, which may constitute sexual harassment and would therefore be prohibited include:

1. Unwelcome leering, staring, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation
4. Unwelcome sexual jokes, stories, drawings, pictures, notes, or gestures
5. Unwelcome spreading of sexual rumors
6. Unwelcome teasing or sexual remarks about student enrolled in a predominately single-sex class
7. Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another
8. Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff
9. Cornering or blocking of a sexual nature of normal movements
10. Displaying sexually suggestive objects in the educational environment
11. Writing graffiti of a sexual nature on school property

NATURE OF SEXUAL HARASSMENT

Sexual harassment may occur:

- Student to student
- Staff to student
- Student to staff
- Male to male
- Female to female
- Male to female
- Female to male

BUSES

Students should be at the designated school bus stops five minutes before the scheduled pick-up time and should wait until the bus comes to a complete stop before attempting to board.

While on or off the bus, students should follow the posted bus rules and directions of the driver at all times. Any misconduct on or off the bus can cause the driver to be distracted and jeopardize the safety of the students on any **LAPS** bus will result in removal of that privilege.

Misconduct on the bus may result in removal of that privilege. The Transportation Director and Principal will determine if riding privileges are to be removed.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Students are expected to do their own work. Student work that is copied directly from any source, including but not limited to, another student's work, the internet or out of a book is considered plagiarism and will receive a grade of a zero. Any student who knowingly allows another student to copy his or her work will also receive a zero for the assignment.

STUDENT PLACEMENT

Promotion/Acceleration/Retention/Class Assignment

The building principal is responsible for class assignment and promotion of students from one grade level to the next. The principal welcomes information from parents regarding individual student needs and learning styles that may be helpful in making these decisions.

Acceleration (moving ahead more than one grade level) or retention (repeating a grade level) are decisions which require careful study and data collection. If acceleration or retention is being considered, the parents will be included in discussions with the Student Assistance Team early in the process. Every effort is made to meet the student's needs in the regular class assignment before a recommendation to accelerate or retain is made. **(School Board Policy 5123)**

HOMEWORK

Homework may be expected of students in most courses offered at LAMS. Students learn to work in classrooms as individuals and also as members of a group, cooperating to reach high levels of achievement. Homework is an opportunity for students to apply the skills they learn at school. Homework is one important means of filling this need. Every effort is made by the staff of each team to coordinate homework assignments and tests.

SEVENTH GRADE GUIDELINES:

Total in core subjects = 70 minutes/night

EIGHTH GRADE GUIDELINES:

Total in core subjects = 85 minutes/night

Exception: Students taking advanced math or foreign language courses should expect an additional amount of homework.

***Adjustments will need to be made by the team core teachers when large projects are assigned.**

GATE Science: students will have additional long-term project work.

Orchestra: 100 minutes a week practice

Band: 100 minutes a week practice

Foreign Language: 10 minutes/night (review notes, vocabulary, etc.)

Students who have assignments to complete and are ill may FAX in assignments to the school. All assignments faxed to LAMS must have the student's name, date, subject, teacher, and period. LAMS FAX is 662-4270. Please remember that teachers request at least 24 hours notice to process a homework request.

TEXTBOOKS

Textbooks are the property of the State of New Mexico. Books are on loan to students for their use. Any lost, stolen, or damaged books are the responsibility of the student to whom the textbooks were issued. Students must report stolen textbooks to school security and file a report. Books will be reissued. A school id is required to check out any textbook. Fines will be assessed at the end of the year for damaged or lost books. No transcripts will be issued without payment of fines.

ACTIVITIES/ATHLETICS INFORMATION

GRADE ELIGIBILITY GUIDELINES FOR THE NMAA ACTIVITIES/ATHLETICS

Each student participating in an athletic program or a school-sponsored interscholastic activity needs to meet all New Mexico Activities Association (NMAA) requirements and the Los Alamos Public Schools Extracurricular Code.

Each student participating in a non-school sponsored activity may petition the principal to receive a school absence for each out-of-school competition. An "Activity Registration" form outlining eligibility requirements may be obtained in the Attendance Office. **Outside organizations such as: rugby, hockey, club sports outside of middle school seasons, must include a roster prior to their season to the middle school.** Form and roster should be submitted to principal for approval. It is still the responsibility of the parent to call the attendance office and excuse their children for the date they will be out.

GRADE ELIGIBILITY GUIDELINES FOR THE NMAA ARE AS FOLLOWS:

Students are required to have a 2.0 grade point average (GPA) and **have failed no more than one class for the most immediate grading period to be eligible to participate in a sport/activity**. Eligibility reports will be printed each nine (9) weeks, coinciding with the marking periods. Students who do not meet the minimum NMAA grade standards will not be allowed to participate at any level until the next grading period.

If a student is deemed ineligible at the marking period, she/he can practice but is not able to play, travel, or compete. At the end of the next marking period, if the sport is still underway, and the athlete has maintained the eligibility, she/he may compete at that time.

CLASS ATTENDANCE GUIDELINES ARE AS FOLLOWS:

In order for students to participate in an extracurricular activity, they must attend all classes the day of the activity up to the departure time set by the activity leader. Other requirements by the teacher or team may also be in place. These requirements will be explained in class and a copy will be sent home for parents to sign. **Participants must attend all classes on Friday in order to participate in an activity on the weekend.** Unusual circumstances will be handled on an individual basis with the school administrator. No student shall be absent from school for school-sponsored extracurricular activities in excess of 10 days per semester, and no class may be missed in excess of 10 times per semester (**School Reform Act of 1986 – SB 106**). Waivers for excess days may be granted in compliance with the State Superintendent's directive of September 4, 1986.

HEALTH, MEDICAL INFORMATION, AND NURSING SERVICES

Students who become ill or injured at school should report directly to the nurse's office, and the student's parents will be contacted as needed.

EMERGENCY MEDICAL AUTHORIZATION FORM

The district requires annual completion of medical and emergency medical information uploaded into the InfoSnap system. This lists all phone numbers to be used in case of illness or injury at school. Parents should update information by notifying the school registrar throughout the school year if there are changes. If urgent medical care is required OR school personnel cannot reach a parent, guardian or designated representative, then the child will be taken by ambulance to Los Alamos Medical Center. School personnel are not allowed to take ill or injured children to the hospital.

HEALTH SCREENINGS

School nurses conduct vision, hearing, and height and weight screening on all new students, and on students at selected grade levels. Parents will be notified of any detected deficiencies. If parents are concerned about their child's hearing, vision, height or weight, they should contact the school nurse to make sure the particular screening has been completed.

HEALTH CONCERNS:

Parents or guardians of students with known health concerns should contact the child's school nurse as soon as possible at the beginning of the school year to ensure appropriate assistance.

MEDICATIONS AT SCHOOL:

If your child requires medication during the school day, please contact your school nurse regarding the medication policy for daily and as needed medications. A Medication Permission Form will need to be completed by you and your child's physician.

STUDENT ASSISTANCE AND REFERRAL PROCEDURES

When a student shows signs of needing some type of special help, the student may be referred to the building Student Assistance Team (SAT). The SAT is made up of the principal, counselors, teachers and other personnel as needed. The student may be referred to the SAT by the school staff, a parent, or through self-referral. Parents or students who wish to make a referral to the Student Assistance Team may contact the classroom teacher, the counselor or the principal.

The SAT reviews the student's records and other information, recommends general education intervention strategies and support, and develops a time-line for reviewing the success or failure of these interventions. The SAT, after reviewing the student's response to the interventions may decide that there is sufficient information to substantiate the need for a multidisciplinary educational evaluation. If the student is determined to be eligible for special education services, and Individualized Education Program (IEP) will be developed. If the SAT determines through appropriate evaluation that a student is eligible for modifications to the general education program under Section 504 of the Rehabilitation Act, a 504 Plan is developed with participation of the parents. The SAT will continue to provide support as needed should the student not be eligible for either an IEP or a 504 program.

CHECK-IN/OUT & VISITOR INFORMATION

VISITORS/VOLUNTEERS

All visitors must report to the office, show a picture ID, and obtain a visitor pass, which must be prominently displayed. School personnel are required to know the identity of all persons in the building for the safety of staff and students. Please do not enter the building without first reporting to the office. **Anyone coming to visit a teacher must schedule an appointment with the teacher 24 hours in advance. No person/persons may come without first making an appointment.** Middle school is the bridge between elementary and high school and a time in which a more independent and responsible student atmosphere is encouraged.

PARENT COMMUNICATION

To help ensure the best possible communication between parents and teachers, please refer to the Communication Flow Chart on page 14.

Teachers scheduling special events that do not require 24 hour advance notice will need to notify the front office.

Students from other schools visiting classrooms may become a disruption to the educational process and may not be allowed at LAMS. The teachers and school administration will determine if a middle school aged student will be allowed to visit. Unauthorized visitors such as high school students will be considered to be trespassing and will be referred to the police if they return after being told to leave.

CHECK-OUT PROCEDURE

1. Upon arriving to the school, the person checking out the student must sign the sign-in/sign-out sheet and show a valid picture ID. Office personnel will verify that the adult checking the student out is permitted to do this by looking at the student's medical card or the information in the computer system. **If the person's name is not on the card or in the system, office personnel will have to call the parent/guardian to verify release of the student.** Pick up by a person not currently on the Emergency Medical Card requires a signed and dated parent note that is either faxed (662-4270) or scanned and emailed to the school prior to the release of the student. Students are required to be signed back in on the sign-in/sign-out sheet after returning back to school in order to document exactly which periods the student was absent. If a student is not signed in with the proper documentation, (i.e. doctor's note) the student's absence will be unexcused. A doctor's note must be provided within 24 hours.
2. **Any person wishing to check out a student must be listed on the Student Emergency Card.** Picture identification is required to sign out a student. This will be verified by administration.
3. Parents may complete a lunch release form at LAMS to allow students to go to their own homes for lunch.
4. **If the custodial parent is unavailable for verification (computer system or medical card), the student will NOT be released.**
5. **School Board Policies 1411R, 4013R, and 5145R:**
 - A member of a law enforcement agency or Children, Youth and Families Department may interview a child without school notification of parents or guardians in cases of child abuse/neglect. An agency may remove a child without school notification of parents or guardians in cases of child abuse/neglect.
 - A qualified representative of the court or another governmental agency may have a student called out of classes for conferences without parental permission. However, the principal shall notify the parents or guardians as soon as possible, except as noted in paragraph one.
 - Police officers or social service personnel who have warrants or other legal documents are expected to notify the principal whenever they come into the school for any official police business including taking into custody or arresting a student or school employee.
 - A school official must check and verify the identification of police or other governmental agency officials not personally known to them before releasing any student into their custody.
 - **The principal/supervisor shall sit in, if possible, on the student interviews if parents are not present to ensure the rights of students, parents, and guardians are protected.**

LUNCHTIME PICK UP POLICY

Lunch time at LAMS holds many opportunities for your child. Although we have a closed campus, our campus offers many options for students during lunch -- i.e recess, cafeteria, library, help sessions. As a result, it is often difficult to locate a student in a timely manner. If you plan to pick your student up during the lunch recess, please call the office in advance. We will notify their 4th or 5th period teachers respectively, and have the student come to the office to await pick up.

MESSAGES/DELIVERIES TO STUDENTS DURING THE SCHOOL DAY

If a parent/guardian wishes to have a message sent to their student during the school day, they may call the main number, 663-2375. The message will be given to the student during the next passing period. LAMS requests that you minimize sending messages through the day as it disrupts the educational process. Messages should be called in before 2 p.m. In addition, delivery of items such as flowers, balloons, etc. is prohibited.

SCHOOL VOLUNTEERS

LAMS welcomes volunteers. Volunteer activities include office/clerical assistance, chaperoning field trips, media center assistance, guest speakers, Hawktime presenters, classroom assistance, assistance with athletics, supporting band and orchestra events, etc. Anyone wishing to volunteer time should contact the school office at 663-2375.

ATTENDANCE INFORMATION

LAMS attendance regulations are based on **New Mexico Compulsory School Attendance Law, Chapter 22, Article 12 NMSA 1978**, which mandates students to attend class and teachers to keep accurate daily attendance records. The sole intent and purpose of this regulation is to attain the highest degree of student success and academic progress for each student.

According to the New Mexico Compulsory School Attendance Law, children are required to attend school until they have reached their eighteenth birthday unless the child has previously graduated from high school or has received authorization for excuse by the local school board.

All students are expected to attend school regularly and ***to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility.*** There is a direct relationship between attendance and student success. Students who have good attendance generally achieve high grades, enjoy school more, and are more employable after completion of high school.

LAMS provides several intervention strategies that support regular attendance. These include disciplinary action; phone; phone calls, emails or letters to parent(s)/guardians; meetings with school guidance counselors; meetings with an administrator and teachers to form remediation plans; and/or referrals to community support services, Juvenile Probation, and FINS.

EXCUSED ABSENCES

School absences may be excused pursuant to the rules of the **New Mexico Compulsory School Attendance Law and School Board Policy/Regulation 5110/5110R.**

1. Parents must notify the office on the morning of the student's absence or appointment by calling 663-2376. Students who arrive late, leave early, or check out for an appointment **MUST** sign in or out in the office. They must have a parent excuse presented to the office upon arrival at school. Students may be transported to/from school by older siblings if listed on the medical emergency card.
2. Parents are allowed to excuse up to ten (10) absences (**70 periods**) for their child per school year including "Parent Excuse", "Illness" without a doctor's note, and "Preapproved Travel" following completion of the appropriate form.
3. **In addition to parent-excused absences, absences are defined as excused per "Medical, health, or legal appointments" confirmed with proper documentation, Religious observance", "Family deaths." Documentation verifying such absences must be provided upon the student's return to school. In addition, "Limited family emergencies," "Hazardous weather conditions," "Late bus arrivals," "Suspensions," College or University visits," "Deployment of a military parent," "Parent or Adult Student Requested absences for educational travel as approved in advance by the school principal," and "Limited extenuating circumstances as approved in advance by the school principal."**
4. **Absences expected to be of duration greater than 3 days (except medical appointments and emergencies) need to be requested by completion of the "Prearranged Absence Form."** This form can be picked-up from the main office and should be turned in at least one week prior to the absence in order for teachers to prepare make-up assignments for the student. **Absences will be pre-excused up to 5 days per year.**
5. If a student has exceeded the ten (10) days of excused absences for their child, a notification letter will be sent to the parent/guardian in this regard. Further absences will be "Unexcused."
6. Students who continue to accumulate more than five (5) unexcused absences for which the parent excuse has been held will be contacted by their student's counselor to complete a Student Assistance Team meeting.
7. Students who continue to accumulate more than ten (10) unexcused absences for which the parent excuse has been held will be notified via letter of referral to Children, Youth and Families Department for educational neglect.
8. **Work missed because of an excused absence needs to be made up as quickly as possible. The student must check with the teacher(s) as soon as he/she returns to school. This is the student's responsibility!** On the third day of absence, parents may call and request homework. If the absence is expected to continue, parents should request additional work at that time. Requests should be made before 9:00 A.M. for work to be picked up after 3:30 P.M.
9. **A parent or guardian must verify all absences within 24 hours of the absence. After 24 hours the absence is unexcused.**

UNEXCUSED ABSENCES

School absences are unexcused when a student does not have an allowable excuse pursuant to the rules of the **New Mexico Compulsory School Attendance Law and School Board Policy 5110**.

1. When a student receives his/her third (3) unexcused absence, written notification listing the dates of all absences will be sent to the parent(s)/guardian. **Parent(s)/guardian then need to contact their student's counselor to complete an Attendance Intervention Plan.** This may be done over the telephone and signed subsequently at reception.
2. **For students who accumulate five (5) unexcused absences – seven (7) absences, notification will be sent to the parent(s)/guardian; School interventions and strategies will be implemented (SAT and IEP), and there will be a parent and student conference with school staff and Juvenile Probation Office with a referral for the Truancy Diversion Program through Los Alamos Family Council.**
3. Once a student has accumulated five (5) unexcused absences, the parent(s)/guardian and student will be contacted to set up an Attendance Review Board Hearing with an administrator and relevant support staff.
4. **Students who accumulate ten (10) unexcused absences will be referred to the Children Youth and Family Department. the Juvenile Probation Office for enforcement of the New Mexico Compulsory School Attendance Law:**
“If violations continue after written notice...the student shall be reported to the probation service of the judicial district where the child resides for a child in need of supervision and thus subject to the provisions of the Children’s Code.” **Section 32A-sA-3 in the Children’s Code (effective 7/1/93):**

“A family in need of services means a family whose child is absent from school without authorized excuse more than ten days per year.”

State law requires schools to withdraw a student after ten (10) consecutive days of absences.

TRUANCY

Truancy due to an excessive unexcused absence is outlined as per the Public Education Department (6.10.8.1 NMAC-N, effective 12/30/04):

“Truancy” means the unexcused absence of a student from school or class that results in the student being deemed truant.

“Student in Need of Early Interventions” means a student who has accumulated five unexcused absences within a twenty-day period.

“Habitual Truant” means that a student who has accumulated the equivalent of ten or more unexcused absences within a school year.

These offenses will result in disciplinary action and parents will be notified. Chronic violators will be referred to the appropriated intervention agency (as per “Unexcused Absences” above).

TARDIES

All students are expected to arrive at school by 7:53 A.M. School begins promptly at 8:00 A.M. and students should be seated and ready to work when that bell rings. **Students who arrive after the tardy bell rings (< 5 minutes) will be considered “tardy.”** Students who arrive more than five (5) minutes late to any class will be considered absent.

The importance of being on time to class cannot be over-emphasized. It will be the responsibility of each student to be in class and ready to work when the tardy bell rings (i.e. seated with materials needed for class).

1. The accumulation of five (5) tardies will result in one lunch detention.
2. The accumulation of ten (10) tardies will result in two lunch detentions.
3. The accumulation of three (3) tardies will result in three lunch detentions.
4. Persistent tardiness will result in further school discipline.

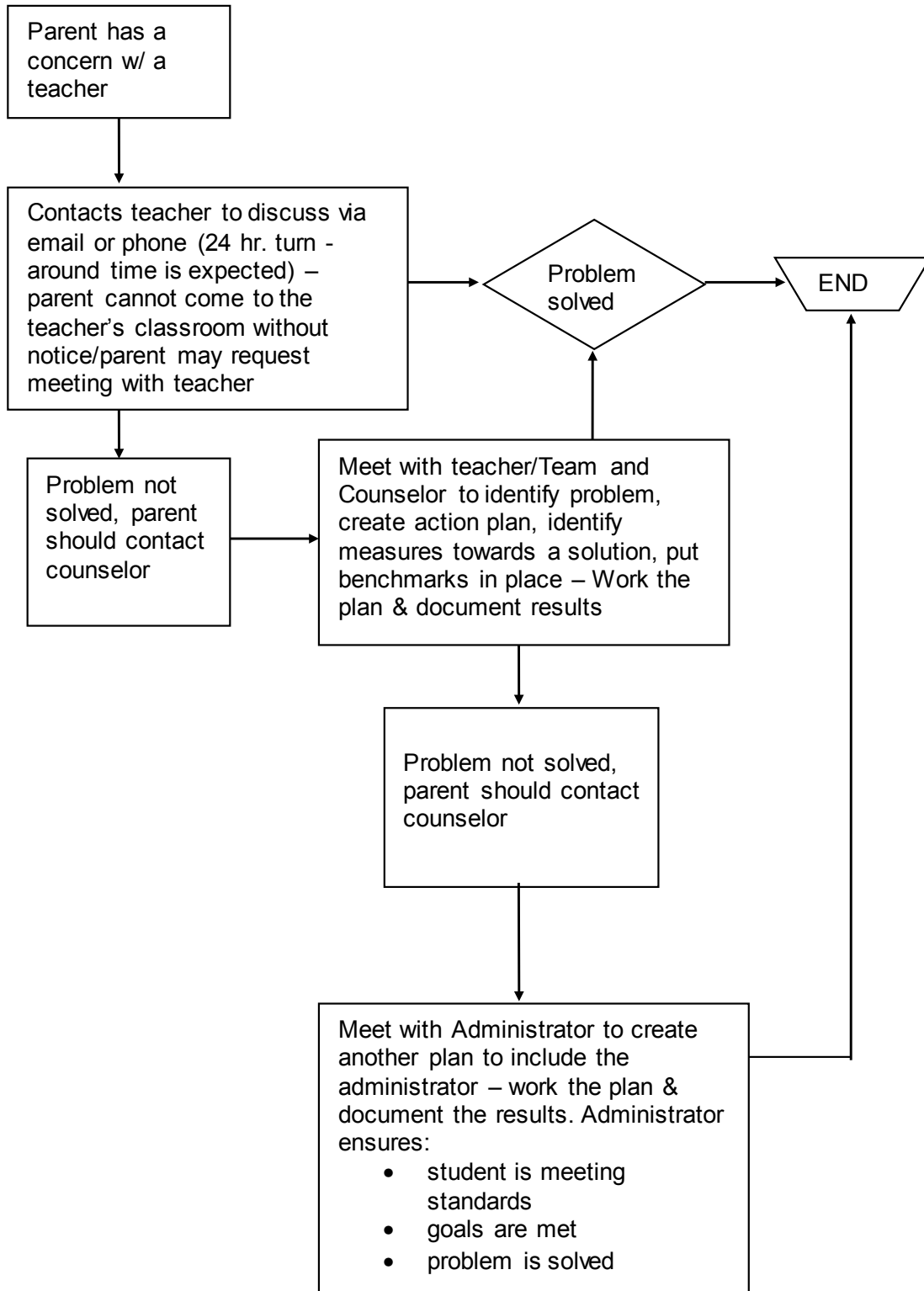
DITCHING/TRUANCY

Truancy is absence from school without permission. Ditching is leaving school grounds or cutting classes without permission.

These offenses will result in disciplinary action, and parents will be notified. Chronic violators will be referred to the appropriate agency.

Students will not be penalized for tardies related to school operation such as late bus runs, another teacher detaining a student, etc. Students are responsible for obtaining a note from a teacher who has detained them and caused them to be tardy to their next class.

PARENT TEACHER COMMUNICATION FLOW CHART



SPORTS SCHEDULE

CROSS COUNTRY

9/5/18 Cochiti Pueblo (Away), 3:30 PM
9/15/18 Academy For Tech - SF (Away), 11:00 AM
9/19/18 Espanola (Away), 3:00 PM
9/26/18 Albuquerque Academy (Away), 3:00 PM
10/3/18 Desert Ridge MS (Away), 3:00 PM
10/6/18 Santa Fe Indian (Away), 9:00 AM
10/9/18 LA Invite LAMS LA Invite (Home), 3:00 PM
10/26/18 LAHS (8th only) at LAGC (Home), 3:00 PM

FOOTBALL

9/6/18 Taos (Home), 4:00 PM
9/13/18 Pojoaque (Home), 4:00 PM
9/20/18 Escalante (Away), 6:00 PM
9/26/18 St. Mikes (Away), 4:00 PM
10/4/18 Espanola (Home), 4:00 PM
10/10/18 Santa Fe Indian (Away), 4:00 PM
10/18/18 Bernalillo (Away), 4:00 PM

VOLLEYBALL

9/8/18 West Las Vegas WLW Shootout (Away), TBA
9/11/18 Espanola (Home), 4:00 PM
9/15/18 Memorial Memorial Shootout - Robertson (Away), TBA
9/18/18 Pojoaque (Away), 4:00 PM
9/22/18 Taos Taos Shootout (Away), 4:00 PM
10/12/18 Espanola Tourney (Away), TBA
10/13/18 Espanola Tourney (Away), TBA

G BASKETBALL

11/1/18 Espanola (Home), 3:30 PM
11/2/18 LA Invite (Home), TBA
11/3/18 LA Invite (Home), TBA
11/6/18 Ortiz MS (Away), 4:00 PM
11/13/18 West Las Vegas (Home), 3:30 PM
11/15/18 St. Mikes (Home), 3:30 PM
11/16/18 Taos Tourney (Away), TBA
11/17/18 Taos Tourney (Away), TBA
11/20/18 Taos (Away), 4:00 PM
11/26/18 Memorial MMS (Away), 4:00 PM
11/27/18 Milagro (Home), 3:30 PM
12/3/18 Pojoaque (Away), 4:00 PM
12/4/18 Santa Fe Indian (Away), 4:00 PM
12/7/18 Pojoaque Tourney (Away), TBA
12/8/18 Pojoaque Tourney (Away), TBA

WRESTLING

11/3/18 Pecos Tourney (Away), 8:00 AM
11/10/18 Taos Taos Tourney (Away), 8:00 AM
11/14/18 LA Quad LAMS (Home), 3:00 PM
11/18/18 Rio Rancho Rio Rancho Tourney (Away), 8:00 AM
11/28/18 WLW Jamboree (Away), 3:00 PM
12/15/18 Belen Belen Tourney (Away), 8:00 AM

B BASKETBALL

1/8/19 Memorial MMS (Away), 4:00 PM
1/17/19 Santa Fe Indian (Home), 3:30 PM
1/18/19 Espanola Tourney CVMS (Away), TBA
1/19/19 Espanola Tourney CVMS (Away), TBA
1/23/19 Pecos (Home), 3:30 PM
1/25/19 LA Invite (Home), TBA
1/26/19 LA Invite (Home), TBA
1/29/19 Taos (Home), 3:30 PM
1/30/19 Pojoaque (Away), 4:00 PM
2/5/19 West Las Vegas (Home), 3:30 PM
2/7/19 St. Mikes (Away), 4:00 PM
2/14/19 Espanola CVMS (Away), 4:00 PM
2/19/19 Pojoaque (Home), 3:30 PM
2/22/19 Pojoaque Tourney (Away), TBA
2/23/19 Pojoaque Tourney (Away), TBA

TRACK & FIELD

3/14/19 Cleveland (Away), 3:00 PM
3/21/19 Santa Fe Indian (Away), 3:00 PM
4/6/19 LAMS Relays Sullivan Field (Home), 9:45 AM
4/9/19 Albuquerque Academy (Away), 3:00 PM
4/17/19 Pojoaque Boys Invite (Away), 3:00 PM
4/18/19 Pojoaque Girls Invite (Away), 3:00 PM
4/27/19 Taos Mtn. Invite (Away), 8:00 AM
5/1/19 LAMS Dual Meet - Taos (Home), 3:00 PM