Alamogordo Public Schools

Middle School Handbook

CHAPARRAL MIDDLE

HOLLOMAN MIDDLE

MOUNTAIN VIEW MIDDLE

Mission Statement

Alamogordo Public Schools will ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life.

APS Middle Schools will accomplish this by:

- Making students our first priority.
- Setting high expectations defined by learner outcomes.
- Striving to meet student needs.
- Utilizing community partnerships.
- Providing a safe, respectful, and positive learning environment.

Academic School Calendar and bell schedules will be uploaded upon board approval

Alamogordo Public Schools Middle Schools
2025-2026

ACCREDITATION: All Middle Schools are accredited by the New Mexico Public Education Department. All faculty members, curriculum offering, activities, and school facilities meet the requirements of this agency.

Chaparral Middle School:

- Mascot: Tiger Cubs
- Colors: Black/Gold

Address: 1401 College Ave, Alamogordo, NM 88310

School Phone: (575) 812-6301

Registrar: (575) 812-6316

Guidance Counselor: (575) 812-6317

Holloman Middle School:

- Mascot: Falcon
- Colors: Blue/Gold

Address: 381 David L. Goldfein, HAFB, NM 88330

School Phone: (575) 812-6201

Guidance Counselor (575) 812-6215

School Health Office: (575) 812-6204

Mountain View Middle School

- Mascot: Jaguars
- Colors: Turquoise/Gold

Address: 500 Washington Ave, Alamogordo, NM 88310

School Phone: (575) 812-6400

Registrar: (575) 812-6416

Guidance Counselor: (575) 812-6418

Welcome to the Alamogordo Public Schools

Dear Parents,

We wish to extend our appreciation for entrusting us with the education of your child at one of our district middle schools. It is our commitment to ensure that our instructional program prioritizes a rigorous and high-quality education tailored to meet the unique needs of each student. Our middle school faculty comprises dedicated professionals who are deeply invested in fostering a collaborative partnership with you to effectively implement your child's education journey.

This handbook has been prepared to provide information on district middle school programs and requirements. Please do not hesitate to contact the teacher, principal, or administration if you have questions, or in the event that a problem should arise. We will gladly work with you in seeing that this school year is safe and productive for your child and informative for you. We thank you for your involvement and interest in the educational process. Listed below are district administrators and middle school principal contacts.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions.

For questions about the material in this handbook, please contact *your campus principal.*

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact your campus principal

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INTRODUCTION

Student Handbook

The student handbook is to be used as a guide to inform students, parents/guardians, and staff about academics, activities, regulations, and policies of all Middle schools. ***All regulations in this handbook are in alignment with the policies and regulations within the Alamogordo Public School District (APS) and adopted by Alamogordo School Board. (See APS District Policy).*** The APS district reserves the right to modify the student handbook at any time. The district encourages parents to stay informed of proposed policy changes by reviewing newsletter and other communication explaining changes in policy or other rules that affect student handbook provisions.

Non-Discrimination Statement

Alamogordo Public Schools does not discriminate on the basis of race, color, national origin, sex, gender, age, disability, sexual orientation, veteran status, marital status, or pregnancy in its programs and activities. APS provides equal access to the Boy Scouts and other designated youth groups. Lack of English language skills is not a barrier to participation.

For inquiries, contact the Director of Human Resources (Title IX Coordinator) at 1211 Hawaii Avenue, Alamogordo, NM 88310 or (575) 812-6000.

For more information, visit www.alamogordoschools.org

Title IX Statement

Alamogordo Public Schools complies with Title IX of the Education Amendments of 1972. Title IX prohibits discrimination based on sex in any education program or activity that receives federal funding. This includes protection against sexual harassment, sexual violence, and gender-based discrimination.

APS prohibits retaliation against anyone who reports a Title IX concern, files a complaint, or participates in a related investigation. Students, staff, and families are encouraged to speak up without fear of punishment.

Reports or questions related to Title IX may be directed to the District's Title IX Coordinator:
Director of Human Resources
1211 Hawaii Avenue, Alamogordo, NM 88310
(575) 812-6000
APS website: www.alamogordoschools.org

Or visit the Office for Civil Rights at: https://www2.ed.gov/about/offices/list/ocr/index.html

Purpose of the Student Handbook

This handbook provides important information about school rules, expectations, student rights, and available services.

It reflects current district policies but may be updated during the school year. Families are encouraged to review updates on the APS website and stay connected with school administrators.

Questions? Contact your school principal or visit www.alamogordoschools.org

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Alamogordo Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education record. 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.

Students Rights and Responsibilities

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action. The school district is a community, and the rules and regulations of a school are the laws of that community. 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.

GENERAL INFORMATION

Parent Communication

All Middle School staff members welcome and encourage parent involvement in the educational process. Parents/guardians, as well as middle school students, are encouraged to use Power/School logins and the app to monitor academic records and attendance. This is located at https://alamogordoschools.powerschool.com. For more information about PowerSchool or for login information, please contact the appropriate Middle School.

If a parent/guardian wishes to make an appointment to speak with teachers, the counselor, or administration, they can call the office. Teachers, principals, and staff are

generally available before school, after school, and during prep periods. Teachers and support staff are unavailable during instruction time. Phone calls and email are the primary forms of communication. Parents must follow a chain of command when addressing concerns. The first point of contact is the teacher, the second point of contact is the administration. If the issue is not resolved, a conference can be scheduled with the superintendent.

Check-In & Out Procedures

All APS Middle Schools are closed campuses. Students may not leave at any time during the school day (including lunch periods) or with anyone unless they are listed in Power School and check out at the office. Parents or guardians who need to check out a student during the school day must do so at the main entrance. A valid, official photo ID is required. Students may be signed out only by a legal parent/ guardian or individual (18 years or older) who is pre-designated by the parent/guardian with "School Pickup" rights documented in the student's PowerSchool account. Emergency contacts will only be utilized when a parent/guardian cannot be reached.

Students who are ill may also be released through the nurse's office. Any release of students will comply with Alamogordo School Board Policy.

Any student who leaves campus at any time will be considered truant unless they have been appropriately signed out by a legal guardian or a person authorized by the parent or guardian.

The principal can approve checkouts via telephone ONLY during emergencies. Written notes sent with a student will not be honored without phone verification and/or email. The school has the right to deny a student from checking out if parent contact is not made. The school has the right to ask for identification of anyone wishing to check out a student. Only individuals listed on the enrollment form will be allowed to check out students.

Student Arrival at School

Students should not come to school earlier than the supervised time determined by each individual Middle School. The doors will be open at the published time for student entrance if they are eating breakfast. They are not to enter the building earlier unless they have to conduct business with faculty and staff. During inclement weather, the doors will be opened earlier for students to shelter in the appointed area.

Upon arrival at school, students should go to the cafeteria (if eating breakfast) or the designated outdoor area. No student will be allowed to leave campus after arrival without consent of parent, guardian, or principal.

Late Arrival/Early Pickup

Students arriving late at school in the morning are required to be signed in at the Attendance Office by a guardian. Students who are not checked in late by a guardian will receive an Unexcused Absence for the period(s) missed.

Any parent/guardian who wishes to pick up their child during school hours, must report to the front office, show identification, be on the student sign-out list, and physically sign the student out. Parents/guardians must sign the student back into school if they return during the school day.

Visitor on Campus

The 32nd Legislature of the State of New Mexico has passed extremely strict laws regarding trespassing on school property. The law makes unwarranted trespassing a criminal offense; therefore, all visitors will be required to have a pass from the office before visiting any area on any of the Middle School campuses. Adults wishing to visit classes or individuals while school is in session must have permission issued from the Principal's Office (in accordance with APS School Board Policy). Students from other schools, friends, or relatives, are not permitted to spend time visiting classes at any of the Middle School needs. An individual who is on school property without the approval of the principal may, for cause, be referred to law enforcement.

Leaving a Message

If a parent/guardian needs to get a message to their student, the parent/guardian must call the Middle School office before 3:10 PM to leave a message on Monday, Tuesday, Wednesday, Thursday, or Friday and before 1:10 on Friday. This ensures that the student will receive the message.

Conduct at School Events

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

Pledge of Allegiance

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

Safety Drills and Procedures

Throughout the school year, the Middle Schools will be executing several different types of emergency drills (fire, lockdown, and shelter in place) to ensure that our campuses are prepared for anything. Please be aware that you or your child may view additional safety officers and emergency personnel, etc. present at our campus, but not to panic as their presence is to help and assure the campus is always safe at all times and proper protocol was followed during emergencies or drills. Emergency and evaluations drills are scheduled and conducted according to the school timeline required by APS district policy.

Search and Seizure

Students possess the right of privacy of a person as well as freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment. However, this right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and staff. ***A search may be conducted with "reasonable suspicion that a crime or breach of disciplinary rules exists***." ***Students and their personal effects may be searched when it is determined reasonable to do so***. Items which threaten the safety or security of others or which disrupt or interfere with the educational process are subject to seizure with disciplinary action implemented.

Lost and Found Department

Students will not bring large sums of money or items of value to school. The school will not assume responsibility for articles damaged, lost, or stolen. The lost and found items will be kept in a designated location. Articles of value will be kept in the main office. Articles found should be turned in to the Main Office.

Deliveries

All middle schools have limited personnel; therefore, any deliveries need to be pre-approved by the building administration. Please check with your middle school prior to scheduling any deliveries.

Dances

Student dances will be approved by the principal. Unless indicated otherwise, dances will be restricted to only students who attend that middle school. Once a student enters the dance, if he/she leaves, they will not be allowed back in. ***Parents are encouraged to pick up their children no later than ten minutes after the end of the dance***. Students receiving discipline may be excluded from dance at the secretion of school administrator. The Dress Code and all school policies will apply.

Transportation

- **Bus Regulations**

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

  There is no bus transportation at Holloman Middle School.

  Students who use school transportation for field trips, extracurricular or sports activities must follow all rules and regulations.

- **Student transportation (bicycle, scooters, skateboard)**
  It is recommended that student(s) wear a helmet when riding a bicycle, scooter, or skateboard to school for safety. Bicycles/scooters will be required to be secure (lock combination) outside the building in the bike rack. Skateboards will be required to be dropped off at the front office at the beginning of the day and picked up at the end of day. Students will not be allowed to carry skateboards inside the facility.

Vacations

We are concerned with your child's academic process. Vacations are discouraged during the school year due to loss of critical subject knowledge and concepts presented. Therefore, vacations are not considered a reasonable excuse from school. Special consideration will be determined by the principal of the campus. If a family goes on vacation, an advanced absence form should be filled out by the parent so that the student has the assignments he/she will need prior to leaving so that they do not fall behind.

Out of Zone Attendance

•Out of Zones Applications will be filled out online prior to the first week of school.

•After the first week of school, all Out of Zone requests will go through the District Office.

By submitting Out Of Zone Requests, you are requesting that your child be granted permission to attend school out of your address-associated attendance zone. If granted, the out-of-zone attendance approval would be for the CURRENT school year only, and only if the following conditions are met:

1. Adequate available space in the school and classroom.
2. The Out-of-Zone school is in compliance with Federal Compatibility Standards and the School District is not at risk of losing federal money.
3. The parent/guardian will be responsible for the transportation of the student to and from the receiving (out-of-zone) school.
4. The parent/guardian will need to ensure the name or names of the individual(s) who will be permitted to take the student home after the normal school day are updated in PowerSchool throughout the year.

HAFB schools ONLY:

After the above conditions, the following priorities are considered for Holloman Air Force Base campuses:

Priority 1:

•Students who were enrolled in the school for the previous school year.

•Students of Holloman School employees.

•Military connected McKinney Vento qualified students.

Priority 2:

•Military connected students who request a transfer from a school ranked as a school that needs improvement or subject to corrective action.

•Siblings of returning Out-of-Zone students.

•Students of Dual/Single Parent/Guardian Active Duty Families living off base.

Priority 3:

•Student of Active Duty Parents/Guardians living off base

Priority 4:

•Students of DOD Civilian, Reserve, Guard, HAFB Civilian Contractors

Priority 5:

•Students of Retired Military, Disabled Vets, Out-of-District

•Other base affiliated employees (BX, Shoppette, Outdoor Rec, etc)

All schools:

•The Student Assistance Team (SAT) may determine behavior/academic/attendance interventions that require a change of placement for your student.

•APS reserves the right to review behavior/academic/attendance needs prior to change of placement.

•The Alamogordo Public School District reserves the right to enforce the above conditions at any time during the school year. Additional Information regarding Out-of-Zone can be found in the Alamogordo Public Schools Board Policy.

•Even if the Out-of-Zone Transfer Request is submitted, the student will still need to be registered at the in-zone school during the registration window. If the Out-of-Zone Transfer is approved, the submitting parent will be notified of the approval by email and the district will internally transfer the student registration from the in-zone school to the out-of-zone school. If there is no registration to transfer, the Out-of Zone Transfer approval will be forfeited.

•Students with unapproved Out-of-Zone requests on the first day of school should attend their in-zone registered school.

•No more than one Out-of-Zone Transfer Request may be submitted for any student.

•A form must be filled out for EACH child that is registered.

**Please note: APS only has one High School, therefore no Out-of-Zone requests are necessary.

Transportation:

•Students transferring to a school outside their neighborhood school will not be able to ride an APS bus to school.

•Parents of students transferring to a school outside of their zone are responsible for transportation of their students.

Notification of approval

You will receive notice by email that your transfer has been approved or of waiting list status.

School registration process:

•All registration will be done online

•Remember, students should attend their neighborhood school until their transfer request is approved.

Waiting lists:

•If a transfer request cannot be approved for any of the requested schools, the student's name will automatically be placed on a waiting list for that school year.

•If space becomes available at a school, parents will be notified by phone that students are eligible to transfer from current school.

•Waiting lists do not carry over from one year to the next. You must complete a new application each year, even if it's the same request as last year.

Students Who Move During the School Year

•Students who move during the school year may finish the semester at the school in their old neighborhood (if space is available). They will also have first priority to attend the designated school for their new address.

•If you request a transfer to stay in the school at the student's old address, you must fill out and follow the Out of Zone request process.

How Transfers Work

•We can approve transfers only if a school has space and program availability for new students through the Out of Zone request process.

•Transfer requests can be submitted by a parent or legal guardian. A separate application form must be completed for each child.

•One transfer per year: Students will only be approved for one transfer per year.

•If you are transferring multiple students, a separate application form must be submitted for each student requesting a transfer to different schools. Please note that there is no guarantee that space will be available at the same school for all students when multiple schools are requested for multiple students.

•You will receive notice by email that your transfer has been approved or of waiting list status.

Withdrawal from School

Parents and/or guardians must initiate withdrawal from school in person. A withdrawal slip may be obtained from the school office. Textbooks and Library books must be returned. All school property must be returned, and all fines must be paid before records will be released to the next school attending. Report cards will be issued when the withdrawal process is completed by the office.

Out-of-Zone Enrollment Academic, Behavior and Attendance Expectations

Attending a school outside of a student's designated attendance zone is a privilege, not a right. To maintain out-of-zone status, students must meet minimum academic, attendance, and/or behavioral expectations.

If a student fails to meet these expectations, they may be required to return to their home campus at the end of the current grading period. The Deputy Superintendent will make the final decision regarding the student's return to their home campuses.

The campus principal must submit a written request, including supporting documentation to the Deputy Superintendent for approval. Parents who wish to appeal this decision must submit a formal petition to the Deputy Superintendent for review.

Parental Guidance for Water Safety:

This guidance is provided in compliance with applicable legal requirements to inform families of local options for age-appropriate swimming lessons and water safety courses. The inclusion of providers or programs in this guidance does **not** constitute an endorsement or recommendation by Alamogordo Public Schools.

Please note that Alamogordo Schools does not review, vet, certify, or monitor any of the listed instructors, organizations, or programs. Alamogordo Public Schools does not employ or contract with these instructors and no district background check has been conducted for these non-District affiliated instructors or providers. It is solely the responsibility of each parent or guardian to evaluate the qualifications, certifications, safety practices, and overall suitability of any provider they may choose for their child.

Alamogordo Public Schools assumes no responsibility or liability for any outcomes related to participation in any of the listed swimming or water safety Programs.

Alamogordo:

Alamogordo Recreation Center

1100 Oregon Ave, Alamogordo, NM 88310

Alamogordo, NM 88310

https://ci.alamogordo.nm.us/231/Alamogordo-Recreation-Center

575-439-4142

HAFB:

HAFB Outdoor Recreation:

BLDG. 447 Idaho Ave.

HAFB, NM 88330

hollomanodr@gmail.com

575-552-5369

ATTENDANCE POLICY

Attendance for success

TRUANCY / CHRONIC ABSENCE

Interventions for Student

Chronic absence differs from truancy in that it tracks both excused and unexcused absences.

The district shall provide interventions for students who are missing school, depending on the number of absences.

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

Attendance Team

1. Must include: administrators, teachers, staff (counselors and nurses), and community members whose responsibilities

will include:

- Recommending evidence based metrics to provide early identification of students at risk of chronic or excessive absenteeism.
- Developing and implementing an attendance improvement plan that;
    - Keeps students in an educational setting
    - Assists a students' family to remove barriers to the student's regular school
    - attendance or attendance in another educational setting
    - Provides additional educational opportunities to students who are struggling with attendance

Establishing intervention efforts to keep students in an educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence related actions.

- Examining for accuracy class attendance records, absence reports, and documentation required for all absent students.
- Assessing community based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the FERPA exceptions.

Student attendance is our priority and research has shown that student absences directly affect their future success. In accordance with the Student Success Act (HB 236) , student attendance will be monitored based on the percentage of days missed (excused & unexcused) of total number of days school is in session. We will be putting interventions together based off of those percentages as follows:

Tier 1
0-5 percent days absent - Whole School Prevention *(For any reason*) - Universal strategies to keep students engaged and involved in daily school attendance.

Tier 2
5-10 percent days absent - Individualized Prevention (*For any reason*) - Targeted strategies for individuals who are missing 5 percent or more, but less than 10 percent of classes or school days for any reason. This will include parent contact, collaboration on interventions to remove barriers of being at school all day, every day.

Tier 3
10-20 percent days absent - Early Intervention (*For any reason*) - Interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason. This will include a review by the attendance team and a written notice to parent to meet to develop intervention strategies that focus on keeping the student in an educational setting to include weekly progress monitoring and a contract for attendance (HB236a/pg. 21).

Tier 4
20 percent or greater - Intensive Support (*For any reason*) - Interventions for students who are missing 20 percent or more of classes or school days for any reason. Interventions required may include mandated referral to the Juvenile Probation Office/Children Youth and Families Department.

To read New Mexico Attendance for Success Act in full, click here:

https://webnew.ped.state.nm.us/wp-content/uploads/2020/09/SHSB_Chaptered-Attendance-For-Success-Act.pdf

Daily Attendance

All absences (excluding absences for school sponsored activities) must be documented by a phone call or written note from the parent/guardian on the day that the student returns to school. The written note must include student name, grade, dates of absence and the parent/guardian signature with a contact number.

- School sponsored or official activities are those monitored by certified personnel or of which transportation is provided or those sanctioned and approved by school administration**. A student must attend all classes on the day of a school-sponsored activity.**

All Middle Schools strongly encourage parents to periodically check on their student's attendance. Students or parents should notify the school of any changes in legal name, home address, or phone number in writing. Parents are encouraged to keep this information current in the event of an emergency. Any corrections to the data must be completed at the appropriate Middle School with a "Change of Information Form" and a valid ID.

A. Attendance Procedure

When a student is absent, the parents shall call the Let's Talk Line at (575) 812-8573 the day of the absence in order to advise the school as to the reason for the absence, if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused. If a parent does not have access to a phone, either at home or at work, a note or an email will be accepted for verification purposes.

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

- The scheduling of medical and dental appointments after school hours except in case of emergency.

- The scheduling of family vacations at the end of the school year. Other extended absences will need approval by the building principal.

- For absences greater than one day in length, the school should be notified each day of the absence.

- If a student is absent for three (3) or more consecutive school days, the school shall contact the student's parents/legal guardian, if possible, no later than the close of school on the school day the three-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian, or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

STUDENT SERVICES

Counseling services

The counselor is available to students to talk whenever they need advice with academics, social, emotional, or career concerns. The student must have a teacher pass to visit with the counselor. Students should not go to the counselor without a teacher's pass during the school day. Students may also see a counselor before or after school.

Nurse

A Professional School Nurse **(RN)** is assigned to each campus. In their absence, a health assistant will be available to provide limited medical services. The school nurse always maintains an open-door policy and is available as a reference/resource person regarding any area of health. When students become ill during class, the teacher will send the student to the nurse with a nurse's pass. Minor injuries and illnesses should wait until the last 10 minutes of class to avoid disruption in the education process. If a student needs to go to the Health Office because they are feeling ill, are injured, or need medical attention, they will be required to have a pass signed by their teacher. The pass must have the date, time, and the teacher's signature written on it.

Going Home from the Health Office: If the school nurse or health assistant determines that the student's illness/injury is such that they need to go home; fever 100.0, vomiting (witnessed), diarrhea (observed), or at the RN's discretion per APS policy. The student will call their parent/guardian and request to be picked up at school. They may leave only with the individual(s) whom the parent/guardian has designated in writing. This designation is on file in the Office. If parent/guardian cannot be contacted, the school will access the appropriate emergency services in order to meet the student's medical needs.

Students are not to call/text their parents from their cell phone to pick them up if they feel sick or for any other reason. Only the nurse or an administrator can release a student to a parent.

Medications/ Treatments: It is the responsibility of the parent/guardian to provide current medical orders to the school with information on how to carry out proper medical procedures required by their child. All medications must be given to the school nurse. No medication is to be in a student's possession while at school, including cough drops. The nurse will only store and administer prescribed medication if the child has a current year physician's order. It is the student's responsibility to take medication at the proper time in the health office. Students are to report to class during passing periods between classes and ask the teacher for a nurses' pass before going to the nurses' office.

Any student that carries an inhaler must have a current year Asthma Action plan doctor's order allowing for students to carry and/or administer the medication.
Immunizations: The school nurse will send out letters to parents when booster shots are needed. Parents/guardians must provide written documentation of current vaccinations in order for their child to be able to attend school.

Health information: At registration the parent/guardian will be asked to complete a health concerns questionnaire for their child. This information will be used to plan the health care needs of their child during school. The school health office must have an accurate record of any medical problems, allergies, previous illnesses, or any health concerns. A physical exam before starting school is a good idea, but not required. The school nurse will review all student concerns and will send a follow up letter or call to get more information as needed to develop a plan of care. It is imperative that the parent/guardian gives the school health office the most updated information in order for the school nurse and staff to provide the best services possible for the student. If the student has a potentially life-threatening condition, speak directly to the health office personnel in person or by phone at 575-812-6204.

http://www.alamogordoschools.org/page/telehealth

Student Nutrition

Students will be able to eat breakfast in the cafeteria before school starts. (Reference bell schedule).

All students will receive free meals both breakfast and lunch, regardless of household income.

This initiative is made possible through our qualification under the Community Eligibility Program (CEP), reflecting our dedication to ensure every student has access to nutritious meals throughout the day.

With the implementation of this program, there will be no requirement for income verification applications. All students will automatically receive the benefits of free meals.

To purchase a second meal, a milk with a brought lunch, or, it is necessary to have a LInq connect account (formerly Titan) with sufficient funds. To manage and add funds to a child's account go to http://www.linqconnect.com/. Additionally, funds may be deposited in person at the High School Bookstore or the district office, Student Nutrition Department located at 1211 Hawaii Avenue. Please note that cash transactions will not be accepted in any cafeteria.

Price for second meals and adult purchase:

- Breakfast: $1.95
- Lunch: $3.00
- Adult Lunch: $5.50

We believe that this initiative will greatly contribute to the well-being and academic success of our students. Should you have any questions or require further assistance, please do not hesitate to contact the Student Nutrition Department at 575-812-6085 or sandra.davis@alamogordoschools.org.

A. Lunch Rules

1. Students may bring their own breakfast or lunch before the school day starts, placed in their backpacks and eaten during designated breakfast or lunch times.
2. All Middle Schools are closed campuses; therefore, students are not allowed to leave for lunch and return to campus.
3. We do not allow food or beverages to be delivered or dropped off to students onsite. Exception: If a student has a medical diagnosis that requires attention, please provide the nurse with the Doctor's orders so we can flag this in our PowerSchool system and ensure the student's safety.
4. Students are expected to clean up their own trash by utilizing the trash receptacles.

Library/Media Center

A. Rules governing the use of the library are as follow:

1. The teacher will send the student to the Library with a Library's pass.

2. Students are responsible for material checked out from the library.

3. Books may be borrowed for a period of two weeks.

4. Fines for overdue books may be charged at individual sites.

5. Students must pay for lost or damaged books.

6. Individuals admit slips are necessary for students entering or leaving the library during scheduled class hours.

7. Use of the Internet shall be restricted to a supervised area and only with parental permission.

ACADEMIC EXPECTATIONS

PowerSchool

PowerSchool is the Middle Schools' student information system, which is used for registration, viewing grades, and checking attendance throughout the year. Parents will need to set up an account to complete continuing student registration at the beginning of every school year and fill out corresponding forms. Parents can monitor their student's academic records and progress at https://alamogordoschools.powerschool.com . Parents can also download the PowerSchool mobile app for convenient access to real-time student information. For more information about PowerSchool or for login information, contact the Middle School office.

School Registration – registration is online through PowerSchool. Visit our website for information and dates www.alamogordo schools.org.

Student ID badge

Each student needs to obtain a student ID card. There is no cost for the identification badge.

- The I.D. badge must be visual at all times.
- Students are not permitted to alter their I. D. badge in any way.
- Student badges are meant for the sole use of the person indicated on the badge and under no circumstance may a student permit their I.D. Badge to be used by any other person.
- Students who have lost or forgotten their I.D. Badge must inform the building's main office immediately upon arrival at the school or building, at which time they will be issued another badge temporarily.
- Students who repeatedly report to school without their identification badges, or refuse to wear the badge, may be subject to disciplinary action in accordance with the Middle School discipline policy.

Grades

The following is the grading scale used by Middle School teachers. Students may receive modified grading as indicated by their IEP. Teachers are required to record (at a minimum) two grades per week in PowerSchool. The least percentage a student can receive is 45% on participation/homework and 0% on quizzes/tests.

Percentage	Letter Grade	Weight Value
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
59% or below	F	0.0
Satisfactory	S	Passing
Unsatisfactory	U	Not Passing

Progress Reports

Student's progress is continually available and updated in PowerSchool. Teachers will make every effort to contact parents of students at risk of failure. However, parents/guardians are encouraged to request teacher conferences whenever they have a concern about their student's progress. Report cards are issued at the end of each quarter.

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

Artificial Intelligence

Academic Integrity:

AI tools should supplement the educational process without undermining the integrity of Academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.

Direct submission of AI-generated work as one's own without proper attribution or reliance on AI to complete assignments without understanding the content is prohibited.

Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, to avoid plagiarism (for further details see Board Policy I-6450 IJNDBB).

Technology (Chromebook, Hot Spots, Internet Usage)

In accordance with the Child Privacy Act of 1998, for a student to gain access to the Internet, he/she must obtain parental permission as verified by signatures on the

accompanying contract for Student Computer Use. These copies will be on file at each Middle School.

The student will treat each computer/Chromebook/smartboard/Promethean Board, etc. with respect. Students are responsible for appropriate behavior on the school's computer devices and network. It is expected that users will comply with district standards and the specific rules set forth in the contract. The use of the network and all devices is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see. All school computers and devices will be used only for school-related activities (homework, classwork, research, projects, etc.) The student will work only in those areas of information that have been approved by his/hers supervising teacher(s).

- APS Chromebooks can be checked out to take home per APS District Policy.

Homework

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

Lengthy absences (for reasons other than illness) must have prior approval from the principal. The advanced absence form must be filled out and turned in to the office explaining the reason for the absence before the student receives his/her homework from the teachers. Consequently, this homework is due to the teachers immediately upon the student's return to classes.

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

Hall Pass

If a student wishes to go to the nurse's office, or a counselor during school or between classes, the student must go to class first and then request permission from the teacher. ***All students out of class will be required to have a proper hall pass.***

Tardy Policy

Students arriving in the classroom after the tardy bell are considered tardy. Tardies will be addressed by each student's individual teacher. Three tardies will be addressed by lunch detention for the student. Five tardies in one class period will earn one day of lunch detention. If a teacher or staff member detains a student, it is the student's responsibility to get a note from the responsible teacher causing the tardy. Excessive tardiness can result in referral to the Principal and further disciplinary action.

Restroom Policy

During classroom instruction just one student can leave the classroom at any one time to use the restroom (emergencies will be addressed immediately). A restroom pass can be obtained from the classroom instructor. Students may be required to sign in and out to limit the amount of time a student is allowed out of the classroom. During lunch periods, students may use the restrooms in the designated area. ***STUDENTS SHOULD ALWAYS ENTER AND LEAVE THEIR CLASSROOM QUIETLY.***

Dress Code Guidelines (STUDENTS MUST ADHERE TO THE FOLLOWING)

Proper dress is an extension of home, school, and a student's self-esteem. Responsibility for the dress and appearance of students enrolled in the Alamogordo Public Schools primarily rests with parents/guardians and the students themselves. Some student attire, however, may not be appropriate to wear to school, even though that same attire may be appropriate to wear in other settings.

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

Approved garments must be of a length and fit that are suitable to the build and stature of the student; this is to include:

1. Pants/shorts will be worn at the waist. Excessively large, baggy, ripped clothing is prohibited if skin is revealed above the mid-thigh.

2. Shorts, skirts, dresses, jumpers may not be shorter than mid-thigh. Leggings can only be worn with a shirt/blouse that covers the hips.

3. All tops (shirts/blouses) should cover the top of the shoulder and cover the stomach, chest and back. Bare midriffs are not allowed.

4. Sleepwear (Pajama) that distracts, or impedes instruction is not allowed.

5. Shoes must be worn at all times. Skate/heelies shoes are not permitted.

6. Dangling attachments such as chains, etc., are not allowed.

7. Clothes or personal items bearing phrases, graphics or slogans which are sexually suggestive, promote the use of drugs, violence, or alcohol, contain vulgar language or ethnic slurs will not be worn.

8. Rags, bandannas, or any clothing displaying gang colors, including gang-signs, symbols, or coded designs on clothing, notebooks, etc., that are representative of gang affiliation or identification are not allowed.

9. Head gear (hats/hoodies with hood pulled up on the head) are not allowed to be worn in the building except for religious or medical reasons (I.E.P or Section 504). Building administration may modify this based on individual building needs.

10. Sunglasses are not to be worn indoors, except for religious or medical reasons (I.E.P. or Section 504).

11. Jewelry and other accessories shall not convey prohibited messages. Dog collars, wallet chains, large or metal hair picks, chains/straps that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for students or others are prohibited.

A. Dress Policy Resource Available

- Belts or appropriate shirts/pants may be loaned to the student to adjust or correct dress code infraction.

- APS has a washer and dryer available to assist parents/guardians when needed.

Note: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If dress is inappropriate, the student will be advised by the principal to change dress or appearance before returning to school the next day and the parents will be notified. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school immediately, or the student may be sent home to change. Principals have latitude to increase or modify expectations in the district standard of dress and appearance.

B. Dress Code for Physical Education

- Appropriate PE clothing must be worn for participation in physical education classes. Appropriate shoes are required for participation in PE class.
- For safety reasons in participation in physical sports, tennis shoes are a must.
- For safety reasons, students will remove all loose jewelry with the exception of ear studs for PE classes.

Phones (Cell, Earbuds & Watches)

Student cell phones, earbuds, and phone watches are not allowed to be used on school grounds during the instructional day. ***They must be silenced or turned off and put in the student backpack or out of view***. Earbuds may be used for classroom instruction purposes only (i.e. class video, Lexia, ALEKs, etc.) as permitted by the teacher.

Students may use their cell phones, earbuds, and watch phones on school grounds outside of the instructional day. Each building administrator will define what constitutes the instructional day.

A. Phone Consequences

The following procedures and consequences apply if a student is caught with their cell phone during instructional time:

1. **First Infraction**: A teacher oral warning is given.
2. **Second Infraction**: The parent/guardian is given a courtesy call concerning the phone issue.
3. **Third infraction**: The cell phone/earbuds/watch phone are turned over to the office. The student will be required to take the phone to the office and will be allowed to pick up the phone/earbuds only after school.
4. **Fifth infraction**: If there continues to be a phone issue with the student, the discipline action will take place at the administration level.

NOTE: **Any student caught taking photo and/or video tape of others during school time is strictly prohibited. This includes the classroom, restrooms, in the cafeteria, gym, or on the patio. Students caught videotaping and posting to social media during school hours will lose their privilege to have a cell phone with them at school for the school year.**

Discipline for Violations of School Rules

Loco Parentis

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

The purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. The best discipline is self-control that is based upon understanding limits and one's freedom and actions as they relate to others.

A major goal of APS Middle Schools is to help students develop self-discipline and self-control. Students who develop and maintain self-discipline will be more successful and appreciate the rights and responsibilities of themselves and of others.

Parents should:

- Keep in regular communication with the school concerning their student's conduct and progress.
- Ensure that their student is in daily attendance and properly report and explain absences.
- Bring to the attention of school authorities any problem or condition that affects their student or the school community.
- Discuss report cards and work assignments with their students.
- Maintain up-to-date telephone numbers and addresses.

Discipline Consequences

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

Students failing to serve any assigned consequences will receive additional consequences until the original consequence is served. A student who becomes a classroom behavior problem may be referred to the principal. A combination of disciplinary actions may be used. Referral to the guidance office, community resources, law enforcement, and/or juvenile probation may also be included in any action taken.

Prohibited Activities

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

1. Arson
2. Assault and/or battery
3. Bullying/Cyber Bullying
4. Criminal damage to property
5. Criminal libel/slander
6. Criminal trespass
7. Extortion
8. Gang activity
9. Hazing
10. Illegal sales, possession, transportation, or use of alcoholic beverages, controlled substances, firearms, or other weapons or explosives
11. Knowingly making false reports to the administration about school personnel and/or other students
12. Larceny, robbery, or burglary
13. Possession or use of tobacco products
14. Rock(s) or object(s) throwing.
15. Sexual harassment or misconduct
16. Unlawful assembly or disturbing lawful assembly
17. Public display of affection
18. Willful interference with the education process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school.

STUDENT'S RIGHT

Due Process Procedures

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

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

Complaints and Grievances

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

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

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

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in athletics or extra-curricular activities as part of their educational program. Any student involved in athletics or extra-curricular activities are expected to follow rules and regulations established by the Athletic Department and coach or sponsor. Athletes and extracurricular students must maintain a 2.0 grade point average with no “F s” to participate in sports or extracurricular activities.

Athletics and extracurricular activities are an extension of the school day. School rules and consequences still apply to students participating in or attending extracurricular school activities. Consequences may be incurred for misbehavior that occurs during an athletic event and/or extracurricular activity. This includes activities on our Alamogordo Public School campuses or any other school campus or venue hosting Alamogordo Public School athletes or students.

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. Adhere to the Athlete/Parent Athletics Contract.
    4. Attend all practices, meetings, and events, or provide notice to coach or sponsor if unable to do so.
    5. Dress in accordance with the school travel code.
    6. Return any equipment issued to the student in the same condition as it was received, save for normal wear and tear.

7. Promote and act in accordance with the elements of good sportsmanship.
8. 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.
9. Promote good team morale.
10. Comply with the Character Count program by practicing the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
11. Abide by any unique training rules and regulations of the coach or sponsor of an extracurricular activity.
12. Abstain from the use, possession, or distribution of any controlled substance, tobacco, or alcohol, as addressed in section III below.
13. Refrain from using profanity or other inappropriate language in the presence of others.
14. 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.

Let's Talk!
from Alamogordo Public Schools
Ask Questions • Get Answers • Share Feedback
We're here to help!
(575) 812-8573
CALL to excuse absences & tardies
Texts not accepted for absences/tardies.
Parents/Guardians must CALL, in order to confirm identity.
Let's Talk!®
It is the responsibility of parents or guardians to notify Let's Talk of an absence.
No changes will be made after 48 hours.
Everything you need in one place!
Chat, Text or Call
Learn more @
alamogordoschools.org
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