

Los Lunas Middle School 2019-2020 Student Handbook



Mission: Nothing less than my best!

Vision: LLMS is a community where all members are accountable and committed to ongoing achievement.

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THIS BOOK BELONGS TO:

Name: _____

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WELCOME TO LOS LUNAS MIDDLE SCHOOL

This handbook is written with the intent of helping you understand the policies and procedures used at Los Lunas Middle School. Parents and students are encouraged to read this section together very carefully. It should answer many of your questions regarding school rules, student dress, and discipline and attendance policies. It is also a valuable tool that has helped many students be successful by being well organized in regard to their studies. We ask that every student use this agenda. The agenda is the daily planner in which students will record their homework assignments and school activities. Most importantly, it is a means for parents and teachers to communicate directly.

ACADEMIC ELIGIBILITY FOR ACTIVITIES:

Los Lunas Schools and Los Lunas Middle School have aligned their eligibility standards with New Mexico Activities Association, which is the governing body for all competitive athletics. Please refer to the NMAA rules for more information.

NOTE: The New Mexico Activities Association requires that all student athletes be properly insured before they may participate in athletics. A physical examination is required of all students participating in athletics during the year. This procedure must be complete prior to practice or play in any athletic event. A permission slip signed by a parent/guardian is also required to participate in activities. A permission to travel slip will be issued to every participant and must be signed by a parent or guardian.

ACTIVITIES:

Extra-curricular and co-curricular activities are positive experiences for students. **Participation in extra/co-curricular activities is a privilege, not a right.** Students who represent LLMS are expected to exemplify good character and behavior at all times. Sports teams are under the direct supervision of the coach, and any questions/concerns should be directed to that coach for him/her to address first. If the issue is not resolved at that level, the Athletic Coordinator should be contacted in order to assist in resolving the issue. The next level of intervention is to speak to administration. It is expected that any concerns will be discussed with the coach at an appropriate time and place. Coaches will not address parent concerns before, during, or after a game. Parents must make arrangements to discuss their concerns with coaches at a mutually agreed upon time. Please refer to the LL Schools Athletic Handbook for further guidelines regarding athletics in the LL School District, and NMAA guidelines.

All non-curriculum activities held on school premises are required to have school employee sponsorship.

LIST OF ACTIVITIES:

- Archery
- Band
- Baseball
- Basketball

- Softball
- Football
- National Junior Honor Society
- Renaissance
- Robotics
- Spelling Bee (Spanish and English)
- Spirit Squad
- Student Council
- Track and Field
- Volleyball
- Wrestling
- Yearbook
- MESA
- Battle of the Books

ARRIVAL/DISMISSAL TIME:

Arrival time on the Los Lunas Middle School campus is no earlier than 7:15 a.m. Breakfast is free for all students, so please encourage your child to eat breakfast daily. The first bell rings at 7:25 a.m., classes begin at 7:30 a.m. Dismissal time is 2:30 p.m. Students who walk should leave campus by 2:35 p.m., unless they are involved in after school activities. Parents or guardians must pick up students no later than 2:45 p.m. Students who ride the bus should go directly to the bus loading area upon dismissal.

STUDENT DROP OFF AND PICK UP AREA:

For the safety of our students, the student drop-off and pick-up area before and after school is on Luna Avenue, in front of the Solomon Luna Building. For the safety of your child, please use the parent pick up and drop off lane only. Please do not drop your student off in front of the school, NUSENDA Bank or the Los Lunas Schools Administration parking lot. This policy will be strictly enforced by school administration and Los Lunas Schools' Staff.

BELL SCHEDULES

Regular Bell Schedule:

Class/Period	Time
Advisory	7:30-7:38
1st	7:42-8:32
2nd	8:36-9:26
Advisory	9:30-10:08
3rd	10:12-11:02
4 B	11:06-11:56
A Lunch	11:06-11:36
4 A	11:40-12:30
B Lunch	12:00-12:30
5th	12:34-1:24
6th	1:30-2:20
Advisory/Release	2:24-2:30

Early Release:

Class/Period	Time
Advisory	7:30-7:38
1st	7:42-8:08
2nd	8:12-8:38
Advisory	8:42-9:20
3rd	9:24-9:50
4th	9:54-10:20
5th	10:24-10:50
6 B	10:54-11:20
A Lunch	10:50-11:20
6 A	11:24-11:50
B Lunch	11:20-11:50
Advisory/Release	11:54-12:00

Two-Hour Delay:

Class/Period	Time
Advisory	9:30-9:38
1st	9:42-10:12
2nd	10:16-10:46
Advisory	10:50-11:28
3B	11:32-12:02
A Lunch	11:32-12:02
3A	12:06-12:36
B Lunch	12:06-12:36
4th	12:40-1:10
5th	1:14-1:44
6th	1:48-2:18
Advisory	2:22-2:30

ATTENDANCE POLICY:

An absence is considered “excused” ONLY under the following circumstances:

- Medical appointments
- Court appointments
- Death in the immediate family
- Religious commitment
- Diagnostic testing
- Illness
- After each absence, the student is **REQUIRED to bring a NOTE** of explanation signed by a parent to the attendance clerk (Board Policy 7.1). The absence will remain unexcused until the note is received by the school. The absence will only be changed to excused if the reason for the absence falls under the excused absence definition. The note will remain on file for future reference. If the absences become chronic, further documentation may be required to excuse the absences.
- In the event that the school has not received notification of absence by a parent for three consecutive days, the school must make an attempt to contact the parent/guardian.
- Family vacations are considered unexcused absences. It is expected that parents will schedule vacations during periods of time when school is not in session.
- Students who are signed out before the end of the instructional day will be marked absent in classes they miss. A note of explanation is required with the reason for the absence.
- Students on field trips and other school-sponsored activities are not marked absent and the school will not dispatch notification to the parent.
- Students are allowed no more than 10 unexcused absences per school year. Students who go beyond the ten days will be reported to the Truancy Liaison Officer for progressive investigation.

NOTE: If you are faced with long-term illness or disability, contact the office as soon as possible for assistance.

Make-up work for absences:

It is the student’s responsibility to request make-up assignments prior to or upon return to school from an absence. Parents and students are encouraged to email teachers to obtain make-up work. The student will have the opportunity to complete the work in a period of time equal to the number of days absent.

AUDIO/VISUAL MATIERALS:

Documentaries and Video Clips are used by the classroom teacher to meet students' varied styles of learning, to stimulate critical thinking skills and to communicate ideas, thoughts, and artistic expression.

BUS TRANSPORTATION:

All information and regulations regarding buses may be found in the bus transportation handbook. Bus drivers will issue these handbooks to students or they may be obtained from the

administration office.

CAFETERIA SERVICES:

Free breakfast is available to all students and lunch is served daily at LLMS. Students are encouraged to eat breakfast and lunch at school each day. Free and reduced-price lunches are available to qualifying families. Families may apply for free or reduced prices by filling out an application form available in the office and online. Proper etiquette and table manners are to be observed at all times while in the diner.

DELIVERIES:

We are always delighted when one of our students is honored with a delivery of a balloon or flowers for some special occasion. If your child rides the bus, balloons and glass containers cannot be carried on the bus. Deliveries need to be checked in to front office and checked through the front office. However, since the delivery of the item to the classroom is disruptive, students will need to pick-up their delivery at the end of the day in the front office. Please note, because of the multitude of gifts on Valentine's Day, we will not accept deliveries for students on that day.

DISCIPLINE:

All students and staff members have the right to learn and work in a safe environment. It is the belief of Los Lunas Middle School that discipline begins in the home. It is the primary responsibility of the parents and/or guardians to instill in children a sense of respect for self, classmates, authorities, and property. It is expected that all students will conduct themselves responsibly while at school and at any school-sponsored function. To achieve this we need a strong partnership between home and school. This partnership will provide the basis for a positive educational atmosphere of trust, safety, and instructional challenge. The Los Lunas Middle School Discipline Policy is promulgated pursuant to of the Los Lunas School Board Policy and the Student Behavior Handbook. Los Lunas Schools Policy includes, but is not limited to, the following disciplinary actions:

Student Conference:

A school official (teacher, counselor, or administrator) will talk to the student and attempt to resolve the problem. If the problem is minor and can be settled between the student and school official, parents are not always notified. A written record of this conference is kept on file.

Parent Notification:

When deemed appropriate by the school official, a discipline referral notice, telephone call, personal contact, or letter will notify the parents or guardians of the issue. If needed, a conference will be scheduled with the parent, student, and appropriate school official. A written record of this conference will be kept on file.

Suspensions:

A school administrator may suspend a student from school on a short-term suspension (ten days or less or until parent conference, not exceeding ten (10) days) for major discipline infractions.

The parent and/or guardian will be contacted by telephone, in person, and/or by letter, when the student is subject to a short-term suspension.

Long-Term Suspension or Expulsion:

A student may be long-term suspended (more than ten days) for violation of school rules. At that time, the student is informed of the due process procedure. The student's parents and/or guardian is notified by telephone and in writing/or by mail that the student is subject to a long-term suspension and informed of all procedures. A Long-Term Hearing will be requested. At the long-term hearing, the position of both the school and the student will be heard by a Hearing Officer. LLMS will make the recommendation as to the length of the suspension. The Hearing Officer will then make ruling as to the length of the suspension based on the evidence presented and will notify the parent/guardian, in writing, of the suspension length and the rules to be followed during the suspension. A record of the long-term suspension will be kept in the student's file. The same procedures apply on expulsions; however, a student who is expelled may not return to Los Lunas Schools for at least one (1) year. Upon the student's return to school a conference with a parent and/or guardian is required.

Lunch Detention:

LLMS has two consequences for behavior infractions: lunch detention and out-of-school suspension. A student will be placed in Lunch Detention for minor disciplinary infractions.

Search of Person:

Searching a student's person, locker, or backpack may be conducted only if a certified school employee, school resource officer, or school bus driver notices or is suspicious of the arrangement of that student's clothing, possessions, or actions which give the searcher reason to believe that a crime or breach of the disciplinary code is being committed by the student. Physical searching of a student's person may be conducted only by an authorized person who is of the same sex as the student, and – except when circumstances render it impossible – may only be conducted in the presence of another authorized person of the same sex in the presence of a school administrator.

LLMS Dress Code

2019-2020



The dress and grooming standards of Los Lunas Middle School are meant to promote a positive, professional learning environment where the focus is on instruction rather than clothing.

Clothing, hairstyles, and accessories should not be disruptive, immodest, or compromise student safety. Students shall come to school looking clean, neat, and ready to learn. The District prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other illegal substance.

The District also prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, the educational process. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation, or other offensive items are specifically prohibited.

The following statements serve as guidelines so that there is no question of what is acceptable:

- "Sagging pants" are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment. Yoga pants, stretchy pants, or tights are not allowed unless covered by an appropriate length dress or shirt.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes are not permitted.
- Sunglasses are not to be worn into the classrooms or offices.
- Hairstyles or unnatural hair colors that, in the judgment of the administration, cause a disruption of the educational environment are not allowed.
- No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted.
- Earrings are permissible. All other visible body-piercing jewelry or ornaments that are deemed excessive by the administration will be prohibited.
- Boys: Shirts with sleeves must be worn at all times.
- Girls: Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, or spaghetti strap blouses or any revealing clothing is not

permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.

- Dresses, skirts, and shorts must be a length that are not higher than three inches above the knee.

Students in violation of the student dress and grooming code will be expected to change to appropriate attire (that will be provided by the school). Students will be required to leave the inappropriate clothing in the office, Loaned clothing will not be returned until the student brings back the clothing provided by the school. Students will not be allowed to leave campus for the purpose of changing clothes. Students who repeatedly fail to comply with the dress code, may be out-of-school suspended for up to ten days for defiance of authority. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

***Note:** The Administration, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.*

PE Uniform:

- Students must wear a standard P.E. uniform. Gray t-shirt and royal blue shorts with the LLMS P.E. logo. The uniform MAY NOT be worn outside of the P.E. class.

All students are expected to know and adhere to the dress code at all times during the school day. Students who come to school out of dress code will be required to call the parent/guardian, or emergency contact, for a change of clothes to be brought to them at school. Students will also receive disciplinary consequences. Final determination of appropriate dress is at the discretion of administration.

PERSONAL ELECTRONIC DEVICES

Because of potential theft, damage and disturbance, students need to keep electronics and entertainment devices out of sight or left at home. This includes valuables such as cell phones, iPods, iPads, CD's, cameras, hand-held video/computer games, and devices with earphones/speakers.

Cell phones brought to school **MUST** be put away during the school day (7:00am to 2:45pm). **PHONES ARE NOT TO BE USED DURING SCHOOL HOURS, AND PARTICULARLY, NOT IN THE BATHROOMS, FOR ANY REASON.**

Los Lunas Middle School will not be responsible should any personal electronic device be broken, lost or stolen. **ANNOUNCEMENTS, SEARCHES, OR INVESTIGATIONS WILL NOT BE MADE FOR ANY DEVICE.**

VIOLATIONS:

Violations will be tracked via student discipline sheet.

ENERGY DRINKS:

All energy drinks are prohibited at Los Lunas Middle School

FIELD TRIPS:

Students must provide a written permission form signed by a parent or legal guardian to the teacher prior to leaving on any field trip. Failure to return a signed permission form prior to the trip will prohibit the student's participation in the activity. LLMS Students are to demonstrate exemplary behavior in order to maximize learning experiences. Students must abide by all school rules during the field trip. In the event a student leaves a field trip with a parent, the appropriate form must be filled out prior to student's release.

END OF THE YEAR FIELD DAY (7th & 8th Graders):

Fun/Field Day is a privilege. Students must have a 2.0 GPA with no more than one F and no suspensions for the G6 grading period in order to participate in Fun/Field Day.

GRADING:

Grades will be earned according to the following scale:

A=4.0 GPA	90%-100%
B=3.0 GPA	80%-89%
C=2.0 GPA	79%-70%
D=1.0 GPA	69%-60%
F=0.0 GPA	59% and below

HEALTH SERVICES:

A nurse is available to assist the health needs of students at our school. It is the sole responsibility of the parent/guardian to inform the school nurse of a student's major health problem or other health related condition. Medical care and treatment (other than first aid) is not available at the school. **Students with fevers are not permitted at school.**

Immunizations:

New Mexico State Law requires all students to have on file an up-dated immunization record, in order to be enrolled in a public or private schools, indicating that they have been properly inoculated. Failure to provide up to date records requires dis-enrollment from school. **TDAP and Varicella Vaccine are required for all entering 7th graders or new 8th graders if it has been five (5) or more years since their last TD/DPT.**

Medication/Medical Procedures/Treatments:

In order for health services to administer/supervise medications, do medical procedures, or treatments, the parent/guardian needs to obtain the physician's orders (with physician signature) and the parent authorization form (parent signature). These forms are available from the school nurse. Medication orders are needed for prescription and over the counter medications such as Tylenol or Ibuprofen. Medications found on children at school without proper authorization are

prohibited. Medications/Inhalers/Solutions need to be in properly labeled containers from the pharmacy or in the original containers they were purchased in.

INCLEMENT WEATHER:

In the event of inclement weather, LLMS will operate on an abbreviated day. The school day will begin two hours later than usual; dismissal time will remain the same. Abbreviated schedules are announced on television. Example: If the bus normally picks you up at 6:10 a.m., you will be picked up at 8:10 a.m. See the following information listed below for information:

TELEVISION:

KOB, Channel 4

KOAT, Channel 7

KRQE, Channel 13

District website, www.llschools.net

LIBRARY MEDIA CENTER:

You may use the school library to study, do research, checkout materials, and use the computer lab for course work or pleasure reading. The computer lab in the library is used for educational purposes only. The Library Media Center is open from 7:15 to 2:45 every school day. Library books may be checked out for two weeks. Magazines and some reference books may be checked out overnight. Students are responsible for the replacement cost of all lost or damaged books or materials.

LOST AND FOUND:

Los Lunas Middle School is not responsible for the loss of articles. All personal items should be labeled with the owner's name. Found articles should be returned to the Tiger Diner Lost and Found box or the office where they may be retrieved. Backpacks should not be left unattended **anywhere** on campus.

PARENT PORTAL:

PowerSchool is the District's web-based student management system where we collect and store student information. The Parent Portal is the "gateway" into our system giving parents access to information about their children. To access the Parent Portal, parents/guardians sign in from the Los Lunas Schools PowerSchool Parent Portal login screen. No special software is needed. All you need is a computer or mobile device with internet access and your user, information. Your username and password will be provided to you by the School District's Accountability Department once you have signed the Parent Portal contract at the school site. Parents are only required to sign the Parent Portal contract once. Your access will follow your student from Middle School to High School without signing another contract.

WHY VISIT THE PARENT PORTAL?

The PowerSchool Parent Portal gives parents access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays

connected. Parents can help their students stay on top of assignments, are able to participate in their student's progress, and teachers can share information with parents.

USING THE PARENT PORTAL:

You will need to have access to the internet and you will need to use the CONFIDENTIAL UserName and Password provided in the letter you received. You may access the PowerSchool Parent Portal through the District website at www.llschools.net. When you access the district website, you will find the Parent Portal link on the *Quick Links* drop down menu. After clicking on the link, you will be directed to the Parent Portal Information Page. Click on the blue text "Parent Portal Login" and you will be directed to the login screen. If you have an active account simply scroll all the way down until you see the preferences tab, click on the add (+) button. Enter the information you received in your welcome letter. Note: Be sure to distinguish between the number 1 and the capital I, and the number 0 and the capital O.

WHAT IF I LOSE/FORGET LOGIN INFORMATION?

If you lose or forget your username and/or password, please email DataSupport@llschools.net. You will receive your replacement information via email. Please keep your passwords confidential so only you can access your student's information.

RENAISSANCE:

This program involves all students at LLMS. Students may achieve Renaissance status at three levels. These three levels are graduated based on academic achievement, attendance, and discipline referrals. Students are given incentives. For a complete explanation of the rewards and criteria for Renaissance please see Mrs. Chavez in Room 510.

REPORT CARDS:

Report cards are indicators of a student's progress. All report cards are computerized and distributed to the students in a timely manner after each grading period ends. If you have questions regarding information on the report card, please call the Counselor's Office to schedule an appointment with the teacher of the class. Report cards will be held if your child owes money, books, or an athletic uniform to LLMS.

SAFETY DRILLS:

Lockdown Drill:

Simulation drills on lock downs are conducted at school throughout the year. A lockdown drill is called over the public address system to alert staff and students of a possible imminent threat to the safety of students and staff. Students are to follow staff directives during a lockdown drill. The entire campus is locked down until the signal "all clear" is announced. Students should not be on cell phones during any lockdown.

Fire Drill:

Fire drills are conducted periodically at the school and they must be regarded as vitally important to the safety of all individuals. Fire drills are a serious safety measure and must not be taken lightly or considered simply as time away from the classrooms. When a fire alarm is set, students must respond promptly. Horseplay and unauthorized stops at water fountains and

restrooms are not to be allowed. The building must be cleared immediately, and the prompt, serious response of students and faculty will ensure the safety of all individuals. Students must remain clear of the building and at a safe distance until the signal to return to class is sounded. Students then return to class, as a group, with their teacher.

Code Blue:

LLMS has a “code blue” team. This team is trained to enact health and safety procedures in the case of emergencies other than fires. Further directions may be given when a “code blue” emergency is called.

Weather Drill:

This depends on weather conditions and situations. Specific instructions will be given.

In the event there is an emergency, the safety of all on campus comes first. Please DO NOT attempt to contact your student, the school, or come to the school, until and unless you are directed to do so. It is imperative that telephone lines are kept open and the campus and perimeter are kept clear for immediate access by law enforcement, emergency vehicles, etc. Additionally, students will be instructed NOT to text, call, or send out any messages via cell phone or any other electronic device, in order to avoid the communication of misinformation which could create panic and/or confusion. The proper authorities will disseminate information to parents and/or the general public at the appropriate time, once the situation has been resolved.

THE STUDENT ASSISTANCE TEAM:

The Student Assistance Team (SAT) includes school staff, parents and the student (when appropriate). It uses a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success of students, parents, and school staff members. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes, and lead to success for all students.

SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that supports teachers and parents.

SELLING ON CAMPUS:

Sales of any kind by staff or students at LLMS Campus shall have the prior approval by the principal or designee. Sales for personal gain are not permitted.

SEXUALITY EDUCATION

The emphasis in sexuality education shall be on teaching specific refusal skills, family life skills, values, body awareness, and enhancement of self-esteem.

Parents are encouraged to contact the teacher to find out when the sexuality education programs will be taught. Parents are welcome to attend programs. The Los Lunas Middle School requires signed permission slips from parents for students to participate in educational experiences dealing with sexuality issues. For more detailed information on the Sexuality Education Policy, contact your school officials.

STAFF DEVELOPMENT:

The Los Lunas School District has established several days to be used for staff development during the school year. Students will not attend school on these days. Staff development days enable staff to participate in professional growth activities designed to improve the quality of instruction to students.

STUDENT CHECKOUT:

A student will not be permitted to leave the school grounds during school hours unless an adult on their emergency card is checking them out. Parents and/or guardians must report to the office to check out a student. Just as a reminder we cannot provide information, nor do changes in plans over the phone. Anyone picking up students will be asked to prove their identity and must be on the student's emergency card. The student will be called out of the classroom at that time and summoned to the administration office.

No student messages will be delivered except in the case of an extreme emergency.

STUDENT INSURANCE:

School officials have made arrangements to provide student accident insurance at a nominal cost. Accident insurance packets will be available to all students at the beginning of the school year. Students who are involved in athletics must be properly insured before they may participate in any sport.

STUDENT PICKUP:

Students should be picked up no later than 2:45 p.m. on a regular school day. Students who stay for after school activities, such as a game or dance, need to be picked up within fifteen (15) minutes of the ending of the activity. If students are left longer than this allotted time, they will not be allowed to attend future after school activities.

TELEPHONE USAGE:

The phones in the office are to be used for official purposes only. Students will not be called out of class for phone calls except in case of an emergency, nor should students ask to use the phones in the office except in an emergency.

TESTING:

State mandated tests will be given in the second semester. Students should take these tests seriously, and are encouraged to utilize testing strategies provided by teachers prior to testing days. As well as be sure to attend school on these days.

A comprehensive final examination will be given at the end of each semester in all classes. Students must follow the exam schedule as published in the school calendar. Dismissal time for students on days designated for semester and final exams will be 12:00 p.m. No student will be excused from semester exams except through permission of the principal/designee.

TEXTBOOKS AND EQUIPMENT:

Textbooks are furnished to students at public expense and are the property of the State. Students are responsible for the proper care and return of all books. Students will be charged the replacement cost if a book is lost or severely damaged. If there is a change in schedule, withdrawal from a class or from school, students must turn in books or materials issued. Reimbursement to the school is required for repair or damage to equipment and/or replacement of non-repairable equipment at the replacement value when damage is due to misuse or negligence of equipment.

PROGRESS REPORTS:

Grade Checks are filled out in the student's advisory class every Thursday. Students receiving failing, unsatisfactory, or incomplete grades should talk to the teacher to take action to correct these deficiencies. The cooperation of parents in helping with homework, punctuality, and good attendance at school is essential to a child's education. It is expected that students will have their parents sign the Student Agenda every Thursday. Failure to do so will disqualify the student from eligibility for dress down on Friday.

DRESS DOWN CRITERIA:

In order to be eligible for Friday full dress down the following criteria must be met:

- Must have perfect attendance from Thursday-Wednesday which includes excused, unexcused, leaving early, and no tardies.
- No D's or F's in Student Agenda.
- Student must be in dress code Friday-Thursday (unless they have earned dress down).
- You must have a parent or guardian's signature in Student Agenda.
- Los Lunas Middle School Agenda must be completed for all classes.

TRANSFERS/DIS-ENROLLMENT:

Students will not be withdrawn from school or transferred to another school unless accompanied by a parent or guardian at the time of the withdrawal process. The parent/guardian must pick up the withdrawal form from the Attendance Office. The parent and/or guardian, student teachers, counselor, nurse, librarian, office clerk, and an administrator must then sign the form. All fines including textbooks, library books, electronic devices or other school materials not returned are to be paid for at this time. Student records will not be sent to the transfer school if fines are not paid and/or books are not returned.

TRUANCY:

All students shall be expected to attend school during the Academic School Year, in accordance with the Compulsory School Attendance Law (22-12-1 to 22-12-7 NMSA 1978). Under the District's Truancy Plan, progressive disciplinary action will be taken against any student who is truant (refer to student attendance policy 7.1). On the third, fifth, and seventh unexcused absence a letter will be sent home from the District's Truancy Office.

On the tenth (10) unexcused absence, a certified letter will be sent to parents. Under a cooperative agreement, referrals may be made to the Valencia County District Attorney's Office, for students/families who fail to comply with the Compulsory School Attendance Law.

VISITORS:

Visitations to the school by friends or relatives will NOT be allowed. Violators are guilty of trespassing. Students cannot bring brothers, sisters, or pets to school. Parents/Guardians are able to observe classes with prior permission from administration. Any classroom visitation request will require at least 24 hour notice. Any dialogue regarding grades and/or behavior is of a confidential nature and will not be discussed at the time of the observation.

EQUAL OPPORTUNITY:

The Los Lunas Schools does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, citizenship status, or Vietnam era or special disabled veteran status in its employment, programs or activities.

Discrimination is prohibited by the Civil Rights Act of 1964, the Executive Order 11246 as amended, the Immigration Reform and Control Act of 1986, and the Americans with Disabilities Act of 1990.

Anyone who believes he/she has been discriminated against because of race, color, religion, sex, national origin, disability, age citizenship status, or Vietnam era or special disabled veteran may contact the Los Lunas School's Equity Office.

Contact:

Brian Baca
Deputy Superintendent
District Equity Officer
Phone: (505) 865-9636
Fax: (505) 866-2459
Email: bgbaca@llschools.net

APPROVED BY THE
LLS BOARD OF EDUCATION
4/9/19
KSW