

**LAKE ARTHUR
MUNICIPAL SCHOOLS
2015-2016 Student Handbook**



PANTHER PRIDE

**LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016**



LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016 FOREWARD

Dear Student and Parent:

As you begin a new school year, you will start anew to create new memories of your school experiences. These memories will be some of the most vivid of your entire life and will be recalled far into your adult years. It is a time of learning. It is a time of work and play if you desire to choose to make education work for you.

Lake Arthur Elementary School Lake Arthur Middle School Lake Arthur High School

As you progress through the Lake Arthur Municipal Schools, you will find that each school is a great school for you to be a part of and to participate in familiar events, future activities and opportunities. Students who become part of the legacy of Lake Arthur Municipal Schools leave as a Panther with a sense of pride and accomplishment. With your help during the school year, this legacy will continue. We are known for having the best students, parents, staff, and community in the Pecos Valley. One dedicated to working towards continuous improvement.

This handbook is a guide for you, the student, on how to continue your learning with the best possible experiences as it becomes a life-long goal. Use the quest for knowledge to achieve the pride in yourself and in your school and further the accomplishments of Lake Arthur Municipal Schools.

As a step for improving Lake Arthur Schools and providing clearer information to students and parents, the Student Handbook has been divided into topic sections.

- Foreward
- Introduction
- Compliance Information
- Educational Plan for Student Success
- Positive Behavior System
- Academic Regulations and Procedures
- Student Recognition Regulations and Procedures
- Attendance Regulations and Procedures
- General Regulations and Procedures
- Student Code of Conduct

The administration and staff of Lake Arthur Municipal Schools welcome you to the 2015-2016 school year.

Sincerely,

Michael Grossman, Superintendent

Jose Porras, Principal

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016 TABLE OF CONTENTS

Description	Page
Foreward	1
Table of Contents	2
Introduction	6
Educational Plan for Student Success	7
Vision	7
Mission	7
Goals and Performance Objectives	8
Safe Schools	8
General Information	9
Compliance Information	10
Americans with Disabilities Act	11
Initial Notice of Equal Educational and Employment Opportunity, EEOC	12
PPRA Notice and Consent/Opt-Out for Specific Activities	13
Family Educational Rights and Privacy Act, FERPA	14
IDEA-B Inclusive Practices Notice	15
Student Performance Creed	16
Lake Arthur Municipal Schools Campus Directory	17
ALMA MATER	18
LAHS Fight Song	18
Positive Behavior System, PBS	19
Behavioral Expectations	19
Panther Trait Lesson Plans	19
Panther Reinforcement	19
Panther Trait Process Implementation	19
Anti-Bullying Policy	20
Panther Trait Expectations Matrix	21
Positive Behavior Disciplinary System Flowchart	23
Panther Disciplinary Referral Form	25
Academic Regulations and Procedures	27
Admission/Registration Requirements	27
Athletics/Extra-curricular Activity Eligibility	27
Books and Equipment	28
Cheating	28
Class Work	29
Correspondence Course Credit	29

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

TABLE OF CONTENTS

Description	Page
Academic Regulations and Procedures (continued)	
Culmination Assessments	29
End-of-Course Benchmark Assessment (Elementary)	29
End-of-Course Examinations (Secondary)	29
Distance Education Courses	29
Fees	30
Grading System	30
ICU/Power of "I"	30
High School Grade Level Classification	31
High School Graduation Requirements	31
Outside Assignments (Homework) Expectations and Guidelines	32
Library	32
Make-up Work Regulations and Procedures	32
Middle School Promotion	33
Parent Conferences/Open House	33
Physical Education/Activity Procedures and Regulations	33
Plagiarism Regulation	34
Program of Instruction	34
Report Cards and Progress Reports	35
Retention	35
Rights to Privacy	35
Student Records	35
Scheduling	35
New Students	35
Student Withdrawal/Transfer	36
Schedule Changes	36
Service Learning Projects	36
Student Field Trip Responsibilities	36
Summer School	36
Upward Bound Program	36
Student Recognition Regulations and Procedures	37
Character Attributes	37
Honor Roll	37
National Honor Society	37
Panther Pride	37
Valedictorian/Salutatorian	37
Lake Arthur High School: Panther Letter Recognition	38
Attendance	40
Attendance Statutes, Policies, and Regulations	40
General Attendance Policy for Lake Arthur Schools	40
Attendance/Absence Procedures	40
Excused Absences	41
Unexcused Absences	41
Non-cumulative Absences	41
Excessive Absence Consequences	41
Attendance and Disciplinary Procedures	41
Tardies	42
Excused Tardy	42
Unexcused Tardy	42

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

TABLE OF CONTENTS

Description	Page
Checking In/Out of School	42
Permanent	42
For The Day	42
Check-In	42
Truancy	42
General Regulations and Procedures	43
Administration of Medication at School	43
Cafeteria Services	43
Change of Address	43
Closed Campus	43
Adults on Campus	43
Parents/Guardians/Adults Picking-Up Students	44
Complaints/Chain of Command	44
Eligibility to Represent the Lake Arthur Schools	44
Emergency Drills	44
General Campus Rules	44
Lockers	45
Messages	45
Parties	45
Pest/Insect Infestations	45
School Closing or Delay in Daily Schedule for Increment Weather	45
School Organizations, Activities, Events, Fund Raising	46
School Visitors	46
Security of Exit Doors	46
Special Student/Community Events	46
Fall Festival Celebration	
Homecoming Celebrations	
Prom	
Student Injuries	46
Student Activity Tickets	46
Use of District Technology	46
Use of Personnel Technology	47
Vehicles and Parking	47
Wellness Policy	47
Student Code of Conduct	48
Jurisdiction	48
Conduct Expectations-Student	48
Student Behavioral Expectations Description (See PBIS)	48
Assembly Behavior	49
Behavior During Extra-Curricular Activities	49
Dress and Grooming Code	49
Guidelines for All Students	49
Guidelines for Young Men	50
Guidelines for Young Women	50
Improper Dress for All Students	50
Tops	50
Bottoms	50
Pants	50

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

TABLE OF CONTENTS

Description	Page
Prohibited Clothing and/or Accessories	51
Guidelines for Assessing Disciplinary Consequences	51
Student Searches	51
Disciplinary Actions and Consequences	52
Minor Offenses Listed But Not Limited To: May Be Subject to Disciplinary Referral	52
Persistent Offenses Definition	52
Major Offenses Listed: Subject to Immediate Disciplinary Referral	53
Extended Description of Major Offenses	54
Arson	54
Assault	54
Assault/Bullying	54
Assault Aggravated	54
Battery/Fighting	54
Battery/Aggravated	54
Bomb Threat and/or False Alarm	54
Cheating	54
Commission of a Felony	55
Defiance of School Personnel /Authorities	55
Excessive Absences	55
Extortion	55
False Alarm, Fire	55
Gang Activities	55
General Disruptive Conduct	56
Harassment	56
Hazing	57
Language, Profane or Abusive	57
Materials, Obscene	57
Robbery	57
Student Controlled Substance Abuse	57
Tobacco Use	57
Theft	57
Trespassing/Unauthorized Presence	57
Vandalism	57
Weapons	58
Transportation	59
Student Exit/Entry Procedures	59
Bus Rules and Regulations	59
Glossary of Terms	60
Appendix A-Technology Resource Acceptable Use Guidelines	62
Student Handbook Receipt and Compliance Acknowledgement	66

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Vision

Lake Arthur Municipal Schools will represent THE high performing standard for student achievement.

Mission

Lake Arthur Municipal Schools' staff will engage students to become self-directed learners through application of effective research-based practices.

Creed

Through these doors pass Lake Arthur Municipal Schools' staff who come to work each day to learn, improve, and excel and in turn, assist each staff member to do the same.

Education Plan for Student Success

The Educational Plan for Student Success (EPSS) is a long-range strategic plan that each district is required to develop, implement, assess, and evaluate. The purpose of the EPSS is to promote student academic achievement and continuous school improvement (6NMAC3.2.9.1). Developing the EPSS will help schools and districts:

- Move from periodic data review to trend analysis and meaningful interpretation of data;
- Focus on academic achievement for all students;
- Shift from annual review of the EPSS to an ongoing evaluation of strategies;
- Provide information to the school community;
- Provide a planning tool for school improvement;
- Utilize the resources within the community to identify and address the diverse needs of all students;
- Identify and align quality programs and services.

**LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016
SAFE SCHOOLS**

SPECIAL NOTICE

Lake Arthur Municipal Schools' has zero tolerance involving the activities stated below when pursued by an individual or individuals who is/are associated with Lake Arthur Schools and/or who is on or using district property:

Alcohol, Drugs or Tobacco

Assault on Students or Employees

Bullying

Destruction of School Property/Vandalism

Sexual Harassment

Weapons at School

The Lake Arthur Municipal Schools' campus is a federal

Drug-Free and Weapons Free Zone

Drug Free Workplace Act of 1988

Guns Free Schools Act of 1994

Tobacco Free Schools of 1994

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016 GENERAL INFORMATION

Building Hours

Support Service Hours for District/School Operations:	6:00 a.m. – 6:00 p.m.
Special Event Hours:	Determined by Event Activities
School Day Hours:	8:00 a.m. – 3:30 p.m.

Community Use of Building

The Lake Arthur Municipal Schools is an agency and social hub of the Lake Arthur community. Within the governance structure of Lake Arthur Municipal Schools, effort will be made to provide facility to community access when needed. The determination to provide facility use will be based on the availability of district personnel supervision, the facility requested and when it is to be used. School functions take precedent over all requests to use district facilities.

District/School Office Hours

Monday - Friday Office Hours:	7:45 a.m. – 4:30 p.m.
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**LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016**

COMPLIANCE INFORMATION

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools Public Notice

Americans with Disabilities Act 2015-2016

Lake Arthur Municipal School District complies with the American with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities.

Accordingly, Lake Arthur Municipal School District will not refuse to allow a person with a disability to participate in a school district service, program, or activity simply because the person has a disability.

Lake Arthur Municipal School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Lake Arthur Municipal School District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the school district.

Lake Arthur Municipal School District will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Lake Arthur Municipal School District will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in the school district program would result.

Lake Arthur Municipal School District will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

For further information:

In accordance with Section 35.106 of the ADA's Title Two Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the school district and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, D.C. 20035-6118
(202) 514-0301 (voice) or (202) 514-0381 (Fax).

Braille, audio cassette, and computer diskette versions of this Public Notice are available from the school district.

Lake Arthur Municipal Schools ADA Public Notice, 2015-2016.doc

LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016
Lake Arthur Municipal Schools Public Notice
Initial Notice of Equal Educational and Employment Opportunity
2015-2016

The Lake Arthur Municipal School District assures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Title VI of the Civil Rights Act of 1954)

Further, the Lake Arthur Municipal School District prohibits discrimination based because of race, color, religion, sex, or national origin. (Title VII of the Civil Rights Act of 1975)

Further, the Lake Arthur Municipal School District prohibits discrimination based on a person's age. (Age Discrimination Act of 1975)

Further, the Lake Arthur Municipal School District will provide equal educational opportunities for students and equal employment opportunities for staff, thus prohibiting discrimination in education based on sex. (Title IX of the Education Amendments of 1972)

Further, the Lake Arthur Municipal School District will provide equal educational opportunities for handicapped students and equal employment opportunities for handicapped applicants and staff, thus prohibiting discrimination in education or employment based on handicapping conditions. (Section 504 or PL 92-112, the Rehabilitation Act of 1973)

The Lake Arthur Municipal School District has designated Michael C. Grossman, Superintendent of Schools, as the person in charge of the District's compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and Section 504 of PL 92-112, the Rehabilitation Act of 1973. The responsibility of this position shall be directed toward the assurance that no barriers exist in equal educational opportunities, in programs and activities for students; nor in equal employment, development, advancement or treatment of employees on the basis of sex or disability. Concerns, complaints and requests for information may be directed to:

Michael C. Grossman, Superintendent of Schools; Lake Arthur Municipal Schools
P.O. Box 98 700 Broadway Lake Arthur, NM 88253 Telephone: (575) 365-2000

Further, the Lake Arthur Municipal School District does not discriminate on the basis of disability in the hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment. The District also assures that qualified applicants and employees with disabilities will be provided necessary reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent of Lake Arthur Municipal Schools that an accommodation is needed. (Americans with Disabilities Act) District contact person is:

Michael C. Grossman, Superintendent of Schools; Lake Arthur Municipal Schools
P.O. Box 98 700 Broadway Lake Arthur, NM 88253 Telephone: (575) 365-2000

After an offer of employment has been made, applicants selected for positions may be required to complete a functional capacity evaluation to determine his/her ability to perform job-related functions and his/her fitness for duty. This functional capacity evaluation will be conducted by a medical service provider selected by the District. The employment contract and commencement of work will be contingent upon the results of the evaluation. The temporary employees or individuals employed under an increment contract.

Approval dated at Lake Arthur, New Mexico this 21st day of July, 2015 (Signed Copy On File in Administrative Office)

Edward Rubio, President, Board of Education
Attested:

Irma Guillen, Secretary, Board of Education

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016



LAKE ARTHUR MUNICIPAL SCHOOLS
P.O. Box 98 700 Broadway Lake Arthur, New Mexico 88253
(575) 365-2000 • Fax (575)-365-2002

Vision: The Lake Arthur Municipal Schools will represent THE high performing standard for student achievement.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Lake Arthur Municipal Schools** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the **Lake Arthur Municipal Schools** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools Public Notice Family Educational Rights and Privacy Act (FERPA) 2015-2016

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- 1) The right to inspect and review the student's educational records within forty-five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
- 2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Lake Arthur Municipal School District to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- 4) The district classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by the close of the tenth calendar day of the student's enrollment each school year. The objection must state what information the parent or student does not want to be classified as directory information. If not objection in received by the close of the tenth calendar day of the student's enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- 5) Copies of the complete FERPA policy adopted by the district may be obtained from the office of the Superintendent of the district, or from the Principal's office of each school within the district.
- 6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington DC 20202 4605

Approval dated at Lake Arthur, New Mexico this 21st day of July, 2015. (Signed Copy On File in Administrative Office)

Edward Rubio, President, Board of Education

Attested:

Irma Guillen, Secretary, Board of Education
Fn: StudentHandbook2016/ComplianceFERPAPublicNotice2016.doc

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

LAKE ARTHUR MUNICIPAL SCHOOLS

INDIVIDUALS WITH DISABILITIES EDUCATION ACT, IDEA 1997 AND 2004 INCLUSIVE PRACTICES

Lake Arthur Municipal Schools recognizes that students with disabilities have a right to be educated with their peers. The students not only have a right to be educated with their peers, but the school has an ethical and moral obligation to appropriately diagnose and to provide needed services in the general education setting.

Part B of the Individuals with Disabilities Education Act (IDEA 1997) states:

...(1) That to the maximum extent appropriate, children with disabilities including children in public or private institutions or other care facilities, are educated with children who are non-disabled; and (2) That special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature of the severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Authority: 20U.S.C. 1412 (a)(5)).

Therefore, Lake Arthur Municipal Schools is committed to providing services to identified students with special needs in the general education setting. This is accomplished through collaboration between the general and special educators. The special education teacher, as case manager, reviews the Individual Education Plan (IEP) with the general education teacher, monitors the student's IEP in the general education setting, and modifies materials to ensure the full implementation of the IEP.

Fn: StudentHandbook2016/Lake Arthur Municipal Schools Inclusive Practices Notice.doc

**LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016**

Student Performance Creed

“Through these doors pass Lake Arthur students who come ready each day to learn, grow, and achieve and in turn, assist their classmates do the same.”

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools Campus Directory

Lake Arthur Elementary School

Room	Number
Pre-Kindergarten	300
Elem. Tech. Lab.	301
Teacher's Conf. Room	302
Grade 2 & 3	303
Grade K & 1	304
Grade 4 & 5	305
Staff Workroom	306

Lake Arthur Middle School

Room	Number
Teen Center	100/101
English	103
Math	102
Instructional Coach	104A
Counselor	104B
Conference Room	104C
Science	105 & 106
Tech. Lab. #3	107
Tech. Lab #2	108
Middle School Hall	109

Lake Arthur High School

Room	Number
Resource	201
ITV	202
Portable Classroom	P1
Science	204
Social Studies	205
Language Arts	206
Mathematics	207
Art	208
Staff Workroom	209
Atrium	506
Auditorium	504
Tech. Lab. #1	203

Lake Arthur Physical/Vocational Education

Room	Number
Cafeteria	
Family/Consumer Sci.	147
Gymnasium	149
Multi-Purpose Room	503
Vo-Tech Shop	507

Instructional Support Service Areas

Room	Number
Library	501/502
Nurse/Counselor Hall	505
Health Clinic	508
Outside Speakers	400

**LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK, 2015-2016
ALMA MATER**

LAHS FIGHT SONG

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

POSITIVE BEHAVIOR SYSTEM

This positive behavior system is the result of the efforts of Lake Arthur Municipal Schools' administration and staff. It is living document that forms a foundation for a complete cultural systems change. The Positive Behavior System (PBIS) is a set of processes and strategies in a system framework. Its purpose is to increase the capacity of students to demonstrate character behavior that contributes to the learning process by being independently responsible for their behavior that reduces learning disruptions. Through this approach the staff have established clearly defined outcomes, are implementing research-validated practices, and are using the Student Management System (SMS) to collect data for decision-making and problem-solving. It is the part of the Safe Schools Plan within the EPSS framework for continuous school improvement in which a proactive, positive, and consistent culture is put into practice where behavioral expectations are understood, taught and modeled by adults and demonstrated by students.

Behavioral Expectations

The foundation character attributes are:

Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship.

Students use the four **Panther Traits** to develop personal character and demonstrate positive behavioral expectations:

BE RESPONSIBLE
BE RESPECTFUL
BE SAFE
BE ACCOUNTABLE

Posters, banners, and other visual representations will be displayed in all school settings stating the Panther Traits and associative actions. Students will be taught exactly what is expected of them in each of these areas. Each classroom will develop a class mission statement and procedures to assist in meeting the behavioral expectations that will be associated with accomplishing the Panther Traits and contribute to a continuous learning environment.

Panther Trait Lesson Plans

To assist students in being able to know how each trait is demonstrated by the everyday actions of students, lessons have been developed. These behavior lessons are, taught and modeled by adults. Students are also asked to develop lessons that emphasize a specific concept of a Panther Trait. This will enable students to demonstrate behaviors that will complement a positive learning environment. The Panther Trait lesson plans will be organized in the following format: 1) Introduce the Panther Trait Expectations; 2) Demonstrate the Rules and Procedures; and 3) Provide Monitoring and Feedback.

Panther Trait Reinforcement

Each school has developed a set of positive action steps for those students who meet the behavioral expectations of the Lake Arthur Municipal School District and its school divisions. There will also be a systematic application of disciplinary regulations and procedures when the student is unsuccessful in meeting behavioral expectations. Student/Parent academic, attendance, and behavior compliance contracts may be used and are agreements in which personal signatures represent a person's concurrence to meet and follow the specific written statements contained therein. Failing to make progress or meet the contract's conditions shall be caused for further possible disciplinary action.

Panther Trait Process Implementation

To assist in starting the process the Panther Trait Expectations Matrix is provided as a basis for staff and students to establish a Positive Behavior System. Further development and refinement will continue throughout the school year.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools recognize that every student has the right to an education in a safe positive environment. The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying, if not addressed, can lead to more serious violent behavior.

Student to Student; Student to Adult Staff Member; Adult Staff Member to Student; or Adult Staff Member to Adult Staff Member

Bullying is prohibited on the Lake Arthur Municipal Schools campus during school hours or in association with any school-sponsored activity, on school buses or through the use of school equipment as in the case of cyberbullying. All staff members are not to tolerate any bullying and to address it immediately.

Definition

“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening looks, gestures or actions), social isolation
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing, oral or written put-downs, false accusations, hazing
- Cyber All areas of internet communication and mobile electronic devices
- Mobile threats by text messaging & calls
- Misuse of associated technology , i.e. camera & video facilities

Reporting Bullying

Students and parents shall report bullying. The administration expects students and parents who become aware of an act of bullying to report it to a staff member, administrator or counselor for investigation and if necessary. Any student who retaliates against another for reporting bullying **will** be subject to disciplinary action.

Staff Intervention.

All staff members who observe, suspect, or become aware of an act of bullying is to immediately take appropriate steps to intervene, unless intervention would be a threat to staff members' safety, and to notify an Administrator. If the bullying persists, the School Administrator will conduct an investigation leading to possible intervention/disciplinary action.

Investigation procedures.

Upon receiving bullying incident referral or complaint, the Principal or designee shall interview both students, contact the parents of both the aggressor and the victim, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Confidentiality will be observed when it is possible.

Consequences/Intervention.

Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the Principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools Behavior Expectations Matrix

	Setting	Be Respectful	Be Responsible	Be Accountable	Be Safe
P	Classroom	Actively listen to speaker Use appropriate and positive language Treat others' property correctly Raise your hand Respond at appropriate times	Be on time Turn in work on time Be prepared with supplies Complete make up work on time Enter and exit classroom appropriately	Do your best Follow student handbook Be truthful Keep all areas clean	Keep hands and feet to yourself Walk
	Playground	Follow staff directions the first time. Use appropriate language and voice. Remain on sidewalk at all times walking to and from Enter building quietly Use zip and clip Hold doors for others.	Whistle signal means-stop-walk-line up quietly and immediately Designated student bring/return equipment. Follow "give me five" hand signal	Follow all game rules. Demonstrate appropriate sportsmanship behavior. Follow playground expectations according to your grade level	Walk to/from playground using zip/clip Hold equipment while in line Play on designated appropriate playground equipment. Stay with-in playground areas-ask teacher if you need to leave playground.
N	Commons/ Common Area	Listen when the presenter is speaking Use appropriate language Use conversational voice Treat school property correctly Be courteous of others	Be seated by start time. Put belongings in appropriate place Pick up after yourself	Participate Pick up trash even if it is not yours Think before you act Go directly and quickly to your next class	Keep hands and feet to self Walk and stay to the right where appropriate Keep access ways clear
T	Hallway/ Breezeway	Use appropriate language and voice Treat school property correctly Be courteous of others	Put belongings in appropriate place Pick up after yourself	Pick up trash even if it is not yours Think before you act Go directly and quickly to your next class	Keep hands and feet to self Walk and stay to the right where appropriate Keep access ways clear
H	Cafeteria	Use a conversational voice Open seating for all students. Be courteous and accept your place in line Follow the directions of the staff on duty Use appropriate language Use good table manners. Be courteous use please/ thank-you and appreciate what is given to you. Accept others' personal space	Zip and Clip- report immediately to cafeteria. Clean up after yourself. Pick up trash in your area-even if it is not yours. Empty your trays	Follow cafeteria character etiquette Follow "Give me five" hand signal Stay in designated areas after eating	Walk-keep hands and feet to yourself. Push chairs under table upon leaving.
E	Gym	Respect school property and other personal property Use appropriate language and conversational voice Demonstrate appropriate sportsmanship	Bring and wear appropriate clothing and footwear Keep belongings in proper place Be on time	Use equipment in the manner for which it is intended Keep all areas clean/ clean up after yourself Follow rules for activity Notify staff if problems are occurring	Keep hands and feet to yourself Bleachers/benches are for sitting Follow Health and Safety procedures
R	Restroom/ Bathroom	Use appropriate language and conversational voice Take care of school fixtures/ supplies. Be considerate of maintenance and janitorial staff	Report immediately to appropriate bathroom. Wash hands. Keep area litter free. Return to class promptly.	Honor your request for restroom privilege Keep hands/feet to yourself. Keep surfaces free of graffiti	Follow personal hygiene and safety procedures. Walk to restroom use zip and clip.

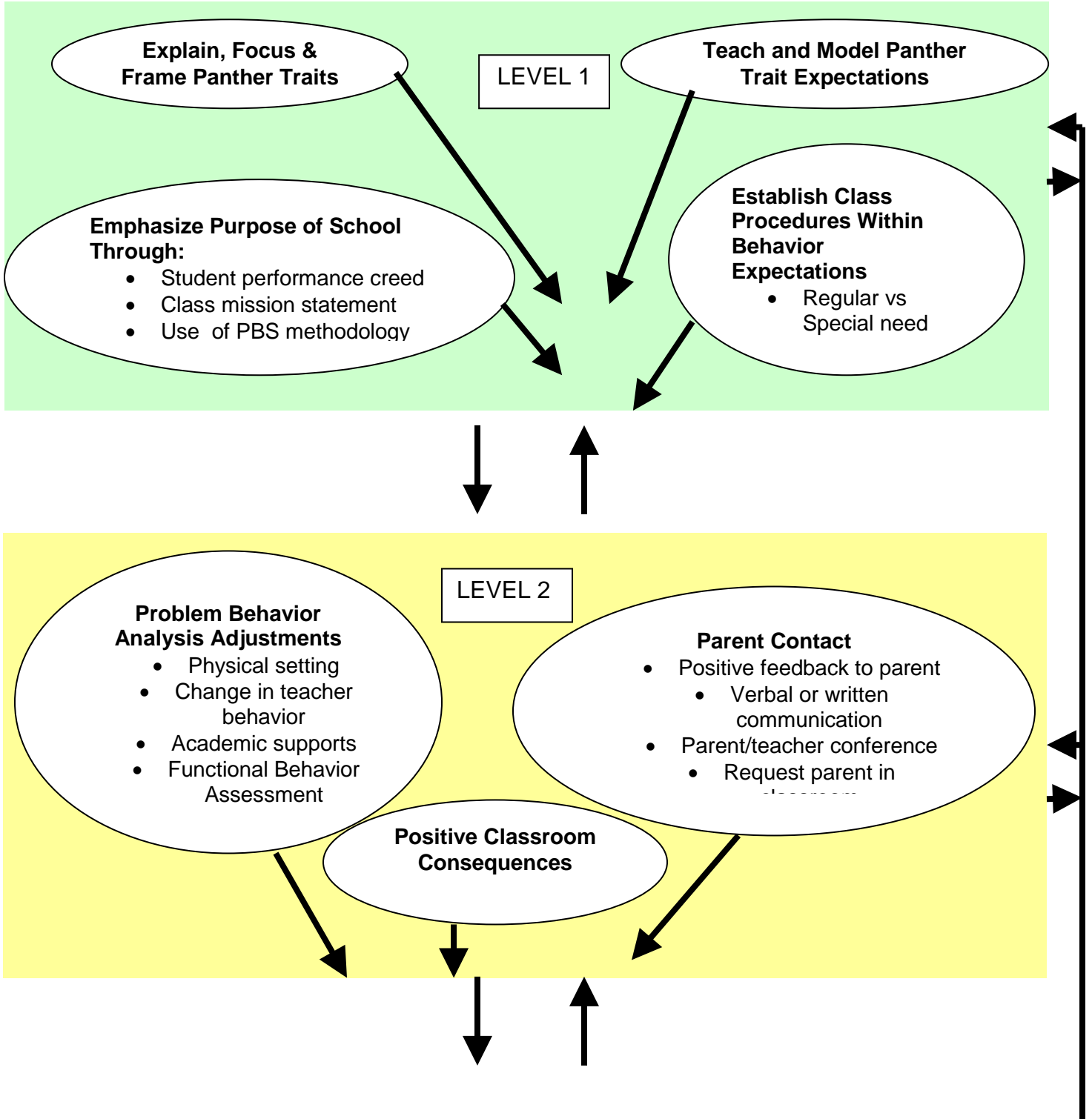
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Lake Arthur Municipal Schools Behavior Expectations Matrix

	Setting	Be Respectful	Be Responsible	Be Accountable	Be Safe
P	Library	Use appropriate language and conversational voice Follow directions the first time Take care of library furniture, equipment and supplies Practice library etiquette	Handle and use library books with care Make sure chairs are pushed under the table when leaving Pick up after yourself	Pick up trash even if it is not yours Observe others personal work space Follow acceptable use of technology	Keep hands and feet to self Walk Keep access ways clear
	Parking Lot	Be considerate of others while walking or driving.	Follow student handbook regulations for parking lot	Park in designated areas	Stay on sidewalk Follow pedestrian and traffic rules Walk Follow emergency procedures
R	Bus Loading Zone	Be courteous of others while loading and unloading	Follow student handbook regulations for bus loading and unloading	Report to designated areas after exiting the bus	Walk Stay on sidewalk until entering or exiting bus Follow transportation safety regulations and procedures
I	On Bus	Follow the directions of the bus driver at all times Use appropriate language and conversational voice Follow school policy on displays of public affection	Take care of the furniture, equipment, and supplies on the bus	Be on the bus on time Clean up trash, even if it's not yours	Remain in the seat Keep hands and feet to yourself Follow transportation safety regulations and procedures
D	Special Event/ Field Trip	Follow the directions of the adult supervisor(s) at all times Use appropriate language and conversational voice Show appreciation to the host(s)	Dress appropriately for the function Positively represent yourself, your school, and your community Demonstrate a positive attitude	Clean up after yourself Have appropriate paperwork turned in on time	Keep hands and feet to yourself Listen to and follow instruction Follow transportation safety regulations and procedures

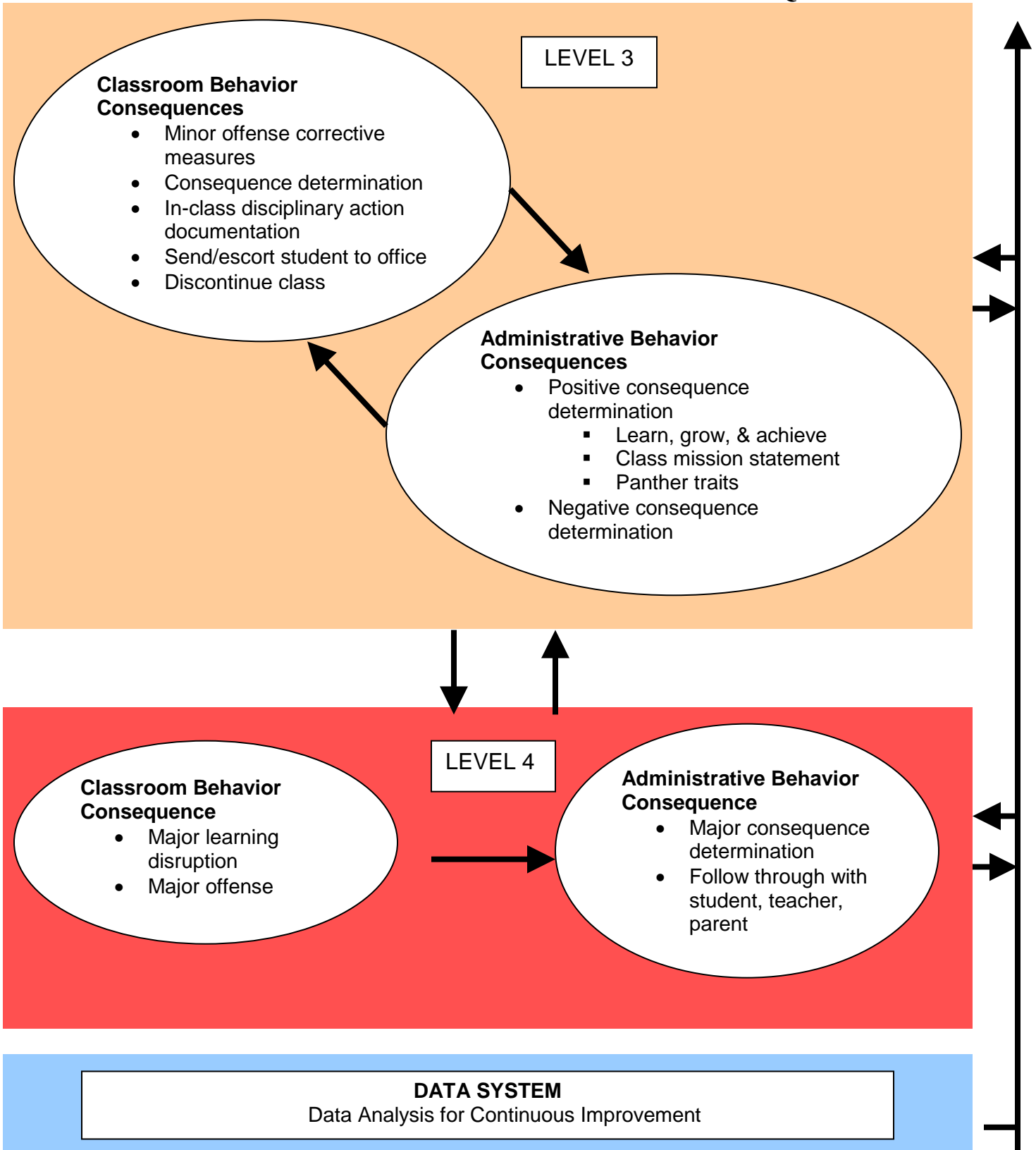
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STUDENT HANDBOOK, 2015-2016
LAKE ARTHUR MUNICIPAL SCHOOLS
POSITIVE BEHAVIOR DISCIPLINARY SYSTEM FLOWCHART**

POSITIVE CLASSROOM CORRECTIVE MEASURES



LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

CLASSROOM/ADMINISTRATIVE BEHAVIOR CONSEQUENCES



LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur Municipal Schools Disciplinary Referral

Student Name	Class-Grade	Date of Incident	Time of Incident	Referring Staff
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Others Involved:

- None Peers Staff Teacher Substitute Unknown Other _____

Name(s) of other staff involved: _____

Name(s) of other students involved: _____

Location:

- Classroom Playground Commons/common area Hallway/breezeway Cafeteria Gym
 Bathroom/restroom Library Parking lot Bus loading zone On Bus Special Event/field trip
 Other _____

Problem Behaviors (check the most intrusive):

- Abusive lang./Inappr. Lang. Inappropriate Apparel Excessive Tardies Harassment/tease/taunt
 Defiance/Disrespect/Insubordination/Non-compliant Disruptive Activities Physical Aggression/Fighting
 Destruction/Defacement of Property Failure to Follow Directives of Adult Vandalism
 Skip class/truancy Other _____

Possible Motivation:

- Obtain peer attention Obtain adult attention Obtain items/activities Avoid peer(s)
 Avoid adult(s) Avoid tasks/activities Don't know Other _____

Description of Referral Incident: (Use additional paper as needed) (Submit documentation as needed)

Minor Behavior Documentation:

- Provided Not Available
 Inappropriate verbal language Physical Contact Defiance/Disrespect/Compliance Disruption of Learning
 Property Misuse Other _____

Staff Action Taken Prior To Referral:

- Loss of privilege Held Conference with Student Altered Classroom Structure
 Telephoned Parent Sent Previous Report Home Held Conference with Parent
 Consulted with Counselor Consulted with Principal Detained Student
 Other _____

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

ACADEMIC REGULATIONS AND PROCEDURES

Admission/Registration Requirements

All students who are admitted to Lake Arthur Municipal Schools must comply with all statutory public school enrollment and district admission/registration requirements. They include but are not limited to official records, medical records, student program documentation, disciplinary records

Registration documents include but are not limited to:

Acceptable Use Policy
Activity/Athletic Contract
Curriculum and Course Handbook Compliance Acknowledgement Form
Emergency Medical Form
Immunization Records
Student Enrollment Form
Student Lunch Application
Student Home Language Form
Student Handbook Receipt and Compliance Acknowledgement Form
Student Teen Center Contract

Failure to comply or accurately and truthfully complete all admission/registration documentation may be cause for the student to be suspended from attending school until all requirements are met.

Athletics/Extra-Curricular Eligibility

Extra-curricular activities are school-sponsored activities, which are not required by law or Educational Standards for New Mexico Schools. Implementation of the Public School Reform Act components on the required schedule limits or precludes using school time for practice, meetings, and events. Extra-curricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relationship to the school's curriculum, extra-curricular activities do not include direct instruction of the state-required student competencies establish in the Educational Standards for New Mexico Schools.

GPA and attendance requirements of the Public School Code apply for all extra-curricular activities.

However, the district encourages students to get involved in all of the activities possible. This enriches the educational experience and makes school enjoyable. In order to participate in extracurricular activities the New Mexico Activities Association (NMAA) and Lake Arthur Schools has established the following eligibility requirements for all school activities. **A STUDENT THAT IS NOT ELIGIBLE BY THE REQUIREMENTS STATED BELOW CANNOT PARTICIPATE IN ANY SCHOOL ACTIVITY OUTSIDE OF THE REGULAR CLASS PERIOD.**

Scholastic Eligibility Procedure

1. Check the student's last nine weeks grades. Did he/she meet all three academic requirements:
 - a. Pass six courses;
 - b. Fail no more than one course;
 - c. Maintain a 2.0 or better grade point average for that grading period.
2. If **YES**, the student is eligible for the next nine (9) weeks.
3. If **NO**, the student is ineligible for the next nine (9) weeks.
4. If the above situation is at the beginning of a semester, (not during, such the end of the first or third nine weeks), and the student was determined to be ineligible based upon the previous nine weeks, it is permissible to look at the most immediately completed semester grades. If the semester grades meet all three academic requirements stated above, the student would be eligible for the nine weeks.
5. If the student fails to meet the GPA requirement, a school may apply the cumulative provision by petition to the NMAA, the submission of the following items to the NMAA office.
 - a. A copy of the student's transcript highlighting the semester grades and NMAA worksheet.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Athletics/Extra-Curricular Eligibility (continued)

- b. A letter to the NMAA Executive Director requesting approval of the student in question, based upon the cumulative provision. Again, six or nine weeks grades do not apply, only semester grades are acceptable to this provision.
6. A student may make up one (1) semester course during summer school by earning a passing grade in that course.
7. The school is allowed up to five (5) school days (4:00 pm of the 5th day) as a buffer after each grading period (six or nine weeks) for grades to be gathered and recorded for eligibility purposes. (The buffer is not intended to allow use of an ineligible student when known prior to the end of the five (5) days.
8. As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high students.
9. The cumulative provision may not have more than one "F" be applied if a student has more than in the semester grading period immediately preceding participation.
10. A ninth grader entering high school for the first time may compete without reference to his/her immediate/prvious scholastic record in eighth grade (last grading period and/or semester, whichever is applicable. The end of the first grading period in ninth grade will establish the point for scholarship eligibility determination for the succeeding grading period.

The coach or NMAA sponsored activity supervisor is to check eligibility will be checked weekly, and any student failing a class will have one week to raise the grade or they will be ineligible until they do so.

The Lake Arthur athletic department requires students to be present in school the day of an event or the day before a non-school day event. Being "in school" is determined by the athletic director and/or an administrator. Missing school part of the school day with prior approval would not necessarily deny student participation.

Regulations relating to school accident insurance for athletes are governed by policy. Students who participate in athletics are not required to purchase the student accident insurance providing that the parent sign a statement that adequate insurance coverage has been provided through a family policy and that the parents assume responsibility for all expenses incurred as a result of accident or injury to the student while participating in interscholastic sports.

Books and Equipment

All school property becomes the responsibility of the student to whom it is checked out during the school year. If the book/material/equipment shows excessive wear, a fine will be assessed for the damage. The student is required to pay for full replacement cost for books/materials/equipment that are lost or damaged in such a way that it is no longer usable. If a student loses a book/materials/equipment, he/she is expected to pay in the business office before the student is issued a replacement. All fees, fines and other bills must be paid before a student can receive an official report card or the district issues an official transcript. Electronic equipment that is issued to or used by the student for instructional, co-curricular and extra-curricular purposes is governed by all applicable NM statutes, PED regulations, Board policy and administrative regulations for the incurred replacement cost.

Reimbursement of identified checked out books/equipment will be provided upon return of lost book or equipment.

Cheating

It is the aim of the faculty of Lake Arthur High School to foster a spirit of honesty and high integrity. The attempt of any student to present as their work that which they have not honestly performed is regarded as a serious offense. Upon detection the offense will result in serious consequences, up to and including suspension. Instances of cheating or dishonesty of any kind on examinations and quizzes, on written assignments, illegal possession of an examination, the use of unauthorized notes during an examination, copying from the examination paper of another student, assisting others to cheat, alteration of grade records and illegal entry into classrooms or office will result in disciplinary action. This applies to quizzes, as well as, final examinations, daily reports, and research papers. Plagiarism is a form of cheating and will be disciplined in accordance with the student handbook section on plagiarism.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Class Work

All class work is to be fully completed and turned-in by expected due date established by the teacher.

Elementary School: No more than two late assignments in the elementary subject areas.

Middle School: No more than one late assignment in each subject area will be accepted each nine-week grading period. A late assignment decreases the assignment grade by ten points.

High School: No late assignments accepted.

Correspondence Course Credit (High School Students Only)

A maximum of 3 correspondence course credits will be counted toward graduation, with course work limited to the core classes of math, language arts, science, or social studies.

Culmination Assessments

Each student is required to complete a culmination project that meets project-based learning criteria. Grade levels other than grades 5-8 and 12 will be assigned a culmination project component task that contributes to each student demonstrating proficiency in using accumulated grade level knowledge and skills within the NM and Common Core Standards and Benchmarks. Achieving grade level standards will be measured by a culmination project rubric. Grades 5, 8, and 12 will be required to meet a culmination project grade level performance culmination project rubric assessment. The weighting of the culmination assessment for a student's semester grade will be determined by to beginning the Culmination Project.

End of Course, EoC, Benchmark Assessment (Elementary)

All elementary students will take a proficiency assessment at the end of first semester on the expected grade level exit outcomes from the Common Core State Standards and the New Mexico Content and Performance Standards that assess long term mastery of knowledge and skills. For a two semester course of study all elementary students will take a proficiency assessment at the end of second semester that will be designated an End-of-Course, EoC, assessment. The EoC assessment will cover the major standards carried forward from first semester and the final grade level exit outcomes of the Common Core State Standards, CCSS, and the New Mexico Content and Performance Standards that have been identified for each grade level. The End of Course assessment may originate from NM Public Education Department's approved list of EoC's or from an EoC that has been developed by the professional staff of Lake Arthur Municipal Schools. Parents and students need to take note that these End-of Course assessments have significant importance in establishing grade level proficiency and are evaluated for final passing grade.

End of Course, EoC Examinations (Secondary)

All secondary students will take a proficiency assessment at the end of first semester on the expected grade level exit outcomes from the Common Core State Standards and the New Mexico Content and Performance Standards that assess long term mastery of knowledge and skills. For a two semester course of student all secondary students will take a proficiency assessment at the end of second semester that will be designated an End-of-Course, EoC, assessment. The EoC assessment will cover the major standards carried forward from first semester and the final grade level exit outcomes of the Common Core State Standards, CCSS, and the New Mexico Content and Performance Standards that have been identified for each grade level. The End of Course assessment may originate from NM Public Education Department's approved list of EoC's or from an EoC that has been developed by the professional staff of Lake Arthur Municipal Schools. Parents and students need to take note that these End-of Course assessments have significant importance in establishing grade level proficiency, are evaluated for final passing grade and as a ADC for graduation.

Distance Education Courses (Secondary Students Only)

The district offers on-line (Internet Communication) and Interactive Television (ITV) courses in cooperation with Pecos Valley Regional Educational Cooperative in association with ENMU-R, NMSU-C, and NMJC. This program offers an option for a student to earn high school credits as curriculum expansion offering, honors/AP courses, credit recovery, and remediation. Registration must be done in conjunction with the student's Next Step Plan and have the approval of the school administration or designee. If the course is

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

a college course, one-half high school credit is granted for the successful completion of 3 college hour credits. In order to take college coursework for high school credit, prior approval must be granted by the school administration.

All grades involving approved distance education courses will be used for computing class rankings and GPA.

Fees

Students enrolled in art or career and technical education courses will be assessed fees in order to pay for materials for major projects. Payment is required at the start of the course or by the project due date set by the teacher. As part of Technology-based instruction or E-learning which is simply the use of technology to deliver training and educational materials, such as student ID's, electronic equipment, electronic media storage, etc. students will be assessed replacement fees based on replacement costs. For all technology equipment assigned to a student, there will be a minimal standard replacement fee upon completion of the depreciation schedule for the equipment.

Grading System

The numerical grading system for Lake Arthur Municipal Schools (Grades 1-12) is as follows:

A	Excellent	92 — 100
B	Good	83 — 91
C	Average	74 — 82
D	Poor	65 — 73
F	Failing	0-65
I	Incomplete	

The grading scale has been changed effectively with the 2015-2016 school year. The minimal passing grade has been set at 65 instead of 60. In review of assessment data the rigorous coursework that is expected within the Common Core State Standards and the New Mexico Content and Performance requires students to demonstrate a higher proficiency in order to meet the requirements of those standards. Students who earn a grade of 60 were not successful in passing subsequent sequential classes or were prepared to perform to the passing cut scores of the required state mandated standardized assessments or End-of-Course assessments. (Examples of sequential classes would be Algebra I to Algebra II, English I to English II, etc.) Due to promoting the ability of a course grade to forecast what the student is to know and be able to do, 65 was established as the “failure point.”

To equate the Lake Arthur Municipal Schools' grading scale to standardized performance criteria the following evaluation codes are to be used for all subjects.

A = Indicates that the pupil has done excellent work and has mastered the subject matter/course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge and skills gained to new situations.

B = Indicates that the pupil has done above average work, mastered almost all of the subject/course objectives; and has applied knowledge and skills gained to new situations.

C = Indicates that the pupil has done average work and has mastered many of the objectives of the course.

D = Indicates that the pupil has done below average work and has mastered few of the objectives of the course.

F = Indicates that the pupil's work fell below a level of acceptance for the course and was unsatisfactory.

I = Indicates incomplete work which will need to be made up prior to a grade being assigned.

ICU Power of “I” Process

The Power of “I” process is to have all students accountable for their own learning and to perform academic work that is meeting New Mexico grade level content and performance standards. In order for each Lake Arthur student to attain that proficiency all assignments, homework, and exams will be completed and evaluated by a grading system that determines if the submitted work meets the grade level standards. The process to ensure that this level of proficiency is reach involves a Re-Do Policy with its accompanying set of regulations and procedures. The framework for this grading process is structured within an Effort-Based Culture. A student's final grades and credit will be determined by his/her willingness to accept accountability for their performance. An addendum giving the specific to the Power of “I” will be added to the Student Handbook during the Parent and Student Conferences for the 2012-2013 school year.

“I” indicates that the student has not completed all required work. Make-up work procedures are to be followed unless the teacher has provided specific timeline directions at the student-requested conference. If the student does not complete the work in the time allotted, the grade will be changed to an “F”.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Proficiency levels stated in the New Mexico Content and Performance Standards assist teachers in determining letter grades used in the district's grading system. Student aides will receive a grade per evaluation of skills demonstrated for designated aide's curriculum for which they are receiving course credit. This grade will not be calculated into their GPA.

High School Classification

- A. The high school consists of grades 9, 10, 11, and 12.
- B. Students are classified in accordance with the following minimum credit attainments:

Freshmen	8 th grade
Sophomore	6 credits
Junior	12 credits
Senior	18 credits

Graduate credits accrued as per entry year into ninth grade (See Graduation Requirements, pp 33-34.)
- C. Grade classifications are based on the number of credits earned by a student. The grade classification is determined at the beginning of the school year and is not changed until the beginning of the next semester or the school year depending on which comes first.
- D. A unit of credit is awarded for the successful completion of a course. For credit to be awarded, the student must have a passing grade average and meet the schools minimum attendance requirements. The unit is the standard accrediting basis for high school work and the accounting system begins with work earned in grade nine (9) unless approved by board policy for grade eight (8). In order to be graduated from Lake Arthur High School, a pupil must be enrolled in the high school the major portion of the last term of his/her senior year. Exceptions may be made by the principal in extenuating circumstances.

High School Graduation Requirements (See Curriculum and Course Handbook for specific details.)

GRADUATION REQUIREMENTS: *For those students entering ninth grade, 2009-2010, graduating in school years 2013 and subsequent graduation years*

Beginning with the 2008-2009 school year, in eighth grade, algebra I shall be offered in regular classroom settings or through on-line courses or agreements with high schools.

Beginning with the 2009-2010 school year, each school district shall offer at least two years of a language other than English. Beginning with students entering ninth grade, 2009-2010, at least one of the units required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course.

English	4 units:	Major emphasis on grammar, nonfiction writing and literature
Mathematics	4 units:	High School mathematics Algebra I for all Grade 9 students One of the units is to be equivalent to the level of Algebra II Mathematics courses of lower skill level than the required equivalent course requirements will earn elective credit.
Science	3 units:	Must include 2 units in a laboratory science
Social Studies	3 units:	Must include 1 unit each of U.S. History/Geography, World History/Geography, Government/Economics
	0.5 unit:	New Mexico History
Physical Education	1 unit	
Career & Technical Ed.	1 unit:	One unit in the following: a career cluster course, workplace readiness or a language other than English
Honors/Dual Credit/Distance Ed.	1 unit	One unit of credit in one of the listed areas
Health	0.5 unit	Health
Electives	9.5 units	Shall offer two years of a language other than English Shall offer a health course meeting health standards Shall offer student service learning as an elective

TOTAL REQUIRED FOR GRADUATION 26.5 units

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Outside Assignments (Homework) Expectations and Guidelines

Teachers need the understanding and help of families in supporting classroom instruction. This can be accomplished by families taking an interest in the outside assignments (homework) and by finding the most effective ways to help their children with that homework.

An outside assignment (Homework) is important because it can improve children's thinking and memory. It can help them to develop positive study skills and habits that will serve them well throughout their lives. It can encourage them to use time well, to learn independently and to take responsibility for their work.

General guidelines are:

- Children in kindergarten through grade 2 – 10 to 20 minutes per day
- Children in grade 3 through grade 6 – 30 to 60 minutes per day
- Children in grade 7 through grade 9 – 45 to 70 minutes per day (time spent and amount of homework may vary)
- Children in grade 10 through grade 12 – 45 to 90 minutes per day (time spent and amount of homework may vary) *Reference: National Parent Teacher Association*

All students are expected to complete outside assignments (homework) by the due date determined by the teacher to receive a satisfactory performance grade. Parent response forms may be used by the teacher to provide notice of successful/non-successful completion of homework. Failure to complete outside assignments (homework) will affect the ability of the student to demonstrate proficiency on the Common Core State Standards and the New Mexico Content and Performance Standards and thus achieving a passing grade for a course or subject.

Library

The library is provided for the students for research and pleasure. It is opened within the school hours when supervision is scheduled. Books may be checked out by any student at the desk according to the regulations and procedures governing check-out. All books checked out to the student are the responsibility of the student until returned through regulations and procedures for check-in. In order to respect the rights of all students, these rules are necessary to safeguard valuable materials.

1. General reference books, such as dictionaries, encyclopedias, and magazines may not be checked out. They may be used freely at the tables in the library.
2. Other books may be checked out for a period of two weeks with the privilege of renewal.
3. Books damaged beyond reasonable wear, or lost must be paid for.
4. Fines on overdue books are charged at the rate of ten cents per day excluding weekends and holidays.
5. Students may not check out their own books nor return them to the shelves. The librarian or librarian's assistant checks out and checks in all books. Teachers may be responsible for the check-out/check-in procedure.
6. At the request of the teacher, books may be placed on reserve and checked out for only hour or overnight.

Make-Up Work Regulations and Procedures

Make-up Work for Excused Absences: Work must be completed in no more than two days from the first day missed and one day for each consecutive day thereafter but not to exceed one week. Students who have absences must assume the responsibility of conferencing with their teachers on their first day back to school about work missed. Teachers will provide instructional assistance as needed. Make-up work for school-sponsored trips is required to be turned-in by the next day. Failure to complete the make-up assignments will result in a "0" for the assignment missed and will be recorded in the teacher's grade book.

Students who complete make-up work within the stated time will be allowed to make-up one hundred percent of the work and grade missed, including "participation grades". The student's grade will in no way be reduced except in the case of poor quality or late make-up work. In such case, unsatisfactory make-up work must be graded and identified to the student by the teacher. Credit will be given for all work completed including whole or portions of assignments/projects.

Make-up Work for Unexcused Absences: Following an unexcused absence, a student shall be allowed to make up the work missed provided that the student submits the work the day following the unexcused absence and provided it meets administrative regulations. Make up work caused by an unexcused absence shall have ten (10) points deducted from the summative grade given to each

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

assignment that constitutes a student's make-up work. Teachers are not required to assist the student in any aspect of unexcused make-up work.

Middle School Promotion

The following is the basis for promotion to the next grade level for grades 6, 7, and 8. Based on a seven period school day a minimum of five (5) credits total must be earned out of a total of 7 credits per year. Within the total of 5 credits 3 of the five credits must be in the core content areas.

The following is the basis for promotion to the next grade level for grades 6, 7, and 8. Based on a six period school day a minimum of four (4) credits total must be earned out of a total of 6 credits per year. Within the total of 4 credits 3 of the five credits must be in the core content areas.

Parent Conferences/Open House

Parent/teacher conferences are scheduled during the school year by administrative and instructional staff based on student learning and behavior needs. Please watch for your notice of invitation to conference prior to those dates. Open house type events may be scheduled

Physical Education/Activity Procedures and Regulations

Physical Education Dress Uniform

Physical education is a required course for all educational levels. District wellness policy requires student physical activity to be an integral of the student's learning environment. To participate in physical education activities appropriate dress is required for both male and female students. Students are required to meet the following physical education dress uniform standards to meet the needs of personal cleanliness and maximum safety. Dressing out in the appropriate dress uniform is a requirement for physical education or athletic class credit.

1. Physical education dress uniform consists of:
 - a. Plain T-shirt (no logo) or school logo T-shirt;
 - b. White athletic socks;
 - c. Athletic shoes designed for the activity (determined by instructor) that are laced and tied properly;
 - d. Shorts (no logo), school logo shorts or sweat pants appropriate for the activity (determined by instructor);
 - e. Outside activity clothing: ball cap, sweat shirt or light jacket (determined by instructor)
2. For secondary students who do not meet the physical education dress uniform standard, the district will provide a "loaner" uniform provided that the student provides a personal collateral item such as a wallet, purse, watch, etc. The collateral item will not be returned until the "loaner" uniform is returned appropriately to the instructor. This "loaner" privilege provides no guarantee of size specifications and will be extended to the student only two (2) times during the nine weeks grading period.
3. Non-dress/no participation grading regulation shall be for each time a student does not dress out or participate during the assigned physical education class the grade will be zero. In the event that a student who has been dressing out and participating on a daily basis inadvertently is not able to dress out or participate, the student's grade by one letter grade provided that the physical education make-up activity is completed within the designated timeframe of the instructor. Non-dress/no participation physical activity make-up can be done on instructor designated days or after or before the student work day through instructor/student arrangement.

Shower Use and Procedures

The purpose of the shower area is for showering after activity in the physical education class. Showering meets the student's personal hygiene needs for the school day that do not include vigorous physical activity. Students should be aware of one's personal hygienic needs.

1. Soap and towels are not provided by the district. These articles must be provided by the student.
2. All students will have the opportunity to shower when the activity warrants the need and/or the students receive direction from the instructor. Showers shall be part of the physical education participation grade.
3. Students are expected to provide their own personal items-deodorant, powder, lotion, etc. **THESE ITEMS ARE TO BE BROUGHT IN UNBREAKABLE CONTAINERS AND NO AEROSOL CANS ARE TO BE USED.**
4. Students are required to follow the class protocol for beginning and ending class. Allotted time for showers is 10 minutes at the end of the period as provided by teacher directions.
5. *The shower stalls are to be handled to avoid destruction of the shower stall or curtain.
6. No horseplay of any kind within the shower stall or locker room.
7. Shower curtains are to be accessed and moved in a manner that does not rip or tear the shower curtain.
8. Shower curtain rods are not to be manhandled in any way to prevent destruction of the shower stall.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Plagiarism Regulation

The LAMS Student Handbook states that “lying, cheating, or stealing” are major academic offenses and will be subject to “disciplinary action by the school”. To assist students in understanding the severity of the issue of plagiarism, the LAMS faculty is providing this regulation concerning infractions and consequences as it relates to plagiarism in any of the work that you hand in as your own.

The faculty believes this is critical for three reasons: 1) Plagiarism is a serious ethical and academic offense and it impedes the learning process of the student; 2) Higher education institutions have very serious consequences for plagiarism and so we want Lake Arthur students to know what it is and how to avoid it; 3) the advent of technology and the internet has given rise to an ever-increasing use of “cut and paste” plagiarism in all levels of academics and publication.

What is Plagiarism?

According to Webster’s New International Dictionary of the English Language, to plagiarize is:

“To steal or purloin and pass off as one’s own the ideas, words, or artistic productions of another; to use without due credit the ideas expressions or productions of another.”

Gibaldi further indicates:

“Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. You may certainly use other person’s words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas.”

Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing, New York: The Modern Language Association of America, 1998.

Acts of Plagiarism: Taking the work or ideas of another person and offering them as one’s own either intentionally or by failing to give credit to the original author or creator.

- Buying a paper from a research service or term paper mill.
- Turning in another student’s work without that student’s knowledge.
- Copying class work, homework, notes, or outlines
- Turning in a paper a peer has written for the student.
- Copying a paper from a source text without proper acknowledgement/citation.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate documentation.¹
- Giving false data or information for a paper or a report.
- Submit the work of a group as your own.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

Student Consequences

Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school’s mission and behavior expectations for students, and it is considered a zero tolerance offense.

- A **mandatory** zero will be given for the assignment/examination.
- **Mandatory** parent/teacher conference, disciplinary referral, and possible further disciplinary action.
- Repeat violations will be subject to the administrative disciplinary action that may include possible suspension.
- Possible failing, “F”, grade for the term or semester in which the incident occurs.
- Possible of receiving **No Approved Credit** for the course.

¹Cut-and-Paste Plagiarism: Preventing, Detecting, and Tracking Online Plagiarism, Lisa Hinchliffe, May 1998.

Program of Instruction

The Lake Arthur Municipal Schools offers a comprehensive program of instruction that is centered on the four core subjects: language arts, mathematics, science and social studies. In conjunction with the above main core subjects, as stipulated by the federal

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

legislation the district is pursuing the development of the additional core subjects of reading, the arts, and modern and classical languages

To augment the process of reading the district is participating in a comprehensive reading program school-wide called the Reading Renaissance program. This program contains many components including the Accelerated Reader Program that allows students to read at their individual grade level.

Report Cards and Progress Reports

Report cards are issued at the end of each 9-week grading period as indicated on the school calendar. Mid-term progress reports are sent home each nine weeks. Additional progress reports may be sent home as frequently as needed by the teaching staff. A Standards-based reporting system based on students demonstrating grade level proficiency on Common Core State Standards and the NM Content and Performance Standards is being developed for implementation during the 2014-2015 school year.

Retention (Grades K-7)

Retention of any student is governed by state statute and local policies. The following process for recommending retention is in effect as follows:

- a) 15 January - Submit to principal and superintendent:
A listing of students being considered for retention is submitted by the teacher to the principal and superintendent by 15 January. In order for a student to be placed on this list, the teacher must include with that list the following:
Dates of meetings with parent(s) to discuss retention concerns (at least two meetings prior to January 15)
Signature of parent(s) attending these meetings
- b) 15 February - Submit to principal and SAT committee
A listing of students being considered for retention is submitted to the principal and SAT committee. For each student on the listing, two copies of Light's Retention Scale submitted, one copy to be completed by the parent, one copy to be completed by the teacher
Copy of student report card for previous year and the first semester of current school year
- c) 15 March - Meet with SAT committee to discuss concerns
- d) 15 May - Meet with SAT committee and parents
- Submit to the principal:
 - 1) Copy of student report card for current school year
 - 2) Copy of student's nationally standardized testing program results from previous year and current year if available
 - 3) Final recommendation for retention with parent(s) supporting statement and signature on meeting minutes.

Rights to Privacy

Lake Arthur Schools abide by federal guidelines concerning students' rights to privacy regarding school records. Certain directory information may be given out unless a student or parent/guardian requests, in writing, that this not be done. The District honors transcript requests from legitimate educational institutions. A signature approving the release of these records will not be required unless a parent/guardian requests, in writing, a complete closure of records. More information on students' rights to privacy is available from the counselor or the administration office and is also outlined in the FERPA notice in this handbook.

Student Records

Student records may be sent to any school district at their request without the verbal or written consent of the student or his/her parents/guardian. A student must check in all books and pay any fees, fines and/or other bills before records are released.

Scheduling

New Students

New students are required to present transfer grades to the counselor upon arrival and are to be accompanied by a parent or legal guardian. Admission cannot be granted unless the student presents a current shot record. To be enrolled in Lake Arthur Schools through the Open Enrollment Act, students and parents must meet all qualifications as stated within the regulations that a school district is permitted to impose.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Student Withdrawal/Transfer

If a student plans to transfer to another school or drop out of school, they should notify the office at least one day in advance. A withdrawal form will be given to the student to be signed by each of the student's teachers, the activity advisor or coach, guidance counselor, and administrator. All books are required to be returned and/or any fees, fines or other bills are to be paid before the student can be officially withdrawn.

Schedule Changes

Students may change their schedule ONLY during the first week of the first semester and the last week of the first semester (for the second semester) unless permission is granted by administration.

Service Learning Projects

The administration, faculty, staff, and Board of Lake Arthur Schools believes that our students need to understand the responsibility they have to the community and experience the self-satisfaction that helping others brings to oneself. Therefore, a community service project is required to be completed by each class and/or school organization as planned and developed by each class or activity advisor and approved by the superintendent. All community service projects are to be completed during regular school hours under the direction of the class or activity advisor.

Student Field Trip Responsibilities

Field trips offer opportunities to students to have new experiences or hands-on extensions of what students are learning during classroom instruction. Meeting in public offers an opportunity for Lake Arthur students to conduct themselves as a respectful and responsible representative of Lake Arthur Municipal Schools. Each student is accountable for conducting himself/herself according to the responsibilities of positive behavior.

1. Come ready to learn.
2. Be punctual. Follow schedule and observe changes to the schedule when informed.
3. Follow all safety procedures and regulations of school district and host organization or agency before, during, and after field trip.
4. Students are to follow directions from any school adult and/or designated host personnel.
5. Stay with the supervisor and/or chaperones in the designated group(s) and wait patiently in the designated area(s) until directed to proceed.
6. Be attentive and listen when the host is talking.
7. Show respect for the host and the host's facilities.
8. Dress and present yourself according to the school district's dress code.
9. Practice behavior that is not loud, rude, harmful, or distracting to others.
10. Keep food and drink in designated areas.
11. Be courteous and respectful of others.
12. Use appropriate language.
13. Keep hands, feet, and objects to themselves.
14. Walk by designated walkways or by directions quietly and respect quiet zones.

By participating in field trips Lake Arthur students come ready to learn, grow, and achieve and help their classmates do the same on each field trip.

Summer School

Each summer, Lake Arthur Municipal Schools, LAMS, may offer a summer session of classes in core content areas and specific electives. The classes may be offered through district certified instructors, ITV, or on-line class formats. Enrollment in these summer school classes will be fee based and is first limited to those students who were enrolled in our school the previous school year. Through LAMS Board of Education policy, credits may be granted for successful completion of the summer school program.

Upward Bound Program

High school students participating in the Upward Bound Program offered through ENMU-Roswell who satisfactorily complete the program and attend the required summer and Saturday sessions may be granted one full credit as an elective.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

STUDENT RECOGNITION REGULATIONS AND PROCEDURES

Character Attributes

The Lake Arthur School District is a participant of the Character Counts program. The six pillars is part of the Lake Arthur Schools Student Code of Conduct and the Positive Behavior System. The character attributes applies to all aspects of the school setting in regards to student behavioral expectations. The pillars are:

CARING CITIZENSHIP RESPECT RESPONSIBILITY FAIRNESS TRUSTWORTHINESS

Honor Roll

An honor roll will be published following the issuance of report cards at each semester and/or each nine weeks grading period. The honor roll at Lake Arthur Municipal Schools is organized around the following grade point averages.

Highest Honors: 4.0 grade point average.

Honor Roll: 3.5 – 3.9 grade point average.

Super List: 3.0 – 3.4 grade point average.

Students with D's or F's will not be listed on the honor roll. A student must maintain a 3.3 cumulative average for eight semesters to be considered an honors graduate.

National Honor Society (Middle School/High School Students Only)

Membership in the Lake Arthur Schools National Honor Society and Junior Honor Society will be based on scholarship, service, leadership and character development. Candidates must spend at least a full semester in attendance at Lake Arthur Schools to be eligible for membership. National Junior Honor Society is a program for students in grades 7, 8 and 9; and the National Honor Society program is for students in grades 10, 11 and 12. Eligible candidates must maintain a cumulative grade average of 85 percent. Membership in our chapter is by invitation following a faculty committee election process based on the criteria of scholarship, service, leadership and character development. This committee is appointed by the Lake Arthur Municipal Schools' administration and chapter sponsor. Members who do not maintain the grade standard for membership will be placed on probationary status for one semester. If, after that semester of probation, they still do not meet the grade standard, they will be removed from membership in National Honor Society or National Junior Honor Society and asked to turn in their membership pin. Violation of the school policy or administrative regulation may be cause for termination of student membership in National Honor Society.

Panther Pride

The purpose of Panther Pride is to help students create a positive school environment that fosters pride within themselves and their school.

Criteria for Membership

- 1. No office referrals for discipline
- 2. Grade of 75 or better in each class
- 3. No more than 3 absences each nine-weeks (including 2 tardies = 1 absence)

Rewards may include

Apparel

Panther logo gift

Special activities within the school calendar

*The administration reserves the right to recognize for Panther Pride students who may not have met all criteria for membership but who qualify by teacher recommendation according to performance improvement or positive Panther Trait characteristics.

Valedictorian/Salutatorian

A senior student must attend LAHS one full year (2 complete consecutive semesters) and be enrolled as a full-time student in order to be eligible for Salutatorian and/or Valedictorian honors. Valedictorian and Salutatorian honors will be determined at the conclusion of the 8th semester. See Curriculum Course Handbook.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Lake Arthur High School: Panther Letter Recognition

Purpose:

- To recognize students in performance areas who have excelled in that area.
- To reward students to establish pride in their accomplishments
- To provide incentive recognition for students who continue to excel in the performance areas.
- To affirm individual student achievement.

Letters

Any student who earns a letter within the letter programs at Lake Arthur High School for the first time receives a letter in the shape of an LA to recognize him/her as a varsity letterman.

Pins

A second year varsity letterman receives a pin which symbolizes the academic or sport signification for that letter program. The pin recognizes the student as lettering in the letter program for the second year.

Chevrons

All second, third, fourth, fifth year varsity lettering students receive a long gold bar which represents an additional lettering year.

Patches

Varsity athletes or academic or activity students who earn all-district, all-star, all-state or championship honors in events sponsored and sanctioned by the New Mexico Activities Association receive a patch which acknowledges the achievement.

All students who earn Panther Letter may purchase a school letter jacket.

Academic Letter Program

Academic Letter and certificate is awarded on the basis of each school year's grade point average. To be eligible for an Academic Letter a student must earn 7.0 credits during his/her school year and be recommended by a high school staff member whose recommendation is then approved by the high school. To qualify, a student must earn a GPA of 3.50 or higher on a 4.00 scale for two consecutive semesters with no grade lower than a C. Students may receive Academic Letter recognition for each year of high school.

Athletic Sport Letter Program

Varsity Letters and certificate are earned by a student participating on a varsity team during all scheduled contests and receiving the coach's recommendation to receive the award. Only one sports letter is given to any student. Students eligible to receive the varsity letter are athletes, managers, statisticians, and video camera personnel.

Activity Performance Letter

Academic Competition Team

This letter is awarded for participation on an academic competition team. A student must either score a total of a specific number of individual points in the sponsored competition or participate in a specific number of academic training sessions or meets.

Drama Competition Team

This letter is awarded on a point basis. Points are earned for participating in specific activities of a theater arts program during the school year. Achieving a specific number of points earns a letter. Students are to consult with the drama supervisor for the specific point values of required performances.

Music Letter

This letter is awarded on a point basis. Two points are earned for every performing music course and 1 point is earned for every co-curricular and extra-curricular music activity endorsed by the school district. To earn a music letter a total of 5 points must be earned in music. After earning a music letter, a student must earn at least 3 or more points per year to earn subsequent year pin and chevron recognition.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Lake Arthur High School: Panther Letter Recognition (continued)

Service Letter

Students who participate in, or lead classes, clubs, and/or organizations at Lake Arthur High School or perform volunteer community service can earn a Service Letter on basis of a specific number of service credits and the recommendation of the advisor/supervisor. Credits are cumulative and do not have to be earned in the same activity. Participation is limited to those activities that do not already have a recognition program or do not receive financial remuneration. Continued service recognition will be based on the same criteria for pin and chevron awards.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

ATTENDANCE

Attendance

Lake Arthur Municipal Schools are committed to excellence in education. Every student will have an equal opportunity to receive a sound education. We believe that regular student attendance has been shown to be the first necessity for success. Maximum learning cannot occur if a child is not in class. Therefore, it is the responsibility of the parent and student to not miss school when it is in session and hold absences to a minimum.

It is the responsibility of the student and parent/guardian or one having custody to ensure that the respective student takes advantage of the learning opportunities at Lake Arthur Schools.

The NMSA 1978 Annotated 22-12-2 through 22-12-9 states the following regarding the Compulsory School Attendance Law:

“Any qualified student and any person who because of his/her age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority SHALL attend a public school, a private school, a home school or a state institution.”

“Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is RESPONSIBLE for the school attendance of that person.”

A parent/guardian consistently violating the Compulsory School Attendance Law will be reported to the appropriate authorities. Students consistently absent or tardy beyond the limits of the Compulsory School Attendance Law and the general attendance policy for the district will also be reported to the appropriate authority.

GENERAL ATTENDANCE POLICY FOR LAKE ARTHUR SCHOOLS

- A. All absences unless under the category of non-cumulative attendance are counted in the ten absences. A student may have no more than 10 absences per period per semester during the established school day hours.
- B. All school authorized trips or activities do not count as absences from school.
- C. The school will attempt to call parents on the day of a student's absence; however, this is not always possible.
- D. When a student has accumulated three, five, and seven unexcused absences, parents/guardian will be notified in writing.
- E. A mandatory attendance conference with the parent is required on the third unexcused absence. Additional conferences are required for the fifth and seventh unexcused absence. A notice of the student's absence record is also filed with the Probation Services Office.
- F. Should an 11th absence occur in any class, a parent/student/administrator conference is required and the student will be placed on an ATTENDANCE INTERVENTION PLAN.

Attendance/Absence Procedures

It is the responsibility of the parents and/or the students to keep track of their student's absences.

1. Parent or guardian is to contact the school by phone to confirm the student's absence on the day of the absence or by the first day of the student's return to school. Parent notification to the school only confirms if the parent knew the whereabouts of the student and that the student is not truant. The administration shall determine according to board policy and administrative regulation if the absence is an excused or unexcused absence.
2. **Upon the student's return to school and if the school has not been contacted, a written note signed by the parent/guardian explaining the student's absences will be required the day the student returns to school. If no verbal or written explanation from the parent is received, it is automatically an unexcused absence will be considered part of the truancy documentation under the Compulsory Attendance Law. All administrative requirements of the law shall be met by the school to meet its obligation of compliance.**
3. The first day a student returns to school following an absence, the student must report immediately to the office to request an admission slip in order to return to classes. The absence will be determined to be excused or unexcused. A note from doctor/dentist is required for excused absence for medical reasons.
4. The student will need to present the admission slip to each of their teachers so the absence can be properly recorded for instructional options. If a student returns to class without an admission slip, the teacher is to send the student to the office immediately so one can be processed. A tardy shall be assessed the student if class time is involved in getting an admission slip.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Excused Absences Absences may only be excused for the following circumstances:

Medical Excuse: Doctor Appointments/Illnesses-student must present a note from their parent/guardian and a signed notice from the doctor's office stating the student's name and the date and time of the appointment before this is considered to be an excused medical need absence.

Bereavement Excuse: Death in Family-student must present a note from their parent/guardian to this effect stating the immediate family member's relationship to the student.

Absences marked on the attendance slip form as an excused absence shall be counted as part of the ten total days per semester that the student may miss without the consequences of the Attendance Intervention process.

Unexcused Absences:

Unexcused Absence: An absence for which no appropriate excuse has been provided by the student's parent or legal guardian within the time limits stated in the Student Handbook.

All unexcused absences shall automatically be counted as part of the ten total days per semester that the student may miss without the consequence of an "Attendance Intervention Plan" process. Excessive absence consequences shall include district policy and adherence to the New Mexico Compulsory Attendance Law.

Non-Cumulative Absences

Absences for confirmed medical reasons, confirmed family funerals, school-sponsored activities, administrative excused (principal, counselor, nurse, etc.) legal appointments will not accumulated toward a non-credit status. All other absences will accumulate toward non-credit status. Parents are encouraged to contact the school concerning any absence.

Excessive Absence Consequences

If a student accumulates more than five absences (unexcused) in any class, that student is required to be placed on an attendance intervention plan developed by the teacher and student. Evidence of attendance correction is to be documented within a PBIS Student PDSA. If improvement of attendance does not occur the teacher is to schedule an attendance conference with the student and parent for a required attendance intervention plan. Evidence of attendance correction is to be documented by the student and teacher. At any point in the discussion of attendance the teacher may invite an administrator to be part of the conference. Based on the steps of the attendance intervention the student may still accumulate grades below grade level performance that substantiates a failing grade of "F" for that course that grading period.

Attendance and Disciplinary Procedures

1. If a student is assigned to in-school suspension, those absences will *not* count toward the 10 absence rule.
2. Student absences for school-sponsored activities, trips, or contests will *not* be counted as part of the 10-day absence rule.
3. New Mexico statutes require that all students absent ten (10) consecutive days must be dropped from attendance records and enrollment will be terminated.
4. Parent/Guardian permission must be given to and recorded by administrative or office personnel before a student may be taken from school during the day. Any student who leaves campus during the school day without administrative permission and complying with the sign out procedure in the office will be considered truant.
5. Counting of absences will begin with zero at the beginning of each semester.
6. If a student accumulates ten (10) days of absences in any class per semester, the student will be placed on attendance intervention plan.
7. If a student is facing an extended illness, disability or family emergency at any time during the semester, and that circumstance may result in three or more consecutive days of absences, notification is to be made to the principal/counselor's office. The parent/guardian is to present written explanation and documentation such as hospital records, legal papers, etc. Emergency situations may include hospitalization, death in the immediate family (mother, father, sister, brother, grandparents), court appearances, etc. This documentation provides a context for the principal or counselor's evaluation to assist the district in considering extenuating circumstances in meeting the district's attendance policy/regulations. Regardless of the decision involving attendance policy, the student/parent/guardian must contact the administration office to arrange to pick up and deliver assignments and materials to continue with the

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

student's academic work.

8. If a special education student qualifies for homebound instruction, absences will not be recorded for students on homebound classification.
9. If the student refuses to do assigned work or constitutes a distraction or a disciplinary problem in the class, they will be referred to the office for appropriate disciplinary measures, which may include suspension from school.
10. If a student reports to class more than ten minutes tardy without written authorization from another teacher or administrator, the tardy shall revert to an unexcused absence and shall be counted toward the unexcused absence documentation.

Tardies

Definition: A tardy is when a student arrives to class after the tardy bell. If a student accumulates more than three tardies (unexcused) in any class, that student is required to be placed on a tardy intervention plan developed by the teacher and student. Evidence of tardy attendance correction is to be documented within a PBIS Student PDSA. If improvement of attendance does not occur the teacher is to schedule a tardy attendance conference with the student and administrator for a required tardy intervention plan. Evidence of tardy attendance correction is to be documented by the student and teacher. Based on the steps of the tardy intervention the student may still accumulate grades below grade level performance that substantiates a failing grade of "F" for that course that grading period.

Excused Tardy

If you are detained by school authorities (principal, teacher, counselor, school nurse, or other staff for just cause) the student is responsible for getting an excused tardy pass from that person to be admitted to class and the tardy is removed from the student's attendance record. Students returning from funerals, doctor, dentist, and legal appointments must report to the office to receive an excused tardy pass before being admitted to class.

Unexcused Tardy

Any reason other than what is listed above will be considered unexcused. The scheduling of appointments during school hours is discouraged. Beginning with the second unexcused tardy, students will be subject to disciplinary action.

Checking In/Out of School

Permanent: Students must have all books checked in and all fees, fines and other bills paid before they will be permitted to withdraw from school. The form for withdrawing from school should be obtained from the registrar and taken to each teacher for a signature and returned to the registrar. There is a place for parent signature and to note the school to which you are transferring on the form. Students not planning to enroll in another school must be in compliance with the compulsory school attendance laws regarding age before they can be dropped.

For the Day: Students must check out with the office prior to leaving school during the day. Lake Arthur Schools has a CLOSED CAMPUS POLICY. Parents or legal guardian must personally sign out their child at the office on the check in/out form in order for students to be checked out for the day. No person, outside of the legal guardian, shall be allowed to take a student from the school building or grounds at any time during the school day unless expressly authorized to do so by written permission from the student's parent or legal guardian. Such written permission is to be on file and if provided at the time of check out shall be verified immediately by telephone.

Should there be any doubt as to the legal relationship of a person attempting to take a student from the school, the administration will call the police so that disposition can lawfully be made. **STUDENTS LEAVING THE BUILDING WITHOUT FIRST CHECKING OUT WILL BE CONSIDERED TRUANT.**

Check-In: Students entering school after the beginning of the first hour of school or returning after having checked out of school must report to the office and sign the check in/out form.

Truancy

Truancy is an absence in which the student involved has made the decision not to attend school while it is in session. Truancy is a violation of the compulsory school attendance statute. He/she must accept the responsibility of not being in school for a full day or a fraction thereof. The parent/guardian may not be aware that the absence is taking place. Truant students will be disciplined according to School Policy and will not be allowed to make up work for the classes missed.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

GENERAL REGULATIONS AND PROCEDURES

Administration of Medication at School

Parents are encouraged not to send medication to school with their children. However, the district does recognize that there are some instances in which medication must be taken by the child during school hours. The Public School Health Manual, 2011-2012, requires that all medications administered by the school nurse must be accompanied by a signed completed medical form authorizing the use of a prescription or an over the counter medication.

The following set of guidelines is provided to clarify this situation for school personnel and parents. Any student who must take any prescribed or an over the counter medication during school hours must:

1. Have the Medication Consent Form completed and signed by a physician. When completed, the form is to be submitted and must be on record in the administration office.
2. Over the counter medications must be provided to the school nurse in an unopened bottle.
3. All medications are to be kept in the nurse's office and all students must go to the nurse's office to take the medication. The nurse will then keep a log of when medication was taken.

All non-prescribed medication, such as aspirin or Tylenol, can only be given through a written medication form signed by a primary care physician.

Cafeteria Services

If the district establishes eligibility, the district participates in the National School Lunch Program as a Provision 2 School Meal Program which enables the district to offer free breakfasts and lunches to all students regardless of income classification. Information and an application to determine eligibility for free and reduced-price meals is available in the school offices.

Meals are served daily in the cafeteria. Breakfast will comply with the legislative mandate (SB144) with breakfast after the school day has begun for both elementary and secondary students. Student will be required to participate in instructional activities to meet SB144 requirements. Breakfast and Lunch periods will be published as part of the school day schedule.

Sack lunches may be brought from home if desired. They must also be consumed in the cafeteria. Parents or guardians may bring food to the school for their children to eat at lunch time. This food must be brought to the office for pick-up; it may not be taken directly to the cafeteria or the classroom. Food may not be delivered by a restaurant.

Staff and visitors' meal prices will be \$3.00 for breakfast and \$4.00 for lunch.

Change of Address

Any change in your residence, mailing address, or telephone number during the school year is to be reported immediately to the administration office.

Closed Campus

Lake Arthur Schools has a CLOSED CAMPUS POLICY. Students are not allowed to leave campus for any reason except those permitted by policy or administrative regulation. This includes lunch period. If a student is required to leave campus during the lunch period, a parent or guardian must come to the office and sign out and sign in a student leaving and returning to campus during lunch. It is the student's responsibility to be back to school on time. If a student is late, they will be considered tardy or absent for the period starting immediately after lunch depending upon the elapsed time.

Adults on Campus

Parents are always welcomed on campus. For the protection of children, and in respect for teacher's instructional responsibilities parents/guardians are not to enter the campus building where your child is located prior to the end of the day's instruction. If visiting the campus, schedule your visit in advance and always sign in with office personnel. **ALL ADULTS (PARENTS, GUARDIANS, VOLUNTEERS, OR VISITORS) ARE REQUIRED TO SIGN IN AT THE OFFICE UPON EACH TIME'S ARRIVAL ON CAMPUS**, regardless of visit's length of stay. All adults who are visiting the campus are required to wear a visitor's badge while on campus. Any parent or adult without a name badge will be asked to return to the office to sign in. Consistent enforcement of this regulation is necessary to ensure the safety of all students and staff on campus.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Parents/Guardians Picking Up Children At the End of the School Day

For those parents who arrive just before the actual school dismissal time, the main lobby in front of the administration office is designated as the waiting area. When the dismissal bell rings, parents are to wait in the lobby for their student or proceed to the designated classroom to pick-up their children for departure from campus. The dismissal time for each school is given below.

School	Dismissal Time
Lake Arthur Elementary School	Determined by Master Schedule
Lake Arthur Middle School	Determined by Master Schedule
Lake Arthur High School	Determined by Master Schedule

Student Behavior Expectation on leaving campus with parents is that parents are a guest of the district.

Complaints/Chain of Command

If a parent/guardian has a concern or complaint about a school policy or employee, the following procedure is to be followed in order to resolve the problem as quickly as possible:

1. Contact the person who is directly involved with the complaint and/or concern to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

*Please note that parents are at no time show up in a teacher's classroom during school hours without either the teacher's advance consent or checking in with the office.

Eligibility to Represent Lake Arthur Schools

All students elected to student offices, or who wish to represent our school in extracurricular activities, shall maintain a good citizenship record, both in and out of school. Any student who does not maintain a good citizenship record shall not be eligible to represent fellow students nor the school for a period of time recommended by the administration.

Emergency Drills

Students and staff are required by law to participate in emergency preparedness drills to establish practices to provide safeguards for students. All students are required to adhere to the emergency procedures and to follow the directions of the supervising personnel without violating or causing a disruption during the time period the emergency procedures are in effect. Failure of student to do so shall be cause for disciplinary action.

General Campus Rules

- ✓ Dispensing machines will be available to students at designated locations and times during the school day. Do not bring these items into the classroom or the hallway. Repeated violations of this rule will be cause for removal of these privileges. Refer to Wellness Policy Notice.
- ✓ The use of gum on the Lake Arthur Municipal Schools campus shall be prohibited during all school hours and during any school event. If the student arrives on campus chewing gum, the student is to immediately place the gum in the nearest waste container. Repeated failure to observe the use of gum restrictions or failure by any student to follow adult directions regarding the use of gum will be cause for disciplinary consequence of performing a campus beautification project that shall meet or exceed the work performance standards of the administration.
- ✓ Do not wear hats in the building. This includes the halls, classrooms, and gym.
- ✓ Walk, do not run, in the halls. At doorways, all individuals are to keep to the right.
- ✓ The showing of affection should be done in good taste. Therefore, this type of activity is to be limited to holding hands while on school grounds or representing the school district at sanctioned activities and/or events.
- ✓ Telecommunications Devices: Electronic communication devices (wireless or wired) such as student cellular phones, pagers, beepers, iPods, etc. are allowed in the building. However, all devices are to be turned/powered off (not put on vibrate or silent mode) and stored within designated areas as determined by the administration. Phone calls are only to be made in the administration office and for emergencies only. Personal cell phones are not permitted to be used for this purpose.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

- ✓ Cell phones and other devices with photographic capabilities shall not be used to photograph other students or staff without their permission and shall not be used to photograph any items that are confidential. Under no circumstances will cell phones and other devices with photographic capabilities be permitted in locker rooms, bathroom, or other areas where privacy is an issue. Determination of privacy shall be made according to statutory regulations and/or administration decision.

See Addendum A

- ✓ CD and/or DVD or voice/video playing equipment are not to be used in the classrooms and will be confiscated for a time period to be determined by the Lake Arthur Municipal Schools' staff. Toys of any kind are not to be brought to school.
- ✓ Students being left off and picked up by someone are expected to do so by being dropped off in front of the elementary playground and walking on the sidewalk to the front doors.
- ✓ Students are expected to be in the classroom during instructional time. An emphasis is placed on keeping hall traffic to a minimum. Students out of the classroom during class time must possess a hall pass. Secondary students are not allowed on the elementary campus.
- ✓ All students are to report to school by designated starting time as determined by the master schedule
- ✓ Breakfast will be served as per the elementary and secondary student schedule.
- ✓ No students are to be in the school hallways, classrooms or atrium before school starts. Students are not to be on the school campus before 7:45 a.m. Supervision by school staff is not available until 7:45 a.m.
- ✓ Students are not allowed to go to the parking lot during school hours unless they have permission from the administration office.

Lockers

Lockers remain under the jurisdiction of the school even though they are assigned to individual students. Therefore, the school reserves the right to inspect all lockers at any time. Students assume full responsibility for the security and contents of lockers. They should make certain they are locked after being opened and they are to never give their locker combination to others. Locker combinations and assignments will not be changed if students have provided that information to others. Decals and other items are not to be attached to lockers. A fine may be assessed for abuse of lockers or if a locker requires extra effort to clean. Students are to be in Phys. Ed. locker room only when assigned or with specific permission. Unauthorized students in locker rooms may have disciplinary action taken up to and including being charged with trespassing.

Messages

The school will deliver messages to students in class only when it is considered an emergency, and then only if sent by a parent or guardian. The intercom is not to be used for messages or announcements except as designated by the principal or superintendent. Students will only be allowed to use a school telephone in an emergency and with the explicit approval of the school nurse, counselor, principal or superintendent. Students are not to use cell phone during school day to send and receive verbal, text, or picture messages.

Parties

Please be sensitive to the circumstances of all students. Because not all families can and/or do observe birthdays, there should be no birthday parties celebrated at school. Please do not allow students to distribute invitations to home celebrations at school. When students are allowed to distribute invitations at school, someone invariably gets left out and that is not what schools should be about. In the same regard, not all families observe holidays. Please be sensitive when planning class holiday parties. Class parties should be limited to Halloween, Thanksgiving, Christmas and Valentine observances and should be no longer than one hour the last hour of the school day.

Pest/Insect Infestations

During the school year the school facilities may need to be treated for pest or insect infestations if a problem occurs. If you need to be notified of this treatment, contact either the nurse, principal, or superintendent.

School Closing or Delay in Daily Schedule for Inclement Weather

In the event of snow, other inclement weather or an emergency situation that might cause the school to close or delay starting time for the day, please listen to local radio and television stations for announcements concerning school closure. You can also call the school and listen to the recorded message notifying community patrons of changes in the school schedule, 365-2000.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

School Organizations, Activities, Events, Fund Raising

Student organizations, activities, events are sponsored to provide an opportunity for students to participate in a real time volunteer and/or work environments where expectations of all parties is to achieve positive individual and group growth and to represent Lake Arthur Municipal Schools at the highest level. Many times fund raising is a major component of the core activities of the student organization, activity, or event in which the goals of the student organizations, activities and/or events receive monetary support. To this end all proceeds from any fund raising activity shall be to support these goals and are not to be used to purchase personal items or support social events unrelated to the purpose of the school organization for the constituency of the organization, activity or event. Since all fund raising sponsored by Lake Arthur Municipal Schools is under its supervision and jurisdiction, all proceeds shall have administrative approval before funds are expended. Failure to follow this regulation shall be cause for the sponsor and/or students to reimburse said fund. All concession or fund raising involving the selling of food products must complied with state and federal laws.

School Visitors

The administration and faculty of Lake Arthur Schools is obligated to establish a classroom environment conducive to learning. It is our experience that “student age visitors” frequently pose a classroom distraction. Therefore, with the exception of students’ parents and other parties deemed appropriate by the administration, “student age visitors” are not allowed to visit classrooms during regular school hours unless approved by both the principal and the receiving classroom teacher. Students are not to bring younger children to class. Parents, however, are always welcome to attend classes after first checking in with the administration office.

Security of Exit Doors

From the purpose of security, all exit doors except those designated to be unlocked by the administration will remain locked during school hours. Students opening doors or blocking the closing of doors to let themselves or others to enter a building through these doors at any time other than between classes or at lunch will be reported to the administration for possible disciplinary action.

Special Student/Community Events: Harvest/Homecoming/Prom Celebrations

Student organizations and/or specific classes have the responsibility for special events within the school calendar through the organization/class members and their officers to plan, conduct and clean-up after a designated event or activity. Attendance regulations will be published prior to the event or activity for both in-district and out-of-district students. Guess passes may be issued through the office sign-up procedures, meeting guess participant criteria, and approval of the guess participant by the school administration.

Student Injuries

If a student is injured at school, the school will provide first-aid as appropriate. If necessary, the school will call parents to pick up the child and take them to the doctor. If the school cannot reach a parent/guardian, and we believe medical attention for the student is indicated, we will assume “loco parentis” (parent substitute law) and seek appropriate medical attention. Please note that the parent/guardian will always be responsible for any medical expenses incurred by the school on behalf of seeking medical attention for their injured child. Information to purchase student insurance may be secured in the office.

Student Activity Tickets

Student activity tickets may be required for events and/or activities. Purchase regulations and guidelines will be published prior to the event and/or activities.

Use of District Technology

The district is diligently working to stay updated on technology and to use it as a tool for instruction. The instructional program has several components where the permission and ability of the student is a necessity for student achievement advancement. The internet has been established as a research tool and is available in every classroom as well as in the library and computer lab. Before a student is allowed to navigate the internet, the student and parent/guardian must sign an Acceptable Use Agreement and the Technology Code of Conduct. Teachers are held accountable for student internet use in their classroom.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Use of Personal Technology

NOTE: We encourage and support the proper use of the various forms of technology. The District IS NOT liable for lost or stolen personal electronic devices (i.e. cell phones, iPods, iPhones, iPads, Kindles, etc.). In addition, the District will not expend resources to recover these items.

Misuse of Technology

1. Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day.
2. Displaying, activating or using audio/video playback devices during the school day, without administrative approval.
3. Recording the voice or image of another without the prior consent of the individuals being recorded, or administrative approval, in any way that disrupts the educational environment or invades the privacy of others.
4. Using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and sexting either on or off school property, if the conduct causes a substantial disruption to the educational environment.
5. Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another.
6. Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website.
7. Making, participating in the making of transmitting to another via an electronic device, or posting of the Internet a digital, video, or audio recording of an actual or simulated act that involves conduct prohibited by the Code of Conduct.

Vehicles and Parking

Lake Arthur High School students may drive vehicles to school. Lake Arthur Municipal Schools assumes no responsibility for a student's vehicle while it is on the school campus or its grounds.

1. Each student that drives to school is to secure a form from the administrative office and complete it with parent signature.
2. Parking for student vehicles is permitted only in designated areas.
3. Students are not permitted to return to their vehicles during the school day or to walk through the vehicles in the parking lot.
4. Do not park across or over the parking lines.
5. Observe the speed limit of ten miles per hour, 10 MPH, while in the school parking lot.

If the student violates these regulations or other board policies and/or regulations, the administration reserves the right to prohibit the student from driving to school and using school parking facilities.

Wellness Policy

Lake Arthur Municipal Schools in compliance with federal and state regulations has instituted a wellness policy that contributes to the nutrition, physical activity, physical education, health education, staff wellness, healthy and safe environments, health services and social and emotional well-being. Specific provisions of this policy will be addressed within the daily and learning activities of students and staff.

- **Lake Arthur Schools' School-based Health Clinic:** Lake Arthur Schools' and the New Mexico Department of Health, NMDOH, has coordinated the sponsoring of a school-based health center (SBHCs) bringing health care to where students are — in school. SBHCs provide comprehensive health services, so students can avoid health-related absences and get support to succeed in school. SBHCs give students medical and behavioral health attention when they need it, catching problems like asthma, diabetes and depression now, preventing bigger problems later. Lake Arthur Schools' and the NMDOH will continue to collaborate with other school health partners to promote, facilitate, and advocate for comprehensive, culturally competent health care in schools for both adults and students. Further details on the services that the Lake Arthur Schools' School-based Health Clinic will offer during the school year will be announced at the start of the school year.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

STUDENT CODE OF CONDUCT

Jurisdiction

The Lake Arthur Municipal Schools Board of Education by New Mexico statutes establishes the District Policies that are used to provide direction for the administrative regulations and procedures contained in the Student Handbook. These regulations and procedures are in force:

- During regular school staff hours;
- During transportation of students;
- During times and at places where school administrators and/or staff have jurisdiction including but not limited to school sponsored events and activities such as dances, field trips, athletic functions, and other school related activities.

A student may be disciplined for off-campus conduct if school authorities can show that the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Student Conduct Expectations

Description

The Student Code of Conduct centered on the Character Counts attributes and the Panther Traits in conjunction with student responsibilities already listed clearly describes the district's expectations of student conduct and specifies the consequences for violating the Code. The purpose of this Code is to help maintain the educational efficiency of the school.

1. Students Code of Conduct exemplifying the Panther Traits:

- Refrain from violations of the procedures and regulations as outlined in the Student Handbook and act in accordance with the positive aspects of the Student Code of Conduct
 - Honesty — telling the truth
 - Integrity — doing the right thing
 - Promise-keeping — doing what you say you are going to do
 - Loyalty — supporting someone or something
 - Concern for Others — caring for and helping others
 - Law-abidance/Civic Duty — obeying rules and laws/making the world a better place
 - Respect for Others — being polite and kind to everyone and everything
 - Fairness — treating everyone equally
 - Pursuit of Excellence — doing everything the best you can; looking for ways to improve
 - Accountability — admitting to what you do wrong, and taking pride in what you do right

Student Behavior Expectations:

- Maintain self-control in class, in the cafeteria, on the bus and/or at a school sponsored activity
- Exhibit respect for school property, the property of others, and other individuals
- Be attentive in class
- Conduct themselves in a responsible manner
- Keep hands and objects to themselves
- Walk in halls and cafeteria
- Eat and drink in authorized areas
- Be in attendance daily and on time for all classes
- Be properly attired
- Be prepared for class with appropriate materials and assignments
- Pay required fees and fines
- Seek changes in school policies and regulations in an orderly and responsible manner through the appropriate channels.
- Cooperate with staff in the investigation of disciplinary cases and volunteer information when the student has knowledge relating to a serious offense.
- Identify self when requested by school personnel or personnel authorized to be on campus of administration.
- Cooperate with school personnel at all times.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Assembly Behavior

Student conduct in assemblies must exhibit adherence to the Panther Traits. Recognition of any presenter or presentation, student performance, and/or student award recognition is to be acknowledged and the attempt of presented respected through the act of courtesy and applause. A student who does not follow the established district standard of conduct during an assembly will be subject to disciplinary action.

Behavior During Extra-Curricular Activities

1. Show courtesy to opponents, fans, and cheerleaders.
2. Be representative of sportsmanship ideals in behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self control at all times. **Never boo an official.** This type of rude behavior has never changed the call of an official and usually only serves to establish an official's opinion concerning the lack of character of the community.
5. Exhibit character in every action
6. Win with humility and lose with dignity.
7. Display appreciation for a good performance or play regardless of the team.

This list is not all inclusive. There may be other items that the campus or District administration determines to be disruptive to the educational environment.

Dress and Grooming Code

(NOTE: Administrator determination of appropriateness applies to all parts of the Dress and Grooming Code)

Lake Arthur Municipal Schools' board of education, administration and staff are proud of our students, facilities, curriculum, and our school. The student body at Lake Arthur is very important in expressing this pride. It is with this thought in mind that the following dress code has been developed. The students are expected to know and dress within the limits of cleanliness and decency. Cleanliness of clothes and personal hygiene is strongly encouraged for the benefit of all students at school.

Guidelines for All Students

Cleanliness, neatness and modesty are the basic criteria for the following guidelines:

- Hair is to be neat, clean and well-groomed so that vision will not be obstructed. Hair or articles in the hair should not be of a distractive nature.
- Clothing should be buttoned appropriately.
- Shirts worn by all students are to be fitted under the arms. Sleeveless shirts may not be worn by boys.
- Wearing apparel shall conceal undergarments or the body. Example: midriffs, halter tops, bare back tops, cut out garments, net shirts, sleeveless shirts, spaghetti strap shirts, etc.
- "Designer or Distressed" clothing that includes holes and tears in the fabric if appropriate leggings are worn underneath the hole or tear in the fabric.
- Shorts must be of sufficient length to reach mid-thigh or longer when the wearer is standing upright with arms/hands held at one's side.
- Athletic/leisure wear such as tight-fitting bicycle pants, swimwear and uncuffed, unhemmed cutoffs are not to be worn.
- Shorts, pants and skirts should fit firmly above the hips. "Sagging" pants or shorts will not be permitted. Extra large pants, even when held up with a belt, will not be allowed. Excessively long or large pant legs will not be allowed. As a guide, students must be able to walk in a normal manner.
- Footwear must be worn during school hours and while attending school functions. Gym shoes as determined by instructor are the only acceptable footwear to be worn on the gymnasium and multi-purpose room floors. Bathroom and/or house slipper type footwear are not acceptable school footwear. Designated types of shoes that are appropriate for the daily activities must be worn at all times. Flip flops, a backless, often foam rubber sandal held to the foot at the big toe by a means of a strap or thong are not acceptable footwear for practical arts, laboratory or physical education classes. Shoes with built-in roller skates may not be worn in school facilities or on school grounds.
- As a matter of common courtesy and respect, hats/caps are not to be worn while inside buildings except for specific instructional, safety, religious, or medical reasons.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Guidelines for Young Men

1. Facial hair must be neatly trimmed and groomed.
2. Hair must be neat, clean, and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning. Hair is not to cover the eyes. No inappropriate hairstyles will be permitted. Inappropriate hairstyles will include shaved heads with long pig or rat-tails or any other hairstyle determined by the administration to be disruptive to the classroom/school environment. The length and style of hair of students participating in a sports program may have additional requirements and subject to an additional dress code.
3. Earrings in the earlobes are allowed as follows: One stud OR one piece of jewelry no larger than 1.5" may be worn. A second piece of jewelry may be worn in no larger than 1.0" may be worn. One ear cuff may be worn in/on the upper portion of the ear.

Guidelines for Young Women

1. Hair must be neat, clean, and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning. Hair is not to cover the eyes. The length and style of hair of students participating in a sports program is subject to this code.
2. Shorts, skirts, skorts, dresses, etc, must be of sufficient length to reach mid-thigh or longer when the wearer is standing upright with arms/hands held at one's side.
3. Blouses with buttons are to be buttoned at all times with the exception of the top button which may or may not be buttoned. See-through clothing or off-the shoulder blouses are prohibited.
4. Earrings in the earlobes are allowed as follows: One stud OR one piece of jewelry no larger than 1.5" may be worn. A second piece of jewelry may be worn in no larger than 1.0" may be worn. One ear cuff may be worn in/on the upper portion of the ear.

Improper Dress for All Lake Arthur Students:

In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing. Any item of clothing or accessories which bear slogans, pictures, words, symbols, trademarks, numbers, or emblems that are deemed to be advertisement, or artwork does not meet dress code requirements. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol. No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function. Any clothing related to gangs or gang activities, alcohol, tobacco, drugs, sex, violence, or gambling is strictly prohibited.

Tops:

Revision: Blouses/shirts/tops worn to school are to be constructed so that the top of the shoulder is covered by a minimum of a three (3) inch wide strap as measured by a standard ruler with the blouse/shirt/top fitted under the arm. (The following are strictly prohibited: see-through fishnet, sheer tops, tank tops, spaghetti straps, strapless, back-less, bare midriff, inappropriate cutouts, low-cut showing visible cleavage, excessively tight or suggestive clothing and exposed undergarments (sports bras and undershirts are undergarments). Tops must be long enough so that both arms can be raised and still not expose bare skin at the waist, hips or midriff. All tops will be hemmed at collar, sleeves, and bottom (no cutoff sleeves, etc.). All clothing will be clean and in good repair. Jackets must fit appropriately, not be overly long and/or baggy and be clean and in good repair.

Bottoms:

Shorts, skirts, skorts, dresses, etc, must measure below the fingertips when the wearer is standing upright with arms/hands held at the side. Pant legs will not be torn or frayed, they must be hemmed properly. Clothing will be clean, hemmed and in good repair; no tears or holes. Waistbands will be worn no lower than top of the hipbone. Waistbands will fit so that the garment does not "slide" down without a belt.

Pants: Pant legs are not to touch or drag on the floor. If pants/shorts width, "bagginess", or too-large-a-size, gives the appearance of sagging, they are prohibited; nothing looser than a "loose fit" will be acceptable. Overalls must be appropriately fastened over both shoulders; straps cannot hang down. Appropriate undergarments should be worn, but not visible.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Prohibited Clothing and/or Accessories:

- ✓ Bagging/sagging clothes, biker shorts, leggings, excessively tight or revealing clothing.
- ✓ Chains and straps
- ✓ Anything hanging out of pockets or off of belts or belt loops
- ✓ Hair nets, sweat bands, rollers, combs, picks, etc.
- ✓ Bandannas, caps, hats
- ✓ Spandex or Spandex-type material is prohibited when worn as outer clothing.
- ✓ Construction nails in clothing or shoes
- ✓ Sunglasses inside the facility
- ✓ Visible tattoos that are lewd, offensive, vulgar, obscene or distracting to student learning are not allowed. Specific tattoos depicting drugs, alcohol, tobacco, sex, gang affiliation or gang activities are prohibited. All tattoos are to be covered during the time a student is attending or representing Lake Arthur Municipal Schools.
- ✓ Earrings in the earlobes are allowed as follows: One stud OR one piece of jewelry no larger than 1.5" may be worn. A second piece of jewelry may be worn in no larger than 1.0" may be worn. One ear cuff may be worn in/on the upper portion of the ear. Other visible jewelry adornments are prohibited (such as but not limited to nose, eyebrow, belly-button, lip or tongue piercings/ rings/studs/safety pins, etc.) except jewelry in or on the ears. Clear or fleshed color retainers may be worn for body piercings not permitted for jewelry display. An adult can direct a student remove any adornment if it is their determination that is a detriment to student learning or safety.
- ✓ Jewelry accessories depicting drugs, alcohol, tobacco, sex, gang affiliation, or gang activities, etc.

If a student's clothing or appearance, in the opinion of a school administrator, interferes with the school's learning atmosphere, the student will be expected to make appropriate changes to be in compliance with the established dress code. This policy is in effect through the last day of school. Any violators of this policy will be disciplined according to School Policy.

If necessary, the administration reserves the right to prohibit additional clothing or accessories.

Guidelines for Assessing Discipline Consequences

When imposing discipline, District personnel shall adhere to the following general guidelines:

- a. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
- b. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 1. Seriousness of the offense
 2. Student's age
 3. Frequency of misconduct
 4. Student's attitude
 5. Potential effect of the misconduct on the school environment

Student Searches

Administrators and teachers have the right to question students regarding their conduct or the conduct of others and to inspect property including student lockers any time they have reasonable cause to believe they may find a controlled substance, dangerous drugs, prohibited weapons, or any other article or material that is forbidden by school policy or that could be used to cause a substantial disruption on school property or at school-sponsored functions. Students shall not place, keep, or maintain in school owned lockers or on school property, including private cars parked on school parking lots, any controlled or dangerous drug, or material that is forbidden by School Policy or that can be used to disrupt school or school-sponsored functions.

Students are hereby notified that:

1. Lockers remain under the jurisdiction of the District and are subject to inspection at any time even though students use them.
2. Cars parked in the school parking lot may be subject to search at any time an administrator has reasonable grounds to believe that they contain any controlled substance or dangerous drug, prohibited weapon, or any other article or material that is forbidden by school policy or that can be used to disrupt school or school-sponsored functions.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

3. Use of the school parking lot by a student will be considered consent by the student and the student's parents to the inspection and search of the student's vehicle.
4. Classrooms, other common areas, and cars parked on school property may be subject to search using dogs.
5. If prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal or expulsion in accordance with existing policies.

The district may use specially trained dogs to search for prohibited articles or material, including but not limited to controlled substances, dangerous drugs, or alcohol on school property.

Disciplinary Actions and Consequences

All discipline referrals will include a student's name, offense, teacher making referral and other appropriate information. Parental contact will be initiated at any time by the teacher and or at any such time as the administrator believes is necessary. Referral to Guidance, Mediation, Community Resources, and/or Juvenile Probation may also be included in any action taken.

The disciplinary actions will be progressive unless the severity of the offense and the habitual nature of the offense/offender warrants immediate action. The school administrator makes the determination on a case by case basis with the following possible progression of actions:

Warning
Teacher/Student Contact
Teacher/Parent Contact
Staff/Student Contact
Administrator/Student Contact
Administrator/Parent Contact
In-School or After School Detention
Pro-Active School Service
Administrator/Staff/Student/Parent Conference
Corporal Punishment
Administrator/Staff/Student/Parent Conference
Friday School
Administrator/Staff/Student/Parent Conference
In-School Suspension
Administrator/Staff/Student/Parent Conference
Short Term Suspension
Administrator/Staff/Student/Parent Conference
Long Term Suspension — No Less Than Remainder of Semester
Administrator/Staff/Student/Parent Conference
Recommendation for Expulsion
Administrator/Staff/Student/Parent Conference
Seek Restitution
Referral for Legal Action

Minor Offenses Listed But Not Limited To: Subject to Possible Disciplinary Referral and Action

Any violation of the Code of Conduct that is not listed as a major offense is considered a minor offense for a first time violation.

Horseplay	Public Display of Affection (depending on blatancy)
Out of class without pass	Parking violation
No textbook or materials	Dress Code Non-Compliance
Loitering	Littering

Persistent Offenses: Subject to Possible Disciplinary Referral and Action

The School defines persistent to be three or more violations of the Student Conduct Code in general, minor or major, or repeated occurrences of the same violation.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Major Offenses and Prohibited Activities: Subject to Immediate Disciplinary Referral

The commission of or participation in certain prohibited activities by students whenever they are subject to the control of school authorities is illegal and a major disciplinary offense as identified by board policies and administrative regulations. The disciplinary action for any acts defined as criminal or disruptive may include consequences up to and including long-term suspension and/or expulsion as per allowable limits of the law or board policy with loss of credit from this district. For full details of these prohibited activities, consult district policies and associated administrative regulations. The prohibited activities include but are not limited to:

***Disruption of the Educational Process**

Arson

Assault or Assault and Battery (Written, Verbal, or Physical) on a student or school employee

Bomb Threats

Bullying/Harassment

Coercion/Extortion

Criminal damage to property

Criminal or delinquent acts

Criminal libel

Criminal trespass

Disruptive and/or Dangerous Behavior

Distribution, Possession, or Use of Drugs, Alcohol, or Tobacco

Fighting

Fire Alarm Tampering

Gambling

Gang Activities

Gross Insubordination

Inappropriate Gestures or Materials

Larceny, Robbery, Burglary, or Illegal Entry

Physical/Verbal Confrontation-Arguing

Possession or Use of a Weapon

Profane or Abusive Language (written, graphic, or oral)

Refusal to identify self

Refusal to cooperate with school personnel

Repeated Class Discipline Violations

Sexual Harassment

Threats

Truancy or Failure to Sign Out

Unlawful assembly

Use of telephone or other electronic communication to terrify, intimidate, threaten, harass, annoy, or offend a student or school employee

Vandalism

Violation of Detention or In-school Suspension Rules and Procedures

Violation of State or Federal Statutes

Willfully committing of any act which does (or threatens or incites others to commit any act which would reasonably be expected to) any act which would disrupt, impair, interfere with or obstruct the lawful mission, procedures, or functions of a public school.

Willfully obstructing or preventing freedom of movement or use of property, facilities, or parts of any public school, or the right of ingress or egress.

Willfully impairing the ability of the public schools in their efforts to provide instruction.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

Extended Description of Major Offenses

ALL OFFENSES LISTED ARE IN EFFECT ON DISTRICT/SCHOOL PROPERTY, DISTRICT/SCHOOL SPONSORED EVENTS, AND DISTRICT/SCHOOL SANCTIONED EVENTS. SCHOOL ZONE OFFENSES, SUBSTANCE ABUSE AND WEAPONS, INCLUDE ANY AREA IN OR ON THE GROUNDS OF A SCHOOL OR WITHIN A DISTANCE OF 1000 FEET FROM THE GROUNDS OF A SCHOOL.

Arson

Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity. Deliberately or with reckless disregard, starting a fire resulting in serious damage to person(s) or property (e.g., setting a building on fire.)

Assault

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive.

Assault/Bullying

Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures, and verbal assaults.

Assault/Aggravated

Intending or performing assault and battery with a weapon, instrument, or any means of force likely to produce bodily injury. This category includes sexual assault and/or offenses. Student will be immediately removed from class.

Battery/Fighting

Employing hostile CONTACT In which at least one party has contributed to a situation by verbal action and/or bodily harm. (Every effort will be made to bring instigator to justice.)

Battery/Aggravated

Employing hostile contact with any kind of weapon or causing great bodily harm. Student will be immediately removed from class.

Bomb Threat and/or False Alarm

Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

Cheating

An attempt or action by a student in which they present work which they have not performed as their own.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Commission of a Felony

Any student who is accused of committing a felony may be suspended indefinitely whenever he/she has been charged, indicted, arrested, or a petition alleging delinquency has been filed. Suspension will occur if the superintendent feels that the student in question poses an imminent danger or threat to other students within the school or if the child's presence at school would tend to disrupt the educational process. The length of suspension will be at the discretion of the superintendent. The superintendent will meet with the parent/guardian and determine the educational program of the suspended student pending the outcome. This policy will also apply to transfer students.

Defiance of School Personnel/Authorities

Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Excessive Absences

Board of Education policy, Compulsory School Attendance Law. Section 22-12-9, NMSA 1978,

Extortion

Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

False Alarm, Fire

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

Gang Activity

The staff and administration of Lake Arthur Schools recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of Lake Arthur Schools that gangs and gang activities are prohibited in the schools according to the following:

1. *Definition:* For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Lake Arthur Municipal Schools.
2. *Prohibitions:* No student on or about school property or at any school activity shall:
 - a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, or affiliation with any gang;
 - b. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
 - c. Engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 1. soliciting membership in, or affiliation with, any gang;
 2. soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 3. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, while on school property;
 4. engaging in violence, extortion, or any other illegal act or other violation of this policy;
 5. soliciting any person to engage in physical violence against any other person.
3. *Violations of Policy*

School officials will report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action. Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

General Disruptive Conduct

Any other conduct not already identified in this section which disrupts the educational process, constitutes a health or safety hazard, is in violation of state or municipal law, or is in violation of specific school rules. For example but not limited to: Failing to provide/surrender school identification to any public school personnel or activity sponsor upon demand; Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by a teacher, principal, faculty member, or other public school official at any time whether the rule is designed for the classroom, the campus in general, or any other location or facility involving a school-related activity; Being inappropriately dressed, i.e., being dressed in a manner that is potentially disruptive to the educational process; Inappropriate display of affection, i.e., a display of affection that has the potential of disrupting the educational process; cheating, gambling.

Harassment

Conduct constituting harassment may take different forms, including but not limited to the following:

wSexual

Sexual harassment is any un-welcomed conduct of a sexual nature.

wVerbal

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions (including subtle pressure for sexual activity), repeated or persistent requests for dates, meetings, and other social interactions, comments for name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature, or threats to a fellow student, staff member, or other person associated with the District.

wNon-Verbal

Causing the placement, showing, or giving of sexually suggestive objects, pictures, photographs, illustrations, messages, notes, graphic commentaries, or writing graffiti of a sexual nature on school property in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and like to a fellow student, staff member, or other person associated with the District.

wPhysical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including sexually oriented touching, staring, patting, pinching, pulling at clothing, intentionally brushing against another, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Unlawful Harassment: Gender/Ethnic/Religious/Disability/Height/Weight Harassment

wUnlawful harassment

Verbal or physical conduct based on a student's actual or perceived race, color, national origin, gender, ethnicity, religion, disability, height or weight and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive environment.

wBullying (cyberbullying)

Any repeated and pervasive written, verbal or electronic expression, physical act, gesture or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

wName-calling

Chronic, habitual, or recurring use of names or comments to or about a student regarding the student's actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome or when the names or comments, by their nature, are clearly unwelcome, inappropriate or offensive.

wVerbal

Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

wNon-Verbal

Placing objects, pictures or graphic commentaries in the school environment or making, insulting, threatening gestures toward a fellow student, staff member, or other person associated with the District.

wPhysical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, Staff member, or other person associated with the District.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Hazing

Hazing will not be permitted as a CONDITION OF MEMBERSHIP in any group or organization connected with the Lake Arthur Municipal Schools. Hazing is defined as follows:

- A. To harass by requiring the performance of unnecessary, disagreeable, or degrading tasks.
- B. To require students to engage in activities which may result in harm or bodily injury to an individual.
- C. To play abusive and humiliating tricks on an individual by way of initiation.

Language, Profane and/or Abusive

Using language which is crude, offensive, insulting, or irreverent; use of coarse words gestures or actions to show contempt or disrespect; swearing.

Materials, Obscene

Displaying material which is indecent and has the potential of being disruptive.

Robbery

Taking of property of another through means of force or fear.

Student Controlled Substance Abuse

The prevention of substance abuse is critical to the educational environment. Accordingly, the Lake Arthur Municipal Schools Board of Education policy forbids any student from possessing, using, distributing, or being under the influence of drugs or alcohol, and from possessing, using, or distributing drug paraphernalia, during school hours, while on school premises, and during any school-related activities, including transportation to or from such activities.

Definitions

1. *Alcohol*: Any liquor, wine, beer, or beverage containing alcohol.
2. *Drugs*: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances.
3. *Drug Paraphernalia*: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.
4. *Substance Abuse*: The use of drugs or alcohol in violation of state or federal law or in violation of School-District Policy.

Enforcement

This policy shall be enforced according to Lake Arthur School District's search and seizure policy.

Penalties for Violations

Students found to have been in violation of this policy will be subject to discipline, up to and including expulsion.

Tobacco Use

Smoking or the use of tobacco is prohibited at all times in regards to any building or property associated with Lake Arthur Schools. See Board Policies: Tobacco Free Schools.

Theft

Unauthorized possession and/or sale of property of another without consent of owner.

Trespassing/Unauthorized Presence

Entering or being on school grounds or in a school building without authorization.

Vandalism and Damage to School Property and the Property of Others

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of state owned textbooks and may be charged for replacement of lost or damaged textbooks.

No student shall take, steal, or borrow any property that does not belong to him/her without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Weapons

- Jurisdiction is the Gun-Free Schools Act of 1994 (Public Law 103-882) **POSSESSION AND/OR USE OF WEAPONS OF ANY TYPE IS STRICTLY PROHIBITED AND VIOLATION OF THIS REGULATION WILL BE CONSIDERED A VERY SERIOUS OFFENSE WITH MINIMUM PENALTY BEING SUSPENSION FROM SCHOOL. MAXIMUM PENALTY WILL BE EXPULSION FROM SCHOOL AND NOTIFICATION OF THE POLICE DEPARTMENT. THIS POLICY SPECIFICALLY PROHIBITS EXPLOSIVES, FIREARMS, HUNTING KNIVES, LOCK-BLADE KNIVES AND/OR ANY OTHER ITEM WHICH MAY BE CONSTRUED AS DANGEROUS TO OTHERS. See Board Policy, Weapons.**

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

TRANSPORTATION

Student Entry/Exit Procedures

Students who arrived on buses are to enter the building through designated door entrances and proceed to the front of the building until the specified building entry time. Students who are to go home by bus are to leave the building through designated door exits. At no time is the student upon arriving or leaving the campus at the start or end of the school day to be in the building unsupervised.

Bus Rules and Regulations

Student transportation is a privilege extended to students who qualify for transportation according to State Statutes. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the School District.

1. Students who walk a distance to meet the bus must walk on the side of the road on their left facing traffic, except on divided or multi-lane roadways.
2. Student fighting is not permitted on any school bus transporting students or district personnel. Provisions against fighting may be cause for disciplinary action to include suspension of riding privileges.
3. Students must be on time at their assigned bus stop. The bus driver will not wait for students not at the loading area.
4. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students should wait in an orderly line and avoid horseplay. When loading, the students should clear the traffic area immediately.
5. The driver is in full care of students when they are riding the bus. The student must promptly obey the driver. In the case when another school employee is on the bus they are also authorized to enforce student discipline.
6. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
7. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
8. Students must occupy the seats assigned them by the bus driver.
9. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
10. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
11. Students will stay out of the driver s seat and will not tamper with any equipment.
12. Students must cooperate with the driver in keeping the bus clean.
13. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
14. Students are not to use profane language or obscene gestures and shall not eat any food or drink any beverage on the bus.
15. Students should remember that misconduct or carelessness not only endangers their safety, but also the safety of the other students on the bus.
16. Students should not extend their hands, arms, heads, or objects through bus windows.
17. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.
18. Students must not open or close the bus windows without the permission of the bus driver.
19. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
20. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
21. Students will not ride on the outside of the school bus at any time or attach any item to the bus.
22. Parents or guardians shall be held responsible for malicious destruction to the bus.
23. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.
24. Students who must cross the road after exiting from the bus must pass far enough in front of the bus (approximately 8 to 10 feet) so that the driver can see them. Students will cross the road only when the driver signals all is clear.
25. Students shall look both ways before crossing to the opposite side of the road.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

GLOSSARY OF TERMS

CS – Community Service

Criminal Acts – Acts defined as criminal under the New Mexico Criminal Cod and the Liquor Control Act.

Detention – Requiring a student to remain in a designated area or otherwise restricting liberty at times when other students are free.

Disruptive Conduct – Willful conduct which disrupts or interferes with the operation of the public school activity.

Expulsion – Permanent removal of student from Lake Arthur School District.

Guardian – A person named in a will or assigned by a court to care for a minor.

Hearing Authority – Individual or group designated to hear evidence and determine the due process at a required formal hearing.

IAP-Individual Academic Plan

IEP – Individualized Educational Plan

Immediate Removal – The removal of a student from school for one day or less.

In-School Suspension – Requiring a student to spend time in an alternative area or classroom.

Long Term Suspension – Removal of a student from school for a specified time exceeding ten school days.

Parent – The natural parent, legal guardian or other person or entity having custody and control of a student.

Public School – The campus of any building, facility, vehicle, or other item of school property owned, operated, controlled or in the possession of a local school district.

Refusal to identify self – means a student’s willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.

Refusal to cooperate with school personnel – means a student’s willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students. Refusal to cooperate with school personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents (such as volunteer chaperones) whose responsibilities include supervision of students. This regulatory offense includes, but is not limited to, a student’s willfully refusing:

- 1) A direction to cease any conduct which a supervisory person in charge of a class or other activity has clearly identified to the student as a hindrance to the activity.
- 2) A direction to cease engaging in disruptive conduct.
- 3) Failing to leave a school facility or school sponsored activity after being directed to do so by an administrative authority.
- 4) Failing to abide by restrictions on student privileges or other lawful conditions imposed by an administrative authority as a disciplinary measure.

SAT – Student Assistance Team

School Personnel – means all members of the staff, faculty, and administration employed by the local board, and includes school bus drivers and aides. The term also includes authorized agents, such as volunteers, volunteer chaperones whose responsibilities include supervision of students.

Sexual Harassment – Any unwelcome conduct of a sexual nature.

Truancy – Student is absent from class without permission.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

Wellness Policy: A board policy that address the provisions of the 2004 Child Nutrition and WIC Reauthorization Act that sets forth goals, regulations and procedures to address nutrition, physical activity, school health, reduction of child obesity, and prevention of diet-related chronic illnesses.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

APPENDIX A

LAMS Student and Staff Technology Resource Acceptable Use Guidelines

The role of Technology in Lake Arthur Schools is to facilitate and enhance the learning environment, communications and District management.

Consent Requirements

The District reserves the right to post original work created by any District student on a web page under the district's control. Original work will not be posted if the student's parent or guardian has notified the District in writing requesting that their work not be displayed.

Student directory information may be posted on District websites unless the District has received written notification from the student's parent or guardian that such information be withheld. This includes student pictures posted on campus or District websites.

Security

Users are responsible for the use and protection of their computer accounts (Electronic Identity).

The individual in whose name a system account is issued will be responsible at all times for its proper use.

- System users may not use another person's system account.
- System users must not share passwords and must change passwords in accordance with District directives.
- All computers will be configured to require user re-authentication after a specified period of inactivity.
- LAMS network systems will require users to comply with password character and change frequency requirements.

Student password requirements vary by grade level.

Password Policies

LAMS network systems will require users to comply with password character and change frequency requirements.

Requirements include network passwords of a minimum of eight (8) non-repeating characters that must be changed every 120 days for all staff. Student password requirements vary by grade level.

Vandalism Prohibited

Any attempt to harm or destroy District equipment, data, or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of LAMS Technology Resource Acceptable Use Guidelines and may constitute criminal activity under applicable state and federal laws. In such cases, the district will file charges. Vandalism, as defined above may result in the cancellation of system use privileges and restitution for costs associated with system restoration, as well as other appropriate consequences.

Forgery Prohibited

Unauthorized attempts to read, delete, copy or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, is prohibited.

Participation in Web-based Community Sites

Student participation in web-based community sites such as wikis, blogs, social media and social networking sites is limited to educational purposes, with the permission of a qualified staff member.

Employees must not use public Internet sites to store or distribute confidential information.

Leander Independent School District High School Handbook

Development of Web Pages

The purpose of the development of web pages is to provide a means of communication with the global community for the purpose of:

- Providing information about our schools, curriculum and instruction, activities and organizations and specific teachers, classrooms or classes.
- Providing a means for students to research, create and present assignments via the web.

Web Publishing Standards

- All work must be free of any spelling or grammatical errors.
- Documents may not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
- No unlawful copies of copyrighted material may be produced or transmitted.
- There will be no personal reference made about staff or students (i.e., home phone numbers, addresses, names of other family members, etc.)
- Published e-mail addresses will be restricted to those of staff members.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

- No advertisements or endorsements of any kind will be allowed or linked to other than District approved fundraisers or sponsors.
- All publishing of information must be located on District owned or District approved sites.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the district's system upon violation of District policy and/or guidelines. Termination of students access will be effective on the date the principal or District Information Technology staff member receives notice of student withdrawal or of revocation of system privileges or on a future date if so specified in the notice.

Availability of Access

Access by Authorized Employees

Access to the District's electronic communications system, including the internet, shall be made available to authorized employees for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the user:

- Does not impose tangible cost on the District.
- Does not unduly burden the District's technology resources; **and**
- Has no adverse effect on any employee's job performance or on any student's academic performance.

Access by Students

Access to the District's technology resources, including the internet, shall be made available to students exclusively for instructional purposes and in accordance with administrative regulations. No personal use of the system shall be permitted.

Access by Members of the Public

Access to the District's technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the user:

- Does not impose tangible cost on the District; and.
- Does not unduly burden the District's technology resources.

Acceptable Use

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

End-user systems are an integral part of the overall technology infrastructure and must be carefully managed to maintain effective operation of critical technology applications and to protect the integrity of the Leander ISD network. End-user systems include desktops, workstations, laptops, software and associated accessories. The District is committed to observance of all laws and regulations applicable to our business, including those governing the licensing and use of software by anyone working for the district or in a District facility.

Prohibited Activities (including off school property if the conduct causes a substantial disruption to the educational environment) includes:

- Making unauthorized copies of software, or using software in violation of the license agreement.
- Installing software.
- Using the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Transmitting or accessing of any material in violation of any U.S. or state regulations, including, but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret is prohibited.
- Incurring or attempting to incur any financial liability. This includes, but is not limited to, accessing any fee-based services.
- Redistributing copyrighted programs or data except with the written **permission of the copyright** holder or designee, and the Information Technology Services Department. Such permission must be specified in the document or must be obtained, in writing, directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, (EFE Legal, Local, Exhibit) and administrative regulations. Copies of any such authorizations must be provided to the office of the Director of Technology.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting", either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Purposefully accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

- Wasting District resources. Storage of personal, redundant, or out-of-date materials wastes valuable and expensive resources. Users are to periodically review their files and delete unnecessary information.
- Attempting to access or circumvent passwords or other security related information of the District, students, or employees.
- Uploading or crating computer viruses.
- Using e-mail or Web sites to encourage illegal behavior or threaten school safety.
- Using the Internet or other electronic communications to threaten District students, employees or volunteers.
- Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to sending out e-mails, crating accounts or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- Attempting to circumvent Internet content filtering is prohibited. Disabling the filter for student use is prohibited as per federal law. (Child Internet Protection Act CIPA)

Lake Arthur Schools reserves the right to examine all data stored in all District computer systems to make sure that all users are in compliance with these regulations.

Lake Arthur Schools also reserves the right to use electronic means to restrict access to questionable material and to track and monitor system use, including electronic mail, Internet, and files.

Intellectual Property Rights

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the rights to any product created for its use by an employee even when the author is no longer an employee of the District.

Use of Personally Owned Technology Devices

Lake Arthur Schools offers wireless internet access for personally owned devices in our buildings. The Lake Arthur Municipal Schools Guest Wireless Network operates alongside the primary LISD wireless network used for District owned devices, and allows students and community members, or staff members with a personally owned device, to gain access to the Internet with any Wi-Fi device (such as but not limited to laptop, iPods/iPads, smartphones, tablets, eReaders). This Internet access will be provided with the most protective level of Internet filtering currently deployed for LAMS student access. The LAMS Guest Wireless Network does not allow access to any LAMS resources that are not available from the Internet.

This service is provided on an as-is, as-available basis for use by LAMS staff members, students and guests.

Because the primary purpose of the LAMS network is to provide connectivity for District owned devices, LISD reserves the right to restrict access, bandwidth and content as it deems necessary on the Guest Wireless Network. Configuring personal devices to connect to the LISD Guest Wireless Network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.

Each time a personally owned electronic device is used on LAMS property or at a District sponsored event, the user agrees to the terms listed below.

- LAMS will not be held liable for any damage that may occur as a result of connecting to the LISD Guest Wireless Network.
- LAMS will not be held responsible for any physical damage, loss or theft of the personally owned device.
- The LAMS Guest Wireless Network will provide filtered Internet access and related web-based services only.
- LAMS reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the LAMS Guest Wireless Network. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.
- Personally owned devices will only be connected to the network via the LAMS Guest Wireless access connection. Any attempt to make an unauthorized connection to another LAMS wireless network, plug a personally owned device into the LAMS physical network, or circumvent any LAMS Internet filtering may result in a loss of those individual's privileges to bring a personally owned device to LAMS facilities, as well as other potential disciplinary actions.
- LAMS will not be obligated to supply electrical power access for these devices nor will the District be responsible for damage caused by using the District's power supply.
- Use of personally owned devices on LAMS property or at District sponsored events is governed by the District/campus administration.

Use of Personally Owned Technology Devices

- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.
- Persons connecting computers to the LAMS Guest Wireless Network agree to maintain current malware prevention software enabled on their computers.

LAKE ARTHUR MUNICIPAL SCHOOLS

STUDENT HANDBOOK, 2015-2016

- Persons accessing LAMS email or any confidential LAMS information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all District required system security procedures. If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LAMS e-mail or other confidential information, the user must contact the LAMS Information Technology Help Desk immediately.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyberbullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited.
- Employees connecting to the LAMS network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Lake Arthur Schools for any damage that their student may cause arising out of and relating to the use of the LAMS Guest Wireless Network with his/her personally owned device.

Disclaimer

The District's system of technology resources is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

Access to the Internet is provided on an as is basis. The Lake Arthur Municipal Schools, its Board of Trustees, agents and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet, connective network provider or the LAMS network, or any information or software accessed or received by the user.

Lake Arthur Municipal Schools will not be responsible to or liable to the user for any claims, losses, or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims, or damages arising from Lake Arthur Schools' negligence or the applicant's own errors or omissions.

All users of the system agree that this limitation releases Lake Arthur Schools from any claims; damages or losses suffered arising from the use of this system. Use of any information obtained over this network is at the applicant's own risk.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Students who are authorized to use end-user systems are required to abide by the provisions of the District's Technology Resource Acceptable Use Guidelines and any administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations or copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

LAKE ARTHUR MUNICIPAL SCHOOLS STUDENT HANDBOOK, 2015-2016

RECEIPT AND COMPLIANCE ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE MATERIALS IN THE LAKE ARTHUR MUNICIPAL SCHOOLS' STUDENT HANDBOOK. I ACCEPT FULL RESPONSIBILITY FOR COMPLIANCE WITH DISTRICT POLICY AND ADMINISTRATIVE REGULATIONS, PROCEDURES, AND GUIDELINES AS THEY PERTAIN TO THE INFORMATION STATED IN THE STUDENT HANDBOOK. I ALSO ACKNOWLEDGE THAT ADDITIONS, CHANGES, AND/OR DELETIONS PERTAINING TO CURRENT BOARD POLICY AND ADMINISTRATIVE REGULATIONS MAY BE IMPLEMENTED DURING THE SCHOOL YEAR AND THAT RESPONSIBILITY FOR COMPLIANCE IN ACCORDANCE WITH THESE ACTIONS SHALL REMAIN WITH THE STUDENT.

IT IS UNDERSTOOD THAT THE INITIAL ISSUANCE OF THE STUDENT HANDBOOK BY EITHER HARDCOPY OR ELECTRONIC MEDIA SHALL BE AT NO COST TO THE STUDENT OR PARENT. THEREAFTER, ALL ADDITIONAL STUDENT HANDBOOKS AND/OR THE ELECTRONIC MEDIA ON WHICH THE HANDBOOK IS STORED AND ISSUED TO THE STUDENT SHALL BE AT THE ASSIGNED FEE ESTABLISHED BY DISTRICT ADMINISTRATION.

Printed Name of Student

Printed Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Date

Date

Fn: StudentHandbook2016StudentHandbook2016.doc