

Alamogordo Public Schools

Student Handbook

2026 - 2027

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GUIDING PRINCIPLES

Vision

All are empowered to lead with heart and learn with purpose to thrive as lifelong learners.

Mission

Our mission is to foster engagement, exploration, and discovery through exceptional educational experiences for all.

POLICY INFORMATION

Welcome to Alamogordo Public Schools

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

This handbook has been prepared to provide information on district school programs and requirements. Please do not hesitate to contact the teacher, principal, or district administration if you have questions, or in the event that a problem should arise. We will gladly work with you in seeing that this school year is safe and productive

for your student and informative for you. We thank you for your involvement and interest in the educational process.

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

Student Handbook

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

Non-Discrimination Statement

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

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

For more information, visit www.alamogordoschools.org

Title IX Statement

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

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

Reports or questions related to Title IX may be directed to the District's Title IX Coordinator:

Director of Human Resources
1211 Hawaii Avenue, Alamogordo, NM 88310
(575) 812-6000
APS website: www.alamogordoschools.org

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

Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the Alamogordo Public School District (District) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Family Educational Rights and Privacy Act Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Alamogordo Public School District (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to

the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Alamogordo Public School District to include this type of information from your student's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, Federal laws require local educational agencies (LEAs to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Alamogordo Public School District to disclose directory information from your student's education records without your prior written consent, you must notify the District by completing the Directory Information Opt-Out form (included in your registration packet) to your school administrative office within 30 days of registering your student. The District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended
- Diplomas, honors and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Notification of Rights Under the Protection of Pupil Rights Amendment

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers:

- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

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

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

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

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

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

Distribution/Posting of Promotional Materials

All distribution and posting of promotional materials on campuses must follow APS Board Policy K-2300 KHC.

GENERAL INFORMATION

Enrollment, Registration, and Withdrawals

Enrolling a New Student

If you have a student(s) that is new to Alamogordo Public Schools, please follow the steps below (this includes new PreK and Kindergarten students):

- On the APS New Student Registration screen, click the “Create Account” button.
- Enter your Parent/Guardian information to create an account.
- On the next screen, enter the student you would like to register.
- Use the blue “Next” button to advance through the Registration form. You may log out and resume the registration at a later time by signing in with your email address and password at the same registration link.
- If you need to register additional new students, you will be given the option after clicking "submit2".
- Once you have completed the online registration, the process is not yet complete, as you must finalize the registration.
- If not already uploaded to PowerSchool, please ensure your school has each of the following documents. You may deliver these items to your student’s school during open school hours:
    - student’s Birth Certificate, Certificate of Baptism, Passport, Adoption Certificate, etc. Originals only
    - Complete the Records Release Form to obtain records from the previous district.
    - Parent/Guardian valid photo ID

    - Current Immunizations Record
    - Proof of Address
    - Any/All Allergy and Health Forms
- All students eat free at Alamogordo Public Schools (one breakfast, one lunch). For a second breakfast or lunch, or to purchase from the Alamogordo High School's coffee shop, please sign up with Linq Connect to add funds to your student's account, no cash is accepted in any cafeteria.
- The entrance age for Early Childhood Education (Kindergarten) students is five (5) years of age prior to 12:01 a.m., September 1, of the current school year.
- No exceptions. Kindergarten is mandatory in the state of New Mexico. Out-of-state students who have previously attended one full semester of an accredited Kindergarten, but who are not eligible for Kindergarten because of age requirement, will be enrolled in Kindergarten.
- Official documentation must be furnished by the parent to the local school officials covering the student's attendance and academic progress in the former school in which the student was enrolled. A student who has successfully completed one year of public school Kindergarten or a private school Kindergarten, having a curriculum comparable to Alamogordo Public Schools, will be enrolled in first grade.
- A student applying for admission to grades two through eight on the basis of prior schooling outside the district will be placed initially in the grade level he/she has reached elsewhere. The principal will determine, subsequently, whether there should be any change in the grade placement of the student.

Note: If your student will need bus transportation to or from school, go to My Ride K-12 to create your My Ride K-12 parent account. Alamogordo Public Schools will only use the My Ride K-12 application to communicate bus information to parents.

Note: All new students who have an Individualized Education Plan (IEP) may make an appointment with the APS Special Education Department at (575) 812-5970 to deliver your student's Individualized Education Plan.

Enrolling a Returning Student

If you are an existing parent with Alamogordo Public Schools you already have a PowerSchool parent portal created, in which case you will need to login to your Parent portal and complete the Returning Student registration process for your returning student(s) and if you have any New students you will use your current parent portal also. If the primary account holder wants to add an additional person (spouse, legal guardian, etc.) to have access to the existing PowerSchool account please contact Let's Talk! at 575-812-8573 for assistance.

- An email will be sent to your email address on file from PowerSchool Registration support notifying you that the current year Online Enrollment is open and you can complete the process. Some may go to your SPAM or Junk, so please check these.
- Once you receive this email, you can login to your PowerSchool Parent Portal and locate the Returning Student Registration link on the lower left side of the page. If you have more than one returning student, before clicking the Student Registration link, please select the student you are registering at the top of the page.
- If you can't remember your password, click Forgot Username or Password. A password reset will be sent to your email. If you don't get a password reset email, need your email address updated or have trouble logging in please contact Let's Talk! at 575-812-8573 for assistance.
- Verify the Date of Birth for the student you are registering…
- Click the blue "Next" button to advance through the enrollment pages…

- If you have to leave the site and return you can resume where you left off, just click on the step you need.

Adding a New Student Registration
To add a registration for a New Student using your current parent portal, follow the directions on the Submission Confirmation page after completing all Returning Student Registrations.

Proof of Residency

All parents/guardians registering students in the Alamogordo Public Schools must provide proof of residency at the annual registration. Proof of residency is mandatory to determine the student's correct school attendance zone. Acceptable documentation to establish residency is required annually and failure to provide the required documentation may prevent enrollment in the school.

Students who are homeless and who are protected by the McKinney-Vento Act are required to follow the applicable enrollment process provided by federal law.

Acceptable documents to establish residency include:

- Current utility bill or utility payment receipt dated within the last 60 days
- Current and fully-executed lease or rental agreement and a current lease /rent payment
- receipt or current utility bill for the lease/rental address (agreement must include, or the parent/guardian must provide, the name, address and telephone number of the landlord). A mortgage payment receipt dated within the past 60 days
- Property tax bill dated within the last year
- Current and fully-executed Section 8 Agreement and a current payment receipt or current
- utility bill for the Section 8 housing address (agreement must include or the parent /guardian must provide, the name, address and telephone number of the landlord)
- Voter registration documents with the address of the residence

Withdrawals

If you are planning to withdraw your student, please notify the school secretary at least one day prior to the withdrawal date. Notification may be either by letter, telephone, or a personal visit to the school. A withdrawal form may be obtained from the school office. Textbooks and library books must be returned. All school property must be returned, and all fines must be paid before records will be released to the next school attending. Report cards will be issued when the withdrawal process is completed by the office.

A student who leaves or withdraws prior to the last ten days of school will be considered as transfer status with no promotion or retention indicated on the report card or permanent records. Requests for early withdrawal during the last two weeks (10 days) of a semester will be approved only for absolutely essential reasons, such as military PCS moves. A student who withdraws within the last ten (10) school days before the second semester ends will be promoted or retained, but should expect a reduction in grade. In all cases of early withdrawal, teachers will not be expected to provide advance assignments. Course credit can be awarded only if the student completes all course requirements, semester or final exams, and/or end-of-course exams.

APS Withdrawal Form

Attendance Zones

The School Board sets school attendance zones. Students attend the school zone in which they reside with their custodial parent or permanent legal guardian.

Moving During the School Year

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

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

Elementary School Attendance Zones

Middle School Attendance Zones

School Bus Zone Search

Out-of-Zone Requests

Out-of-Zone Applications can be filled out online through the first week of school. After the first week of school, all Out-of-Zone requests will go through the District Office.

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

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

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

Priority 1:

- Students who were enrolled in the school for the previous school year.
- Students of Holloman School employees.
- Military connected McKinney Vento qualified students.

Priority 2:

- Military connected students who request a transfer from a school ranked as a school that needs improvement or subject to corrective action.
- Siblings of returning Out-of-Zone students.
- Students of Dual/Single Parent/Guardian Active Duty Families living off base.

Priority 3:

- Student of Active Duty Parents/Guardians living off base

Priority 4:

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

Priority 5:

- Students of Retired Military, Disabled Vets, Out-of-District
- Other base affiliated employees (BX, Shoppette, Outdoor Rec, etc)

All schools:

- The Student Assistance Team (SAT) may determine behavior/academic/attendance interventions that require a change of placement for your student.
- APS reserves the right to review behavior/academic/attendance needs prior to change of placement.
- The Alamogordo Public School District reserves the right to enforce the above conditions at any time during the school year. Additional Information regarding Out-of-Zone can be found in the Alamogordo Public Schools Board Policy.
- Even if the Out-of-Zone Request is submitted, the student will still need to be registered at the in-zone school during the registration window. If the Out-of-Zone Request is approved, the submitting parent will be notified of the approval by email and the district will internally transfer the student registration from the in-zone school to the out-of-zone school. If there is no registration to transfer, the Out-of Zone Request approval will be forfeited.
- Students with unapproved Out-of-Zone requests on the first day of school should attend their in-zone registered school.
- No more than one Out-of-Zone Request may be submitted for any student.
- A form must be filled out for EACH student that is registered.

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

Out-of-Zone Transportation:

- Students transferring to a school outside their neighborhood school will not be able to ride an APS bus to school.
- Parents of students transferring to a school outside of their zone are responsible for transportation of their students.

Notification of approval:

- You will receive notice by email that your transfer has been approved or of waiting list status.
- School registration process:
    - All registration will be done online
    - Remember, students should attend their neighborhood school until their transfer request is approved.

Waiting lists:

- If a transfer request cannot be approved for any of the requested schools, the student's name will automatically be placed on a waiting list for that school year.
- If space becomes available at a school, parents will be notified by phone that students are eligible to transfer from current school.
- Waiting lists do not carry over from one year to the next. You must complete a new application each year, even if it's the same request as last year.

Out-of-Zone Behavior and Attendance Expectations

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

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

The campus principal must submit a written request, including supporting documentation, to the Director of Teaching and Learning for approval. Parents who wish to appeal this decision must submit a formal petition to the Director of Teaching and Learning for review.

School Arrival and Dismissal

Arrival

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

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

Dismissal

Students must be picked up in a timely manner. If a student is not picked up on time, attempts will be made to reach emergency contacts. If a student is not picked up after 30 minutes, law enforcement may be notified.

Check-in and Check-out Procedures

All APS Schools are closed campuses. Students may not leave at any time during the school day (including lunch periods) or with anyone unless they are listed in Power School and check out at the office.

Check-in

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

Check-out

Parents or guardians who need to check out a student during the school day must do so at the front office. A valid, official photo ID is required. Students may be checked out only by a legal parent or guardian or other individual (at least 18 years old) pre-designated by the parent/guardian with "Release To" rights documented in PowerSchool.

If a parent/guardian wishes to authorize an individual not designated in PowerSchool to check out a student, the parent/guardian must visit the front office with a valid photo ID at least 24 hours prior to check out. The designated individual will be documented in PowerSchool with “Release To” rights. Students may not be signed out to walk home.

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

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

The principal can approve checkouts via telephone only during emergencies. Written notes sent with a student will not be honored without phone verification and/or email. The school has the right to deny a student from checking out if parent contact is not made.

For your student’s safety, the school must be notified 30 minutes prior to the final bell to be released early except in the case of an emergency.

Self-Sign Out
Students 18 years or older may sign themselves out only after completing the “18 year old Privilege Form”, available at the front office.

PowerSchool Messenger

School Messenger is an electronic notification system that is used to contact parents/guardians by phone, text, and email. The notices are sent for daily attendance/absences, general announcements and critical/emergency information. The home numbers, cell numbers and email information is used from the registration form for each student. Please update changes in PowerSchool parent portal.

Visitors

Any person who is not a regular staff member or enrolled student will be considered a visitor. All visitors are required to sign in/out at the school office, show a photo I.D., and obtain a dated visitors pass to be worn at all times within the building. Visitors are not to disrupt the learning environment.

Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system. The Raptor system checks to ensure that registered sex offenders are not entering our buildings. Note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the ID is not gathered nor accessible by users, and the system is not connected to any other organization such as the Department of Motor Vehicles.

Scanning an ID with the Raptor system allows the district to check visitors against customized databases for custody alerts and/or banned visitors. It also allows for accurate visitor records and sign-in history for every visitor every time they enter our schools.

Once entry is approved, Raptor will issue a badge that identifies the visitor, date, and purpose of the visit. A visitor badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick

up paperwork. If a person does not have identification, he/she may still be given access to the building but will be escorted by a school staff member.

Volunteers

School and Classroom Support Volunteers

For parents/community members assisting with classroom activities, field trips, tutoring, or mentoring.

Category 1: Limited Contact (Supervised) For occasional volunteers who are never alone with students.
Who: Guest speakers, Field Day helpers, Science Fair judges, Day-Trip Chaperones (staying with the teacher).
Cost: $0.00
Requirements

- Candidates must be at least 18 years of age.
- Must present valid Government-issued Photo ID upon entry.
- Must be screened through the Raptor System at the front desk.
- Must remain under the supervision of APS staff at all times.

Category 2: Substantial Contact (Unsupervised) For volunteers who may have unsupervised access to students.
Who: One-on-one Tutors, Mentors, Overnight Field Trip Chaperones, or parents leading small groups independently.
Cost: $0.00
Requirements:

- Application
- Candidates must be at least 18 years of age.
- Must complete the Volunteer Application with HR.
- Background Check
- Must pass a full FBI Criminal Background Investigation (Fingerprinting).
- Training
- Must complete required safety orientation.

Athletic/Extracurricular Volunteers

Volunteer Coaches: Individuals assisting with sports teams must meet NMPED and NMAA safety standards.

Cost: (Licensure Fees + Training)
Requirements:

- Background Check
- FBI Fingerprinting required.
- Licensure
- Must apply for an NMPED Coaching License.
- Training
- Must complete NFHS "Fundamentals of Coaching" and "First Aid/CPR" courses.
- Approval:
- Must be recommended by the Athletic Director.

- Required Training & Links: You are required to pass the Fundamentals of Coaching and First Aid exams.

  NFHS Exams ($50 each): Take Exams Here (NFHSLearn.com)
  NMPED Coaching License: Apply for License Here

Parent-Teacher-Student Organizations

The Board of Education encourages the formation and operation of parent-teacher organizations at each school site or campus in the School District to provide financial support or volunteer assistance to the school. Parent-teacher organizations must comply with the requirements of this policy in order to use the name of the individual school or School District, school or School District mascots or logos, and to have access to School District facilities as a school-related organization. Each parent teacher organization shall prepare and submit to the School Board a copy of its organizational bylaws and constitution to the site administrator and the Superintendent prior to initiating such support or assistance. Upon formation and annually thereafter, each organization must provide the site administrator and the Superintendent with the names, telephone numbers and addresses of each officer of the organization, and position held.

Accounting by Booster Clubs and PTO'S

Each booster club or parent teacher organization must have its own checking account and the bylaws for the group must require two (2) signatures for any disbursement from that account. Booster club or PTO funds and accounts are not School District accounts and will not be included in the School District's budgeting and accounting for annual School District audit purposes. Funds collected by the booster club or PTO are not to be deposited into the School District's student activity accounts.

However, as an express condition to the School Board's consent for the booster club or parent teacher organization to use the School District's name, school name, school or district mascots or logos, or to use School District facilities as a school-related organization, the booster club or PTO shall conduct an annual accounting or audit of its receipts and disbursements and submit a financial or audit report, performed in accordance with generally accepted auditing principles, to the Superintendent of Schools by October 1 of each calendar year. Officers of a booster club or PTO shall be responsible for safeguarding any funds raised by the organization and to ensure that funds are spent only for purposes related to the goals and objectives of the booster club or PTO, and the published or advertised reasons for the particular fundraising activity. The organization's bylaws shall specify reasonable procedures for internal financial control which shall be reviewed by the School District's finance director.

The booster club or PTO shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school of the School District or the School District itself. Such a statement shall appear on all purchase orders, contracts or other forms of financial commitment issued by the booster club or PTO.

Campus Celebrations

Parties

All classroom parties, seasonal celebrations, and milestone events are subject to the sole discretion of the school principal. An event is not considered "confirmed" until the principal has reviewed and signed off on the specific date, time, and activities. The principal reserves the right to deny or reschedule any event based on:

- Academic scheduling and testing windows.
- School-wide safety or health concerns.

To protect students with life-threatening allergies:

- Any food items brought onto campus must be listed in the proposal submitted to the Principal.
- Only commercially pre-packaged items with visible ingredient labels are permitted. Home-baked goods are strictly prohibited.
- Classrooms designated as "Nut-Free (or other allergen) Zones" must be respected without exception.

Dances

Elementary and Middle School

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

High School

Only current AHS students are allowed to purchase tickets for AHS dances. APS Alumni (up to the age of 20) with AHS Principal approval, as well as students from other High Schools (up to the age of 20) may be granted permission to attend as a guest of an enrolled student with prior approval by the respective schools' Administration.

Students who are above 15% Truancy/Absentee and students who are suspended from school will not be permitted to attend ANY dance or school sponsored event.Tickets will not be refunded.

Deliveries

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

To respect instructional time, office staff will not interrupt classes to notify students of dropped-off items, nor will students be called out of class to retrieve them.

Deliveries from commercial vendors (e.g., DoorDash, UberEats, Amazon, or local florists) are strictly prohibited. Such deliveries will be refused at the front office and returned to the sender.

Parent Teacher Conferences

In an effort to keep guardians informed of their student's progress in school, the professional staff will contact the home to report progress or to seek assistance when a learning concern is recognized or unresolved. Parent conferences will be scheduled by the professional staff, as often as is necessary, to achieve optimum understanding between the home and the school. Conferences will be held twice per year for all students. Parents may also schedule conferences at any time with school personnel in an effort to promote home/school communications.

Safety

All schools have administrators on site to oversee the safety of staff and students. Classroom environments, both indoors and out, are kept clean and receive regular maintenance to ensure the safety of all students. Administrators conduct periodic drills at school to teach students what to do in the event of a fire or crisis situation. Parents are encouraged to cooperate with law enforcement and school officials during school emergencies to ensure the safety of all students and staff. Routine school procedures may change during an emergency. Emergencies could include fire, lockdowns, shelters-in-place, bus accidents, severe weather, disturbances in the adjacent neighborhoods, and more. Please make sure emergency information is correct, complete, and current on your student's school records. When you move, change phone numbers, or change emergency contact names, contact the school immediately; so we will have current information.

Schools will provide emergency information to parents via the APS website www.alamogordoschools.org and social media with instructions of procedures to keep parents informed. APS central office staff provides media outlets with closures or late starts due to severe weather conditions; this information is also located on the APS website.

General Safety for School-Aged Children

Students will be expected to adhere at all times to the following school rules and any additional rules applicable to individual buildings:

- Items from Home - Students should not bring valuables or other items from home which may be damaged, or cause damage to property or is harmful to other students. The school is not responsible for loss or damage to personal property.
- Heelys, retractable skates may not be worn for safety concerns.
- Frisbees and other flying toys - may not be used in congested areas of the playground during recess. The school may allow use of this type of toys when direct supervision is planned.
- Loss/Damage of School Property - Students and parents or guardians shall be held responsible for loss/damage done to school property (equipment, textbooks, buildings, furniture, etc.). The school district may withhold the grades, diploma and transcripts of the student responsible for damage or loss of instructional material until the parent, guardian or student has paid for the damage or loss. (Section 22-15-10 NMSA, 1978) Rule applies to instructional materials or textbooks.
- Scuffling and Boisterous Play - Students are expected to play and behave properly at all times while at school. Students must be responsible for considering the safety and feelings of others as well as themselves.
- Use of Crosswalks - Crosswalks, where provided, are for the safety of students and are to be used. Crosswalk or safety patrol guards are to be obeyed. Students should use the sidewalks. Students are not to play or walk among the cars or through the parking lots.
- Use of Profanity/Abusive Language - The use of profanity, abusive language or obscene gestures is prohibited.

- Leaving School Grounds - No student shall leave the school grounds during school hours without permission of school authorities.
- Safety Reminders: For safety, your child should know:
    - First and legal last name
    - Street address
    - Parents' names
    - Phone number
    - Where parents work
    - Sitter's full name and phone number

Drills

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

ID Badges

Each student will be provided with a student ID card. There is no cost for the identification badge.

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

School Security Officers

Campus Security Officers are employees of the District and are assigned to APS campuses to work with administrators to help ensure the safety and well-being of all students and staff.

Campus Security Officers have the authority to correct disruptive behavior, keep the campus and school property free from vandalism and crime, and direct individuals to behave in an orderly manner. Disrespect for, or flagrant disregard of a security officer's instructions may result in disciplinary action.

School Resource Officers

School resource officers are assigned to APS campuses from the Department of Public Safety. Officers will perform duties as a certified law enforcement officer and will work in conjunction with the APS administration.

Security Cameras

Security cameras are used on school property and in school buildings. Records of activities may be used for investigation and enforcement.

Pledges

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

Personal Transportation

The vehicles that may be used by students at the following levels are:

- Elementary School – bicycle* or scooter*
- Middle School – bicycle*, scooter*, or motorcycle**
- High School – bicycle*, scooter*, motorcycle**, or car/truck/suv**

*State law requires students must wear a helmet when operating any mode of transportation with wheels
**Valid license and proof of insurance must be provided to the school for students to park on an APS campus.Parking permit may be required.

Bicycles and scooters are to be parked in the areas assigned. Bicycles and scooters should be locked. The school is in no way responsible for damaged or stolen bicycles, scooters, or vehicles while on school property, but damage or loss should be reported to school authorities. Elementary students are not allowed to ride motorized bikes to school.

Hall Passes

Students leaving the classroom must have a hall pass in their possession. Teachers will allow only one student at a time to leave the classroom. This hall pass should be properly completed and signed by the instructor with time and date. Students out of class without a hall pass or caught abusing the hall pass privilege will be subject to disciplinary action.

All secondary campuses utilize the Smart Pass electronic hall pass monitoring system.

Dress Code

The principal of each school shall meet with staff and parent representatives to review District guidelines for student dress. These guidelines shall include specific actions to be taken in the event a student comes to school inappropriately dressed.

Campus administrators have the final authority to determine if student dress violates this Student Dress regulation, is unsafe, or would substantially disrupt the learning environment. If the principal determines that a student's grooming or clothing violates this Student Dress regulation, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned consequences until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

District guidelines will be distributed to all student households at the beginning of the academic year through the online registration process. The Board acknowledges that grooming and attire are forms of personal expression and individual style. However, the Board maintains that a safe, orderly environment is paramount to academic

success. Ensuring that students feel secure and learn fundamental values of citizenship is essential to fostering a productive learning community

The following guidelines shall be enforced:

- Jewelry and clothing may not substantially disrupt the learning environment, prohibit participation in learning, or create a safety concern.
- Clothing that portrays or represents items or behavior prohibited in school may not be worn by students. This includes, but is not limited to drugs, alcohol, profanity or obscenity, tobacco, lewd, vulgar or plainly offensive wording or images, or violence.
- Shorts, skirts and dresses must reach mid-thigh in length. Leggings/yoga pants/spandex shorts may be worn with a shirt, dress or skirt that is mid-thigh length or worn underneath a dress, skirt, or shorts. All clothing should be appropriately fitted.
- Trench coats, see-through clothing, and shirts that bare the midriff, back, or torso or shirts that expose undergarments or completely bare the shoulder are prohibited.
- Undergarments must not be visible.
- Rubber-soled shoes must be worn at all times. Wheels embedded in the soles are not allowed.
- Clothing that is clearly sleepwear or pajamas, house shoes, slippers, etc., may not be worn by students. Exceptions may be made by campus administration for designated spirit days.
- If tattoos are visible, content may not portray or represent items or behavior prohibited in schools or substantially disrupt the learning environment.
- Clothing that covers the student's face to the extent that the student cannot be readily identified is prohibited, except for clothing or headgear worn for religious or medical purposes.
- Hoods on sweatshirts, jackets, or other apparel may not be worn over the head while inside school buildings.

Individual schools shall permit students to wear expressive accessories, including buttons and jewelry, provided such items do not substantially disrupt school programs or activities. Prohibited accessories include those containing vulgar, lewd, obscene, or plainly offensive messages, as well as items that advocate the use of alcohol, tobacco, or drugs.

Exceptions for special activities or health considerations may be pre-approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Technology

Artificial Intelligence Policy

The purpose of this Generative AI policy is to establish clear guidelines for the use of generative AI technologies within our school. As AI becomes increasingly prevalent, it is essential to create a structured approach to its integration in educational settings. This policy aims to:

- Clarify Acceptable Use: Provide clear definitions and examples of how generative AI can be used appropriately in the classroom, helping teachers and students understand what constitutes acceptable use versus misuse or cheating.

- Promote Ethical and Responsible Use: Ensure that generative AI is used ethically and responsibly, encouraging students to use these tools to enhance their learning rather than to circumvent educational objectives.
- Support Academic Integrity: Address concerns about academic dishonesty by establishing guidelines that prevent misuse of generative AI, thus maintaining the integrity of student work and assessments.
- Enhance Learning Opportunities: Highlight the potential benefits of generative AI in fostering creativity, supporting personalized learning, and providing innovative educational resources, thereby enriching the overall learning experience.
- Provide Teacher Support: Equip teachers with the knowledge to integrate generative AI into their teaching practices while advising on academic integrity.
- Ensure Student Safety and Privacy: Safeguard student data and privacy by implementing protocols for the secure use of generative AI tools, ensuring that student information is protected.
- Foster Innovation and Future-Readiness: Prepare students for a future where generative AI and similar technologies will play a significant role, encouraging critical thinking, ethical use, and adaptability in a rapidly evolving technological landscape.

By establishing this policy, the school seeks to create a balanced approach to generative AI, maximizing its benefits while addressing potential challenges and concerns. For further information, please refer to APS Board Policy I-6450.

Acceptable Use

Overview

At Alamogordo Public Schools, we believe that every child should have access to technology to develop digital skills that will prepare them for a successful future in education and the workplace. As a part of our commitment to providing students, teachers, and staff with access to digital resources that will promote educational excellence, innovation, and communication, we provide computing systems, internet connectivity, and a variety of hardware and software otherwise known as electronic information services (EIS). Before being permitted to use EIS provided by the school district, students and staff must review the Acceptable Use of Technology Resources Agreement and agree to the terms of use. Students will be required to review the policy with a parent or guardian as cosigner.

Internet Safety

In effort to protect our students from potentially harmful or inappropriate internet materials, APS utilizes technology protection measures. The internet filtering system in place on all school computers and content controls used by APS meet federal standards established in the Children’s Internet Privacy Act (CIPA). Additionally, it is the responsibility of APS staff to actively monitor student use of EIS when on the school premises. APS expects all users of EIS to be responsible, ethical, and safe digital citizens.

Digital Citizenship

APS teachers and staff members are committed to educating students on how to use the internet and technology safely and responsibly. Each student will receive instruction on ethical online behavior, appropriate online communication with others, how to recognize and report cyberbullying, and overall internet safety.

Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.

- Not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations by obtaining written permission from the author or publisher to use copyrighted material as well as refrain from plagiarizing other's work.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private. All messages, whether composed, sent, received, or housed in the email account provided by APS are subject to monitoring by district employees.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that users may be held responsible for any intentional damages to the EIS provided by the district.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Not use the EIS for commercial purposes.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services EIS and appropriate disciplinary action up to and including expulsion for students.

Policy Violations
Inappropriate use or any violations of this user agreement may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action, up to and including, expulsion for students.

Personal Responsibility
Students will report any misuse of the EIS to the teacher, administration, or system administrator, as is appropriate.

Network Etiquette
Students are expected to abide by the generally acceptable rules of network etiquette. Therefore, students are expected to:

- Be polite and use appropriate language.
- Not send, or encourage others to send, abusive messages threatening another person or participate in cyber bullying.
- Respect privacy by revealing any home addresses, personal phone numbers, or personally identifiable information.
- Avoid disruptions by not using the network in any way that would disrupt use of the systems by others.

Services
The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services EIS is used and bears the risk of reliance on the information obtained.

Chromebook Distribution/Checkout

Each student will be issued (AHS only) or have access to a Chromebook, which are lawfully considered state property. All APS Chromebooks are numbered for identification purposes prior to being issued to students through the classroom, AHS bookstore, or APS Central Office. Students/parents/guardians are responsible for chromebooks issued to the students at all times during the school year. Students who mutilate, destroy or fail to return a chromebook issued to them may be held responsible for the cost at full replacement price.

Diplomas, student records, or official transcripts may be withheld until all fees are paid in full pursuant to NM Stat § 22-15C-7 (2021).

Wireless Communication Devices

This section is currently being reviewed by the APS Board Policy Committee and will be updated by August of 2026.

The Alamogordo Board of Education prohibits the use of wireless communication devices by students during instructional hours and class time. The Board defines the instructional day as the timeframe between the first and final scheduled bells, including lunch for elementary and middle schools and the timeframe between the first and final scheduled bells, excluding lunch for the high school(s).

As used in this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text or data, including but not limited to:

- cellular phones, smartphones or smartwatches;
- tablet computers;
- laptop computers;
- gaming devices; or
- AI Glasses.

Neither this policy nor any school rule shall prohibit students from using a wireless communication device during instructional hours for the following reasons:

- text-to-speech, speech-to-text or other assistive technologies that aid in communication, navigation or learning; or
- as an identified accommodation in an individual health plan, an individualized education plan, or section 504 plan for a student with a disability.

Notwithstanding the foregoing, a school principal or designee shall grant approval for possession and use of a personal wireless communication device by a student during class time or instructional hours for the following reasons:

- health, safety, or emergency reasons,
- for a medical necessity,

Violations of this policy, or any school rule related to wireless communication devices, shall result in disciplinary action and may result in confiscation of the wireless communication device. In such an event, school officials may determine whether to withhold and not return the confiscated device until a conference has been held with the student's parent/guardian. School officials who confiscate a wireless communication device for violation of this policy, or school rules, shall not search the contents of the device without reasonable suspicion that a search will reveal evidence of a violation of school rules or the law, and then only in compliance with the student's constitutional or other rights and as provided by policy. The confiscated wireless communication device must be picked up at the end of the school day on which the device was confiscated. The District shall not be responsible, financially or otherwise, for any unclaimed wireless communication devices after this time period. Subsequent or repeated violations can result in devices being required to be left in the school's front office during the school day, or incur additional disciplinary actions.

Taking photos and/or video of others during school time is strictly prohibited. This includes the classroom, restrooms, cafeteria, gym, or on school grounds. Students caught videotaping and posting to social media during school hours will lose their privilege to have a cell phone with them at school for the school year.

This policy does not pertain to Alamogordo Public Schools-issued devices.

Fees

It is APS policy that all students have equitable access to all courses offered at AHS. While some classes will charge a lab, shop, or course fee, these fees may be waived by the Principal for parents who are unable to afford them. Please contact the Principal to request this waiver. The fees are listed in the Course Description material available in the Guidance Office. Course fees are the responsibility of the student and need to be paid or a waiver requested as early in the semester as possible.

Water Safety

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

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

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

Alamogordo:

Alamogordo Recreation Center
1100 Oregon Ave, Alamogordo, NM 88310
Alamogordo, NM 88310
https://ci.alamogordo.nm.us/231/Alamogordo-Recreation-Center
575-439-4142

HAFB:

HAFB Outdoor Recreation:
BLDG. 447 Idaho Ave.
HAFB, NM 88330
hollomanodr@gmail.com
575-552-5369

Extracurricular Activities

All students are encouraged to participate in extracurricular activities as part of their educational program. Any student involved in extracurricular activities are expected to follow rules and regulations established by the

coach or sponsor. Secondary students must maintain a 2.0 grade point average with no “F s” to participate in extracurricular activities.

Extracurricular activities are an extension of the school day. School rules and consequences still apply to students participating in or attending extracurricular school activities. Consequences may be incurred for misbehavior that occurs during an extracurricular activity. This includes activities on our Alamogordo Public School campuses or any other school campus or venue hosting Alamogordo Public School students.
The District will provide transportation to and from school activities within the school day, including club and sporting events where applicable. Parents are responsible for picking up the student from any/all activities which extend beyond the school day within a timely manner. If a student is not picked up after 30 minutes, law enforcement may be notified.

ATTENDANCE AND TRUANCY

Attendance Expectations

Students learn best when they are in school consistently on a daily basis. Regular attendance is expected. If your student has been, or will be, absent or tardy, notify the school by phone the same day or by note as soon as possible. Urge your student to develop the habit of punctuality and regular attendance, help your student to look forward to each day and talk about their activities of the day. Avoid remarks that would cause your student to fear teachers or other school personnel. Help them to understand and see them as a support and resource.

Your student will be sent home for the following:

- Fever above 100F (must be fever free for 24 hr before returning without fever reducing medications)
- Vomiting (witnessed)
- Diarrhea (observed)
- Suspected fracture
- Serious Injury
- Communicable Disease
- High/low blood sugar, insulin reaction
- At the discretion of the school nurse

Reporting Absences

The regular school attendance of a student of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, injury, and bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations, written consent of a parent and approval of the principal are required. A student may be excused for parent or doctor authorized medical reasons. Time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. No changes will be made after 48 hours.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

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

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

Pre-Kindergarten Attendance

Families are encouraged to have their children attend school on a regular basis, 85% of the time. All children need to arrive when school begins, according to the school’s daily schedule. Following a structured daily schedule allows your child to transition with fewer difficulties.

Sickness: When children are not feeling well and/or are sick, they are not able to learn. Please keep your child home to minimize the chance of getting other children ill.

Tardies

Students are considered tardy when they are not in their classroom with all materials necessary for that class period when the bell rings. If tardiness becomes a recurring problem with a student, parents will be notified and consequences may be administered. Students who are late because of buses do not need an excuse from the office.

Truancy and Chronic Absenteeism

Interventions

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

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

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

middle school and high school absence discussions by the attendance team are to be with the parent and student.

Attendance Team

Should include: administrators, teachers, staff (counselors, nurses, etc.), and community members whose responsibilities will include:

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

- Establishing intervention efforts to keep students in an educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence related actions.
- Examining for accuracy class attendance records, absence reports, and documentation required for all absent students.
- Assessing community based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the FERPA exceptions.

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

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

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

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

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

To read New Mexico Attendance for Success Act in full, click here:
https://webnew.ped.state.nm.us/wp-content/uploads/2020/09/SHSB_Chaptered-Attendance-For-Success-Act.pdf

INSTRUCTIONAL PROGRAMMING

Curriculum

Students in New Mexico are engaged in a culturally and linguistically responsive educational system that meets the social, emotional, and academic needs of ALL students.

You can review all APS Pre-K through 12 adopted curriculums by accessing the URL below:
https://www.alamogordoschools.org/o/aps/page/curriculum

New Mexico Content Standards -Learn more about the New Mexico State Standards.
Adoption information- Learn more about the adoption of the State Standards.
Common Core State Standards Initiative- Learn more about Common Core.
Parent Portal NM PED- Visit the parent guide for more information on how to help your student succeed. Provided by NM Public Education.

Grading

This section is currently being reviewed by the APS Board Policy Committee and will be updated by August of 2026.

Reporting Progress

It is essential that students' progress in school be fully communicated to their parents.

Each school will report students' progress to the students and to their parents or guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The Superintendent will develop progress report forms or cards in accordance with this policy.

The following specific requirements are established:

- A mid-nine (9) week progress report of all subjects will be provided to parents to enhance existing feedback on individual student progress.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.

- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the goals stated in the student's individualized education program (IEP) by the end of the school year.

Report Cards

Each school district must distribute copies of the statewide indicators, containing the descriptions and information required by code.

Parents will be informed regularly, following the end of a nine (9)-week period, as to the progress their children are making in school.

Weighting

This section is currently being reviewed by the APS Board Policy Committee and will be updated by August of 2026.

Homework

Homework is designed to broaden the student's program, to provide additional practice to reinforce skills already learned at school, or to help make up assignments not completed in class or missed due to absence. Its essential purpose is to provide formative assessment data for the student and teacher. It is not designed for isolated grading practices that are disconnected from student engagement and learning.

Homework will be assigned to students only if a teacher feels it is necessary for the completion of educational goals or to meet learning expectancy criteria. Each assignment should have definite and clear objectives and students should be properly prepared in class to complete the assignment on their own. New concepts will NOT be presented in homework. However, teachers may send assignments that are specifically designed for students to begin thinking about new concepts and knowledge.

Homework assignments should be checked for accuracy and used as a tool for instruction. Students should understand their errors and be encouraged to make corrections as necessary.

Quantities of daily homework assigned depend on the age and grade level. A general suggestion is:

Grades K-3	15 to 30 minutes total
Grades 4-5	30 to 60 minutes total
Grades 6-8	60 to 90 minutes total
Grades 9-12	Depends on number of classes taken and complexity and level of classes

These times may vary according to individual student work habits and the teacher's judgment of student capabilities.

Make-up Work Opportunities

The following standards shall apply in the District for make-up work due to student absence. Adjustments may be made when it is in the best interest of the student(s).

- It will be the student's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns from an absence.

- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the make-up assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment.
- When a student has been absent for illness, ample time will be given for make-up work once the student returns to school.
- In situations where the student will be absent for more than three days, due to illness, or when the parent notifies the office that the student will be absent more than one week for other reasons, teachers may provide required assignments in advance or send assignments to the student.
- For absences due to extenuating circumstances, students are typically allowed one day to make up work for each day they were absent. Maximum Limit: This allowance is subject to a maximum of forty-five days. Exceptions can be made, with principal approval, for extenuating circumstances.
- If a student fails to turn in work by the make-up deadline without an acceptable explanation, the teacher is authorized to reduce the grade on that assignment.
- An "Incomplete" (I) grade will revert to an "F" if assignments are not completed within the specified time period (generally two weeks, not to exceed the end of the following quarter). For the purpose of determining eligibility for athletics or interscholastic activities, an "Incomplete" is considered equivalent to an "F" until the work is finished and the grade is updated.
- If a student is placed on suspension (ISS or OSS), the student is responsible for completing and turning in all assignments to the appropriate teacher upon returning to class/school.

Instructional Supports

Multi-Layered Systems of Support (MLSS)

Alamogordo Public Schools is committed to delivering high-quality, comprehensive instruction to all students within our core instruction. However, in cases where students encounter challenges–whether academic or behaviorial–we implement evidence-based interventions to provide targeted support and assistance.

In New Mexico and Alamogordo Public Schools, the focus of the Multi-Layer System of Supports is to provide targeted and intensive interventions for students who are at-risk academically or behaviorally. All students receive Layer 1, universal interventions, which include high-quality differentiated core instruction aligned to the CommonCore State Standards (CCSS).

A student not making expected progress (academically, behaviorally, or who is insufficiently challenged academically with high-quality core curriculum and Layer 1 universal interventions) may need additional academic or behavior interventions or Layer 2 - targeted interventions. Layer 3 intensive interventions include core curriculum and instruction, and intensive and individualized evidence-based interventions.

Student Assistance Team (SAT)

Students should move in and out of Layers as intervention occurs. Students who do not make progress may be referred to the SAT process(which includes the student’s parents/guardian). The SAT gathers all available data about a student, and develops one or more hypotheses about why the student is not making expected progress.

After reviewing all collected data, the SAT makes one of the following decisions:

- The student appears to need no new interventions at this time and no SAT intervention plan is necessary. The student continues in MLSS with the appropriate layer(s) of support.
- SAT can suggest additional interventions to meet student's needs.
- The student's challenges suggest the student is in danger of being retained and an AIP is warranted.
- The existing data are insufficient for complete determination. The referring teacher must provide additional information.
- The student's performance indicates a possible disability or that the student has a disabling condition that significantly restricts a major life activity and requires an evaluation to confirm the presence of such a disability and the need for special education services or Section 504 support.

English Language Learners (ELL)

The term English Language Learner is used in NM Laws (statute and regulation). The term is synonymous with English learner (EL) which is used by the federal government in the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), Section 8101[20] where an EL is defined as an individual:

- who is aged 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
    - who is a Native American or Alaska Native, or a native resident of the outlying areas; and
    - who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
    - who is migratory, whose native language is not English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding English may be sufficient to deny the individual (i) the ability to meet the challenging state academic standards;
    - the ability to successfully achieve in classrooms where the language of instruction is English; or
    - the opportunity to participate fully in society

The two goals of an EL program are:

- Attaining English language proficiency
- Meaningful access to the standard instructional program within a reasonable period of time.

Under state regulation, 6.29.5.13 required instruction for ELs, districts must provide both designated and integrated English language development. Designated English language development is instruction to develop the English language proficiency of ELs based on the student's English language proficiency level and grade level; instruction shall be distinct from content area instruction. Integrated English language development (also known as sheltered content instruction) is integrated instruction to attain English language proficiency and to meet content standards and benchmarks; shall occur in all content area instruction.

Section 504

Section 504 is federal civil rights law under the Rehabilitation Act of 1973. The U.S. Department of Education's Office for Civil Rights (OCR) administers Section 504 - not the State. Section 504 is the other service option available to students with disabilities, but who are not eligible and/or already receiving special education services under the eligibility requirements of the Individuals with Disabilities Education Act (Tier 3). It is

designed to provide equal access and fairness in general education to students with disabilities, thereby leveling the playing field for them. Under New Mexico's Multi-Layered Support System, a Section 504 Plan is a Tier 3 service and/or support.

Special Education Services

A program of specially designed instruction with appropriate ancillary support services, if needed, to meet the unique needs of a child with one or more exceptionalities. Possible Exceptionalities include Gifted, Autism, Specific Learning Disability, Speech/Language Impaired, Intellectually Disabled, Other Health Impaired, Hearing Impaired, Visually Impaired, Orthopedically Impaired, Emotionally Disturbed and Traumatic Brain Injury. The Ancillary Support Services, if needed, can include Speech/Language Therapy, Occupational Therapy, Physical Therapy, Counseling or Psychology Consult, School Social Work Services and Audiology Services.

Library Media Services

Rules governing the use of the library/media center are as follows:

- The teacher will send the student to the Library with a Library's pass.
- Students are responsible for material checked out from the library.
- Books may be borrowed for a period of two weeks.
- Fines for overdue books may be charged at individual sites.
- Students must pay for lost or damaged books.
- Individuals admit slips are necessary for students entering or leaving the library during scheduled class hours.
- Use of the Internet shall be restricted to a supervised area and only with parental permission.

Schedule Changes

Schedule changes during the first two weeks of the school year are permitted only if the student was to an incorrect academic class or not assigned to a course required for graduation. Schedule changes will not be made due to teacher preferences.

Dress Code for Physical Education

Appropriate PE clothing must be worn for participation in physical education classes. Appropriate shoes are required for participation in PE class.

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

STUDENT SUPPORT SERVICES

Counseling

Counselors are available in all the elementary schools. Students may meet with the counselor on a referral basis with parental approval. Social workers are also available to assist families with needs that go beyond the counseling of a child.

Alamogordo Public Schools supports the ASCA Ethical Counselors standards. Counselors are trained to assist students with information as they make decisions regarding their education, graduation, and plans for their future. They provide information and materials in the following areas:

- Advocacy
- Confidentiality
- Academic, career, and social/emotional planning
- Student-Peer Support
- School progress, counseling, and educational planning
- Graduation requirements
- Next Step Planning
- Vocational school, college, and military admissions requirements
- Financial assistance information for post high school educational development
- Printed or posted information concerning colleges, vocational schools, careers, testing and some placement and scholarship services

Students can see a counselor by requesting an appointment or by asking their teacher to request an appointment for them to see a counselor.

Students having an urgent need to see a counselor because of a pending crisis or emergency should be permitted to leave class.

Counselors may send for students by office pass for guidance or counseling.

Health Services

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

Going Home from the Health Office: If the school nurse or health assistant determines that the student's illness/injury is such that they need to go home; fever 100.0, vomiting (witnessed), diarrhea (observed), or at the RN's discretion per APS policy. The student will call their parent/guardian and request to be picked up at

school. They may leave only with the individual(s) whom the parent/guardian has designated in writing. This designation is on file in the Office. If parent/guardian cannot be contacted, the school will access the appropriate emergency services in order to meet the student's medical needs.

Medications/ Treatments:
Preschool, Elementary School, and Middle School Requirements

- Written instruction from the licensed medical provider each school year.
- Written permission from the parent to administer medications at school.
- Medication delivered to school nurse or health assistant by the parent in the original container, which has proper legible labeling.
- No more than a 30 day supply of prescription medication will be accepted.
- Medications will be secured in the nurse's office at school (exception: those who meet the requirements to carry their medications).
- Any medication to be carried by the student will be specifically ordered by a licensed medical provider.

The written instructions must include the name of the medication, the dosage, the time to be administered and the possible reactions. The parent/guardian may call their provider and request the order be faxed to the school, ATTN: School Nurse. All medications, whether prescription or over the counter, will require a written order by a licensed medical provider. No medications will be administered until these requirements have been met.

High School Requirements
High school students may carry medications under the following situations:

- They do not require supervision to take their medication(s) NOTE: Those students who do require supervision/monitoring will follow the procedures for Elementary and Middle School Students
- The medication is not a controlled drug, such as Ritalin, codeine, morphine, etc.
- The medication is in the original container, which has a legible, professional label.
- The student carries no more than two doses in the container.
- Parents/guardians should be aware of students carrying medications.

It is the responsibility of the parent/guardian to provide current medical orders to the school with information on how to carry out proper medical procedures required by their child. Any student that carries an inhaler must have a current year Asthma Action plan doctor's order allowing for students to carry and/or administer the medication.

Student medication/inhalers are for individual use only. Sharing or lending to others may result in disciplinary action.

Immunizations: Students shall not be enrolled at any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization exemption will be placed on immunization suspension until immunizations are completed or are made as current as possible. It is unlawful for any parent to refuse or neglect to have his or her child immunized, as required by state law, unless the child is properly exempted.
Legal Reference: NMAC 6.12.2 NMAC 7.5, and Chapter 24 Article 5, NMSA 19978
Otero County Health Department Phone: 575-437-9340
Holloman Immunization Clinic Phone: 575-572-7188
The school nurse will send out letters to parents when booster shots are needed.

- Parents who claim a medical or a religious exemption regarding immunizations for their child must bring verification of exemption with them at the time of registration. This exemption must be renewed each year prior to enrollment. Exemption forms may be picked up at the Hawaii Administrative Office front desk or online: https://www.nmhealth.org/publication/view/form/454/

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

Vision/Hearing Screening: During the fall of each year, and as necessary, children are screened for vision and hearing. If your child does not meet the minimum state requirements, you will be notified in writing. Please complete the suggested follow-up by a specialist for vision and hearing screenings. A deficiency in any of these areas can impede the student's learning. If financial concerns prohibit quick response, please contact the school nurse for resources.

Office Visits: When a child comes to the health office, the reason for the visit is recorded on a secure computer program. You will not be contacted for minor injuries or illnesses, such as paper cuts, chapped lips, etc. However, you may get a record of the office visits at any time. If the child needs to get medical attention or needs to go home to rest, we will call the numbers provided to us on the registration form. A contact person will be expected to pick the child up within one hour. If your child has an excessive number of visits, we may contact you to discuss the concerns.

Mobility/ Ambulatory Passes: Students needing mobility support (e.g. wheelchair, crutches, or other mobility aids) should report to the Health Office to receive appropriate assistance.

Telehealth: Families will have the opportunity to sign up for onsite Telehealth visits for specific conditions. In order to participate, Parents / Guardians will need to sign an APS permission form and registration form for a care provider. Please see your school nurse for details. A parent or designee must be present by phone or in person for all appointments.
https://www.alamogordoschools.org/page/telehealth

In the case of an emergency, we may call 911 and then call the parent. This will be determined by the severity of the emergency. The parent/guardian will be responsible for the cost of the ambulance call.

Emergency Contact Numbers: Emergency contact numbers are very important. Sometimes, we are unable to contact the child's parent/guardian. Therefore, the office staff needs to have on file at least two other non-parent/non-guardian telephone numbers of individuals who would be willing to pick up your child if necessary. Changes for emergency contacts must be done in Powerschool parent portal.

Homebound Services

Homebound instruction is a possibility for a student whose health or an injury indicates an absence from school of three weeks or longer. Criteria for determining such placement will be reviewed by the District Office along with written communication from the child's physician. Homebound instruction should be considered only as a last resort when all other efforts have been exhausted.

Student Nutrition

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

All students will receive free meals both breakfast and lunch, regardless of household income. This initiative is made possible through our qualification under the Community Eligibility Program (CEP), reflecting our dedication to ensure every student has access to nutritious meals throughout the day.

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

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

Price for second meals and adult purchase:

Breakfast: $1.99
Lunch: $3.99
Adult Lunch: $5.50

Students may bring their own breakfast or lunch before the school day starts, placed in their backpacks and eaten during designated breakfast or lunch times. Students are expected to clean up their own trash by utilizing the trash receptacles.

All schools are closed campuses; therefore, students are not allowed to leave for lunch and return to campus.

We do not allow food or beverages to be delivered or dropped off to students onsite. Exception: If a student has a medical diagnosis that requires attention, please provide the nurse with the Doctor's orders so we can flag this in our PowerSchool system and ensure the student's safety.

Transportation

Under state statute, the following walking-riding distances are established.

- Elementary students can ride the bus if they live 1 mile or more from their school.
- Middle school students can ride the bus if they live 1.5 miles or more from their school.
- High school students can ride the bus if they live 2 or more from school.
- Buses are not available for Holloman schools.

Exceptions may be made if hazardous walking conditions exist or if students have an IEP or 504 indicating that transportation is a required service.

Due to the constraints placed on the student transportation department by the state statutes, students are authorized to ride only from home to school and back, where such service is available. Please call Alamogordo Public Schools Transportation Department (575) 812-6017 for information regarding pick-up locations and times. Students are not authorized to ride a school bus solely for convenience in reaching a place of employment or any location other than the bus stop nearest their home.

Students who come to school by bus are considered to be on campus while on route to and from school. Upon arrival at school, no student may leave the campus without permission of school authorities.

Parents must complete and sign a “School Bus Ridership Form” during the registration process. Failure to complete this form will result in student(s) being denied school bus transportation.

Circumstances requiring a temporary change in transportation services (i.e., sickness, death in a family) are considered on an individual basis. Parents should contact the Alamogordo Public Schools Transportation Department (575) 812-6017 for details.

Students are eligible for school transportation if the walking distance to school is at least 1.0 mile. Exceptions may be made if hazardous walking conditions exist or if a student has an IEP, through the special needs program, indicating that transportation is a required service.

Since many of the buses transport students to other schools, they must operate on rigid schedules. Therefore, it is imperative that students be prompt in boarding and leaving their bus. Students should arrive at their assigned bus stop 5 to 10 minutes early.

Ridership Expectations

- Students will not be permitted to leave the bus on the way to and from school except at their regularly assigned stop. Students will be picked up and dropped off ONLY at their assigned stop.
- Drivers shall not transport any person who is not enrolled in the Alamogordo School District.
- Drivers shall not transport any student who is not a regular bus student to and from school. Exceptions may be considered by the Alamogordo Public Schools Transportation Department. The criteria for exceptions would be determined by State bus regulations.
- The Student Code of Conduct will be followed.
- The bus driver and assistant are authorized agents of the public schools and have the authority and responsibility to uphold the policies and to report any misconduct occurring on the bus. When discipline issues occur on the bus, they will be reported to the campus principal and the campus discipline matrix applies.
- Students are required to use their student ID badges to ride the bus.
  School Bus Zone Search

Pre-Kindergarten Transportation

NM PreK: Parents of students in the NM PreK program may request transportation. There are a limited number of grant-funded slots for transportation available. Transportation is typically provided to bus stops and only a few daycare locations.

Developmentally Delayed Preschool Program: Transportation, as a related service, is offered to all qualifying students enrolled in a Developmentally Delayed Preschool Program as part of the child's IEP.

STUDENT CODE OF CONDUCT

Statement of Policy

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

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

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

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

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students. The District has both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

Prohibited Activities

The commission of, or participation in the activities designated below is prohibited in all public schools in the APS district and is prohibited by students whenever they are subject to the control of school authorities.

Criminal and delinquent acts include, but are not limited to:

- Arson
- Assault and/or battery
- Bullying/Cyber Bullying
- Criminal damage to property
- Criminal libel/slander
- Criminal trespass
- Extortion
- Gang activity
- Hazing

- Illegal sales, possession, transportation, or use of alcoholic beverages, controlled substances, firearms, pepper spray, other weapons or explosives
- Knowingly making false reports to the administration about school personnel and/or other students
- Larceny, robbery, or burglary
- Possession or use of tobacco products
- Rock(s) or object(s) throwing.
- Sexual harassment or misconduct
- Unlawful assembly or disturbing lawful assembly
- Public display of affection
- Willful interference with the education process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school.

Academic Dishonesty

Academic misconduct is defined as any action that provides an unfair advantage or compromises the integrity of the school's work. This includes, but is not limited to:

Cheating

- Unauthorized Materials: Using or possessing notes, study aids, or electronic devices during an assessment without explicit permission.
- Unauthorized Communication: Communicating with others during an exam or academic exercise.
- Assisting Others: Knowingly helping another student commit an act of dishonesty.

Unauthorized Collaboration

Students must complete all work individually unless a teacher provides written or verbal permission to work with others. If collaboration is permitted, students must still adhere to the specific boundaries set by the instructor; working "too closely" beyond those boundaries is a violation.

Plagiarism

Plagiarism is presenting someone else's work, ideas, or data as your own. Both intentional and unintentional plagiarism are considered misconduct. To avoid this, you must cite your sources for:

- Direct quotes or unique phrases.
- Paraphrased ideas or opinions.
- Data, charts, graphics, and images.
- Arguments or specific patterns of thought.

Fabrication and Falsification

This involves inventing or altering information, such as:

- Reporting data from experiments that were never performed.
- Manipulating data to achieve a specific result.
- Deliberately omitting conflicting data.

Note: This does not include honest errors or differences in interpretation.

Intent vs. Negligence

The school distinguishes between Academic Misconduct (deliberate) and Academic Negligence (accidental).

- Academic Negligence: Occurs when a student violates policy through ignorance or carelessness (e.g., improper citation format).

- Consequences: Penalties for negligence are at the teacher's discretion and focus on education, whereas intentional misconduct may lead to more severe disciplinary action.

Bullying/Harassment

Alamogordo Public Schools believes that providing an educational environment for all students that is free from harassment, bullying and cyberbullying supports a total learning experience that promotes academic and personal growth, healthy interpersonal relationships, safety, and wellness.

For this reason, harassment, bullying, and cyberbullying of students are strictly prohibited on District property, at District-sponsored activities, on District-sponsored transportation, or on the way to-and-from-school transportation. The District also prohibits electronic communication directed at a student, that is published with the intent that it be seen by or disclosed to that student and that substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the District.

Bullying and cyberbullying behavior by any student in the Alamogordo Public Schools is strictly prohibited, on District property, at District-sponsored activities, on District-sponsored transportation, or on the way to-and-from-school transportation. Such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Definitions:

"Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically, or verbally, and that is intended to cause distress upon one (1) 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, 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 that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm to the student's person or property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with students' educational performance or participation in school activities or the school's educational mission.

"Cyberbullying" means any bullying that takes place through electronic communication, with or without the use of District property.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording device.

"Gender identity" means a student's self-perception, or perception by another, of the student's identity as a male or female based upon the student's appearance, behavior, or physical characteristics that are in accord with, or opposed to, the student's physical anatomy, chromosomal sex or sex at birth.

"Harassment" means a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group of people.

"Physical or cognitive disability" means a physical or cognitive impairment that substantially limits one (1) or more or a student's major life activities.

"Progressive discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:

- meeting with the student and the student's parents;
- reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- counseling;
- anger management;
- health counseling or intervention;
- mental health counseling or intervention;
- participation in skill-building and conflict resolution activities;
- community services; and
- in-school detention or suspension, which is for a constructive purpose and which may take place during lunchtime, recess, after school or during weekends.

"Regular volunteers" means those persons, including relatives of students, who commit to serve on a regular basis at the School District without compensation.

"Sexual orientation" means heterosexuality, homosexuality, bisexuality, whether actual or perceived.

Students and parents may file verbal or written reports concerning suspected acts of bullying behavior to District or campus administrators. Although anonymous reporting will be allowed, no formal disciplinary measures shall be taken solely on the basis of an anonymous report of an actual bullying incident. Any report of suspected bullying behavior, violations of the bullying prevention policy or regulations, or complaints of retaliation, will be promptly investigated by a campus principal or designee. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. Contact your school administrator with bullying-related concerns.

- All staff will be notified of the Anti-Bullying Policy, as well as their responsibilities regarding prevention and reporting bullying behavior. A copy of the policy will be disseminated annually.
- The Anti-Bullying Policy will be available on the Alamogordo Public Schools website, and in all student, staff, and parent handbooks.

All employees, including administrative, instructional and other campus personnel, and regular volunteers shall be provided and required to participate in, annual training on bullying prevention. Additionally, training on the bullying prevention policy will be incorporated into new employee induction.

Gang Activity

The Board of Education recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities.

It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the schools, according to the following:

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 School District.

Prohibitions: No student on or about school property or at any school activity shall:

- 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:
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
- Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - soliciting membership in, or affiliation with, any gang;
    - soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
    - engaging in violence, extortion, or any other illegal act or other violation of school policy;
    - soliciting any person to engage in physical violence against any other person.

Hazing

Hazing includes, but is not limited to,

- Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student,
- Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation,
- Subjecting a student to any dangerous, painful, offensive, or demeaning conduct reasonably likely to create extreme mental distress, as a condition of membership in, or initiation into, any class, team, group, or organization sponsored by, or permitted to operate under the auspices of, a school of the School District, or for similar or related purposes, provided, that such conduct shall not be considered hazing when it is a recognized and integral part of the particular sport or activity.

Hazing is prohibited in all schools of the Alamogordo Public Schools, whether on or off school property, and whether during or outside school hours.

School officials, employees, and volunteers

- Shall not permit or tolerate hazing, and
- Shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring, and
- Shall report known or suspected hazing to the school principal or the Superintendent.

Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the Superintendent.

All reports of hazing shall be investigated promptly by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal, in consultation with the Superintendent or his/her designee, shall report the matter to the appropriate law enforcement agency.

Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the Superintendent.

Students found to have engaged in hazing shall be subject to discipline by school or school district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.

Search and Seizure

School property assigned to a student and a students person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below:

Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year. *6.11.2 NMAC*
**This handbook serves as written notification of our search policy.*

Who may search: Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

When search is permissible: Unless local school board policy provides otherwise, an authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when the administrative authority has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of searches; witnesses: The following requirements govern the conduct of permissible searches by authorized persons.

- School property, including lockers, computers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of items: Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of law enforcement authorities: Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Fleeing refers to the act of a student deliberately leaving or attempting to leave the school premises, a classroom, or a supervised area to avoid facing disciplinary action, a search, or any other consequence related to violating school rules or policies. This behavior is typically characterized by an effort to evade authority and avoid accountability for actions that have violated school discipline policy, or the law.

Substance Abuse

APS prohibits students from using, misusing, abusing, possessing, selling, dealing and/or giving away tobacco products (including vapes and/or e-cigs, smokeless tobacco, dip, chew, or other products containing nicotine), alcohol, controlled substances, prescription medications, over the counter medications, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on School property, in School vehicles, or while at a school-sponsored activity in or outside the school district. (SDE Regulation 6, NMAC 1.4., Regulation 9.1.1.).

Weapons in Schools

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to prohibit the possession, custody and use of weapons by unauthorized persons on school property or during school sponsored activities. For the purposes of this policy, a “weapon” shall mean any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a non-violent purpose, that resemble objects that have a potentially violent use or any “look-a-like” objects that resemble objects that have a potentially violent use, if the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use, as a weapon.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., § 8921 and NMSA 1978, § 22-5-4.7.

Disciplinary Consequences

The Principal may suspend from the privileges of the school any student at fault of gross misconduct or continual insubordination to school organization and/or regulations. Any student who is disruptive to other students with particular reference to gang activity, vandalism, truancy, fighting, gambling, insubordination, hazing, foul and abusive language, sexual harassment, use of drugs or alcohol or possession of weapons may

be suspended at the option of the building Principal and the Superintendent subject to certain conditions for reinstatement.

Students with disabilities are subject to the school's disciplinary processes. They do not have an unconditional right to remain in an educational program if their behavior significantly interferes with the learning of other students in that program. However, the public schools are required by state law and regulations to meet the individual educational needs of students with disabilities to the extent that current educational expertise permits. Where detention, suspension and/or expulsion is determined to be the appropriate penalty, it may be imposed only in accordance with procedures that provide at least the minimum safeguards set in policy. Suspension or expulsions of students with disabilities shall be subject to those requirements for a student who has a disability.

When a student is suspended or expelled from school, he/she is not to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion. Failure to comply may result in legal or other disciplinary action against the student.

Detention

Detention means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free for recess or to leave school. Detention is to be under reasonable supervision and with adequate notification to the parent or guardian if after school time is involved. Necessary transportation shall be provided by the parent or guardian when a student is detained.

In-school Suspension

In-school suspension means suspending a student from one or more regular classes while requiring the student to spend the time in an alternative classroom or another designated area. In-school suspension may be imposed with or without further restrictions of student privileges.

Short-Term Suspension

Temporary (short-term) suspension means the removal of a student from school for a specified period of ten (10) school days or less. A student facing temporary suspension shall be given a rudimentary hearing which shall inform the student of the charges, what evidence supports those charges, and be given the opportunity to present his or her version of the facts. This “hearing” may be an informal discussion and may follow immediately after the “notice” of the charge is given.

Long-Term Suspension/Expulsion

Long-term suspension means the removal of a student from school for a specified time exceeding ten (10) school days. The Superintendent or designee will initiate procedures leading to long-term suspensions or expulsion. A temporary suspension may be imposed while the procedures for long-term suspensions or expulsion are activated.

However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the student must be returned to school pending the final outcome of the hearing.

Students' Rights

Due Process Procedures

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

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

Complaints and Grievances

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

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

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

Retaliation and False Accusations

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

GRADE-LEVEL SPECIFIC INFORMATION

Pre-Kindergarten (Pre-K)

Pre-K Philosophy and Goals

At the heart of our program is the belief that a strong foundation for learning begins with the whole child. We are committed to nurturing every aspect of your child's development—social, emotional, physical, cognitive, and language—through carefully planned, age-appropriate activities. Our goal is to create a supportive and engaging environment where each child can grow at their own pace and feel confident in who they are as learners and individuals. As your child progresses through our program, we aim to prepare them for a smooth and successful transition to kindergarten. This includes not only building academic skills, but also fostering independence, curiosity, and the social-emotional tools they'll need to thrive in a classroom setting and beyond. We value the partnership between families and educators, and we look forward to working together to support your child's journey during these important early years.

Pre-K Guidance Policy

Every child in New Mexico has diverse strengths rooted in his or her family's unique culture, heritage, language, beliefs, and circumstances. Early learning programs that support the full participation of every child build on these strengths. They do so by promoting a sense of belonging, by supporting positive social relationships, and by enabling families and professionals to gain advocacy skills that positively impact the life of every child.

Pre-K Family Engagement

We believe that families play a vital role in their child's learning and development—and we're here to support and partner with you every step of the way. Each year, we offer over 90 hours of fun and meaningful family activities designed to connect home and school. These include home visits, parent-teacher conferences, and a variety of events held both at school and out in the community. These activities are all about helping you stay involved and engaged in your child's educational journey. We also value your voice. Families help shape what we offer by sharing ideas and giving input on topics for our family events. Throughout the year, our staff will also share helpful tips and resources to support your child's learning at home.

Pre-K Attendance

Families are encouraged to have their children attend school on a regular basis, 85% of the time. All children need to arrive when school begins, according to the school's daily schedule. Following a structured daily schedule allows your child to transition with fewer difficulties.

Sickness: When children are not feeling well and/or are sick, they are not able to learn. Please keep your child home to minimize the chance of getting other children ill.

Pre-K Transportation

NM PreK: Parents of students in the NM PreK program may request transportation. There are a limited number of grant-funded slots for transportation available. Transportation is typically provided to bus stops and only a few daycare locations.

Developmentally Delayed Preschool Program: Transportation, as a related service, is offered to all qualifying students enrolled in a Developmentally Delayed Preschool Program as part of the child's IEP.

Pre-K Eligibility for Enrollment

There are two facets to the Early Childhood program provided by the Alamogordo Public Schools.

1. NM PreK is a program for 4-year-old children:

- This program provides comprehensive preschool services and is open to any 4-year-old child, as long as there are slots available. This program is funded by a grant through the ECECD, and there are a limited number of openings.
- Children who qualify for the program must be 4 years of age by September 1st of the current calendar year. The program is open to all children who are 4 years of age. Children who are eligible for kindergarten, those who are 5 years of age by September 1st, are not allowed in the preschool program, as mandated and strictly enforced by the ECECD.
- Priority at Stepping Stones Preschool will be given to students who meet the following criteria:
    - Reside within the boundaries of a Title I school district.
    - Are experiencing homelessness/displacement.

    - Are in foster care.
    - Have a parent who is a district employee.
    - Are next on the wait list.
- Priority at Holloman Elementary School will be given to students who meet the following criteria:
    - Reside at Holloman AFB.
    - Are out-of-zone but have two active-duty parents or one active-duty parent, who is a single parent.
    - Are out-of-zone but have one active-duty parent.
    - Are in foster care.
    - Have a parent who is a district employee.
    - Are next on the wait list.
- Recruitment/PK Roundup – In April, the district holds a PK Roundup to fill preschool slots for the next school year. PK Roundup is advertised on the district website and other social media platforms. Flyers for the event are also distributed. Once slots are filled, the district maintains a wait list. If slots become available, families are contacted in order of district and state priorities and the child's position on the wait list. As described in the Eligibility guidelines listed above, priority is given to some students according to Early Childhood Education & Care Department (ECECD) and district requirements.

2. Developmentally Delayed Preschool is a program for 3-year-old and 4-year-old students:

- This program provides services for 3-year-old and 4-year-old students who have a current, valid IEP. These services may include speech therapy, occupational therapy, physical therapy, etc. Students may also qualify due to behavioral, cognitive, or other types of concerns.
- Recruitment/ Child Find - All APS early childhood programs work in collaboration with the district's Child Find Program. Two publicized Child Find events are held each year. The Alamogordo Public Schools also maintains an ongoing Child Find process. Parents are welcome to contact the district at any time to request a screening if they believe their child may need special services – 575-812-6048.
- C-to-B transition – 3-year-old students are also transitioned from Zia Therapy Center (Part C) to the Alamogordo Public Schools (Part B) if they meet eligibility to receive IEP services.

Pre-K Clothing

Please bring a change of clothes for your child for warm and cool weather and send warm jackets when it is cold, particularly in the mornings. Children should be appropriately dressed to ensure they enjoy their classroom activities. Messy activities are part of the activities at school; therefore, do not send children in clothing that cannot get dirty.

For children who are not completely toilet trained, they need two sets of complete changes of clothes. All clothing should be marked with the child's name and sent in a Ziploc bag to be kept in the child's cubby.

Pre-K Toileting

If students are not potty trained, preschool staff will develop a toileting plan, including establishing routines, providing positive reinforcement, and creating a supportive environment. We will work together with parents to develop consistent approaches and offer guidance to help children learn to use the toilet.

Secondary Athletics and Extracurricular Activities

All students are encouraged to participate in athletics or extra-curricular activities as part of their educational program. Any student involved in athletics or extra-curricular activities are expected to follow rules and

regulations established by the Athletic Department and coach or sponsor. Athletes and extracurricular students must maintain a 2.0 grade point average with no “F s” to participate in sports or extracurricular activities.

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

An extracurricular activity, for purposes of this Extracurricular Code of Conduct, includes the following:

- Elected offices and Positions of Honor (student counsel, homecoming queen, etc.)
- All national organizations, i.e. National Honor Society or Future Farmers of America
- Any activity held in conjunction with another activity that is considered to be an
- extracurricular activity, such as a meeting, practice, or fundraise
- Any other activity governed by the New Mexico Activities Association (NMAA).

The standards of conduct set out in this Extracurricular Code of Conduct are independent of and in addition to those set out in the APS student handbook. Violations of the Extracurricular Code of Conduct that also constitute violations of the student handbook may result in a student being disciplined under both the Extracurricular Code of Conduct and the student handbook.

Student participation in an extracurricular activity is a privilege, not a right. Students participating in an extracurricular activity are expected to comply with the Extracurricular Code of Conduct at all times, regardless of location. This includes both on and off-campus conduct, as well as evenings, weekends, holidays, and summer vacation.

Extracurricular Code of Conduct (ECC)

Students participating in an extracurricular activity must abide by the following standards of conduct:

- Meet minimum academic eligibility standards, as set by the NMAA.
- Arrive on time for all extracurricular practices, meetings, and events, or provide notice to coach or sponsor if unable to do so.
- Adhere to the Athlete/Parent Athletics Contract.
- Attend all practices, meetings, and events, or provide notice to coach or sponsor if unable to do so.
- Dress in accordance with the school travel code.
- Return any equipment issued to the student in the same condition as it was received, save for normal wear and tear.
- Promote and act in accordance with the elements of good sportsmanship.
- As a member of an extracurricular team or group, and as such a representative of APS, exhibit respect to team members, students, and employees of any school.
- Promote good team morale.
- Comply with the Character Count program by practicing the values of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Abide by any unique training rules and regulations of the coach or sponsor of an extracurricular activity.
- Abstain from the use, possession, or distribution of any controlled substance, tobacco, or alcohol, as addressed in section III below.
- Refrain from using profanity or other inappropriate language in the presence of others.
- Comply with APS Board Policy and the current student handbook.

Parents will be notified of any violation of this ECC that results in suspension from participation in extracurricular activities. The activity sponsor or coach will contact the student and the student's parent via telephone or face-to-face conference within 5 school days from the time the activity sponsor or coach learns of such a violation. At this time, the activity sponsor or coach will inform the parent and student that a violation of the ECC has occurred, discuss with them the applicable consequences, and give the student an opportunity to respond to the allegations.

School day includes any regular instructional day, as well as any non-instructional day on which an extracurricular competition or event occurs.

Suspension means that the student will not be permitted to participate in any competition, contest, scrimmage, performance, practice, meeting or election associated with an extracurricular activity.

For the purpose of suspending a student from participation in extracurricular activities, for any period of time, the following provisions regarding initiation of the suspension period apply:

- If the offense is discovered during the regular season of the extracurricular activity, the period of suspension shall begin immediately.
- If the offense is discovered during the off-season period of the extracurricular activity, the period of suspension shall begin on the first date of the next regular season.
- If the offense is discovered at the end of the regular season of the extracurricular activity, such that the entirety of the suspension could not be completed within the regular season, the period of suspension remaining at the close of the regular season may be continued on the first date of the next regular season extracurricular activity which the student is participating in.

When considering the appropriate disciplinary action to be taken against a student for violation of this Extracurricular Code of Conduct, the activity sponsor or coach may take into consideration:

- the fact that a student's first (1st) and/or second (2nd) offense occurred while the student was enrolled at the middle school;
- the proximity of time between the current offense and the most recent offense; a student's voluntary self-report of his or her own misconduct, prior to any other report being made to school officials.

Use, Possession, or Distribution of Controlled Substance, Alcohol or Tobacco Prohibited

Students participating in any extracurricular activity are strictly prohibited from using, possessing, or distributing tobacco products, e-cigarettes, illicit drugs, mood-altering substances, nicotine liquid containers, alcoholic beverages, and non-prescribed drugs at any time. The standards of conduct set out in the APS Board Policy are expressly incorporated into this Extracurricular Code of Conduct.

The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first (1st) offense, second (2nd) offense, third (3rd) offense, or subsequent offense.

If found to have used, possessed, or distributed tobacco, tobacco products, e-cigarettes, or nicotine liquid containers in violation of this Extracurricular Code of Conduct, the following consequences shall result:

- First (1st) Offense - Suspension of the student from participation in one extracurricular event or athletic match, and a No Use Contract.

- Second (2nd) or Subsequent Offense - Suspension of the student from participation in any extracurricular activities for forty-five (45) school days.

If found to have used, possessed, been under the influence of controlled substances, illicit drugs, mood-altering substances, or alcoholic beverages, the following consequences shall result:

- First (1st) Offense - Suspension of the student from participation in any extracurricular activities for forty-five (45) school days, and a No Use Contract.
- Second (2nd) Offense - Ineligible to participate in any extracurricular activities for one calendar year.
- Third (3rd) Offense - Permanently ineligible for participation in any APS extracurricular activities.

If found to have sold, dealt, traded, manufactured, or distributed a controlled substance, illicit drug, mood-altering substances, alcoholic beverages or drug paraphernalia, the following consequences shall result:

- First (1st) Offense - Ineligible to participate in any extracurricular activities for one calendar year, and a No Use Contract.
- Second (2nd) Offense - Permanently ineligible for participation in any APS extracurricular activities.

Other Prohibited and Regulated Activities

A student participating in an extracurricular activity shall not:

- Engage in a Prohibited Activity, as defined in APS Board Policy to include:
- Criminal or delinquent acts;
- Gang related activity;
- Sexual harassment;
- Disruptive conduct;
- Refusal to identify self; and
- Refusal to cooperate with school personnel.
- Engage in conduct which violates the School District's Weapons Policy;
- Engage in conduct which constitutes a threat of violence;
- Engage in conduct which constitutes bullying, as defined by APS Board Policy;
- Engage in conduct which constitutes hazing, as defined by APS Board Policy; or
- Engage in a criminal act, as defined by federal and state law, or APS Board Policy.

The disciplinary consequences resulting from a student's violation of this section may depend on whether the violation is considered a first (1st) offense, second (2nd) offense, third (3rd) offense, or subsequent offense.

A student who engages in conduct prohibited by this section shall be subject to the following disciplinary consequences:

- First (1st) Offense - Suspension of the student from participation in any extracurricular activities for fifteen (15) to forty-five (45) school days, subject to the discretion of the activity sponsor or coach.
- Second (2nd) Offense - Suspension of the student from participation in any extracurricular activities for an additional forty-five (45) school days.
- Third (3rd) Offense - Ineligible to participate in any extracurricular activities for one
- (1) calendar year.
- Fourth (4th) or Subsequent Offense - Permanently ineligible to participate in any APS extracurricular activities.

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

Students shall lose the privilege of participating in extracurricular activities during any period of deferred adjudication, probation, while under indictment for a felony, or while awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor or above, whether the felony or offense was committed on or off campus.

Last Appeal and/or Complaint Process

All appeals or complaints of actions taken pursuant to this Extracurricular Code of Conduct will be addressed through the APS Complaint process, contained in APS Board Policy J 3600 JII: Student Concerns, Complaints, and Grievances.

Fan Code of Conduct

Alamogordo Public Schools Athletics is committed to maintaining a safe and enjoyable environment for all fans, staff, student-athletes, coaches and students. To help us provide this environment, we ask that all patrons and attendees follow these guidelines:

- Contribute to making the environment of APS Athletics the very best by upholding the spirit of athletics.
- Support our teams in a positive manner while treating visiting fans, teams and officials with dignity and respect.
- Promote an environment that minimizes disruption, creates a safe atmosphere for all, prevents interference with the game, and ensures the enjoyment of the game for everyone.
- Do not throw items at anyone or onto the playing surface.
- Refrain from using obscene or abusive language or gestures, and from wearing inappropriate attire, such as attire that contains offensive language or images.
- Sit only in the seat designated on your ticket and be prepared to present your ticket, if requested.
- Comply with all posted instructions, emergency messages, emergency procedures and requests from staff concerning the facility and gameday operations.
- Follow all local, state, and federal laws and follow the instructions of event staff and law enforcement.
- Comply with all APS policies.
- Smoking (including e-cigarettes) and the use of tobacco are prohibited on all APS property campuses and property
- Consuming cannabis in any form is prohibited on all APS property.

Disruptive guests, and guests appearing intoxicated, inebriated or showing other signs of impairment related to alcohol consumption or drug use may be denied entry and are subject to ejection.

Guests will be removed from areas that are designated as Authorized Personnel Only, and from any other area that, in the judgment of APS staff or law enforcement, is necessary.

Event staff and law enforcement have been trained to intervene where necessary to help ensure that the above expectations are met. Guests are encouraged to report any inappropriate behavior to the nearest security guard, event staff personnel or uniformed police officer.

Examples of prohibited behavior include, but are not limited to: throwing objects of any kind; entering or attempting to enter the field of play; engaging in disorderly behavior; engaging in behavior that endangers the

safety of student-athletes, coaches, officials or fellow guests; and taunting event staff, student-athletes, coaches or training staff, referees or game officials, public safety officials, or any other person.

Fans who exhibit disorderly or disruptive behavior or otherwise violate APS policies are subject to the following consequences: ticket revocation, ejection from the facility without refund, permanent ban from APS facilities, and/or arrest and prosecution. Students failing to meet these expectations or otherwise engaging in disruptive behavior may also be referred to campus administration for disciplinary action.

Any time an egregious act of unsportsmanlike conduct by a non-team participant occurs two or more times during the same season, at the same school, in the same activity, all school spectators will be suspended from attendance in that activity for the remainder of the season.

High School

AHS Campus Entry/Exit Procedures

The front and rear campus entrances and the Tiger Drive will open for morning entry on school days at 8:00AM. Students who walk or ride a car or bus to school will enter the building through the front (east) security vestibule. Entrance to the east side of the main building opens at 7:45 am.

Students who drive to school and wish to park on the AHS campus must purchase a parking sticker for each vehicle that will be driven on school property. The sticker is valid for only one school year. Application forms are available in the bookstore. Parking and driving privileges will be strictly monitored by Campus Security Officers. Violations of the following guidelines will result in revocation of on-campus parking/driving privileges, disciplinary action, and/or referral to law enforcement, at the discretion of an administrator.

- Students wishing to purchase an AHS parking sticker must have a valid driver’s license, be insured, and a legally registered vehicle.
- Neither APS nor AHS is responsible for the vehicle or its contents while parked on school grounds.
- Students purchasing a campus parking sticker will be assigned a numbered parking spot, first come first serve, in the west-side parking lot.
- Students are permitted to park their vehicles ONLY in the assigned parking spot in the west-side lot.
- Cars parked in non-designated areas will be towed at the owner's expense.
- AHS parking stickers are specific to the student and the vehicle. All vehicles parked in the student parking lot must be registered by the student driving the vehicle.
- All vehicles in the student parking lot must display the AHS parking sticker on the driver side of the windshield.
- The 5th Street entrance will be open only before and after school.
- The Tiger Drive entrance will be open all day.
- Security guards at the Tiger Drive and 5th Street gates will permit ONLY vehicles displaying a valid AHS parking pass to enter the student parking lot.
- Vehicles will NOT be permitted to leave the campus during the school day without authorization from the office.
- There is to be no loitering in the parking lot, including lunch time.
- The speed limit on campus is 5 mph.
- Students needing to leave campus must have written authorization from the office.
- Vehicles must be operated in a safe manner:
    - Do not drive around speed bumps.

- Do not pull through a parking spot into the next line of spots.
- Do not park in unauthorized areas.

No walkers are permitted to enter through Tiger Drive or parking lot gates.

All students, regardless of when they arrive on campus, must present their AHS campus IDs to enter the AHS building at either security vestibule. Students who do not have AHS campus ID cards with them will wait outside the AHS security vestibule until all other students have entered and a replacement ID card is issued.

AHS Parent Line Pick-Up/Drop-Off

Parents and Guardians dropping-off or picking-up students may utilize the bus loop in front of the school on Cuba Avenue. When waiting for students, remain in the right lane and pull forward as far as possible, continuing to do so as space opens. When your student has buckled into your vehicle, move to the left lane and proceed to the exit. A security guard will direct traffic for either right or left turns onto Cuba Ave. The campus speed limit is 5 MPH, including the car line.

AHS Bus Line

All buses will use the 5th street gate to pick up/drop off students in the back parking lot.

AHS Clubs and Organizations

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

- AFJROTC - Air Force Jr ROTC - promotes leadership, and provides citizenship training and an Aerospace Science program for high school students
- ASL Club - American Sign Language
- National Honor Society (NHS) - serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.
- EdRising - Future Teachers club
- FCA - Fellowship of Christian Athletes FFA - Future Farmers of America
- FCCLA - Family, Career and Community Leaders of America HOSA - Health Occupations Students of America
- International Club - for students to experience and explore other cultures. GSA - Gay-Straight Alliance
- Golden Scholars - Select students who have met and maintain high GPA standards.
- Mock Trial - Students learn legal proceedings and practice debate/trial MESA - Math Engineering Science Achievement
- Yearbook - Organize, edit and prepare the yearbook
- Key Club CPA (College Prep Academy) - Kiwanis Service Club Interact Club - Rotary community service club
- Anchored 4 Life - a club to welcome military affiliated students to the district and help them make connections in their new school.
- BPA - Business Professionals of America Career and Technical Student Organization for students pursuing careers in business management
- Student Council - a body of students who are elected by their peers to address school issues and organize school activities and events.
- SkillsUSA - Film and film production Senior Class Officers - elected by peers Junior Class Officers - elected by peers

- Sophomore Class Officers - elected by peers Freshman Class Officers - elected by peers

Advanced Placement Exams

Due to changes in state exams, and AP exams, please check the AHS website for current exam dates.

Please see your AP teacher or counselor for information about AP exams. Tests will be ordered only for those students who have submitted payment and their registration form was received prior to the announced deadline. Students will not be allowed to test if payment is not received

Early Graduation

It is the intent of the Alamogordo Public Schools to provide opportunities for students to be enrolled full time at APS High Schools for grades 9-12. Students may access curriculum taught at AHS, as well as many NMSU-A college classes, at no tuition cost to the student or parents if enrolled as a full time student. However, if early graduation is desired, the student must adhere to the following procedures:

- Meet with a guidance counselor to review and discuss the student's academic history
- Complete an early graduation form obtained from the Senior class counselor
- Have a Next Step Plan, as required by New Mexico statute, on file in the guidance office
- The student will petition and submit in writing their reasons for requesting an early graduation
- Submit the application by the first day of the school year in which they intend to graduate.

Dual Credit Program

Dual Credit is a statewide sponsored program for eligible high school students in which you can receive high school credit for taking approved college courses. If you qualify, you can take courses at NMSU-A, which will grant you both high school and college credit.

NMSU-A waives tuition, while the high school provides most materials. Dual credit gives the student the opportunity to explore the secondary education system and gain credits that will help students to succeed in the future as they are exploring possible career options.

AHS students must qualify for the Early Admission program at NMSU-A to be eligible for this program. Qualifications are determined by NMSU-A. The following guidelines pertain to students taking course work for dual (high school and college) credit:

- The general rule is that eligible students may enroll in one college class (3.0 credit hours) for each hour of high school class work dropped. Any deviation from the routine daily schedule at the high school is subject to administrative approval.
- The grade earned in the college class will be included in the high school GPA computation.
- The proper AHS dual credit paperwork must be completed prior to enrollment at NMSU-A. Failure to complete the dual credit form may result in no credit being awarded by AHS.

If a student drops a class after the designated drop date, please refer to NMSU-A Dual Credit Agreement Form for their policies.

Freshman are eligible for dual enrollment upon achieving a 3.0 GPA in their first semester of AHS classes. See Counselor for more information.

Early Withdrawal

All requests for early withdrawals must be approved by the AHS Principal. Requests for early withdrawal during the last two weeks (10 days) of a semester will be approved only for absolutely essential reasons, such as military PCS moves. In cases of withdrawal during the last ten school days of the semester, teachers will issue a grade for the semester's work based upon student performance including completion of the semester exams. Withdrawal prior to the last ten days of each semester will result in the student earning transfer grades only.

Course credit can be awarded only if the student completes all course requirements, including semester or final exams.

The following is the early withdrawal procedure:

- The parent will write or email the principal outlining reasons for the request.
- The student must confer with the principal.
- The principal notifies the student and parent of the disposition of the request.
- If the request is approved, the parent must come to the Guidance Office to sign a withdrawal form on the student's last day of class.

Early Exams

No semester exam(s) will be given early, however an exception will be made for military-connected students with PCS orders or seniors graduating at the end of the second semester and are enrolled in college and scheduled to begin college before graduation (proof of college enrollment must be provided). All requests for early exams that meet these criteria must be reviewed and approved by the campus principal. All state, national, college, military, and career readiness exams are not eligible for early administration.

Foreign Exchange

The Board may admit nonresident foreign students with a J-1 visa sponsored by reliable organizations such as the Alamogordo Rotary Clubs, dependents of foreign nationals in the United States on long term visas, or waivers due to governmental agreement without payment of tuition or as it may otherwise prescribe.

The number of foreign exchange students shall not exceed one (1) exchange student for each two hundred fifty (250) to three hundred fifty (350) students enrolled in the school. Exceptions may be made by the Superintendent. The Superintendent will review requests, and a decision will be made to allow or disallow admittance under this policy. The decision shall be final.

- All exchange students are expected to enroll in a full schedule of classes.
- All foreign exchange students will be required to provide verification of attendance at their former school as a basis for placement within the current curriculum of APS.
- Upon completion of the foreign exchange student's assigned visitation, the Alamogordo Board of Education will authorize issuance of a transcript denoting completion of academic work.
- The Alamogordo Board of Education will not issue a diploma to foreign exchange students. The responsibility for issuance of a diploma will remain with the administrative power of the foreign exchange student's school system in their country of origin. Certificate of Completion of one year will be issued.
- Foreign exchange students are welcome and encouraged to participate in all Alamogordo High School activities, events, and ceremonies. This includes graduation ceremonies if the student has satisfactorily participated in the educational program at AHS.

Graduation Requirements

- Class of 2029 and beyond
  The APS Board of Education has adopted the following courses to meet the 2.0 credit local requirement:
    - Personal Business Finance (1.0)
    - Professional Communications (1.0)
- Class of 2028
- Class of 2027

Transcripts

The transcript is an official record of your high school performance. Only semester grades are recorded on the transcript. In order to be considered official, transcripts of credits must be received or sent by mail through the Guidance Office. All transcripts requested by schools and colleges will be sent free of charge. Diplomas may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.
Seniors who wish to have a final, eighth semester transcript sent to a college must file a written request for this transcript with the Guidance Office Registrar in May of their graduation year.

Credit Recovery Courses

Alamogordo High Schools offer credit recovery classes through an online (in class) platform. Classes may be taken for credit recovery for failed/incomplete courses, and for transfer students to complete classes started in other school districts. Students needing credit recovery may also enroll in credit recovery classes during the summer. Please meet with a counselor for details on the requirements and application process for enrollment.

Senior Notification Procedure

AHS counselors continually monitor each student's progress toward graduation throughout all four years of high school. Parents/Guardians and seniors will be notified as soon as information is available if a senior is at-risk of not meeting graduation requirements. In some cases, depending on the final examination schedules, this notification may not be possible until the day before graduation. Parents/Guardians and seniors are cautioned about spending money toward graduation announcements, cap and gown, etc., if their senior is at-risk of not meeting graduation requirements. Parents are encouraged to keep in touch with their student's teachers and counselor in order to monitor school performance.

Diploma/Certificate Issuance

The Alamogordo Board of Education will issue a high school diploma to students who meet the graduation requirements. Special education students' requirements may vary based on their program of study. Students not meeting all graduation requirements will not be allowed to walk the line or participate in graduation activities. Diplomas may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

Recognition of Achievement

Golden Scholar Requirements

The driving force behind the Golden Scholars is a commitment to academic excellence, and this is the sole criterion for initial and continuing membership in the Golden Scholars program.

A student is initiated as a Golden Scholar when he or she:

- Attends a minimum of 51% or (4) four scheduled classes on the AHS campus on a standard program of study (transfer students are eligible based on their GPA from the prior high school);
- Earns a GPA of 3.75 or higher by the end of the first semester of the ninth-grade year or any semester thereafter.
- A student continues as a Golden Scholar when he or she maintains a GPA of 3.75 or higher each semester through graduation. Those who maintain a GPA of 3.75 or higher for at least their sophomore through senior years are awarded a Golden Scholar cord to wear at graduation.

Valedictorian and Salutatorian Selection

CAMPUS CONTACTS

Pre-Kindergarten

Holloman Elementary School
750 Arnold Avenue
Holloman AFB, NM 88330
575-812-6100

Stepping Stones Pre-Kindergarten
1200 N. Florida Avenue Building F
Alamogordo, NM 88310
575-812-5525

Elementary Schools

Buena Vista Elementary School
2600 19th Street
Alamogordo, NM 88310
575-812-5100

Desert Star Elementary School
400 S Washington Avenue
Alamogordo, NM 88310
575-812-5750

High Rolls Mountain Park Elementary School
23 Karr Canyon Road
High Rolls, NM 88325
575-812-5275

Holloman Elementary School
750 Arnold Avenue
Holloman AFB, NM 88330
575-812-6100

La Luz Elementary School
99 Alamo Street
La Luz, NM 88337
575-812-5300

North Elementary School
1300 N Florida Avenue
Alamogordo, NM 88310
575-812-5400

Sierra Elementary School
2211 Puerto Rico Avenue
Alamogordo, NM 88310
575-812-5800

Sunset Hills Elementary School
2410 E 10th Street
Alamogordo, NM 88310
575-812-5600

Yucca Elementary School
310 Dale Scott Avenue
Alamogordo, NM 88310
575-812-5900

Middle Schools

Chaparral Middle School:
1401 College Ave
Alamogordo, NM 88310
575-812-6301

Holloman Middle School:
775 Arizona St,
Holloman AFB, NM 88330
575-812-6201

Mountain View Middle School
500 Washington Ave
Alamogordo, NM 88310
575-812-6400

High School

Alamogordo High School
103 Cuba Avenue
Alamogordo, NM 88310
575-812-6500

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