



Student and Family Handbook

2022-2023

LOS ALAMOS HIGH SCHOOL (LAHS)

TOPPER FRESHMAN ACADEMY (TFA)

1300 Diamond Drive--LAHS
 3800 Canyon Drive--TFA
 Los Alamos, New Mexico 87544
 (505) 663-2510
 Fax: (505) 662-6846
<http://laschools.net/lahs/>
<http://laschools.net/tfa/>

This handbook belongs to . . .

NAME _____

GRADE _____

Mission Statement (LAPS)

We enable our students to become resilient and resourceful adults who are able to achieve their personal goals in an ever-changing world.

Vision Statement (LAPS)

We prepare capable and confident lifelong learners.

*Welcome to Los Alamos High School and Topper Freshman Academy:
 Home of the Hilltoppers!*

As a Hilltopper, you join a proud tradition. This proud tradition demonstrates a commitment to each other, to the celebration of individual and group achievement, and to the qualities of respect and honesty that support the goals of a learning community.

The school year welcomes returning students and staff along with the incoming 9th grade students and new students. Our goal is to offer an invigorating learning experience for all. --Hilltopper Administrative Team

Colors (LAHS & TFA)

Green and Gold

Fight Song

*Go, Toppers go
 For the Green and for the Gold
 On down the field*

*May our battle cry be bold
 Fight, Fight to Win
 May our Victory begin!
 Go, Toppers go
 And we will Win, Win, WIN!!!*

SCHOOL COUNSELING DEPARTMENT

[Counseling Website](#)

(505) 663-2797

ATHLETICS

[Athletics Website](#)

(505) 663-2531

LOS ALAMOS PUBLIC SCHOOLS

www.laschools.net

(505) 663-2222

LAHS Contacts

LAHS Main Number	663-2510
TFA Office	663-2537
Administration	663-2516
Athletics	663-2531
Activities	663-2537
Absence Hotline	663-2511
Attendance Office	663-2527
Accounting Officer	663-2528
Career Center	663-2595
FAX	662-6846
School Counselors	663-2797
Information Line	663-2512
Nurse	663-2530
PowerSchool	663-2519
Registrar/Transcripts	663-2522
Special Events	663-2510
Snow Delay	663-2223
Textbook Center	663-2559

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Bell Schedules

Regular A/B Schedule

1 A/B	7:50 - 9:25
2 A/B	9:35 - 11:15
LUNCH	11:15 - 11:50
3 A/B	12:00 - 1:35
4 A/B	1:45 - 2:35
ACADEMIC TIME	2:40 - 3:10

2A/B	11:02 - 12:07
LUNCH	12:07 - 12:42
3 A/B	12:52 - 1:54
4 AB	2:04 - 2:35
ACADEMIC TIME	2:40 - 3:10

7-Period Schedule

1 A	7:50 - 8:38
1 B	8:44 - 9:32
2 A	9:38 - 10:26
2 B	10:32 - 11:20
LUNCH	11:20 - 12:00

7-Period Schedule (continued)

3 A	12:00 - 12:48
3 B	12:54 - 1:42
4 AB	1:48 - 2:35
ACADEMIC TIME	2:40 - 3:10

2-Hour Delay

1 A/B	9:50 - 10:52
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Grading Periods

Friday, Oct. 14, 2022	End of 1 st 9 Weeks
Friday, Dec. 16, 2022	End of 2 nd 9 Weeks
Friday, Mar. 10, 2023	End of 3 rd 9 Weeks
Friday, May 26 th , 2023	End of 4 th 9 Weeks

Senior Finals are May 17-19, 2023.

See other schedules with arrival and dismissal times on the Web Site. www.laschools.net/LAHS

GENERAL INFORMATION

SCHOOL BOARD POLICY AND REGULATIONS

School administration endeavors to keep this Student and Family Handbook in alignment with School Board Policy and Regulation as well as local and federal statutes. However, in those instances where they may differ, School Board policy and regulation, as well as local and federal statutes, take precedence over Student and Family Handbook information.

VISITORS

All visitors must first report to the LAHS Main Office. Visitors will be asked to present a driver's license or other government-issued photo ID to receive a school-provided visitor's badge. Visitors must wear the school-provided visitor badge at all times while on campus and sign out in the main office before leaving. This registration is meant to provide student safety, eliminate educational interruption, and assure orderly completion of educational programs. To observe classes or meet with a staff member, arrangements must be made at least 24 hours in advance. Some visits may require permission from a school administrator. Unauthorized visitors may be subject to legal action, including a letter of no trespass. **Administration has the right to refuse a request to visit. Parents, guardians or other visitors may not come on campus or leave campus during any emergency events or drills.**

LAHS TIP LINE / ANTI-BULLYING LINE

Tips can be reported through the [Say Something link](#) or [Anonymous App](#). This app may also be used to report student threats, harassment or any form of violence. All reports will remain anonymous.

CHECKING STUDENTS OUT OF SCHOOL

If a student has an appointment that would require them to be picked up early from school, the parent should notify the Attendance Clerk a day ahead of time in **one** of the following ways:

- **Email the Attendance Office** at lahsattendance@laschools.net from a parent's email address a day before the appointment **OR**
- **Call the LAHS Absence Line** at [663-2511](tel:663-2511) a day before the appointment **OR**
- **Send a parent-signed note** with your student to the attendance office a day before the appointment.

If the school has not been notified a day in advance, the Parent/Guardian must come in person to the Receptionist Area at the Main Office and present a **driver's license** or a **picture ID** that verifies their

identity as a custodial parent or guardian in order to check the student out of school. Security will be called to retrieve the student from class, which can take a little time. A copy of the driver's license or picture ID will be kept on file for each school year.

If a parent/guardian has emailed or left a phone message a day ahead, the student should go to the Attendance Office **BEFORE** they are to leave campus that day to pick up their pass. The student should present the pass to the teacher, whose class they will be leaving early, before class starts. The student can be picked up at the predetermined time in Duane Smith Auditorium parking lot or can walk/drive to their appointment. A student will **NOT** be allowed to leave class without a pass from attendance.

Upon return to school the student should provide a doctor's note to the Attendance Clerk and will receive a pass back to class.

FEES

At registration, every student will pay an annual fee of \$30 to cover the ID, transportation, and computer/copier fees. Lost IDs will cost \$5.00 to replace. Every student will pay a \$5.00 activity fee. This fee covers field trips, activities, and athletics. This fee also allows every student in free to all athletic events with valid and current student ID (except District Tournaments or State events).

TEXTBOOK CENTER

Textbooks are the property of the State of New Mexico. Books are on loan to students for their use. Any lost, stolen, or damaged books are the responsibility of the student to whom the textbooks were issued. Students must report stolen textbooks to school security and file a report. Books will be reissued. **A school ID is required to check out any textbook.**

Books for dual enrollment must be returned to the Textbook Center. If you purchase your own book for dual enrollment, keep the receipt for proof of that purchase. **If a dual credit class is dropped, or if the student does not pick up the book, the student will be responsible for the purchase price of the books and fees.**

It is the **student's responsibility** to check their issued textbooks for damage. Textbooks that were issued with damage should be returned to the textbook center within the first week of school for documentation or replacement. Fines will be assessed at the end of the year for damaged or lost books. No transcripts will be issued without payment of fines.

ANNOUNCEMENTS

Announcements will be read by the student body president and vice president daily over the PA before the start of second period. Announcements are also shared directly with students and parents on the PowerSchool login page. Students can only submit athletic, club and activity announcements through their coach, club and/or activity staff sponsor.

POSTERS AND FLYERS OF SCHOOL ACTIVITIES AND EVENTS

Any materials, including school activity brochures, flyers and/or posters, that are posted in designated areas on the campus must first be approved and stamped by the Athletics OR Activities Director. Any material posted but not approved will be removed. The following guidelines apply:

- No flyers will be placed on car windows.
- No tape of any kind may be used, with the exception of approved bulletin boards.
- No flyers will be placed on the main lobby front doors, on any windows or glass.
- Students and/or groups who put up posters and flyers must remove them within 48 hours after the event. Failure(s) to do so will result in future denial of permission to post.
- Groups may also be fined for failure to comply with these rules.

If businesses or external clubs (not LAHS approved clubs) wish to advertise to either staff or students, permission must be granted and approval documented from the District Office.

DISTRIBUTION AND POSTING OF NON-RELATED MATERIALS

The School District shall maintain a “limited open forum” whereby the posting on school district property of non-school-related materials by any persons or organizations and distribution of such materials through District materials distribution system(s) shall be permitted, so long as such posting or distribution:

- a) does not disrupt the education program,
- b) does not contradict or interfere with the educational objectives of the School District,
- c) complies with reasonable time, place and manner requirements,
- d) does not create a burden upon the resources of the School District.

All materials for posting and distribution must be reviewed and allowed in a constitutionally permissible, non-discriminatory manner and comply with regulation(s) to be issued by the Superintendent for the implementation of this Policy. (Policy 1140)

All community materials including flyers, brochures, and posters must be approved by the Assistant Superintendent and then by the Activities Director prior to distribution;

- Materials may only be posted in designated areas. No materials can be posted onto glass or windows. No tape of any kind is allowed for posting materials.
- Sponsors will be responsible for any litter as a result of their distribution.
- Sponsors must obey all school rules while distributing materials and will not ask students to take any literature against their will.
- Failure to follow these regulations may result in loss of privileges to distribute materials.
- It is the responsibility of the community sponsor to post and remove all materials.
- **Students and/or groups who put up posters and flyers must remove them within 48 hours after the event.**

OPEN LUNCH

Most students have privileges to leave campus at lunch. The open lunch privilege allows students to leave campus for lunch. Students who are habitually tardy returning from lunch, or who have other discipline issues related to leaving campus can lose the privilege of leaving. **LAHS IS NOT AN OPEN CAMPUS, and open lunch privileges do not allow students to leave campus at any other time, including passing periods, without authorization.**

SCHOOL EMAIL & ONLINE TOOLS

All students are issued a Chromebook that they use for schoolwork. Please follow the LAPS Acceptable Use Agreement you signed when using your school computer, e-mail and online tools.

CHROMEBOOKS

A Chromebook is issued to each student at the school. It is the student’s responsibility to bring them to school each day, fully charged. The Chromebook is linked to each student’s school email account that also grants access to a GoogleApps for Education suite of online tools. School email addresses will be used as the primary means of electronic communication between staff and students. Students should check email daily for important school-related information. Email should not be used to converse with other students while in class. Students are encouraged to use the provided Google Apps platform for storage of school-related files and creation of documents, spreadsheets, presentations, etc., to minimize document compatibility and access issues. Other software packages such as Microsoft Office Suite are not widely available on student computers. Always be mindful of the LAPS Acceptable Use Agreement. Chromebooks are school property to be used for school-related work. All activity on the device, including Google searches, websites visited, videos watched, and apps installed are constantly monitored. Students pay a \$30 insurance fee to cover accidental breakage. Intentional damage, modification, or vandalism to the device is subject to fines up to the full cost of the device, criminal charges, and school discipline up to and including suspension. Students may place removable stickers on the device to differentiate it from others’ devices. Under no circumstances should the property tag or manufacturer’s tags be removed, covered, or damaged.

ATTENDANCE

Regular attendance is essential to learning. It also reinforces skills that are essential to students for future education and employment. For these reasons, **the New Mexico Compulsory School Attendance Law requires that all students of appropriate age and condition attend classes regularly (NMSA 22-12-1, et seq., 2009). Maintaining regular school attendance is the joint responsibility of students, parents, educators, and the legal system.** In accordance with LAPS Policy 5110, the following rules for school attendance shall be observed and enforced for students attending Los Alamos High School.

TO EXCUSE AN ABSENCE Please provide the following information via email, phone call, OR written note:

- Student name & grade level.
- A brief reason for the absence with the date and time away from school. (Illness, Bereavement, etc.).
- Parent name, daytime phone number, and signature (if sending a written note).

Email the **Attendance Office** at lahsattendance@laschools.net from a parent's e-mail address **OR** Call the **LAHS Absence Line** at 663-2511 before 10:00 AM but no later than 24 hours following the absence **OR**

Send a parent-signed note with your student to the attendance office.

ATTENDANCE REQUIREMENTS

- Failure to excuse an absence within 24 hours will result in the absence remaining unexcused.
- Students and their families are responsible for verifying the accuracy of the attendance information maintained in PowerSchool. PowerSchool can be accessed using computers on campus, and parents can request printed copies of attendance reports through the attendance office.
- **Students are not permitted at any time to excuse their own absences unless they are over 18 years of age**
- Students are considered **tardy (T)** to class when they are not inside the classroom when the bell rings, and **late (L)** after 5 minutes, but within the first half of class. Students with medical or professional documentation are considered **late excused (K)**. Tardy and late arrivals to class are excused only with medical or professional documentation and cannot be excused by a parent phone call. Excessive tardy or late arrivals may result in administrative consequences. *Students who arrive late to campus should proceed directly to their class.*
- **Arriving to a class after it has begun is disruptive and is only excused with official documentation of professional or medical appointments.** *Parents can not excuse tardy or late arrivals.* Early departures from class are also discouraged and must be arranged with the Attendance Clerk prior to the start of the period. A student will **NOT** be allowed to leave class without a pass from attendance.

ABSENCE TYPES Excused (D, H, V)

- Up to 40 missed periods per year or 10 missed block periods per class may be excused by a parent or guardian. After this limit has been reached, absences are excused only with professional or medical documentation.
- Parent excuses or medical documentation must be received **within 24 hours of the absence.**
- Parents shall immediately notify administration of individual extenuating circumstances affecting attendance, including the following: continuing or recurring illnesses, serious family or personal problems, family bereavement or religious holidays.

SCHOOL RELATED ABSENCES

Other codes you may see in Powerschool are for the following: NMAA sanctioned activities (S), school suspensions (X, I), non-school sponsored activities registered with the Athletics & Activities Director (S), approved curriculum-related field trips (F), school counselor & administrative pull-outs (G), and academic testing (4). No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of 15 per semester, and no class may be missed in excess of 15 times per semester.

UNEXCUSED (U)

Any absence not meeting the stated criteria for an excused absence above will be considered unexcused. A student will be disenrolled after ten consecutive unexcused school days. **To maintain continuity in learning, students are encouraged to complete work missed during unexcused absences. Teachers are not required to accept work missed during unexcused absences unless otherwise notified by administration.**

MAKE-UP WORK

It is a student's responsibility to notify a teacher of an upcoming absence if it will interfere with an assignment's due date or request make-up assignments. Teachers may need 24 hours from the time of the request to compile assignments. Make-up work must be submitted within a period of time equal to the number of school days absent, unless arrangements have been made with the teacher in advance. Teachers will assign any make-up work that can be completed outside of class, but credit for class participation and lab activities cannot be guaranteed. Please contact your teacher to discuss NMAA Athletic/Activities advance notice absences.

To maintain continuity in learning, students are encouraged to complete work missed during unexcused absences. Teachers are not required to accept work missed during unexcused absences unless otherwise notified by administration. *Individual teachers may require students to complete assignments prior to a scheduled school-related absence or family trip.*

Academic Time is available at the end of every day and is a support that students can utilize to make up work. Extra credit is granted at the discretion of the teacher, and must be directly related to the curriculum. Extra credit can not exceed one percent of the total semester grade.

EXTENDED ABSENCE REQUESTS

Students planning a family trip, college visits, etc. lasting more than three days must obtain and complete an Extended Absence Request form, available here: [Extended Absence Request](#) or from the Counselors' Office. Students must complete the form with their parents and return it to the office for administration approval. **After receiving administrative approval** the student will then gather signatures from each teacher and return the form to the Counselors' Office. This must be completed no fewer than **5 days** prior to departure. Absences for travel are included in the 40 allowed excused periods per year. Additional absences over 40 will be considered unexcused. Planned absences during the last week of each semester must be pre-approved by the student's principal. *Travel that extends beyond 5 days will be considered unexcused.*

TRUANCY INTERVENTIONS--per school year

3 periods unexcused--Truancy Letter of Concern sent to parents, student meets with administrator or counselor & receives consequences.

3 days unexcused (12 periods)--3-day Truancy letter sent to parents, student meets with administrator and receives additional consequences.

5 days unexcused (20 periods)--5-day Truancy letter sent to parents, student meets with administrator and receives additional consequences.

7 days unexcused (28 periods)--7-day Truancy letter sent to parents. Attendance Review Board Hearing is held. Student receives additional consequences.

10 days unexcused (40 periods)--10-day Truancy letter sent to parents. Student is referred to NM Children Youth and Family Department (CYFD) as habitual truant per NM law. Student receives additional school consequences.

Additional unexcused absences--Communication between school and CYFD about continued truancies. Student receives additional school consequences.

CODE OF CONDUCT

Your enrollment at TFA/LAHS/TVA means you agree to accept and follow all School Board and policies as stated herein.

GENERAL BEHAVIOR

All students are expected to behave in a manner appropriate to a high-school age student while on campus and/or while participating in any school-sponsored activities. Students are expected to carefully consider their choices and to be prepared to accept the consequences of their decisions.

Students are expected to . . .

- **attend every class on time.**
- **complete the work given on time.**
- **be respectful in mannerisms and language and expect the same from others both in and outside the classroom.**
- **carry Student IDs when on campus.**

Students are expected to behave in an appropriate manner that does not interfere with the rights of others, does not interfere with the educational process, and does not create an unsafe environment.

These include, but are not limited to, the following prohibited acts:

- Congregating in the halls and disrupting the flow of traffic during passing periods;
- Actions (verbal or written) that threaten the safety or well being of students and staff (e.g., expressions of violence, verbal or physical assault, et. al.);
- Refusal to cooperate with school personnel;
- Refusal to adhere to the Dress Code;
- Refusal to adhere to the Electronic Signaling Devices Policy;
- Refusal to identify one's self;
- Falsely identifying one's self, including but not limited to when asked for your name from school personnel;
- Calling in to excuse one's self or another person for an absence;
- Failure to carry a school issued identification card;
- Obscenity, profanity, libel, slander and "Fighting" words or symbols;
- Sexual harassment;
- Possession or use of Incendiary devices, including fireworks or firecrackers;
- Possession or use of lighters and/or matches;
- Presence in hallways or on campus during unsupervised periods;
- Possession or use of e-cigarettes, alcohol or drugs;
- Taking photos or pictures, recording or filming anything on campus or in the classroom without permission by other students, staff and/or administration;
- Selling for personal profit, including but not limited to cigarettes, sodas, burritos, jewelry, etc.;
- Gambling;
- Defacing, applying graffiti, and/or acts of vandalism to school property including the use of shoe polish, paint, markers, etc.;
- Criminal damage to property, criminal trespass, and criminal libel;
- Extortion;
- Larceny, robbery, burglary, or theft;
- Leaving campus during a scheduled class time without parental and/or staff permission;
- Interfering with the educational process;
- Initiating a false alarm;
- Forging a signature;
- Snowball throwing or tossing;
- Skateboarding/rollerblading, or riding scooters, roller skating shoes, rip-sticks, Heelies, and/or bicycles or unicycles (and other similar modes of transportation) on campus;
- Possessing / using laser pointer pens;
- Sexting (this is inappropriate behavior; the law considers sexting illegal and may impose serious penalties);
- Failure to use the overpass;
- Being on campus in unauthorized areas;
- Wearing of masks not related to pandemic guidance;
- Bringing personal pets on campus without prior administrative approval

DISRUPTION OF THE EDUCATIONAL PROCESS Any act of misconduct shall be subject to the discretionary action by appropriate school personnel. Consequences for violation of a prohibited act may include but are not limited to any of the following: a verbal warning, loss of access to a particular area or to certain activities or a class, an in- or out-of-school suspension, lunch detention, clean-up assignment, restitution and/or a fine. In situations involving a violation of municipal, state or federal statute, police will be notified and a report will be filed.

ANY of the above infractions that occur during the last two weeks of school may have consequences that are completed during the following school year or may impact graduation.

NOTE: The following prohibited acts are considered “non-negotiable” and WILL result in an out-of-school suspension, which MAY lead to a hearing with the superintendent or designee, and MAY result in an out-of-school long-term suspension (LTS) or expulsion. In situations involving a violation of municipal, state or federal statute, police will be notified and a report will be filed.

- **Arson;**
- **Bomb threats and other acts of violence, including but not limited to gangs, hate groups, etc.;**
- **Fighting, assault, and/or battery;**
- **Gang activity or apparel (i.e. 505, gang slogans, etc.);**
- **Promoting, initiating, or encouraging behavior in others that may result in physical, emotional, or social harm;**
- **Repeated inappropriate behavior for which consequences have not deterred;**
- **Use/Possession of alcohol and/or drugs and drug look-alikes, and/or drug paraphernalia;**
- **Use/Possession of weapons or any item or device that may be used as a weapon;**
- **Verbal or physical abuse of staff and/or student**
- **Sexual Harassment**

All instances of a disciplinary action will be recorded and kept on record in the student’s disciplinary file. **Multiple infractions, as identified above, that occur over the course of a student's enrollment time with LAPS, will be discussed and may result in expulsion hearings.**

ACADEMIC INTEGRITY

Students are expected to conduct themselves in a respectful and honest manner at all times, a manner that reflects on the quality of the people that they are becoming and that reflects on their character, school, family, and community. The choice of academic dishonesty by a Los Alamos High School student is unacceptable.

Plagiarism, copying, cheating, and/or presenting material as one’s own when it is not, including materials undocumented from the internet, is dishonest and reflects poorly on the student. LAPS uses software that specifically helps students edit papers and software that specifically helps teachers ensure academic honesty. A circumstance in which a student has asked another student for his or her work or has given material to another student for the purpose of copying is also dishonest.

The consequence of academic dishonesty includes an automatic zero for the assignment or test that may lead to an F for the term and/or an F for the semester, as well as other disciplinary action. Other consequences may include removal from membership in student organizations, e.g., National Honor Society. Each and every instance of academic dishonesty will be provided to the administration and kept on record in the main office.

ALCOHOL AND OTHER DRUG USE

School board policy regulates the school’s expectations regarding alcohol and illicit drug use and/or possession on campus and at school sponsored activities (both on and off campus). Suspected use of alcohol, drugs and/or facsimiles, including manufacturing, possessing, being under the influence of, selling, dispensing in any way, and /or transporting alcohol/drugs is prohibited on school property, at school sponsored activities (both on and off campus), in school vehicles, or within the legally defined “drug free school zone” and during other activities as governed by the LAPS extracurricular policy. **Any suspected violation of this policy should be reported to the school principal or other school administrator immediately (School Board Policy 5129).**

PLEASE NOTE: Board policy states that the minimum requirement for consequences related to drugs or alcohol is "...suspicion of." A copy of the board policy is available in the main office or on the LAPS website.

LAPS Board Policy 5129 details specific consequences for the following:

- possession and/or use of drug paraphernalia, including vape devices and cartridges,
- suspicion or evidence of drug/alcohol use,
- suspicion or evidence of possession or use of drugs/alcohol, vape carts or fluid, and
- suspicion or evidence of dealing, sharing, and/or giving away drugs/alcohol.

In summary, any violation of policy 5129 will result in out-of-school suspension. All instances of possession and/or dealing will result in out-of-school suspension, referral to the police department and recommendation for expulsion.

All instances of violation of LAPS Board Policy 5129 will be recorded and kept on record in the student's disciplinary file. **Multiple infractions, as identified above, that occur over the course of a student's enrollment time with LAPS, will result in increased consequences.**

Participants in NMAA sanctioned athletics and extracurricular activities are required to follow the LAPS extracurricular activities policy.

TOBACCO / E-CIGARETTES / SMOKING / CHEWING

Board policy requires that all LAPS buildings and grounds be tobacco-free areas, including, but not limited to, the area behind Topper Freshman Academy (E-wing), and the area behind D-wing. Students and adults, including school personnel, contracted services personnel, or volunteers, are not to use or possess tobacco or facsimiles (e-cigarettes, mint, clove, nutmeg, etc.) on school grounds, including cars parked on school grounds. Lighters, e-cigarettes, and tobacco or facsimiles are not allowed on campus and will be confiscated if found to be in a student's possession, and the student will be issued the following consequences, including but not limited to . . .

1st offense: "No Use Contract," completion of a Community Resource Support Plan, and referral to district Prevention Specialist, ISS/In-School Suspension.

2nd offense: Referral to district Prevention Specialist, ISS/In-School Suspension, referral to Teen Court.

3rd offense: Students lose open lunch privileges with lunch detention until programs assigned are completed, OSS/Out of School Suspension or ISS may also be assigned.

Participants in NMAA sanctioned athletics and extracurricular activities are required to follow the LAPS extracurricular activities policy (School Board Policy 5129).

WEAPONS / FIREARMS

Students may not possess a weapon or facsimile at school or while attending or participating in any school activity including transportation to and from such activity. For the purposes of this policy, a weapon is defined as any item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a nonviolent purpose, that have a potentially violent use, or any "look-a-like" objects that resemble objects that have a potentially violent use. A deadly weapon is considered to be any object that is capable of producing death or great bodily harm. In compliance with the federal Gun Free Schools Act, any student who brings a firearm or weapon to school or to a school-sponsored activity shall, in addition to the penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution. Possession of a weapon on campus is considered a felony act (School Board Policy 5154).

Possession includes having any such items in a private vehicle on school grounds, in a school locker, or in a backpack. Any student found to be in violation of this policy will be suspended out-of-school. **A copy of the board policy is available on the LAPS website and in the main office.**

STUDENT SEARCH AND SEIZURE

LAHS reserves the right to search a student if there is “reasonable suspicion” that items that are illegal or potentially harmful to students and staff might be in the student’s possession. If a student leaves campus during class or a passing period, not during open lunch or an assigned unsupervised period, they and their personal items may be searched upon their return. Searches may include, but will not be limited to, administration of a breath alcohol test, use of a metal detector, or a search conducted by medical/administrative personnel. Certified school personnel, campus security, and school bus drivers are “authorized persons” who may conduct searches with administrative approval.

School property, including lockers and school buses, as well as backpacks and/or bags, may be searched with or without students present. Student vehicles, while on campus or otherwise under school control, and student's' personal effects that are not within their immediate physical possession may be searched in accordance with the requirements for locker searches. Any items, illegal or legal, including but not limited to electronic signaling devices and cameras, or any items that threaten the safety or security of others and are used to disrupt or interfere with the educational process may be seized by authorized persons (School Board Policy 5155). **Any student who fails to comply with this policy is subject to long-term suspension / expulsion.**

OFFENSIVE CONDUCT; BULLYING, CYBER BULLYING, HARASSMENT, HAZING, INTIMIDATION AND VIOLENCE

The School Board is committed to providing an educational and working environment that promotes respect, dignity and equality. The School Board recognizes that offensive conduct, such as harassment, hazing, intimidation, and bullying, are detrimental to student learning, achievement and well-being. These types of offensive conduct interfere with the mission of the district to educate its students, and these behaviors disrupt the operation of the schools. Such offensive conduct affects not only the students who are its targets but also those individuals who participate and witness such acts.

The School Board strictly prohibits all forms of offensive conduct, such as bullying, harassment, hazing, intimidation and violence on school grounds, on school buses and at all school-sponsored activities, programs and events. Offensive conduct, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyber bullying, are prohibited. When these offensive types of conduct create or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students, they may be subject to disciplinary consequences.

The School Board is further committed to prohibiting reprisals or retaliation against individuals who report offensive conduct of bullying, cyberbullying, harassment, hazing, intimidation or violence or who are reporters of bullying, witnesses, bystanders, or others with reliable information about an offensive act. (LAPS Policy 5158)

All suspected incidents of offensive conduct should be reported to administration immediately.

Suspected offensive conduct may be reported in the following ways:

- Staff, students, and parents/guardians should submit an Incident Report; *incident reports are to be made in person and can be obtained in the LAHS Counseling Office.*
- Students can make an anonymous report to the **Say Something App**
<https://www.saysomething.net/>

No person shall be subject to reprisals for good faith reporting or participating in the investigation of a potential violation of this policy.

HAZING

Hazing will not be permitted as a condition of membership in any group or organization affiliated with LAHS. **Hazing is defined as “to harass by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to an individual or to play abusive and**

humiliating tricks on an individual by way of initiation.” Incidents of hazing should be immediately reported to a school administrator.

Hazing may occur on or off campus and includes but is not limited to . . .

1. Any activity involving any risk of physical harm, including, paddling, tattooing or piercing, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, participation in activities leading to physically dangerous activities;
2. 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;
3. Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct or to conduct reasonably likely to create extreme mental distress;
4. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm;
5. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature;
6. Any activity and/or activities that subject a student to any level of embarrassment, or which creates a hostile, abusive, and intimidating environment for the student;
7. Engaging in any offensive or dangerous physical contact, restraint, or isolation of a student;
8. Any activity involving any violation of federal, state, or local law, or any violation of LAPS, LAHS and school policies and regulations.

SEXUAL HARASSMENT

All students have a right to be educated in an environment free from sexual harassment. Sexual harassment of or by any student, employee, volunteer or non-employee who conducts business with the school district is prohibited both during school and at school sponsored activities. Students or parents/guardians who have a concern regarding conduct of this nature should contact the principal immediately. (School Board Policy 5152)

Unwanted or unwelcome behavior toward another person will not be tolerated. Examples include, but are not limited to, unwanted touching, sexual comments, name calling, spreading rumors, pressure for sexual activity, obscene gesture(s), dirty pictures / jokes / cartoons, leering or staring at someone in a sexual way, grabbing / pulling on someone’s clothing, sexual assault, including the use of technology to perform any of these actions. Based on severity, consequences could range from a serious talk to detention to a long-term suspension. **Sexual behavior that is both unwanted and unsolicited and creates a hostile environment constitutes sexual harassment.** This harassment can take place in an interaction in the form of male to female, female to male, male to male, female to female, teacher to student, or student to teacher. Even if both parties contribute to the behavior, it is still inappropriate and subject to consequences.

Title VII of the 1964 Civil Rights Act prohibits sexual harassment. To judge whether the behavior is sexual harassment and/or inappropriate behavior, ask . . .

- Do I take an equal part in the behavior?
- Do I encourage the behavior and return it?
- Would I approve if someone behaved like this to my friend, my sibling, and my parent/guardian?
- Would I want this behavior reported in the local newspaper?

If you are being harassed, please notify a teacher, counselor, administrator or campus security.

LETTERS OF NO TRESPASS

Based on disenrollment, a modified schedule, the result of a disciplinary action, or at the discretion of an LAHS administrator, a letter of no trespass may be issued at the discretion of LAHS administration. The no trespass letter applies to all school-sponsored activities, including but not limited to dances/prom, athletic events, school competitions, etc., unless permission prior to the event has been granted by a school administrator. The LAHS administration may also use a Letter of No Trespass to restrict a student’s access in relation to specific times or parts of campus. LAPD will be notified immediately if the No Trespass is violated, charges will be filed, and arrest is possible. Only LAPS Administration can remove a Letter of No Trespass.

SENIORS

Seniors that violate the LAHS Code of Conduct may jeopardize the privilege of participating in commencement exercises.

AUDIENCE BEHAVIOR ETIQUETTE

Attending any school-sponsored theater performance, concert, play, assembly, graduation, athletic event, etc., is a privilege and not a right. Students are expected to display appropriate audience behavior throughout each performance attended. Failure to do so may result in being removed from the performance or assembly. Additional consequences may be applied.

The following rules apply to all presentation participants in the Duane Smith Auditorium:

- No food, gum, or drink allowed;
- No feet on the chairs;
- No talking or visiting during the performance;
- No screaming, yelling, or whistling during performances. Applause is the proper manner by which performers wish to be appreciated!
- No cell phones or electronic devices that interfere with the performances;
- Do not stand in the back of the theater or block entrances or exits.

TECHNOLOGY USE

Computers and school technology resources are used to enhance the educational experience. All students and staff are required to have a signed district Technology Use Agreement on file. Use of district and personal computers and technology resources is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges. LAHS administration will determine what is inappropriate use, and that decision will be final. Inappropriate use will result in the closing of an account at any time or by removal from a computer-based class that may result in a loss of credit.

ELECTRONIC SIGNALING DEVICES

Smartphones, cell phones, smartwatches, AirPods, iPods, iPads, Tablets, e-readers, wireless speakers, cameras (the exception being cameras used for photo or video classes), computers, or any other communication devices deemed to be inappropriate by an administrator or in violation of school board policy are subject to disciplinary action. Use of electronic signaling devices is forbidden during class time on the high school campus.

School staff is directed to confiscate any electronic signaling device that they see or hear while the student is in class time. This enforcement period begins at the start of 1st period and ends at 3:10 PM. **Electronic devices may only be used before school, during lunch, during passing periods, and after school.**

Parents/guardians should not contact a student via the student's cell phone or electronic devices during class time, as it is a disruption of the educational process. Students, please turn off your cell phone while in class. Messages can be checked during passing period, lunch time, or at the end of the school day.

Use of electronic signaling devices listed above, including but not limited to cell phones, the following disciplinary actions will be taken for violations of the above policy:

Warning: Phone or device is taken for the day and that action is documented in the administrative office and returned to the student at the end of the school day.

Warning: Phone is taken for the remainder of the day and the student may reclaim it from the Administrative Office at the end of the day.

1st Offense: Phone is taken and the parent/ guardian of the student may reclaim it from the Administrative Office at the end of three (3) school days.

2nd Offense: Phone is taken and the parent/ guardian of the student may reclaim the electronic device from the Administrative Office after 30 calendar days.

3rd Offense: Phone is taken and the parent/ guardian of the student may reclaim the electronic device at the end of the current semester.

4th Offense: Suspension

All instances of the infractions above are recorded and filed in the Administrative Office.

The use of an electronic device in the violation of another school policy (hazing, bullying, drug violation, etc.) may result in the permanent loss of privileges to have such devices on campus.

Electronic signaling devices on campus are a student's responsibility, and are brought at the student's own risk. Los Alamos High School is not responsible for electronic devices that are lost, stolen or damaged while on school property. Students' parents/guardians are encouraged to file a report with the Los Alamos Police Department.

SOCIAL MEDIA

The use of Social Media is not restricted on district networks. Students should have no expectation of privacy when using Social Media on district networks. Students will be held accountable for how their social media communications are received by others.

The district provides the following guidelines for students when using Social Media:

- Do not promote the use of drugs, illegal activities, violence, and/or underage drinking.
- Do not make threats against other students or staff, even in jest.
- Don't infringe on others' copyright.
- Don't misrepresent yourself.
- Don't give out any personal information online.

HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER

New Mexico statute 22-13-14 . Emergency drills; requirement.

An emergency drill shall be conducted in each public and private school of the state at least once each week during the first four weeks of the school year and a total of six additional drills during the remainder of the school year. LAPS has adopted a Standard Response Protocol for LOCKDOWN, HOLD, SECURE, EVACUATE, SHELTER. These procedures require the full cooperation and participation of all students, staff and visitors on campus. Refusal to cooperate will result in appropriate consequences. In the event of a critical incident, LAPD will establish a response command center on campus and will make the decisions from that point on. **Parents/guardians and visitors may not come on campus or leave campus during any emergency drill or real emergency. In the event of an actual emergency, LAPS will communicate information and instructions for parents.** The use of electronic devices by students during emergency drills, evacuation, secure, hold, shelter, or lockdown is strictly prohibited, unless otherwise instructed by a staff member.

LOCKERS

All freshmen will be assigned a locker in E-wing, where most freshman classes and the Administrative Office for Topper Freshman Academy is located. Lockers will be assigned to sophomores, juniors, and seniors that do not have a school parking permit. Lockers are the property of LAPS. Lockers may be opened and searched by school administrators and their designees for reasonable suspicion or in an emergency situation. LAPS does not assume responsibility for any lost, stolen, or damaged items that are not secured. Students should keep all lockers locked and should not share lockers or combinations. Theft or locker problems should be reported to the school administration. Fines will be assessed for damage to lockers.

DRESS CODE

The purpose of the student dress code is to encourage students to come to school prepared for the instructional program. The School Board prohibits the displaying of apparel, accessories, or the marking of the skin with designs or patterns which advocate drugs, tobacco, and/or alcohol use, violence, disruptive behavior, disrespect for others, or images that denote gang membership. (LAPS Board Policy 5151)

Students are expected to wear appropriate and acceptable clothing while on campus, on field trips, and during any off-campus events at which students represent LAHS for athletics and/or activities.

Individual teachers make classroom rules about wearing hats and specific course-related clothing, e.g., PE clothes. The administration reserves the right to make further determinations as necessary.

Exceptions to the Dress Code may be made for the purposes of team/club/school spirit and with the pre-approval of the Athletics or Activities Director **and** Administration.

Students who choose to violate the dress code will be issued a Dress Code violation form and will be required to change into other clothing they may have with them or change into clothing provided by the school. The administration will decide if it is feasible to allow the student to call parents/guardians and have new clothes brought to school. If the parent is called, the student will use the LAHS clothing and return to class until the parent arrives with a new set of clothing. Clothing that is "borrowed" from the school must be returned clean to the Main Office.

Within one school year the following consequences apply:

Warning: The first time a student violates the dress code, he/she will receive a warning and be asked to change clothing.

1st Offense: The student will be given 1 day of lunch detention and be asked to change clothing.

2nd Offense: The student will be given multiple days of lunch detention and be asked to change clothing. Phone is taken and the parent/ guardian of the student may reclaim the electronic device from the Administrative Office after 30 calendar days.

3rd Offense: The student will receive ISS/in school suspension from the 3rd Offense onward.

All instances of the infractions above are recorded and filed in the Administrative Office.

SKATEBOARDS AND OTHER SIMILAR MODES OF TRANSPORTATION

Skateboards and/or rip-sticks or other similar modes of transportation may only be used as a mode of transportation to and from school. **They must be carried onto campus and placed in a locker during the school day. They are not to be carried on/in backpacks.**

If a student chooses to use a skateboard or other similar modes of transportation, including Heelys, at any time on the campus, the following will occur:

Warning: Skateboard is taken for the remainder of the day and the student may reclaim it from the Administrative Office at the end of the day.

1st Offense: Skateboard is taken and the parent/guardian of the student may reclaim it from the Administrative Office at the end of three (3) school days.

2nd Offense: Skateboard is taken and the parent/guardian of the student may reclaim it from the administration after thirty (30) days.

3rd Offense: Skateboard is taken and the parent/guardian may reclaim it from the main office at the end of the current semester.

4th Offense: Suspension

All instances of the infractions above are recorded and filed in the Administrative Office. **LAHS and TFA are not responsible for skateboards that are lost, stolen, or damaged while on school property.** Students' parents/guardians are encouraged to file a report with the Los Alamos Police Department.

PARKING

There are a limited number of student parking spaces on the LAHS campus. Students may not park on local streets, in the Denver Steels area, in the Catholic Church parking lot, or in the commercial lots across the street. **Those parking in unauthorized areas are subject to towing/ticketing by the police.** Students may be ticketed by the school for parking violations on campus. It is the student's responsibility to find a legal place to park.

Juniors & Seniors are eligible to request a [Duane Smith or Griffith Gym Parking Permit Application](#) for a fee of \$35. The application must be completed **PRIOR** to picking up the permit. Permits are issued on a first-come, first-served basis by the Security Office.

Sophomores, Juniors, and/or Seniors are eligible for a FREE [Sullivan Field Parking Permit Application](#). There is no charge for the pass, but spaces are limited. The application needs to be completed **before** a permit is issued.

VEHICLE PARKING RESTRICTIONS

- Students are expected to comply with the parking regulations outlined in the parking contract.
- Students are responsible for paying all parking fines. Fines are payable to the Bookkeeper. Failure to pay tickets by the end of each semester may result in withholding of grades and transcripts, removal from athletic/school activities, and/or revoking of parking privileges.
- Los Alamos High School is a Drug / Alcohol / Tobacco & Weapon free zone. Use or possession of any of the above in any vehicle parked on campus is prohibited and will result in consequences per LAPS policies 5129 and 5154.
- Unidentified vehicles will be towed.
- LAPS is not responsible for damages sustained by any vehicle while parked on school property. If a student has an accident, their vehicle has been damaged, or they witness an accident in a campus lot they should contact Security immediately.
- Students are encouraged to keep their vehicles locked at all times.
- Use of an unauthorized (counterfeit) parking permit will result in confiscation of the permit, a fine, and loss of parking privileges for the remainder of the year.
- If a parking permit is no longer needed, a student must return the permit to administration. Student Parking Permits are **not transferable**.
- There will be no refunds on parking permits.
- Students must park in their assigned lot. Staff and visitor spaces are for staff and visitors only. Any car parked in any lot not assigned to that student by LAHS will be towed at the owner's expense.
- Students leaving for an athletic event may park in Griffith lot only if they have a permit assigned to them for that lot. All other students may park in their assigned lot or Sullivan Field if they do not have a permit for Griffith.
- On-campus handicapped parking is available to students with special needs. Speak to an administrator to make arrangements that best fit your schedule and needs.
- Students will observe safe-driving practices at all times while on campus. Unsafe, reckless, or careless driving will be reported to LAPD.
- Students are allowed to go to their cars only before and after school and during lunch.
- Staff parking is enforced for staff 24/7. Staff parking is for staff alone - Absolutely NO student pickup or drop off. Student parking in staff lots results in immediate towing at owner's expense.
- Students who park in staff, emergency or handicapped spaces are subject to immediate towing and/or ticket.
- Campus security will issue tickets as follows:
 - 1 Warning
 - 1st violation \$10.00
 - 2nd violation \$20.00
 - 3rd \$30.00
 - 4th \$40.00

Unsafe or reckless driving:

- 1st Offense: Parking privileges will be suspended for two weeks.
- 2nd Offense: Parking privileges will be revoked for the remainder of the school year.

LAPS is not responsible for damages incurred while towing.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. This includes sitting on laps, groping, lengthy kissing, etc. If a student has a question as to what is appropriate, he or she may

discuss it with an administrator. High school staff will intervene when displays of affection are inappropriate.

SCHOOL DANCES

At least two formal school-sponsored dances are held during the academic year: Homecoming and the Junior-Senior Prom. The following code of conduct and dress code apply to all school dances:

DANCE CODE OF CONDUCT

- All students and guests WILL be asked for a picture ID to confirm age and identity. No one will be admitted without an ID.
- All students are eligible to attend Homecoming. Freshmen are not permitted to attend the Junior/Senior Prom. A LAHS sophomore is allowed to attend the Junior/Senior Prom when she/he is an invited guest and when there is written approval by an administrator at least one school day prior to the end of ticket sales.
- All guests must be under 21 years of age. Guest passes do not prevent administrators, chaperones, or security officers from refusing a guest's entry.
- No person on suspension or expulsion, or known or suspected of a crime or violent act, from any school including LAHS or TFA may attend a dance.
- Overnight bags are not permitted at the dance. Students will not be permitted to use lockers. All bags are subject to search.
- No person will be admitted to a dance after 10 pm.
- The unofficial sale or transfer of tickets will not be permitted. All students entering the dance will be on a pre-approved list, NO tickets will be sold at the door.
- Students who leave a dance early will not be permitted to return.

Administration has the right to ask any student to leave.

DANCE DRESS CODE

The administration trusts that students will demonstrate appropriate taste in their selection of formal evening attire for formal dances. Examples of permitted formal attire for young women include spaghetti straps, strapless, sleeveless, and backless dresses or gowns, or dress suits. Examples of permitted formal attire for young men include dress slacks and dress shirt, a tie and/or sports coat and/or suit or tuxedo. Unless designated, costumes are not permitted. The administration reserves the right to determine what constitutes inappropriate attire. Inappropriately dressed students will be turned away at the door.

On-campus behavior expectations apply to all school-sponsored events. School dances are chaperoned by parents/guardians, staff members, LAPD officers and security. The LAPS drug and alcohol policy and consequences will be in effect.

ACADEMIC INFORMATION

ACADEMIC TIME

Academic time is scheduled for the last 30 minutes of each school day from 2:35 – 3:10 PM in every teacher's classroom. Students can go to any of their teachers for academic time help during this time. Students who have missed class, need extra help, or need to make up tests, labs, or other assignments are expected to use academic time. Athletic practices, extracurricular meetings and school activities are scheduled after academic time.

DEFINITION OF SCHOOL-AGE STUDENT

Students who routinely matriculate to the high school from area middle schools and stay for four years are considered school-age students. Transfer students from other high schools who are appropriately placed age-wise with their class and can reasonably be expected to graduate within a total of four years of high school will also be considered to be school-age students. Students who come to LAHS when they are 18 years old may only enroll in classes if school administration agrees that the student in question will complete all district and state requirements for graduation within one school year.

SATURDAY SCHOOL

Saturday School offers the opportunity for students to make up work missed due to absences, to get extra tutoring, or to get ahead in their classes. Students are encouraged to use Academic Time before signing up for Saturday School. Saturday School is maintained as a serious work-oriented environment and is staffed by LAHS and TFA teachers and volunteer tutors.

The “Saturday School” link on the LAHS or TFA website has a current list of dates and a link for parents or guardians to register their students. Students must report by 8:30 AM (no late students will be admitted) and are released at 12:00 PM. It is a student’s responsibility to bring their Chromebooks, textbooks and any work that they would like to catch up on. Students have access to the PowerSchool online gradebook, as well as their teachers’ web pages. Cell phones must be turned off and put away during Saturday School.

STUDENT CLASS LOADS

Freshmen and sophomores are required to take seven (7) classes each semester. Juniors are required to take a minimum of six (6) classes each semester and the 6th class can include dual enrollment. Seniors are required to take a minimum of five (5) classes each semester. The principal can waive these requirements if an extenuating circumstance exists. A student who is removed from a class or has dropped a class, and is not assigned a replacement class, is expected to remain off campus. That student becomes the responsibility of his/her parent/guardian during that class time. Any request to the principal for a waiver must be submitted in writing. Juniors and seniors who have an unsupervised period are expected to abide by the conditions of the unsupervised contract. Please see the Unsupervised Period Contract for requirements. It is the student’s responsibility to meet with their school counselor to pick up a copy of the contract and return it with a parent/guardian signature.

SCHEDULE CHANGES

All students are given a schedule based on courses they selected during the spring registration days. Students will be given the classes they need, but at times may not be given classes they want when they want them. When school begins, schedule corrections will only be made for the **first 5 days** of instruction and only for the following reasons:

- successful completion of a summer school course;
- successful completion of a pre-approved on-line course (core classes include English, math, social studies, and sciences);
- a teacher-initiated level change (i.e., Advanced Chemistry to Chemistry or US History to AP U.S. History);
- a computer error;
- a failed course;
- an open period or no class on schedule;
- a class may be dropped for an unsupervised period with parental permission (11th and 12th grades only) and a completed contract for an unsupervised period.

In addition, . . .

1. Priority for changes will be determined by graduation date, i.e., senior, junior, sophomore, freshman, as seniors often have a need for a particular requirement for graduation and non-seniors have additional years to fulfill credit requirements;
2. Class sizes must remain balanced for changes to occur;
3. **Schedule changes will be made only once per semester and only within the first 5 days of the semester.**

COURSE WITHDRAWAL

- At the beginning of each semester, students may drop a course during the first three (3) weeks or the first 15 instructional days with nothing noted on the transcript.
- If a student must withdraw from a class between weeks four (4) and seven (7), or the first 16 to 35 instructional days, a WF (withdrawal with an F) or WP (withdrawal with a passing grade) will be entered on the transcript at the end of the semester. A WF or WP does not count in the GPA.

- Starting during week eight (8), or on the 36th instructional day, an F will be entered on the transcript and will impact the GPA.
- If a student withdraws from a course and is not eligible for an unsupervised period, a supervised study period will be assigned.

Procedures for dropping a class after the schedule changes deadline are the following:

1. To drop a class, the student must make an appointment with their school counselor and pick up a drop form.
2. The student must obtain the appropriate signatures on the drop form.
3. The student will continue to be enrolled in the class and must attend until the schedule change is completed by the school counselor.
4. The student must return books to the Textbook Center.
5. If the student fails to complete the process prior to the 36th instructional day, a grade of "F" will be assigned.

GRADE CHANGES

Only the teacher of the course or the chair of the department in which the student is currently enrolled or was enrolled can change a student's grade. These changes must be submitted by the teacher to the registrar no later than **two weeks** after the end of the grading period. **After two weeks, any incompletes will be changed to an "F." Determination of athletic/extracurricular eligibility is dictated according to NMAA policy.**

Grade changes will be accepted only for the following reasons:

- Teacher error;
- Late work up to one week following the end of the grading period. If extenuating circumstances exist, the acceptance of late work will be considered on an individual basis. Teachers will not change grades because of student and/or parental pressure or for the purpose of eligibility or GPA.
- **Once a grade is entered on the official transcript (including courses from the middle school), a grade can be changed only if the course is retaken at LAHS or approved by administration.**

STUDENT ATHLETES MAKE-UP CLASS IN SUMMER SCHOOL

A student athlete may make up one "F" during summer school by earning a passing grade in that same class from an accredited program. The new grade may be substituted for the original grade in that class. For the purpose of athletic and/or activities eligibility, summer school is defined as an extension of the spring semester for that year only and must be on the transcript by the first day of the following school year (NMAA 6.2.4).

Please note that any accredited schools attended, from which a student wants credit, must have the original official transcript directly mailed from that school.

OFF-CAMPUS COURSES

Credit for CORE COURSES taken online will not be granted except with prior approval from the principal or through the Topper Virtual Academy. With the written approval of the principal, a maximum of four credits and no more than two credits per year of off campus (dual credit or online) coursework can be applied to the 24 credits necessary for graduation unless the student is enrolled in the Topper Virtual Academy.

Courses taken during the summer on another campus must be approved by the principal first.

Seniors must take at least one core course on campus during their senior year.

DUAL ENROLLMENT

Dual Credit Programs, in which both high school and college credit is earned for the same course(s), are regulated by State procedures. LAPS has a memorandum of understanding with and offers dual credit through UNM-LA and Northern New Mexico College (NNMC). LAPS will not be able to offer dual credit for courses taken at the college level elsewhere either during the school year or during the summer. **Classes taken at UNM-LA or NNMC may not substitute for LAHS core requirements.**

Eligible LAHS students may enroll at UNM-LA or NNMC and receive LAHS elective credit providing the course selected is at least a three-hour college credit course. LAHS will accept dual enrollment applications for courses in advanced study or a course not offered at LAHS. While the cost of tuition is covered by the higher education institution and books by LAHS, any fees associated with the course are the responsibility of the student. It is the student's responsibility to notify his or her LAHS school counselor when a college class is dropped. The student's school counselor must also sign the UNM-LA or NNMC withdrawal form. Further information for students about UNM-LA or NNMC can be found in the School Counseling Office at LAHS. Books for dual enrollment must be returned to the Textbook Center. If you purchase your books, please keep your receipt as proof. **If a dual credit class is dropped, the student will be responsible for the purchase price of the books and fees.**

CONCURRENT ENROLLMENT

Concurrent enrollment occurs when a student takes a college course while in high school. No credit is given in high school, but credits are earned at the college level. For concurrent enrollment courses, the student is responsible for all costs including tuition, books and fees. College transcripts for concurrent enrollment classes must be requested and paid for by the student.

CREDIT / NO CREDIT OPTION

A credit/no credit option is available to upperclassmen under the following conditions:

1. Credit/No-credit applies to all classes after department requirements for graduation have been met. For example, the student must already have taken the required credits of the subject area at LAHS to elect the option. Classes taken for credit/no credit do not count toward the 24 credits required for graduation.
2. Credit given will be designated CR on the transcript, while no credit will be designated NC. The credit/no credit course will not be calculated into a student's GPA.
3. Instructor approval to take a course credit/no credit is required before the end of the 35th day of the WP/WF deadline.
4. A teacher will be allowed to drop a student from the class with a NC designation if the student is a disruptive influence in the class.
5. Credit/No Credit is limited to two credits in one's high school career with no more than ½ credit taken per semester during the junior and senior years.
6. A student who decides to take a course under the credit/no credit option must complete the application process by the end of the 35th day of each semester.

MIDDLE SCHOOL COURSES

A student's middle school record of high school level math and, in certain cases, foreign language will become a part of the student's high school transcript. To receive one foreign language credit on the high school transcript, a Los Alamos Middle School student must complete 1A of a foreign language in 7th grade and 1B of the same foreign language in 8th grade. No courses other than LAMS math and foreign language taken at the middle school level will appear on the high school transcript. LAHS does not honor quarter credits.

EARLY EXAMINATIONS

Teachers are not required to give semester and/or common final examinations before the required date of the final.

TRANSCRIPTS

The registrar will provide students an official transcript upon request for a \$3.00 fee. Official transcripts can be requested on the LAHS website under the Registrar Office button. The High school transcript is an official document. LAHS does not keep copies of diplomas. Unofficial, scholarship, job and dual credit transcripts are free. All official transcripts will be accompanied by a Los Alamos High School profile to assist the institution in evaluating the candidate.

GPA & NO CLASS RANKING

Grade point averages (GPA) are based on a 4-point system (A=4, B=3, C=2, D=1). In advanced placement (AP) classes, an A=5, a B=4, a C=3. Grades are only "weighted" for A's, B's, and C's.

Weighted grades are not given for dual enrollment. **If a student does not take the AP exam, grades for AP classes will not be weighted.** GPA is calculated by multiplying the credit for a course by the point value for the grade earned. This yields the grade points for each course. The total grade points for all courses on the transcript divided by the total number of credits yields the weighted GPA.

Los Alamos High School does not rank its students for the purpose of public recognition or academic achievement. To this end, a valedictorian and salutatorian are not identified. If in the course of completing an application through a web-based service, the form requires a class rank, please print the page and take it to your school counselor for assistance. **Students with a cumulative Grade Point Average of 4.01 or higher by the end of the 7.5 semesters at LAHS will be recognized as Honor Graduates during the graduation ceremony.**

DISENROLLMENT FROM LAHS/TFA/TVA

Withdrawals are to be scheduled by appointment with the Registrar. The Registrar will explain the disenrollment procedure at that time. **All fees and fines need to be paid and all books and equipment must be returned prior to the release of a transcript.**

COMBINED INSTRUCTION

The Los Alamos Public School District is committed to working in cooperation with private schools and homeschool families whenever possible. A student who is in a registered home school as provided in Section 22-1-2-1, NMSA 1978, may also attend the appropriate Los Alamos Public School. The student must be regularly enrolled in one-half or more of the minimum public school day and enrolled in course requirements approved by the Public Education Department, Section 22-8-2.M, NMSA 1978.

ATHLETICS, ACTIVITIES, & CLUBS

Athletics and NMAA Activities are considered an important part of the total school program. LAHS, TFA and TVA offer a wide variety of sports, clubs and activities for students. The Hilltoppers are members of 2-4A district along with Espanola Valley, Moriarty, Pojoaque Valley, and Taos High Schools. Students, staff members and parents/guardians are encouraged to support athletics and activities and asked to demonstrate good sportsmanship.

Look under “NMAA” on the LAPS Athletics website for the latest student athlete grade requirements.

ATHLETIC ADMISSION FEES

LAHS & TFA students are admitted free to all regular season athletic events with Student Season Pass. Passes can be obtained through HomeTown Ticketing Fan App or on the LAHS Athletics website. Students are expected to purchase a ticket if they do not show their current pass. Once admitted, there is no re-entry for students into games.

All ticket sales are now through our partner HomeTown Ticketing, and can be purchased online at the LAHS Athletics website (www.lahstoppers.com) or with the HomeTown Ticketing Fan app. There are no cash ticket sales at events.

Individual Game Ticket Prices (all sports) are . . .

\$8.00 Adults

\$5.00 Students

\$5.00 Senior Citizens (65+)

Children 5 and under are free

STAFF ADMISSION POLICY (LAPS)

All LAPS Staff members will be admitted to all LAPS activities free of charge with current Staff Season Pass, except for district tournaments and state events. Family members of LAPS staff **must** purchase single game tickets to athletic events or the staff member may purchase passes for their immediate family members at \$25 for the first pass and \$20 for each pass purchased thereafter. Staff passes and staff family passes may be purchased by contacting the LAPS Athletic Office at 663-2531.

We charge for all events at Griffith Gym, Mesa Field, and Sullivan Field.

However...you can save a ton of money with a Season Pass!

- \$175 Family Passes (includes 2 adults and 2 students K-12) – All regular season events
- \$85.00 Adults – All regular season events.
- \$15.00 LAMS Students (7-8) For admittance into LAHS games (need student ID # to purchase)
- \$10.00 LAHS Students (9-12) For admittance into LAMS games (need student ID # to purchase)

SPORTSMANSHIP

The Los Alamos Athletic department supports character education by stressing good sportsmanship and proper behavior at our athletic events and away. This behavior is expected of our athletes, coaches, students, parents/guardians and fans. Poor sportsmanship may result in NMAA and school sanctions as well as individual removal from the affected sporting event/activity.

- Be a model, not a critic; model appropriate behavior, poise and confidence.
- Encourage athletes to keep their perspective in both victory and defeat.
- Realize that athletics are part of the educational experience and the benefits of involvement go beyond the final score of the game.

CLUBS AND ORGANIZATIONS

Student organizations exist to serve the needs and interests of LAHS students. New clubs must submit a form for approval through the Activities Office located in the Topper Freshman Academy Office. All clubs affiliated with the high school must . . .

- Have a current constitution on file in the Activities Office;
- Have at least five (5) active members and an adult staff member on campus as a sponsor;
- Publish when and where meetings are held;
- Follow rules and regulations for school announcements, fundraising, community service and field trips;
- Keep attendance records for a minimum of two years;
- Make sure a membership list is turned in after 2nd meeting to Activities Office;
- Turn in list of officers to Activities Office as elections occur;
- Meet the eligibility requirements if the club/activity is under the NMAA rules and regulations;
- Meet the high school eligibility rule of no F's and at least a 2.0 GPA for the semester grading period if the club/activity is NOT under the NMAA rules and regulations;
- Complete a school or community service project.

Students meeting the guidelines of their club constitution may earn a letter and pin and subsequent bars.

FUNDRAISING

The Athletic and/or Activities Directors must approve and schedule fundraising activities at least one week prior to the activity. This policy is to avoid duplication of similar fundraising efforts on the same dates.

- All monies collected must be deposited **DAILY** with the bookkeeper or the sponsor is responsible for reimbursement of lost/stolen funds.
- Failure to comply with the fiscal management will result in forfeiture of fundraising opportunities and in penalties for the sponsor.

Students participating in outside fundraising activities (church, local groups, etc.) may not fundraise on campus or at school events.

SCHOOL-RELATED ABSENCES

School related absences are as follows:

NMAA sanctioned activities, school suspensions, non-school sponsored activities registered with the principal, approved curriculum-related field trips, advisement / school counseling / administrative pull-outs, academic testing, and travel pre-approved by the principal.

No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen (15) per semester, and no class may be missed in excess of fifteen (15) times per semester.

The state superintendent (secretary) may issue a waiver relating to the number of absences for participation in any state or national competition. The state superintendent shall develop a procedure for petitioning cumulative provision eligibility cases, similar to other eligibility situations.

LAPS CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES CODE and ATHLETICS CODE Class attendance

Students must attend class the day of events and the Friday before Saturday events. Exceptions can be made for emergencies/funerals/college visitations. **These need to be cleared in advance with the athletic/activities office. All students who are in extra-curricular activities must abide by the extra-curricular policy and sign off on the paperwork with the coach or sponsor.**

MISCELLANEOUS ACTIVITIES/ATHLETICS

Los Alamos High School and the Topper Freshman Academy participate in the New Mexico Activities Association. By doing so, participants agree to abide by all safety, eligibility, and participation rules. Each activity/athletic sponsor is required to review the district activity rules with members of the club/team and parents/guardians. Students must have parent/guardian "permission to participate" and "authorization for medical services" forms signed in order to participate. Eligibility is determined at semester immediately preceding participation.

Eligibility requirements include . . .

- Minimum enrollment in 4 courses. Students must present official documentation from the university for courses taken for dual credit;
- A passing grade in 4 courses;
- No F's;
- 2.0 minimum GPA.

Once calculated, eligibility will be changed only because of teacher error. Pressure to change a grade in order to change a student's eligibility by a student and/or a parent is unacceptable. **Ineligible students may participate in practice but cannot compete or travel to events.**

Athletic and some activity participation require a current physical no earlier than April 1st of the current calendar school year and personal insurance coverage. Information is available on the Athletic website.

FIELD TRIPS

All students must show proof of health insurance (or a letter waiving the health insurance form) and a signed Medical Authorization Form or they will not be allowed to go on the trip.

Private vehicles may be used to transport students to and/or from school-sponsored activities outside Los Alamos County when buses are not available to do so, certain conditions apply. Specific details for transportation in private vehicles will be reviewed with students and parents/guardians prior to school sponsored trips.

STUDENT ATHLETES MAKE-UP CLASS IN SUMMER SCHOOL

A student athlete may make up one "F" during summer school by earning a passing grade in that same class from an accredited program. The new grade may be substituted for the original grade in that class. For the purpose of athletic and/or activities eligibility, summer school is defined as an extension of the spring semester for that year only and must be on the transcript by the first day of the following school year (NMAA 6.2.4).

Please note that any accredited schools a student attended, if the student wants credit, must have the original transcript directly mailed from that school.

INFORMATION FOR SENIORS

Seniors who violate the LAHS Code of Conduct may jeopardize the privilege of participating in commencement exercises.

GRADUATION

Students **must complete all 24 required credits prior to graduation day** in order to earn a diploma from LAHS and to participate in graduation ceremonies. Details of LAHS graduation requirements, including courses that meet the health, fine and performing arts, technology, practical arts, and career cluster requirements are available in the School Counseling Office and in the LAHS Course Handbook. A core course must be taken on the LAHS campus during the last two semesters of the senior year in order to receive a LAHS diploma.

Ultimately, it is the student's and parent's/guardian's responsibility to be sure graduation requirements are met by selected courses and that all waivers are complete (LAPS Policy 5127).

GRADUATION EXERCISES

Participation in graduation ceremonies is a privilege, not a right. Graduation is a formal event. Seniors wishing to participate must attend rehearsal and sign and adhere to a code of conduct agreement and a dress requirement. Any senior with outstanding fees and fines for the library, parking, books, equipment, breakage, etc., will not receive a diploma or transcript until such fees and fines are paid.

HONOR GRADS

Honor grads must have a cumulative GPA of 4.01 or higher at the end of the 3rd quarter of their senior year.

ONLINE CLASSES

Online classes must be completed three weeks prior to graduation.

The LAHS administration reserves the right to determine what is worn over the cap and gown at commencement. Cap decoration is allowed with pre-approval by administration and a form will be sent out to parents/guardians and students in the spring. Graduation cords will be permitted for those who met the requirements for Competition, Service, Honor Graduate, Bilingual Seal, LAECCA, Armed Forces and/or the Native American sash. Information on both cap decoration and cords will be emailed in the spring.

GRADUATION REQUIREMENTS*

Requirements	Credits
English	4.0
Social Studies	3.5
Math	4.0
Science	3.0
Career Cluster, workplace readiness or the 2nd of two consecutive years language other than English	1.0
Practical Arts	.5
Fine and Performing Arts	.5
Technology	.5
Physical Education/or two years of ROTC	1.0
Health	.5
Electives	5.5
TOTAL	24.0

*One of the above units must be honors, Advanced Placement, dual credit, or distance learning.

SENIOR PRANKS

Unapproved senior pranks are subject to school / district discipline. Any prank that defaces or vandalizes school property, damages any area of campus, or causes additional work for district employees will not be approved. **Any prank that occurs without administrative approval will be reported to the police and students involved may be suspended and lose those privileges granted to seniors (Junior/Senior Prom, Graduation Ceremony, etc.).** Seniors who plan a senior prank must complete a Senior Prank Permit, available in the main office. The Senior Prank Permit must be submitted to the administration for prior approval.

INFORMATION FOR PARENTS / GUARDIANS

CIVILITY POLICY

In accordance with LAPS Policy 4002 adults are expected to serve as positive role models. Demonstration of appropriate behavior by adults, including parents and guardians, while on the LAHS campus is expected. **Confrontation, intimidation, and/or threats to LAHS staff members will result in removal from campus and/or further disciplinary action (NM 30-20-13).**

ADDRESSING CONCERNS RELATED TO PROFESSIONAL STAFF

- We encourage parents/guardians to maintain ongoing communication with staff members.
- When a concern arises, the parent is asked to contact the staff member directly by phone or email to discuss the concern.
- If the concern is not successfully addressed, the next step is to contact the student's counselor so that the counselor can facilitate a meeting among the parent, student, and staff member.
- If the concern is still not successfully addressed, a further step is to contact the staff member's administrative supervisor in order to schedule a meeting between the parent and the supervisor.
- Parents/guardians will then be encouraged to document their concern in writing.

Should a concern arise, retaliation against the student raising the concern is not acceptable and will not be tolerated.

STUDENT DROP-OFF AND PICK-UP

Sullivan Field Parking Lot is the designated student drop-off area. For safety, students must use the overpass to cross the street. **Students are not to be dropped off in the Duane Smith Auditorium (DSA) parking lot or the faculty lot behind the Auxiliary Gym.** Other prohibited areas include the access drive off Canyon Road and the staff lot off Orange Street.

MESSAGES AND DELIVERIES DURING THE SCHOOL DAY

Because of the importance of instructional time, classes are not interrupted. Students can be picked up by security or taken a note in emergency situations. See "To Excuse An Absence" in the "Attendance" section of this handbook for details. **Parents/guardians should only attempt to contact a student via the student's cell phone before school, during lunch, and after school, not during the instructional school day. Contacting your student during the day on their cell phone may result in the student receiving a cell phone violation.**

In the interest of instructional time, LAHS and TFA discourage and reserve the right to refuse deliveries, gifts, flowers for special occasions and similar items delivered to school. The school is not responsible for any losses.

STUDENT RECORDS

Student records are a property of the Los Alamos Public Schools and are kept according to local, state, and federal regulations. The records are filed in six categories: open records, discretionary records, confidential/diagnostic records, health records, Individualized Education Program (IEP) records and, at the high school, advisement records.

Open, discretionary, and health records are maintained for each student in the Los Alamos Public Schools. Confidential/diagnostic and Individualized Education Program (IEP) records are established for individual students as needed. Advisement records are maintained for all high school students.

Directory information is defined as material concerning individual students that may be given to the general public without the express consent of the student or the student's parents or guardians.

Directory information is limited to a student's . . .

- Name, address, electronic address, and telephone number
- Date and place of birth
- Photograph
- Grade level
- Major field of study
- Dates of attendance
- Enrollment status (e.g. part-time or full-time)
- Participation in officially recognized activities and sports
- Weight and height if a member of an athletic team
- Honors and awards received
- Most recently attended agency or institution

Parents/guardians have until 2 weeks after enrollment in the current school year to notify the school not to release directory information without prior consent.

Academic and attendance records, basic health records, and most recent diagnostic and Individualized Education Program records are kept indefinitely by the schools. Other records are purged one year after graduation of the student's class. Test protocols are maintained until the time of a new evaluation at which time previous test protocols are destroyed.

Information in student records shall be disclosed to eligible students (students over age 18), their parents or guardians, school personnel and other persons or organizations only in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA), provisions of New Mexico law and provisions of the New Mexico Administrative Code (NMAC).

At the time of graduation from high school, the parent or eligible student may request that all records no longer needed to provide special education, with the exception of information that must be maintained permanently (student's name, address, phone number, grades, attendance, classes attended, grade level completed and year completed), be destroyed. This request must be received in writing or documented in an IEP (6.31.2.13 NMAC). The written request will be maintained.

The Family Education Rights and Privacy Act affords the following rights to parents/guardians and eligible students with respect to the student's educational records:

- **The right** to inspect and review the student's educational records within 45 days of the day the District receives a request for access. parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
- **The right** to request a change to any part of the student's records that the parent or eligible student believes are inaccurate, misleading, or in violation of student rights. The request specifying the correction the requester wishes must be submitted in writing to the custodian of the records and identifying why the requester believes the record is inaccurate, misleading or violates student rights and how. The schools shall decide whether to amend the information in accordance with the request within a reasonable period of time. The school will inform the parents or eligible student if it refuses to amend the information and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If, as a result of the hearing, the school decides that the information is accurate, it will inform the parents or eligible student of their right to place in the records a statement commenting on the information or reasons for disagreeing. This information will be maintained as long as the record is maintained and will be disclosed if the records are disclosed.

- **The right** to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is . . .

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, school resource officers, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- **The right** to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605

NONDISCLOSURE OF STUDENT DIRECTORY INFORMATION

Under the general provisions in Title IX of the No Child Left Behind Act of 2001, local education agencies receiving funds under this act shall provide armed forces recruiters the same access to secondary students and student directory information as they provide to postsecondary institutions or to prospective employers. Student directory information at LAHS includes student names, addresses, and telephone listings.

Under federal legislation, a high school student who is over 18 or the parent of a student may request that this information not be released. Parents and students may opt out of the requirement that LAHS provide this information to military recruiters, postsecondary institutions, and/or prospective employers.

In order to opt out of providing information, the parent must submit a letter stating the right to nondisclosure to the LAHS registrar OR complete and return the Right to Nondisclosure of Student Directory Information Form that is available from the registrar.

Los Alamos High School welcomes recruiters from universities, colleges, technical institutions, and the military to its campus. Each plays an important role in helping students with their after graduation plans. Recruiters are required to adhere to the following guidelines:

- Contact the Career Center at 663-2595, 24 hours prior to the visit;
- Sign in as a visitor with the receptionist in the main office;
- Meet with students in the IMC classroom throughout the day, including lunch, for appointments;
- Do not contact students in the event that they or their parents have submitted the nondisclosure paperwork.

PERMISSION TO PUBLISH WEB-BASED PUBLICITY FOR STUDENTS

For a student's work to be published on the LAPS websites or for a student's individual or group photograph to be published on the LAPS websites, parents/guardians must sign a consent form.

HEALTH AND MEDICAL INFORMATION

GENERAL GUIDELINES FOR BEING AT SCHOOL

Students and staff should stay home if they show any signs of illness. This includes a fever (100.4 degrees or greater), chills, cough, shortness of breath (difficulty breathing), sore throat, diarrhea,

nausea, muscle pain, headache, and new loss of taste or smell. Please err on the side of caution and keep your student home if they are not feeling well.

IMMUNIZATIONS AND MEDICATIONS

Documentation of required immunizations by a medical provider or public health official must be brought to the school nurse before a child may attend school. All current immunizations required by the state are listed on the LAHS web page at <http://www.laschools.net/studenthealthandwellness>.

Students who take medication at school need to have a physician's order for their medication on file in the Health Room. This policy applies whether the student carries the medication or is self-administered by the student when supervised by the nurse or administered by the nurse. At no time will a student be allowed to carry a medication that is classified as a controlled substance (Ritalin, Dexedrine, Tylenol with Codeine and the like). If you have questions, feel free to call the school nurse at 663-2530.

HEALTH SCREENINGS

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

HEALTH CONCERNS

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

STUDENT ASSISTANCE AND REFERRAL PROCEDURES

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

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

SPED/GATE/ELL

Special education and classroom teachers will collaborate to find a balance of general ed and special education instruction that best meets each student's needs and fulfills the requirements of the IEP.

English Learner services are provided as a support to students in the general education program. EL teachers will collaborate with general education teachers to determine how best to support students in the acquisition and application of English language skills.

CHILD FIND

The Los Alamos Public Schools is required to identify all children with disabilities from birth to age twenty-one who may be in need of special services and who reside within the jurisdiction of the district. This applies to all children whether they are in public school, in private school, or in the custody of public institutions or agencies. Anyone who knows of a child with special needs, who is not presently being served by the public schools, should contact Karla Crane, Coordinator of Student

Services, at 663-2212. Children who are birth to three years old are referred to the Part C Early Intervention Service Provider. Information will be kept confidential.

For current/updated *NM PED COVID Response Toolkit* and *Public Health Orders*, click [here](#).