

**Los Lunas Middle School
and
Valencia Middle School
2025-2026 Student Handbook**



Motto

Every student matters. Every moment counts.

Vision

Los Lunas Schools will be the premier school district in the state of New Mexico by exemplifying high levels of learning for all students.

Mission

Preparing, empowering, and inspiring all students to reach their maximum potential.

THIS BOOK BELONGS TO:

Name: _____

Los Lunas Schools Superintendent: Susan D. Chavez

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WELCOME TO MIDDLE SCHOOL!

Middle school is an exciting time for our students! We strive to provide the very best opportunities for all students as they learn, grow, and prepare for high school. We have provided this handbook to help students and parents understand the policies and procedures used at both Los Lunas Middle School and Valencia Middle School. Students are encouraged to read this document carefully with their parent/guardian. It should answer many of your questions regarding school rules, student dress code, discipline, and attendance policies.

ACADEMIC ELIGIBILITY FOR ACTIVITIES:

Los Lunas Schools have aligned their eligibility standards with New Mexico Activities Association, which is the governing body for all competitive athletics. Please refer to the NMAA rules for more information. NMAA website: <https://www.nmact.org/>

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

ACTIVITIES/ATHLETICS:

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

ALGEBRA I CREDIT:

Middle school students who complete high school Algebra I will be eligible for high school credit. The class will be graded as if students taking the class were a high school student and the class will transfer onto the student's high school transcript in one of two ways.

1. All students will be offered the opportunity to take the district-approved Algebra I placement test at the end of the second semester. If students pass the test with an 80% or better, the letter grade earned for the class will be transcribed as a high school math credit. This grade will be factored into their high school GPA. The grade will appear on their high school transcript and will count as 1 of the 4 high school math requirements.

2. If a student does not meet the cut off score of 80%, they will receive high school credit in the form of **CR**. This will count towards a high school elective course and will **NOT** affect their high school GPA. Students will have to complete 4 additional math classes once they are enrolled in high school in order to meet the state requirement of 4 high school math classes
 - a. Students who receive a 70% or better on the placement test may move on to Geometry their 9th grade year.

ANTI-RACISM, ANTI-OPPRESSION HOTLINE

The Anti-Racism, Anti-Oppression Hotline (833-485-1335) is now live and available to students, families, and community members to report school-based incidents of racism, injustice, or discrimination against anyone. Callers will reach a trained department employee from 8am-5pm Monday through Friday (if calling after hours, they can leave a message). The hotline was established as a requirement of the Black Education Act, passed in the 2021 General Session of the Legislature. To report an incident, please choose any of the following options:

- Call: 833-485-1335
- Email: ARAO.Hotline@state.nm.us
- Fill out an online form: bit.ly/ARAOHotline

ARRIVAL/DISMISSAL TIME:

Arrival time on the Middle School campus is no earlier than 7:10 am, and classes begin at 7:25 am. Students arriving after 7:25 am, must be signed into the office by a parent/guardian. Dismissal time is 2:25 p.m. Students may not be signed out after 2:00 pm. LLMS students who walk should leave campus by 2:25 pm, unless they are involved in after school activities. VMS students must be transported to and from school by bus or parent/guardians. Parents or guardians must pick up students no later than 2:35 pm. Students who ride the bus should go directly to the bus loading area upon dismissal.

ATTENDANCE POLICY:

Please visit the LLS Accountability Department website for school truancy information.

MAKE-UP WORK FOR ABSENCES:

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

BELL SCHEDULES:

Regular Bell Schedule	
Time	Period
7:25-8:24	1 st
8:24-8:36	Homeroom
8:40-9:39	2 nd
9:43-10:42	3 rd
10:46-11:16	A Lunch
11:20-12:19	4 th (A Lunch Students)
10:46-11:45	4 th (B Lunch Students)
9:43-10:42	3 rd
10:46-11:16	A Lunch
11:20-12:19	4 th (A Lunch Students)
10:46-11:45	4 th (B Lunch Students)
11:49-12:19	B Lunch
12:23-1:22	5 th
1:26-2:25	6 th

Abbreviated Bell Schedule	
Time	Period
9:25-10:06	1 st
10:10-10:51	2 nd
10:55-11:36	3 rd B lunch students
10:55-11:25	A lunch
11:29-12:10	3 rd A lunch students
11:40-12:10	B Lunch
12:14-12:55	4 th
12:59-1:41	5 th
1:45-2:25	6 th

Remote Learning Schedule		
Synchronous/Asynchronous	Time	Period
On Zoom	9:25-9:43	1st
Independent Work Time	9:43-10:00	
On Zoom	10:05-10:23	2nd
Independent Work Time	10:23-10:40	
On Zoom	10:45-11:03	3rd
Independent Work Time	11:03-11:20	
Lunch 11:25-12:25		
On Zoom	12:30-12:48	4th
Independent Work Time	12:48-1:05	
On Zoom	1:10-1:28	5th
Independent Work Time	1:28-1:45	
On Zoom	1:50-2:08	6th
Independent Work Time	2:08-2:25	

BUS TRANSPORTATION:

All information and regulations regarding buses may be found in the bus transportation handbook. The Los Lunas Transportation Department can be contacted at 505-866-2147. All transportation discipline will be handled through the District Transportation Department. Any transportation concerns or questions need to be directed to the Transportation Department.

BULLYING STATEMENT:

Bullying behavior by any student in the Los Lunas Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school.

Key factors in bullying include:

- Power and control (Who has the most power? There's always an imbalance of power in bullying cases.)
- The act is repeated over time.
- There must be intent to harm or injure.

- TRADING INSULTS BACK AND FORTH IS NOT BULLYING.

Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect on others, placing a student in reasonable fear of physical harm or damage to the student's property or physically harming a student or damaging a student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student.

CYBERBULLYING, INTIMIDATION/INSTIGATION BY USE OF ELECTRONIC DEVICE OR SOCIAL NETWORKING OUTLET

Any act by use of transmitted communication, either by electronic devices or other transmittal device that subjects persons to indignity, humiliation, physical abuse, or threat of physical abuse, social or other isolation, shame or disgrace. This also includes direct or indirect communication of social networking sites. Examples of cyber bullying include:

- Posting slurs, rumors or other disparaging remarks about a student or staff member on any website.
- Sending email, text, or instant messages that are harassing or threatening in nature directly.
- Taking and sending an unauthorized and/or unwanted photograph of a student or staff member.
- Using any unauthorized electronic transmission to threaten, intimidate, or harass by means of direct or indirect contact.

Cyberbullying is defined as bullying behavior but through electronic means.

CAFETERIA SERVICES:

The Los Lunas School District is a participant in the National School Lunch and Breakfast Programs. Students are encouraged to eat breakfast and/or lunch at school each day. Meals are free for all students. No food or drink will be permitted outside of designated areas, including classrooms. Students may purchase beverages from the school's vending machine, or they may bring bottled water.

DELIVERIES:

The only deliveries that will be accepted are those deemed essential such as educational materials and medications. The school reserves the right to turn away any deliveries that are not educational in nature such as: balloons, gifts, Door Dash, Uber Eats, etc.

DISCIPLINE:

Refer to the [Los Lunas Schools Student Behavior Handbook](#).

MIDDLE SCHOOL DISCIPLINE:

Student Conference:

A school official (teacher, counselor, or administrator) will talk to the student and attempt to resolve the problem. If the problem can be settled between the student and school official, parents are not always notified.

Parent Notification:

When deemed appropriate by the school official, a student discipline report, telephone call, personal contact, or letter will notify the parent or guardian of the issue. If needed, a conference will be scheduled with the parent, student, and appropriate school official.

Lunch Detention/In-School Suspension:

A student may be placed in lunch detention or in-school suspension (when available) at the discretion of the administration as a consequence for behavior infractions.

DIS-ENROLLMENT:

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

DRESS CODE:

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

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

Pants/Bottoms:

- “Sagging pants” are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is long, the pants must be worn at the waist. Undergarments should not be visible at any time. Pants that drag or are excessively oversized are not allowed.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants with holes are permitted as long as skin more than three inches above the knee is covered.
- Sunglasses are not permitted to be worn in the school buildings.
- No pajamas or undergarments are to be worn as clothing or outerwear.
- Dresses, skirts, and shorts must be a length that are not higher than three inches above the knee.

Shirts:

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- Shirt hems must extend below the waist of pants/shorts/skirts whether in a sitting or standing position.

Not Allowed:

- Low cut, bare midriff or crop tops
- Oversized, too tight and/or revealing see-through shirts.
- Backless shirts, muscle shirts, spaghetti straps, halter tops, tube tops, off the shoulder shirts.
- Cutting or tying of shirt

Footwear:

- No bedroom or house slippers
- Must not resemble slippers

Outerwear:

- No inappropriate logos on hoodies, jackets, sweatshirts as determined by administration
- No oversized jackets (trench coats)
- Knit caps may be worn outside on inclement or cold weather days
- No blankets

Students will not be allowed to leave campus for the purpose of changing clothes. All Los Lunas School students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed. The Administration, in connection with the sponsor, coach, or other person in charge of

an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

Notes:

The responsibility to interpret and enforce the policy rests with each site administrator.

Students enrolled in or eligible for enrollment in federally recognized Indian Nations, Tribes, or Pueblos can wear tribal regalia during graduation ceremonies and public school events. Tribal regalia is defined as traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, footwear, hairstyles, headdresses, and feathers.

EMERGENCIES

Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal in association with Central Office and emergency services personnel (law enforcement, fire, etc.), to ensure orderly movement of students to the safest available space. In the event of an actual emergency, the school will retain students and faculty at the school building or elsewhere should the need arise. In conjunction with the School's Emergency Response Plan, all students may be released to a parent guardian. Parents must have an ID and follow proper protocol.

OTHER:

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

EXPECTATIONS OF STUDENTS:

All students are required to the following expectations:

- Be on time to class: You must attend class daily.
- Be prepared: Bring all necessary materials for all classes. Ensure that iPad is charged.
- Be respectful.
- Participate in class.
- Follow the LLS Student Handbook.
- Follow the dress code.
- Keep the campus clean.

Procedures for all students

- Students who are tardy to class must obtain a tardy slip from the front office.
- Students will not be permitted to eat in the classrooms.
- Students will follow the Los Lunas Schools Student Handbook, as well as all school and classroom expectations.
- Upon arrival to school, students may eat breakfast in the cafeteria or may be out in the courtyards prior to the bell. No students should be in the pods or halls prior to school.
- No students are permitted to be in the pods during lunch.
- No more than two students in the bathroom at one time.
- No students will be out of class during the first and last ten minutes of class unless requested by the office.

EXPECTATIONS OF VISITORS:

Visitors/Parents/Guardians will:

- Act as role models for all students by conducting themselves in a calm and dignified manner.
- Call and schedule an appointment if they wish to meet with administration at least 24 hours in advance.
- Contact a student's teacher first when there is a concern or question in regard to grades, behavior, etc.
- Comply with school staff directives when on campus or attending extracurricular events.

*Behaviors and/or language that intimidate, threaten, or are deemed inappropriate will result in legal actions.

EQUAL OPPORTUNITY:

The Los Lunas Schools does not discriminate per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

Anyone who believes he/she have been discriminated against because of race, color, religion, sex, national origin, disability, age, citizenship status, or Vietnam era or special disabled veteran status may contact the Los Lunas Schools' Equity Officer:

Andrew Saiz

Assistant Superintendent

District Equity Officer

Phone: (505) 865-9636

Fax: (505) 866-2459

E-mail: asaiz@llschools.net

FIELD TRIPS:

Students must provide a written permission form signed by a parent or legal guardian to the teacher prior to leaving on any field trip. Failure to return a signed permission form prior to the trip will prohibit the student's participation in the activity. Students must be eligible based on grades and attendance for field trips. are to demonstrate exemplary behavior to maximize learning experiences. Students must abide by all school rules during the field trip. Parents wishing to transport their children from the field trip must complete a release consent form and have it signed by the office no later than 24 hours prior to the field trip taking place.

HEALTH SERVICES:

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

Immunizations:

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

Medication/Medical Procedures/Treatments:

For health services to administer/supervise medications, do medical procedures, or treatments, the parent/guardian needs to obtain the physician's orders (with physician signature) and the parent authorization form (parent signature). These forms are available from the school nurse. Medication orders are needed for prescription and over the counter medications such as Tylenol or Ibuprofen. Medications found on children at school without proper authorization are prohibited. Medications/Inhalers/Solutions need to be in properly labeled containers from the pharmacy or in the original containers they were purchased in.

INCLEMENT WEATHER:

In the event of inclement weather, the school will operate on an abbreviated day schedule (with the school day beginning two hours later than the scheduled time). Alternatively, if the school is closed for the day, remote learning may be implemented. Both schedules start at 9:25 am and dismiss at 2:25 pm. Announcements will be disseminated through various channels, including local television channels such as KOB 4, KOAT 7, KRQE 13, the district website (www.llschools.net), school social media, and the Remind App. On abbreviated days, buses will run two hours later than normal; for instance, if the bus typically picks up at 6:10 am, pick-up time will be adjusted to 8:10 am.

LIBRARY/MEDIA CENTER:

The school library may be used to study, do research, and checkout materials. The Library Media Center is open from 7:15 to 2:25 every school day. Library books may be checked out for two weeks. Magazines and some reference books may be checked out overnight. Students are responsible for the replacement cost of all lost or damaged books and materials.

LOST AND FOUND:

Los Lunas Middle School and Valencia Middle School are not responsible for the loss of personal items. All personal items should be labeled with the owner's name. Found articles should be returned to the Lost and Found box or the office where they may be retrieved. Backpacks should not be left unattended **anywhere** on campus. LLMS/VMS does not assume responsibility for lost or stolen personal items or valuables. **School staff will not investigate prohibited items that are lost or missing.**

PARENT PORTAL:

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

WHY VISIT THE PARENT PORTAL?

The PowerSchool Parent Portal gives parents access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Parents can help their students stay on top of assignments, are able to participate in their student's progress, and teachers can share information with parents.

USING THE PARENT PORTAL:

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

welcome letter. Note: Be sure to distinguish between the number 1 and the capital I, and the number 0 and the capital O.

USING CANVAS PORTAL

WHAT IF I LOSE/FORGET LOGIN INFORMATION?

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

CELLULAR PHONES/ELECTRONIC DEVICES:

Cellular phones/electronic devices/ear phones/earbuds brought to school MUST remain out of sight in a backpack/bag and turned off at all times during the school day, including passing periods and lunch. Items that are seen or heard will be confiscated and face the following consequences and possible disciplinary action, as determined by administration. Inappropriate use of Smart Watches (i.e., texting) will be subject to the same consequences.

Consequences:

First Occurrence: Item is confiscated, held in the office, and the student may pick up the phone at the end of the school day.

Every Following Occurrence: Item is confiscated, held in the office, and the parent or legal guardian must pick up the phone.

REMIND MESSAGING APP:

Los Lunas Schools, individual schools, teachers, and coaches utilize the Remind App to communicate with parents/guardians. Parent/guardians should keep their PowerSchool contact information up to date, so that they receive important communications.

REPORT CARDS:

Report cards are indicators of a student's progress. All report cards are computerized and distributed to the students in a timely manner after each grading period ends. If you have questions regarding information on the report card, please contact the teacher of the class(es) first. If questions or concerns remain after speaking to the teacher, then call the school to schedule a conference with the teacher(s) of the class(es). Report cards will be held if your child owes fees, books, or an athletic uniform to LLMS/VMS.

SAFETY DRILLS:

Lockdown Drill:

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

Fire Drill:

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

The building must be cleared immediately. Students must remain clear of the building and at a safe distance until the signal to return to class is sounded. Students then return to class, as a group, with their teacher.

Weather Drill:

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

STUDENT ASSISTANCE TEAM:

The Student Assistance Team (SAT) includes school staff, parents and the student (when appropriate SAT is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns in order to meet the educational needs of students. Students in SAT will not automatically be tested for services in Special Education.

SELLING ON CAMPUS:

Sales of any kind by staff or students on campus shall have the prior approval by the administration. Sales for personal gain are not permitted and items will be confiscated.

STAFF PROFESSIONAL DEVELOPMENT DAYS:

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

STUDENT CHECKOUT:

A student will not be permitted to leave the school grounds during school hours unless an adult on their emergency card is checking them out. Parents and/or guardians must report to the office to check out a student. Just as a reminder we cannot provide information, nor do changes in plans over the phone. Anyone picking up students will be asked to prove their identity and must be on the student's emergency card. The student will be called out of the classroom at that time and summoned to the administration office. No student will be released to anyone under the age of 18. Students are not allowed to be signed out after 2:00pm.

STUDENT INSURANCE:

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

STUDENT PICKUP:

Students should be picked up no later than 2:35 p.m. on a regular school day. Students who stay for after school activities, such as a game or dance, need to be picked up within fifteen (15) minutes of the ending of the activity. If students are left longer than this allotted time, they will not be allowed to attend future after school activities.

TELEPHONE USAGE:

The phones in the office and classrooms are to be used for official purposes only. Students will not be called out of class for phone calls except in case of an emergency. Students may request to use the phone in the office at the discretion of office staff.

TESTING:

Interim mandatory assessments are administered throughout the school year, and state-mandated tests are conducted in the second semester. Students are strongly encouraged to take these assessments seriously, utilize testing strategies, and ensure attendance on these days.

TEXTBOOKS AND TECHNOLOGY EQUIPMENT:

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

VISITORS:

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

ADDENDUM:

Los Lunas Middle School

Policies and Procedures



Mission

Nothing less than my best!

Vision:

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

Matt Pendrak, Principal

mpendrak@llschools.net

Melissa Dyea, Assistant Principal

mdyea@llschools.net

LLMS ACTIVITIES:

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

LLMS DROP-OFF/PICK-UP:

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

LLMS-ENERGY DRINKS:

All energy drinks are prohibited at Los Lunas Middle School.

LLMS GRADING:

- Provide students with frequent, effective, and timely feedback for all assignments and provide rubrics and exemplars when appropriate.
- Teachers are required to enter a minimum of two grades per week for each class into PowerTeacher for families to access grades.
- These grades should be entered no later than the Friday of each instructional week.
- Report cards are distributed every 6 weeks.
- Quarantine/Absences/Suspension-Students are expected to complete all online assignments during their absences.

LLMS issues a system of letter grades and quality points to evaluate student performance. The letter grades are assigned to the following point values:

A=4.0 GPA 90%-100%

B=3.0 GPA 80%-89%

C=2.0 GPA 79%-70%

D=1.0 GPA 69%-60%

F=0.0 GPA 59% and below

LLMS GRADING GRIEVANCE PROCEDURE:

If a parent or student has an issue or complaint regarding a grade, it should be addressed at the level where the issue arose, namely with the teacher. If the issue remains unresolved, the complaint should then be escalated to the school campus administration, followed by the school advocate, the superintendent, and, as a final arbitrator, the board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

LLMS PE UNIFORM

Students must wear a gray t-shirt and blue shorts for PE classes.

Valencia Middle School

Policies and Procedures



Home of the Mighty Jaguars
The Best of the Best

Mission Statement:

Committed to inspiring students to thrive in the 21st Century through innovative, rigorous education.

Vision Statement:

A community of learners dedicated to continuous improvement

Michaela Coffin, Principal

mismith@llschools.net

Nichole Villella, Assistant Principal

nvillella@llschools.net

VMS ACTIVITIES:

VMS offers a variety of non-sports activities that are sponsored by school staff. More information will be made available throughout the year for these activities.

VMS ADMINISTRATION:

At Valencia Middle School, our administration's primary focus during the school day is to actively support our students and staff, ensuring a positive and productive learning environment. To help us maintain this focus and dedicate our time effectively to the needs of our students and staff, we kindly request that parents/guardians wishing to meet with an administrator schedule an appointment at least 24 hours in advance. We are committed to timely communication and make every effort to respond to emails and phone calls within 24 hours. Thank you for your understanding and cooperation.

VMS DRESS CODE:

In addition to the dress code described above:

- Knit caps may be worn outside on inclement or cold weather days only
- No hoods are allowed to be worn.
- Students will refrain from drawing on themselves and/or using face paint

VMS DROP-OFF/PICK-UP:

For the safety of all, the student drop-off and pick-up area before and after school is at the front of VMS. For the safety of your child, please use the one-way parent pick up and drop off lane only. Parent/guardians will not “skip” the line and must have legal handicap decals in order to park in the handicap parking at the front of the school. Students are not allowed to be dropped off or picked up in the parking lot or the bus lot. If your student is arriving to school after the gates are locked, they must be walked into the office and be signed in by the person dropping them off.

VMS GRADING:

- Teachers will provide students with frequent, effective, and timely feedback for all assignments and provide rubrics and exemplars when appropriate.
- Teachers are required to enter a minimum of two grades per week for each class into PowerTeacher for families to access grades.
- These grades should be entered no later than the Friday of each instructional week.
- Report cards are distributed every 6 weeks.
- Quarantine/Absences/Suspension-Students are expected to complete all online assignments during their absences.
- Students may correct graded work and turn in allowable late assignments at any time during the first five weeks of each grading period.

VMS issues a system of letter grades and quality points to evaluate student performance. The letter grades are assigned to the following point values:

A=4.0 GPA	90%-100%
B=3.0 GPA	80%-89%
C=2.0 GPA	79%-70%
D=1.0 GPA	69%-60%
F=0.0 GPA	59%-50%

VMS GRADING GRIEVANCE:

If a parent or student has an issue or complaint regarding a grade, it should be addressed at the level where the issue arose, namely with the teacher. If the issue remains unresolved, the complaint should then be escalated to the school campus administration, followed by the school advocate, the superintendent, and, as a final arbitrator, the board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the school's advocate, assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

VMS PE UNIFORM:

Students must wear a P.E. uniform. Uniforms must be solid color shorts, sweat pants and t-shirts with sleeves. Uniforms can be any combination of red or black. No spandex/ compression shorts. Any Valencia or college logo shirts are also allowed. Students should wear closed-toe, athletic shoes that must tie.

VMS PROGRESS REPORTS:

Students receiving failing, unsatisfactory, or incomplete grades should talk to the teacher to take action to correct these deficiencies. The cooperation of parents in helping with homework, punctuality, and good attendance at school is essential to a child's education. Progress reports are sent home with students in the middle of each six (6) week grading period.