

Los Lunas Schools

High School Student Handbook

2026-2027



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.

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WELCOME TO HIGH SCHOOL!

Welcome to high school! This is an exciting time, full of new experiences, challenges, and opportunities. Get ready to explore new subjects, discover your passions, and make lasting friendships. Your high school journey is what you make it, and we're here to support you every step of the way. This handbook is your guide to navigating everything high school has to offer, from academics to extracurriculars and beyond. It provides important information about daily routines, school policies, and procedures based on policies established by the Los Lunas Schools Board of Education and guidelines from the New Mexico Public Education Department. Please note that some procedures may change throughout the year based on district updates or decisions made by the Los Lunas Schools Board of Education. Any significant changes will be communicated in a timely manner.

The purpose of this handbook is to help families understand how our high schools operate and to provide clear guidance on expectations and policies. By working together and staying informed, we can help ensure a safe, supportive, and productive learning environment for all students. Our goal is to make the school experience positive and engaging, and we believe that strong communication between home and school is key to student success. Let's make this year a great one!

Los Lunas Schools High School Administration

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Los Lunas High School

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ACADEMIC ELIGIBILITY FOR ACTIVITIES:

Los Lunas Schools have aligned their eligibility standards with the 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/guardian.

ACTIVITIES:

Los Lunas Schools believes extracurricular activities are a vital part of the student experience. **Participation in these activities is a privilege, not a right.** Students representing our school are expected to demonstrate excellent character and behavior at all times, both on and off campus.

Addressing Concerns

Our sports teams and clubs are directly supervised by their coaches or sponsors. If you have any questions or concerns, please address them with the coach or sponsor first. They are best equipped to resolve issues at this initial level.

If a resolution isn't reached, please contact the school's Athletic/Activity Manager for assistance. The next step, if needed, would be to speak with the District Athletic Director.

We expect all concerns to be discussed with coaches at an appropriate time and place. Coaches and sponsors will not address parent concerns immediately before, during, or after a game or event. Parents must schedule a mutually agreeable time to discuss their concerns with the coach or sponsor.

Please refer to the Los Lunas Schools Athletic Handbook for further guidelines regarding athletics in the District, and the NMAA guidelines.

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 High School campus is no earlier than 7:00 am. The first bell rings at 7:21 am, classes begin at 7:25 am. Students arriving after 7:25 am, must check into the office for a tardy pass. Dismissal time is 2:25 p.m. Students may not be signed out after 2:00 pm.

ATTENDANCE POLICY:

Refer to the [LLS Attendance for Success](#) page to view information on attendance policies.

MAKE-UP WORK FOR ABSENCES:

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

BELL SCHEDULE:

See appendix for bell schedules.

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:

Los Lunas Schools 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.

CANVAS:

Canvas is the district's learning management system. Students are able to access their learning material, message their teachers, and obtain other information via Canvas. Teachers have the ability to grade assignments on Canvas, **but it is not the official gradebook and should not be viewed as such. Synergy serves as the official gradebook for the district.**



CELLULAR PHONES/ELECTRONIC DEVICES:

To ensure a focused learning environment, cell phones, electronic devices and earbuds **must remain out of sight**. Students are permitted to use these devices during lunch and before/after school begins.

Any device seen or heard during prohibited times will be **confiscated** and may result in disciplinary action determined by the administration. Teachers may also have additional expectations and rules regarding technology (ie., placing phones in hanging pouches, leaving phones to go to the restroom, leaving phones in backpacks, etc.) Inappropriate use of smartwatches, such as texting, will be subject to the same consequences.

Consequences for Policy Violations:

- **First Occurrence:** The item will be confiscated and held in the main office. Students may pick up their device at the end of the school day.
- **Every Following Occurrence:** The item will be confiscated and held in the main office. A parent or legal guardian must pick up the device.

CREDIT RECOVERY:

Credit recovery is offered to students who have failed a core course such as; Math, English, Social Studies or Science. Recovery courses are taught through a computer-based program. Counselors will determine student needs and register the student in the appropriate course. Credit is granted when a student completes 100% of the course within an actual grade of 60% or higher. A 70% is required for the Pre-Testing threshold for mastery. Credit recovery courses must be completed within one semester. Credit recovery courses will be transcribed with an (R) on the student's transcript.

Credit Recovery Fees:

Beginning with the 24-25 school year, students will be charged a fee to participate in credit recovery. This includes any credit recovery offered within the daily schedule, after school, and summer school. Students will be required to pay a \$50 fee each semester in order to enroll in the credit recovery program. This is a one-time fee per semester and allows students to complete courses following the guidelines in this document. Space is limited in credit recovery programs. Priority will be given to students in this order: 1. Seniors 2. Juniors 3. Sophomores 4. Freshman (beginning in the second semester).

DELIVERIES:

The only deliveries that will be accepted are those deemed essential such as educational materials and medications from parents/guardians. 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](#).

DIS-ENROLLMENT:

Students will not be withdrawn from school or transferred to another school unless accompanied by a parent/guardian at the time of the withdrawal process, unless 18 years of age. The parent/guardian must pick up the withdrawal form from the Registrar's Office. The parent/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 may be withheld from the transfer school if fines are not paid and/or books are not returned.

DRESS CODE:

At Los Lunas Schools, we believe that student dress plays an important role in fostering a positive and respectful learning environment. Our dress code aims to encourage student expression while maintaining an atmosphere conducive to academic success and safety for all.

Students are expected to dress in a manner that is appropriate for a school setting. Any clothing or appearance that is deemed disruptive, distracting, revealing, or poses a safety hazard will not be permitted.

General Guidelines:

- Clothing should be clean, in good repair, and appropriately sized.
- Undergarments should not be visible.
- Clothing or accessories depicting illegal substances, alcohol, violence, hate speech, discriminatory messages, or sexually explicit content are prohibited.
- Footwear must be worn at all times. Slippers are not permitted.

Specific Dress Code Items:

- **Shirts/Tops:**
 - All shirts must have a back.
 - **Crop Tops:** Crop tops are permitted as long as they are no shorter than 2 inches (approximately two finger widths) above the belly button.
 - **Straps:** Straps on shirts and tops for both boys and girls must be no less than two finger widths wide. Tank tops with appropriate strap width are permitted.
 - Sheer or mesh tops are only permitted if a modest shirt is worn underneath that adheres to all other dress code guidelines.
- **Pants/Shorts/Skirts/Dresses:**



- **Shorts, Skirts, and Dresses:** The hemline must cover the entire bottom (gluteal area) when standing.
- **Pants:** Pants must sit at the waist. Sagging is not permitted and must be buttoned. *Spandex shorts, bodysuits, or pajamas are not permitted.*
- **Pants with Holes/Rips:** Holes or rips in pants are permitted only if they adhere to the shorts rule, meaning any exposed skin through holes must be covered by the equivalent of the allowed short length.
- **Outerwear/Headwear:** Hats, hoods, headcoverings, coats and jackets are permitted but may need to be removed in classrooms at the discretion of the teacher. Non-medical or non-religious face coverings are not permitted.
- **Accessories:** Accessories should not be distracting or dangerous. Large or excessive chains, blankets, spiked jewelry, or other potentially harmful items are prohibited.
- 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.

Enforcement of Dress Code:

Students who are not in compliance with the dress code will be asked to change into appropriate clothing. This may involve:

- Calling a parent/guardian to bring a change of clothes.
- Being provided with temporary clothing by the school.
- Missing class time until the dress code violation is resolved.

Repeated violations of the dress code may result in further disciplinary action in accordance with the school's student behavior handbook.

We encourage all students to review these guidelines and make responsible choices about their attire. If you have any questions or concerns regarding the dress code, please speak with a school administrator.

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 your MacBook is charged.
- Be respectful.
- Participate in class.
- Follow the LLS Student Behavior Handbook.
- Follow the dress code.
- Keep the campus clean.

Procedures for all students

- Students who are tardy to class must obtain a tardy slip.
- Students will follow the Los Lunas Schools Student Behavior Handbook, as well as, all school and classroom expectations.
- Upon arrival at school, students may eat breakfast in the cafeteria or may be out in the courtyards prior to the bell.
- 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 has 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.

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 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 child/children from the field trip must complete a release consent form and have it signed by the office no later than 24 hours before the field trip taking place.

GRADUATION:

Parents/guardians and seniors shall be notified as soon as the information is available to the school administration if a student is in danger of not meeting graduation requirements established by the Los Lunas Schools Board of Education. All finals must be completed on senior exam days. The final exam grade has a major effect on the term grade in a class. Students whose grades are affected will be notified after finals if they do not meet graduation requirements due to failure of a class. Students are cautioned about spending money toward graduation when there may be a possibility the senior may not meet graduation requirements.

Diploma/Certification Issuance

LLS will issue a high school diploma to students who meet all graduation requirements and who have met the testing requirements in the required subject areas. Students not meeting all graduation requirements will not be allowed to walk the line or participate in graduation activities. Diplomas and official transcripts may be held until all fees are paid in full pursuant to NM State Statute, Chapter 22, Section 22-15-10.

The student's legal name should appear on all school records and their diploma. If the student's name is incorrect, please see the registrar to make corrections.



Los Lunas Schools Graduation Requirements:

Refer to High School Course Description Book

HEALTH SERVICES:

A nurse is available to assist with 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.

Medication/Medical Procedures/Treatments:

In order to administer/supervise medications 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.

PARKING:

Driving and parking on school grounds are privileges extended to our students, not inherent rights. This privilege is granted with the expectation that all student drivers will operate their vehicles safely and responsibly, adhering to all traffic laws and school regulations. Maintaining



this privilege requires respect for school property, careful driving habits, and consideration for the safety of all members of our campus community. Failure to comply with school rules or demonstrating unsafe driving practices may result in the revocation of on-campus driving and parking privileges. Please see specific school appendices below for more information.

PARENT PORTAL (ParentVUE)

Synergy is the District's web-based student information system used to collect and store student data. ParentVUE is the "gateway" portal into this system, giving parents and guardians secure access to information about their children.

To access the portal, parents/guardians can sign in via a web browser or by downloading the ParentVUE mobile app. No special software is needed—all you need is a computer or mobile device with internet access and your activation information.

An activation key and instructions will be provided to you by the District. Once your account is created, your access will automatically follow your student as they progress from elementary to middle and high school without needing to register for a new account each year.

WHY VISIT PARENTVUE?

The Synergy ParentVUE portal gives parents access to real-time information, including:

- Attendance: Live tracking of absences and tardies.
- Grades & Assignments: Current class grades, detailed assignment descriptions, and upcoming due dates.
- Teacher Communication: Direct access to teacher contact information and feedback.
- District Updates: Important school announcements and documents.

ParentVUE ensures everyone stays connected, helping parents support their student's academic progress and collaborate easily with teachers.

USING THE PARENTVUE PORTAL

To log in for the first time, you will need internet access and the activation key provided by the District.

1. Access the Portal: Visit the District website at www.llschools.net. Click on the ParentVUE/Synergy link (typically located in the top utility menu or under the "Parents" tab). Alternatively, you can open the ParentVUE app on your mobile device.
2. Activate Your Account: If you are a first-time user, click on the "Activate Account" link and follow the on-screen prompts to enter your activation key exactly as written.



3. Add Multiple Students: If you have more than one student enrolled in Los Lunas Schools, they will automatically be linked to your single ParentVUE account. You can easily switch between your children's profiles using the student drop-down menu at the top of the page or screen.

Note: Activation keys are case-sensitive. Please be sure to distinguish between the number 1 and the capital letter I, and the number 0 and the capital letter O. Keep your username and password confidential to protect your student's privacy.

PARENT SQUARE COMMUNICATION PLATFORM:

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

PERSONAL POSSESSIONS:

LLS does not assume responsibility for lost or stolen personal items or valuables. 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. School staff will not investigate prohibited items that are lost or missing.

PLAGIARISM:

Plagiarism is when an individual presents work or ideas from another source or individual as their own, with or without the original author's consent. It includes, but is not limited to, directly copying the work or ideas of another student or from an electronic or print source.

Plagiarism is a dishonest act that inhibits the learning process. Teachers will explain to students the importance of referencing all sources of information used in their writing, as well as instruct how to correctly quote and cite the ideas and words of others in alignment with grade level expectations as defined by state adopted standards.

REPORT CARDS:

Report cards are indicators of a student's progress. All report cards are computerized and distributed to the students in a timely manner after each grading period ends. If you have questions regarding information on the report card, please call the registrar's Office to schedule an appointment with the teacher of the class. Printed report cards will be mailed out only at the end of the school year.



STUDENT ASSISTANCE TEAM/504 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.

The Section 504 and Americans with Disabilities Act (ADA) are federal laws, which prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The 504 Process is led by the 504 Team. Please contact the principal or assistant principal for more information.

SELLING ON CAMPUS:

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

STUDENT CHECKOUT:

Los Lunas Schools High Schools are closed campuses, leaving campus during school hours is a structured process designed for student safety. Students are not permitted to leave campus unless an adult listed on their emergency contact card officially checks them out.

How to Sign Out a Student

- **In-Person Pick-Up:** Parents or guardians must come to the main office to sign out a student.
- **Phone Check-Out (Drivers Only):** If a student drives to school, a parent/guardian may check them out via phone, or email. Any email check-outs will be verified by phone.

Return to Campus Policy

- Once a student has been signed out, they **cannot** return to campus on the same day unless they provide a doctor's note or other approved documentation. Students may not be signed out for non-essential reasons like running errands or going to lunch.

Important Reminders for Pick-Ups

- **No Information Over the Phone:** For security reasons, we cannot release student information or change pick-up plans over the phone.
- **Identification Required:** Anyone picking up a student must present a valid ID and be listed on the student's emergency contact card.



- **Student Pick-Up Process:** Students will be called from their classroom to the administration office once their authorized pick-up has arrived and been verified.
- **Age Restriction:** No student will be released to anyone under the age of 18.
- **Sign-Out Deadline:** Students cannot be signed out after 2:00 PM.

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.

SYNERGY:

Synergy is the District's web-based student information system where we collect and store student information. **This is the official gradebook for the district. While grades can be shown in Canvas, they are only official when posted in Synergy.**

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. Please see a counselor for any other tests that are available for college, trade, and/or military entrance.

TEXTBOOKS AND TECHNOLOGY EQUIPMENT:

Textbooks, MacBooks 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 MacBooks. Students will be charged the replacement cost if a book and/or MacBook 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. Students have the ability to purchase their MacBooks upon graduation, as well as, insurance plans for your device.

TRANSCRIPT REQUESTS:



Transcripts are requested through the school registrar or through Parchment via our schools websites.. Official transcripts are stamped and have the School Seal and are mailed directly from school to school. A sealed transcript can be given to the student, guardian or parent. Unofficial transcripts are made available to students and parents. There is a three day advance notice required for transcript requests.

TRANSLATION SERVICES:

Please contact the school secretary to request a translator for essential school meetings with the school nurse, counselor, parent/teacher conferences, and communication with teachers/administration. If you are in need of an interpreter for any of the aforementioned meetings or Student Assistant Team (SAT) meeting, Individualized Education Program (IEP) meeting, 504 meeting, or long-term hearing, you must request one at the time the meeting is scheduled. The District will secure a certified interpreter.

VISITORS:

Visitations to the school by friends or relatives will NOT be allowed. 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



Appendix A LLHS BELL SCHEDULES:

BELL SCHEDULE	
Time	Period
7:21	First Bell
7:25-8:15	1st Period
8:20-9:10	2nd Period
9:15-10:05	3rd Period
10:10-11:10	4th Period/Announcements
11:10-11:40	A Lunch
11:45-12:35	5th Period (A)
11:15 - 12:05	5th Period (B)
12:05-12:35	B Lunch
12:40-1:30	6th Period
1:35-2:25	7th Period

TIGER TIME SCHEDULE	
Time	Period
7:21	First Bell
7:25-8:10	1st Period
8:14-8:59	2nd Period
9:03-9:48	3rd Period
9:52-10:41	4th Period
10:41-11:26	Tiger Time in 4 th Period
11:26-11:56	A Lunch
12:00-12:45	5th Period (A)
11:30-12:15	5th Period (B)
12:15-12:45	B Lunch
12:50-1:35	6th Period
1:40-2:25	7th Period

ASSEMBLY SCHEDULE	
Time	Period
7:21	First Bell
7:25-8:05	1st Period
8:09-8:49	2nd Period
8:53-9:33	3rd Period
9:37-10:59	Tiger Time-Assembly
11:03-11:43	4th Period
11:43-12:13	A Lunch
12:17-12:57	5th Period (A)
11:47-12:27	5th Period (B)
12:27-12:57	B Lunch
1:01-1:41	6th Period
1:45-2:25	7th Period



Appendix B VHS BELL SCHEDULES:

Regular Schedule		
Period	Time	Minutes
1st	7:25-8:15	50 min
2nd	8:20-9:20	60 min
3rd	9:25-10:15	50 min
4th	10:20-11:10	50 min
A Lunch	11:10-11:40	30 min
5th (A)	11:45-12:35	50 min
5th (B)	11:15-12:05	50 min
B Lunch	12:05-12:35	30 min
6th	12:40-1:30	50 min
7th	1:35-2:25	50 min

JAG TIME		
Period	Time	Minutes
1st	7:25 – 8:10	45 min
2nd	8:14 – 8:59	45 min
3rd	9:03 – 9:48	45 min
ADV	9:52 – 10:37	45 min
4th	10:41 – 11:26	45 min
A Lunch	11:26 – 11:56	30 min
5th (A)	12:00 – 12:45	45 min
5th (B)	11:30-12:15	45 min
B Lunch	12:15 – 12:45	30 min
6th	12:50 – 1:35	45 min
7th	1:40 – 2:25	45 min

Assembly		
Period	Time	Minutes
1st	7:25- 8:05	40 min
2nd	8:10- 8:55	45 min
3rd	9:00-9:40	40 min
ADV	9:45-10:55	70 min
4th	11:00-11:40	40 min
A Lunch	11:40-12:10	30 min
5th (A)	12:15-12:55	40 min
5th (B)	11:45-12:25	40 min
B Lunch	12:25-12:55	30 min
6th	1:00-1:40	40 min
7th	1:45-2:25	40 min



Appendix C LLHS/VHS WEATHER BELL SCHEDULES:

Remote Learning Schedule		
Period	Synchronous/Asynchronous	Time
1st	On Zoom	9:25-9:42
	Independent Work Time	9:42-9:59
2nd	On Zoom	10:04-10:21
	Independent Work Time	10:21-10:38
3rd	On Zoom	10:43-11:00
	Independent Work Time	11:00-11:17
4th	On Zoom	11:22-11:39
	Independent Work Time	11:39-11:56
Lunch 11:56-12:26		
5th	On Zoom	12:31-12:49
	Independent Work Time	12:49-1:06
6th	On Zoom	1:11-1:28
	Independent Work Time	1:28-1:45
7th	On Zoom	1:50-2:08
	Independent Work Time	2:08-2:25

2 Hour Delay Schedule		
Period	Time	Minutes
1st	9:25-9:58	33 min
2nd	10:03-10:36	33 min
3rd	10:41-11:15	34 min
4th	11:20-11:54	34 min
A Lunch	11:54-12:24	30 min
5th (A)	12:29-1:08	39 min
5th (B)	11:59-12:38	39 min
B Lunch	12:38-1:08	30 min
6th	1:13-1:47	34 min
7th	1:52-2:25	33 min



Appendix D CHS Parking:

Parking at Century High School is free for students who meet the following requirements.

Eligibility

To receive a parking permit, students must present:

- A valid driver's license *or* provisional license
- Current vehicle registration
- Proof of valid vehicle insurance

Not Eligible

- Learner's permits (driver's permits) are **not accepted** for parking permits.

How to Obtain a Permit

1. Bring your valid driver's license or provisional license, vehicle registration, and insurance card to the **front office** at CHS.
2. Complete the parking permit application form provided by the office.
3. Receive your parking pass and display it as directed.

Parking Location

Student parking is available only in the **student parking lot located at the northeast end of CHS.**

Reminders

- A permit is required to park on campus.
- Parking without a valid permit may result in disciplinary action or loss of parking privileges.
- All vehicles must be operated safely and responsibly while on school grounds.



Appendix E LLHS Parking:

Los Lunas High School is a closed campus. Parking on the Los Lunas High School campus is a privilege, NOT A RIGHT. All students driving a vehicle onto the LLHS campus are subject to the following rules/provisions:

All drivers are required by law to abide by all New Mexico State Traffic Laws. Violation of such laws may be subject to criminal procedures as established by the State of New Mexico. All Students are required to operate their vehicles in a safe and law-abiding manner within posted speed limits. Students must not operate their vehicle in a negligent, careless or otherwise unsafe manner while on campus. Violation of any traffic laws on campus may be referred for prosecution.

1. A student in the Los Lunas Schools District, who has received 10 or more absences or tardies per term, may have his/her parking permit and parking privileges revoked for the remainder of the school year. Students can also lose their driving privileges for other school discipline related issues as defined in the Los Lunas Schools Student Behavior Handbook.
2. Students MAY NOT go to their vehicles during school hours. All parking lots are considered unauthorized areas for students. ****NOTE: For the safety of LLHS students, staff, and visitors, any unauthorized student caught in vehicle or parking lot during normal school hours will be subject to a security check of their person and vehicle. Further consequences will include a disciplinary referral.**
3. A student disciplined for truancy, i.e.: leaving campus without permission (ditching), may have his/her parking permit revoked for the remainder of the school year.
4. In order to be valid, the permit must be permanently affixed to the vehicle.
5. Vehicles parked improperly, or in designated handicapped or visitors' areas, may be **TOWED AT OWNERS' EXPENSE.**
6. ALL VEHICLES MUST be in safe working order at all times while on property, or could be subject to tow AT OWNERS EXPENSE.
7. Students, staff and visitors are required to stop and identify themselves upon request of any official school staff member.
8. Any student or staff who drives his/her vehicle in an unsafe manner while on campus may have their parking privileges revoked for the remainder of the school year
9. The Los Lunas School District will not be responsible for any damage or vandalism that may be incurred to a vehicle while on LLHS campus.
10. STUDENTS MUST PROVIDE A VALID DRIVER'S LICENSE, CURRENT PROOF OF INSURANCE, AND A CURRENT VEHICLE REGISTRATION TO PURCHASE A LLHS STUDENT PARKING PERMIT AT ALL TIMES WHEN OPERATING A MOTOR VEHICLE ON LLHS PROPERTY. ****NOTE: A RESTRICTED DRIVER'S LICENSE IS NOT ACCEPTABLE****
11. All student vehicles must be parked in the **STUDENT PARKING LOTS ONLY**, all vehicles must be parked legally within the appropriate parking spaces. Any vehicle driven onto LLHS campus may be subject to a search as authorized by a LLHS administrator.
12. **Parking permits are free of charge and must be picked up in the SRO office or at registration.**
13. LLHS reserves the right to conduct periodic parking permit checks, any report of non-compliance for a first offense will be a warning and school citation, a second will be discipline referral with parent of supervisor contact, a third or subsequent offense will be an automatic removal from the property **AT THE OWNER'S EXPENSE.** Parking permits must be attached to the inside lower left of windshield.
14. **STUDENTS FOUND SELLING, EXCHANGING OR VIOLATING ANY LISTED RULE ARE SUBJECT TO THE FOLLOWING DISCIPLINE:**
 - a. **VERBAL WARNING**
 - b. **WRITTEN WARNING**
 - c. **PARKING PRIVILEGE BEING REVOKED FOR A SPECIFIED AMOUNT OF TIME**
 - d. **VEHICLE BEING TOWED OFF CAMPUS AT THE OWNERS EXPENSE.****THE APPLIED SANCTIONS WILL DEPEND ON THE SEVERITY OF THE INFRACTION OR FOR REPEATED INFRACTIONS.**



Appendix F VHS Parking:

Valencia High School is a **CLOSED CAMPUS**.

Parking on the VHS campus is a privilege, NOT A RIGHT.

All students driving onto the VHS campus must follow the rules below.

1. All drivers are required to abide by all New Mexico State Traffic Laws. Violation of such laws may be subject to criminal procedures. Students must not operate their vehicle in a negligent, careless, or unsafe manner.
2. Students must provide a **VALID DRIVER'S LICENSE - PROVISIONAL, CURRENT PROOF OF INSURANCE, AND A CURRENT VEHICLE REGISTRATION.**
3. Freshmen students are **NOT** allowed to drive.
4. Any vehicle driven onto the VHS campus may be **subject to search** as authorized by a VHS administrator.
5. Students **MAY NOT** go to their vehicles during school hours, without approval from the office. For the safety of all VHS students, staff, and visitors, any student found in a vehicle or parking lot during school hours will be **subject to a security check of their person and vehicle.**
6. The parking permit must be visible from the front windshield.
7. The Los Lunas Schools will **NOT** be responsible for any damage or vandalism that may be incurred to a vehicle while on VHS campus.

Vehicles can be subject to **TOWING** at owner's expense for the following:

1. Improper parking in handicapped or unauthorized areas.
2. Unlicensed driver, no proof of insurance, no valid registration.
3. Unsafe driving or speeding.
4. Students under the influence or possession of drugs or alcohol.

Student **MUST** have the following to be considered for a parking pass:

1. Must not have excessive absences or tardies per semester.
2. Must not have a suspension for ditching on campus or leaving campus without permission.
3. Attendance and discipline will be checked monthly.

