

LOVING MIDDLE SCHOOL

Home of the Falcons!



Loving **Municipal** Schools

Student/Parent Handbook

2021-2022

LOVING MIDDLE SCHOOL
600 South 6TH Street, P.O. Box 98
Loving, NM 88256
575-745-2050



Loving **Municipal** Schools

Proud Home of the Falcons

Connect With Us:  



Loving Municipal Schools

Welcome to Loving Middle School

August 1, 2021

Dear Parent(s) and Guardian(s),

Welcome to Loving Middle School. The staff and I are very excited about the 2020-2021 and look forward to serving our students, parents, and community. The goal of our staff is to prepare our students for a successful career in high school and to become successful and productive citizens. We have an amazing staff that works with our students to make sure they are equipped with the tools needed to reach their educational goals.

This handbook is designed to provide information that will guide your child and you through our day-to-day operations at Loving Middle School. You will find in this handbook policies and procedures that have been established to make curricular and co-curricular activities of the school as effective as possible. We urge all students and parents to read this handbook carefully and to keep it for future reference. Additional information regarding policy in our handbook can be found in the Loving District Policy Manual.

Loving Middle School believes in our district's vision and mission. Our goal is student success in and outside the classroom and we look forward to working in partnership with students, parents, and the community to achieve our goals.

If you have any questions or concerns, please feel free to contact our school.

Sincerely,

Brandy Cooksey

Brandy Cooksey, Principal and the
Loving Middle School Staff

Loving Municipal Schools

ADMINISTRATIVE STAFF AND PERSONNEL

Superintendent	Lee White	745-2010
Secretary	Vicky Martinez	745-2005
Business Manager	Oralia Galindo	745-2007
Bookkeeper	Veronica Carrasco	745-2008
Elementary Principal	Katrina Chaffin	745-2075
Secretary (LES)	Rachel Lara	745-2071
Fax		745-2072
Middle School Principal	Brandy Cooksey	745-2055
Secretary (LMS)	Josie Armendariz	745-2051
Fax		745-2052
High School Principal	Catharine Bass	745-2025
Secretary (LHS)	Maggie Buendia	745-2020
Fax		745-2040

District Website
www.lovingschools.com

School Mascot
Falcon



Loving **Municipal** Schools

School Colors Red/White



Loving Municipal Schools

LOVING MIDDLE SCHOOL STAFF 2021-2022



Loving Municipal Schools

Room Number	Name	Position
Front Office	Brandy Cooksey Josie Armendariz	Principal Secretary
1	<i>Mrs. Gaston</i>	Math/Science 6 th grade
2	<i>Students & Staff</i>	Science Lab
3	<i>Laura Janzen</i>	Science
4	<i>Staff Only</i>	Teacher's Lounge
5	<i>Lacey McCarty</i>	ELA/Social Studies 6 th grade
HS	<i>Kelley Forehand</i>	Ag Science/FFA
	<i>Mrs. Gallegos</i>	Health
6	<i>Students & Staff</i>	Science Lab
7	<i>Carla Combs</i>	Mathematics
8	<i>Students & Staff</i>	Mini Computer Lab
9	<i>Janfra Sistrunk</i>	Language Arts
10	<i>LMS Staff Only</i>	Strategy Room
12	<i>Mrs. Ballard</i>	Special Education
16	<i>Chelsi Hopkins</i>	Business/Technology
14	Ms. Appling	Social Studies
15	<i>Mr. Darnell</i>	Spanish
17	<i>Martin Dorado</i>	Woodworking/Drafting/Construction
18	<i>Students & Staff</i>	Tech Lab
HS	<i>Mrs. West</i>	Music
20	<i>Raeleen Reed</i>	Family & Consumer Sci/ Culinary Arts
21	<i>Martin Dorado</i>	Industrial Technology/Shop
Gym	<i>Moe Cordova</i>	Physical Education
Library	<i>Mrs. Gallegos</i>	Library
Nurse's Office	<i>Shonda Chavez</i>	Nurse
Parent Center	<i>Elizabeth Moore</i>	Social Worker
Custodian	<i>Mr. Molina</i>	Maintenance/Custodial

Important Phone Numbers

Main Office	745-2051
Principal	745-2055
Athletic Director	745-2032
Fax	745-2052

Administrative Procedures

1. A clear and relevant Code of Student Conduct is essential to maintaining a safe learning environment at Loving Middle School. It also provides a framework for thorough guidelines for correction and discipline that is fair and consistent.
2. An effective Code of Student Conduct must create and explain expectations, procedures, and strategies so that all stakeholders fully understand and abide by them.
3. All aspects of the Student Code of Conduct are in effect during school hours and other times when students are participating in curricular and co-curricular activities.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

1. Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
2. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
3. Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
4. Intimidation by another student.
5. Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
6. Concern for the student's personal safety.

Provided that

1. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
2. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

1. The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
2. The complaint/grievance shall be made only to a school administrator or professional staff member
3. The person receiving the complaint will gather information for the complaint form.
4. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
5. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
6. Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.
7. Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

1. A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
2. Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
3. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.
4. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Student / Parent(s) Rights and Responsibilities

Students enrolled at Loving Middle School are afforded the rights to be treated respectfully and fairly guarding against discrimination based on race, creed, sex, religion, disability or national origin. All students enrolled at Loving Middle School have a right to the following:

Student Rights

1. A free (with the exception of credit recovery) public education subject to the provisions of state law (Public Education Department) and rules/regulations of the Board of Education of Loving Municipal Schools.
2. Discipline of students receiving special education services will follow the guidelines set aside by federal, state, and local laws in an effort to meet the Individuals with Disability Education Act.
3. Opportunity to participate in an environment that is safe, humane, and conducive to learning.
4. Right to due process.
5. Right to inspect and review educational records pertinent to them.
6. Access to educational intervention programs subject to budget availability.

Student Responsibilities

1. Students have a responsibility of following and respecting the Student Code of Conduct guidelines.
2. Students have a duty to know and obey school rules and regulations both inside and outside of the school building.
3. Students are expected to attend school on time. When virtual guidelines are in place, students are expected to log on **daily** and participate in classroom discussions, activities and assignments.
4. Students are expected to obey the compulsory attendance law.
5. Students are expected to come to school each day ready to learn.
6. Students are expected to accept responsibilities for their own actions.
7. Students are expected to utilize institutional resources for help such as guidance, social worker, and tutoring.
8. Students are expected to turn in all class assignments when due.
9. Students should seek clarification for any assignment if they do not understand classroom requirements.

Parent/Guardian Rights

1. Right to seek clarification of school procedures as they pertain to their child for completion.
2. Be treated with respect by all staff members at Loving Middle School.
3. Visit classes after a request has been made through the teacher and approved by the principal. The visit must be on the teacher's plan period.
4. Receive academic and discipline information in a timely manner.
5. Be informed of changes mandated by law in a timely manner.
6. Participate in organizations for parents.

Parent/Guardian Responsibilities

1. Provide Loving Middle School with proof of residency.
2. Provide the school Middle at registration with up to date proof of the following: immunization record, grades, birth certificate, social security number, and discipline records.
3. Inform the school whenever your child is absent.
4. Comply with the compulsory attendance law.
5. Support the educational process of your child.
6. Support the Code of Conduct Policy at Loving Municipal Schools.

Administrative/Teacher Responsibilities/School administrative responsibility

1. Support the educational environment at Loving Middle School.
2. Promote increased communication for all stakeholders.
3. Evaluate all instructional programs.
4. Evaluate and implement a school improvement plan.
5. Support curricular and co-curricular programs.
6. Enforce the Student Code of Conduct in a consistent manner.
7. Keep the Superintendent of School informed about opportunities and situations at Loving Middle School.

Responsibility of Teaching Staff

1. Remain knowledgeable about school policies while applying them with fairness and consistency.
2. Inform students and parents of school policies and academic expectations in a timely manner.
3. Communicate all information regarding student progress or concerns on a regular basis to students, parents, and administrative staff at Loving Middle School.
4. Provide make-up work consistent with district policies.
5. Maintain a safe learning environment.
6. Maintain a positive environment.

ATTENDANCE REGULATIONS & PROCEDURES

All children between the ages of 5 years (prior to September 1) and less than 18 years old are required by law to attend school. Regular attendance is necessary for school success. The following rules will be followed to ensure compliance with the New Mexico Compulsory Attendance Law (22-12-2, NMSA 1978).

1. Any parent/guardian having custody and control of a person subject to the New Mexico Compulsory Attendance Law is responsible for the school attendance of that person.
2. Parent(s)/Guardian(s) must notify the school each time a student is absent.
3. A doctor's excuse is required after more than three (3) consecutive absences or when there are excessive absences during a semester/year.

ATTENDANCE POLICY

J-0550 © COMPULSORY ATTENDANCE

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least 18 years of age unless the person has graduated or received a general educational development certificate.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district or charter school in which the child is a resident or enrolled and the school district or charter school shall not excuse a student from attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

Procedures for Notification

1. If a student accumulates three (3) unexcused absences, the school will notify the parent(s) using **FORM LETTER I**.
2. If a student accumulates five (5) unexcused absences, the school will notify the parent(s) using **FORM LETTER II**. The parent and student will be requested to appear before the Building Principal to develop an attendance contract. A student with five (5) unexcused absences is a student in need of early intervention.
3. If a student accumulates seven (7) unexcused absences, the school will notify the parent(s) using **FORM LETTER III**. The parent and student will be requested to appear before the Truancy Court Judge of the Loving Municipal Schools.
4. If the student accumulates ten (10) unexcused absences, the parent(s) will be notified by certified mail or a hand-delivered letter by school personnel using **FORM LETTER IV**. In addition, the case will be referred to Truancy Court.
5. If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper agencies for investigation as to whether the student shall be considered a neglected child or a child in a family in need of service because of habitual truancy and thus subject to the provisions of the Children's Code. The school will complete the "Probable Cause" form which must be attached to the notification to the court.

Parent's Failure to Meet

1. If a parent fails to arrange or attend a meeting within 48 hours following written notice that the student has been determined to be a habitual truant, the principal shall provide the Juvenile Probation Office (JPO) with written notification of such failure and shall cooperate with any subsequent determination by the JPO as to whether the parent has knowingly allowed the student to continue to violate the Compulsory Attendance Law of the State of New Mexico.
2. If the parent has not complied with correcting the violation of the Compulsory Attendance Law of the State of New Mexico, the principal will contact the Home/School Liaison Officer to file this violation with the Magistrate Court.

Distribution of Policy/Acknowledgement of Receipt

1. Each school shall distribute this policy to each student with an "Acknowledgement of Receipt" form to be signed by the parent. The signed form will be returned to the school office within five (5) days.
2. If a returned signed acknowledgement is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form.

School Related Absences

The only absence not included in the absence count as excused or unexcused is "Field Trip" or "School Sponsored Activity" which has been cleared and approved through administration prior to the event.

Medical Absences

Parents are requested to provide documentation of all medical absences.

Excessive Excused Absences

If the principal determines that a parent is calling excessively to excuse student's absences as a non-medical excused absence (**5 or more per semester**), the principal will require that a conference be held and that a contract be signed which states that further student absences could be determined to be unexcused. Excessive student absences shall be monitored for patterns, i.e, every Monday or Thursday.

TRUANCY

What is truancy?

Truancy is an absence from school without the knowledge of the parent/guardian. Any student leaving campus without observing proper check out procedures will be classified as "truant."

*Board Policy states that the school official may suspend a student having excessive truanancies provided the school has notified the parents of truancy using the appropriate truancy notice.

TARDIES

What should a student do if he/she is tardy to school?

Students will report to the office when they arrive late for school or after an absence and obtain a tardy slip to take to their classroom teacher. Parents of students who are tardy six (6) times in a nine (9) week grading period will receive a letter from the office about the tardiness. If tardiness persists, a parent/teacher conference will be required.

Tardy Policy:

Students are expected to be in class on time each day. Students receiving their 4th tardy will be subject to the following discipline actions:

1. 4th - 5th Tardy: Call parent & assign detention for 3 days
2. 6th -9th Tardy: Call parent & assign detention for 5 days
3. 10th- 11th Tardy: Assign one day of In School Suspension
4. 12th -13th Tardy: Assign two days of In School Suspension
5. 14th & Subsequent Tardy: two days of Out of School Suspension

GENERAL POLICY

VISITORS

What should visitors do upon arriving at school?

Visitors are **required** to report to the office and sign in upon entering school grounds with a valid photo ID. Upon signing in, each person will be issued a “Visitor” sticker. An individual who is on school property without the approval of the principal is considered trespassing.

STUDENT CHECK- IN/OUT PROCEDURES

Who can check out a student from school?

Students must sign in and out of the building through the front office. Any student leaving campus unauthorized will be counted truant. A student that is requesting to leave campus must have an authorized individual* come into the building to sign him/her out. The only exception to the rule is a 24-hour prior approval on file for dismissal from campus with written approval by parent.

**Only those individuals authorized on the emergency forms filled out during enrollment period are allowed to sign students in/out. If a change occurs in living arrangements or guardianship, it is the student’s responsibility to report changes to the front office.*

When a student is late to school, the parent or assigned guardian **MUST** check student into front middle school office.

SCHOOL HOURS

Students should arrive on campus between 7:40a.m. -7:55 a.m. and will be dismissed from school at 3:54 p.m. **Students should not arrive on campus prior to 7:40 a.m., because there will not be any staff available to supervise students prior to this time.** After-school detention will be from 3:55-4:25 p.m.

SCHEDULE CHANGES

Parent conference with the principle is required for any schedule change (with the exception of intervention needs). The principal in addition to a parent-teacher conference must approve schedule changes. The principal is responsible for developing and approving changes in the master schedule.

Grades

Actual student numerical grades are recorded in the grade book. Nine weeks averages are determined by averaging the grades in the grade book. The actual numerical score earned on the semester exam is recorded on the report card. Parents can check their student’s progress with the use of Parent Vue, Synergy. This program requires internet connection and an account to link to the Loving Middle School Gradebook. Parents can request an account through the middle school secretary. In addition, once parents have provided email address to front office, weekly progress reports will be electronically sent. All grades will be updated weekly by Tuesday 8:00 a.m.

Eligibility GPA—In order to participate in ANY extra-curricular activity, a student must not have a “F” and must have an overall GPA of 2.0. This GPA is calculated by averaging all seven class grades within a grading period.

Regular Grading System

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

Plagiarism

The definition of plagiarism is “Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work.” Specific examples of plagiarism that will not be tolerated include:

1. Copying or rephrasing another student’s work.
2. Having someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it).
3. Directly copying student aids (for example Cliff Notes, internet sources), critical sources, reference materials, or other materials in part or in whole without acknowledgement
4. Indirect reproduction of student aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgement

Withdrawal / Disenrollment

When students withdraw from Loving Municipal Schools, they will notify the office and/or building Principal (preferably a few days prior to their final day of attendance). Students who are withdrawing from Loving Municipal Schools must have a written statement from their parents/guardians containing the following information:

1. Reason for withdrawal
2. Transfer destination
3. Date of withdrawal
4. Parent’s/guardian’s signature
5. If Special Education is a factor, request for records release filled out by school secretary or in Special Education Office.

The parent or guardian will need to come to the office and sign the withdrawal form. A withdrawal form will be given to the student on the last day of his/her attendance. The student will check out with the dean of students, attendance secretary, librarian, nurse, and all his/her teachers. Teachers are required to record an average grade and sign the form. When the students have completed check-out procedures, the student will return the form to the secretary/dean of students, where a copy of the form and an unofficial copy of their transcript will be given to them for enrollment at their next school. Students should also obtain a copy of their health record from the nurse.

Other Disenrollment Conditions

1. Expulsion for disciplinary reasons.
2. Parent/guardian withdrawal of a student.
3. Violation of Compulsory Attendance Law.

USE OF OFFICE PHONE

The office telephone is for BUSINESS AND EMERGENCY USE ONLY! Please inform your students of this telephone policy. Students wanting to visit friends after school MAY NOT USE THE SCHOOL TELEPHONE TO ASK FOR PARENT/GUARDIAN PERMISSION.

STUDENT PROPERTY/SEARCH AND SEIZURE

Valuables brought to school

Students are **not to bring electronic devices, cell phones** or other valuables to school, or leave such items in their desks or classrooms because of the possibility of vandalism and theft. **The school is not responsible for any personal property brought to school.**

When can a student's property be searched?

The school principal or designated representative has the authority to inspect any desk, backpack, or locker if it is believed that stolen goods or harmful substances may be hidden in them.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Students, their personal belongings, and vehicles, may be searched when it is determined reasonable to do so. Drug dogs and other detection devices may be used in these searches. If illegal substances, stolen property, or weapons are found, they will be confiscated and proper legal action taken. (*Ref. Loving Municipal School board Policy #J-3400JIH*)

LUNCHES

Middle School students will eat lunch at the Middle School Cafeteria. School lunch prices are determined on an annual basis by the Loving School Board. Adult lunches (\$4.00) must be purchased in advance from the secretary or from district office. Adults are no longer able to purchase lunches directly from the cafeteria. Parents or community members will eat after all students have been served. Parents who volunteer to work in the classroom may eat with their child's class.

CLOSED CAMPUS

Loving Middle School has a closed campus. Loving Middle School students are **NOT PERMITTED** off the school grounds during their lunch period. It is impossible to supervise students when they are off the school grounds.

Middle School students are not permitted to drive without valid driving license. Any vehicle on school grounds may be subject to search. Students parking in faculty parking lot may lose their driving privileges. Unsafe or hazardous driving in parking lot could also result in loss of on-campus driving privileges.

BUS SERVICES

Student transportation is a privilege, not a right, extended to qualified students. The bus driver has full charge of the students when they are riding the bus and the driver will report students who misbehave to the principal. If the misbehavior continues, the student's bus riding privilege can be revoked.

Please read the following rules to your children:

1. The driver is in full charge of students when they are riding the bus.
2. The student must obey the driver **PROMPTLY**.
3. Students should never stand in the road while waiting for the school bus.
4. Students shall not get on/off the bus or move about within the bus while it is in motion.
5. Students must not extend their hands, arms, heads, or bodies through the windows.
6. Students must not open or close windows without the permission of the driver.
7. **DISTRACTING** conduct will not be permitted. Students may talk in a normal tone of voice, but absolutely **NO FIGHTING, LOUD TALKING, OR FOUL LANGUAGE** will be permitted.
8. When approaching a railroad crossing, riders must remain quiet until the bus is safely across the tracks.
9. Students must stay out of the driver's seat and must not tamper with the equipment.
10. Students should cooperate with the bus driver in keeping the bus clean.
11. Students will be **COURTEOUS** and **OBEDIENT** to the driver.

STUDENTS SHOULD REMEMBER THAT BEING CARELESS NOT ONLY ENDANGERS THEIR OWN SAFETY BUT ALSO THE SAFETY OF THE OTHER STUDENTS ON THE BUS.

STUDENT HARASSMENT POLICY

Harassment, which can be any speech or action that creates a hostile, intimidating or offensive learning environment will not be tolerated. This also includes sexual harassment, which involves improper physical contact, advances, or remarks.

The minimum consequence of harassment is a conference and the maximum is expulsion.
(Ref. *Loving Municipal School Board Policy #J2300*)

STUDENT BEHAVIOR

Students are responsible for their behavior and are expected to respect all adults and fellow students, school and personal property.

During the 2021-2022 school year Loving Middle School will implement a school wide Positive Behavior Support program (PBS). PBS is a set of strategies and systems to increase the capacity of our school to reduce disruptions and educate all students, including those with problem behaviors.

Through this approach the school will have clearly defined expectations and goals for our students. With the ultimate goal of providing a school wide proactive culture that is positive and consistent where behavioral expectations are understood, taught and modeled by adults.

HALL PASSES

A student should never be in the halls during class time without a proper hall pass. Every student must have a completed HALL PASS at all times he/she is not in assigned room or in the company of a staff member.

FOOD and DRINKS

Students are not permitted to have food or drink in the classroom during class time, or in the hallways. Lunches may be brought to school. Any food brought into the building (i.e. fast food lunch) must be checked in through the office (students are not allowed to bring any form of soft drink “soda” to school). Administrative permission is required for food/drink use on special occasions (class parties, etc.).

PUBLIC DISPLAYS of AFFECTION

This includes, but is not limited to: kissing, holding hands, inappropriate touching, or other signs of affection between students.

**Refer to discipline matrix*

DETENTION

Students who receive lunch, morning or after school detention will report to designated staff member by:

Morning Detention: as determined by staff

Lunch Detention... 12:22 – 12:57

After School Detention **is assigned by the building administrator.**

After School Detention... 3:55 – 4:25

Detention Guidelines

1. Detention will meet Monday, Tuesday, and Thursday. Students who are late will not be allowed to stay and will be counted as a **No Show to detention.**
2. Detention will be held in the Middle School unless otherwise notified.
3. Students will bring assignments to work on.
4. Students who talk will be given one verbal warning. If the talking continues then the student will be given a referral for Disruptive Behavior. **See Discipline Matrix.*

SATURDAY SCHOOL (ADMINISTRATIVE OPTION)

Students who receive Saturday School will report to the Loving Middle School by 8:00 a.m. The time for Saturday School is 8:00 a.m. until 12:00 p.m. **It is assigned by the building administrator only.**

Saturday School Guidelines

1. Students who are more than 10 minutes late will not be allowed to stay and will be counted as a **No Show to Saturday School**. **See Discipline Matrix.*
2. Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave **See Discipline Matrix.*

In School Suspension (ISS) Guidelines

Students will check into ISS by 8:00 a.m. and will check out at 3:54 p.m. If student is not on time he/she will be counted as a **No Show to ISS**. **See Discipline Matrix.*

1. Students will be given class related assignments to complete during ISS. If a student finishes early or brings no materials to ISS, he/she will be given assignments to complete.
2. Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave **See Discipline Matrix.*
3. Students will be served a brown bag lunch during the time spent in ISS.

Out of School Suspension Guidelines

School personnel shall make a conscientious effort to keep students in school; however, a student may be suspended under the following conditions and procedures.

1. The principal may suspend students after a violation of the student discipline policy.
2. An attempt will be made by the principal to notify the parents of the suspension.
3. The principal may require a conference with the parent/guardian at the time of the suspension.
4. A parent/guardian may request a conference with the principal to discuss the disciplinary action.
5. When it becomes necessary for a student to be sent home, the parents/guardian of the student will be contacted. If neither parent nor guardian can be contacted, the student will be required to remain at school under supervision for the remainder of the school day.
6. Should a student become hostile, physical and/or verbally abusive to school personnel, the police will be called and that student removed immediately from school premises.
7. Immediate removal (remanding to the police) may be required in cases of weapons, illegal substances, and alcohol.
8. Students that are suspended are suspended from all activities held on any school campus during their suspension time.

COMPLAINT AND GRIEVANCE PROCEDURES

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

In the event that a problem is not resolved, students and parent/guardians will follow the following complaint procedure:

1. Teacher
2. Athletic Director (if needed)
3. Principal
4. Superintendent
5. Board of Education

WEAPONS AND DRUG USE POLICY

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons on school property, during school-sponsored activities, including transportation to or from such activity. This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 USC 8921 and NMSA 1978, 22-5-4.7, and it is the intention of the Board that it be interpreted to conform to provisions of law.

A weapon is: any firearm, including a starter gun, which is designed to, may be converted to, or will expel a projectile by the action of an explosion. A firearm is also the frame, receiver of such weapon, any firearm muffler, silencer, or any destructive device that is an explosive or incendiary device, bomb, grenade, rocket, missile, similar device or mine.

Although not included within the definitions of a weapon under the Gun Free Schools Act of 1994 and NMSA 1979, 22.5.4.7, the School Board possesses the authority to and will impose disciplinary penalties when a student brings to school devices that may be used as weapons. This includes, but is not limited to knives of any length, including pocket knives, or other objects even if manufactured for non-violent purpose to have a potentially violent use, or any look-a-like objects that resemble objects that have a potentially violent use if under the surrounding circumstances the purpose of keeping or carrying the object is for use of or threat of use as a weapon.

Any student found to be in violation of this policy shall be subject to discipline up to long-term suspension and expulsion. Any student found to be in possession of a weapon as defined in the Federal Gun Free Schools Act shall be at a minimum be expelled from school for a period of not less than one year.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Act. 20 USC 401.et.seq. In accordance with the provisions of 20 USC 1415e (K)(B) of IDEA.

What happens if a student brings weapons to school?

No student shall carry or possess a weapon, or simulated weapon on school premises. No student shall use, or threaten to use, a weapon or simulated weapon to disrupt any activity of the District. A weapon includes a firearm, knife, destructive device, or a dangerous instrument. A simulated weapon means an instrument displayed or represented as a weapon. If a student brings a weapon to school, he/she will be immediately suspended and then will be sent to the superintendent for a hearing.

The Loving Municipal Schools prohibit students from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or while at school-sponsored activities (SDE Regulation 6, NMAC 1.4. Regulation 9.1.1).

Smoking or possession of tobacco products or smokeless tobacco is prohibited on or in school property during or after the regular school day, and at all school-sponsored activities outside the school district.

What happens if a student brings drugs or alcohol to school?

The non-medical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property is prohibited. These include but are not limited to: alcoholic beverages, tobacco, all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances and inhalants. Student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

Emergency Safety Plan

All parents should understand that Loving Municipal Schools emergency safety plan is designed for the safety of the students. It is your responsibility to share in the planning, preparing, and carrying out of this plan in the event of an emergency. This plan will require the cooperation, understanding, and diligent efforts of all parents, school personnel, and students. If a student fails to comply with any instruction or direction by school staff during an emergency, a referral for Defiance of Authority will be issued with consequences to the student. Pertinent parent information can be found on the district's web page at www.lovingschools.com.

Ways in Which Parents Can Help

1. Become familiar with the school's emergency disaster plan so that you will be prepared to deal with an emergency.
2. Discuss with family members the steps to be taken in an emergency (i.e., who to contact, where all the family members meet, where to go if a parent is not available, what to do if separated, name of family doctor, etc.).
3. Do not rush to the school. Congestion and confusion may cause serious delays.
4. Keep updated emergency and telephone information at school.
5. Do not call the school, but be near the phone whose number is listed as the emergency contact.
6. Impress upon your children the following items of preparation if the students should be sent home:
 - a. Follow routes prescribed by parents to and from school.
 - b. Do not delay. Go immediately home from school.
 - c. Go to the home of a designated neighbor or relative if parents are not home.
 - d. Monitor emergency information on local radio and TV stations.

Home Preparedness

Visit ready.gov online to create an emergency plan.

1. Keep a supply of food that doesn't need cooking and jugs of drinking water in case of loss of power or evacuation emergencies.
2. Keep blankets, first aid kit, and a flashlight ready.
3. Keep important papers, special medications, eyeglasses, etc., handy.
4. Keep a battery-operated radio handy and listen to local radio and TV stations.
5. Keep your car's gas tank at least half full in case of sudden evacuation.
6. Do not use your telephone during major disasters. Keep lines open for emergency messages.
7. Discuss personal survival plans with your family.
8. Discuss actions family members are to take in the event you are separated for a long period of time.
9. Discuss use of emergency 911 calls.
10. Be sure your children know how to contact you during the school day. Parents without telephones need to designate an emergency contact person the school can reach.

INTERROGATION AND ARRESTS

1. Law enforcement officers may not remove a student from school premises for questioning while the child is properly in attendance without permission of the student's parent or guardian unless the student has attained age of majority (18).
2. Where an enforcement officer has a warrant or citation for the student's arrest or an order signed by a district judge, removal of the student by the officials under such order is mandatory when presented to the principal. The parent or guardian must be notified.
3. If the law enforcement officers request the right to question a minor student on school premises, the request shall be honored only if:
 - *The parent or guardian has been contacted and has approved.

*The parent or guardian has been given an opportunity to be present, and the student has been advised of his/her legal rights.

None of the above shall be construed to prevent school authorities from seeking law enforcement under extreme circumstances.

CRISIS INTERVENTION

What is crisis intervention?

1. Crisis intervention is the method of reporting any suspicious behavior of a person who might be dangerous or harmful to people or property.
2. Anyone who sees a person acting in a suspicious manner should report that person to the nearest school authority.

STUDENT DRESS CODE

The dress code for all Loving schools has been developed for two primary reasons. First, we believe it is important to project a positive image to our community and the visitors to our school. Second, we are trying to prepare our students to enter the work force with an understanding of the standards of dress required in society. Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or a safety hazard, violate municipal, county or state law, or present a potential disruption of the education process. The following dress code policy is as follows:

1. The hemline for dresses, shirts, and shorts must be of sufficient length to reach 2” below the fingertips (when walking) or 3” above the knee (when walking) whichever is longer. Skirts cannot have a slit above mid-thigh.
2. Spandex-type material, yoga pants, or leggings are prohibited when worn as outer clothing. An outer garment (shirt, sweater, dress skirt, shorts, etc.) must cover spandex, yoga pants, or leggings, and the outer garment must meet the length requirements of a hemline for dresses, skirts, and shorts as stated above.
3. Pants or jeans that are distressed, torn, or have holes cannot show bare skin or underwear above the knee.
4. Shirts or blouses must be one complete piece in the front, back, and sides (i.e. no cut-out, rips or tears.) See-through/mesh clothing, even if worn over appropriate clothing.
5. Spaghetti-strap shirts or dresses must have a strap over the shoulder of at least three inches in width.
6. Tank tops or muscle shirts are prohibited.
7. No bras, bralettes, or bra straps may be visible. Showing cleavage is prohibited.
8. Clothing that bares any part of the wearer's midsection, even if covered with or by appropriate clothing is prohibited.
9. Clothing with any logo, writing, symbols, or numbers that reflect violence malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco, or anything otherwise considered being disruptive or gang-related is prohibited.
10. Excessively baggy/large coats i.e., "gang-related and/or trench/Goth style" are now allowed.
11. Excessively baggy/sagging pants are prohibited. Pants must fit properly at the waist, inseam, and hem. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. Chains, leather straps, or “wallet chains” cannot hang from the waist. "Excessively baggy" shall be defined as pants being bunched at the waist under a belt, pants with a low-hanging crotch, or pants with the cuff that covers the feet of the wearer or drag on the floor.
12. Non-prescription dark glasses of any kind may not be worn indoors anywhere on the face or head.
13. Clothing that meets the dress code but is excessively revealing and/or excessively tight is also prohibited.
14. Shoes must be worn at all times. House shoes are not permitted. Shoes with heels higher than 3” are not allowed for safety reasons.

15. Hats or Caps/Head Gear are not to be worn during school hours while on campus except for protection from the sun at administrator designated times, and designated school day field trips and extra-curricular activities, and by staff members who work outdoors. If students must wear protective headgear in the shop area, it must be within the shop area only. Hats and caps should be kept in lockers during school hours, with the exception of lunch time. ****DURING HEALTH CRISIS-STUDENTS WILL BE ALLOWED TO WEAR HATS WITH A FACE SHIELD ATTACHED.
16. During Health Crisis—All students must wear face mask or face shield while in the school setting.
17. Body tattoos may not be exposed to public view.
18. Body piercings (except for two earrings per ear) may not be worn. (Ref.Loving Municipal School Board Policy #349)
19. No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are perceived as evidence of membership in or affiliation with a gang.

Administration reserves the right to make all final decisions and/or judgments pertaining to the dress policy. If an administrator determines that a student's dress violates the school dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student's parent/guardians will be notified. Consequences for dress code violations are outlined in the discipline matrix.

BACKPACKS

Due to safety concerns, **backpacks will be prohibited** in the Middle School setting with the exception of before and after school usage. Backpacks MUST be stored in student assigned locker during school hours.

Lockers- It is the responsibility of the student to properly lock and secure all materials in their assigned school locker/PE locker. Combination locks and or key locks are permitted however it is the responsibility of the student to maintain combination or key.

NURSE

The nurse is available to administer over-the-counter medications with a parent consent form that has been signed. Any over-the counter and/or prescription medications must be provided by the parent or guardian, in person and in the original container with the dosage recommended for the child. Prescription drugs may be administered with a physician's order and parent consent form following the same procedures as the over-the-counter medications.

All injuries are addressed through the nurse's office; then, depending on the severity, parents or the hospital will be contacted.

What to do in the event of a Head Lice outbreak?

It is important to realize that the presence of head lice is no reflection of cleanliness. In order to prevent an infestation of lice there are several times during the year that full head checks are conducted.

Loving Middle School has a **NIT-FREE policy**, which indicates that all nits have been removed from the hair before the student can return to school.

In cases of repeated re-infestation the Public Health Office can be contacted to assist. If lice are suspected, the following procedure is required:

1. Consult your family doctor or ask the school nurse to check the student.
2. If confirmed, get the treatment and follow the directions that accompany it.
3. Remove all nits (eggs) from hair shafts before returning to school.

Any student treated for head lice must be examined again by the nurse to ensure that hair is free of nits before being allowed to return to the classroom. The school nurse is available to assist you and provide you with additional information at your request.

What to do if my child needs to take medications?

Parents are not encouraged to send medication(s) to school with their children. However, the school district does recognize the fact that there are some instances in which the child must take medication during school hours. The following set of guidelines should help clarify this situation for school personnel and parents. Any student who must take any prescribed medication during school hours must:

1. Have the Medication Consent Form completed by parent/guardian and physician prescribing the medications. When completed, the form is to be sent to the school office. Medical Consent Forms are available from the school nurse, at the Loving Clinic, and from many physicians in Carlsbad.
2. Be instructed, by parent/guardian, on how to take his/her own medication. Handicapped or disabled children can be taught according to their capabilities.
3. Know from parent/guardian why he/she takes medication and when it is indicated. Medication(s) need to be kept in a safe place.
4. The medication must be brought in the original, labeled container.
5. For safety reasons, the medications must be brought to the school nurse by the **parent/guardian**, not by the student.
(Ref. Loving Municipal School Board Policy #J-5361-JLCD-R)

Medications are kept locked in the nurse's office.

For legal and safety reasons, the school nurse cannot give medications sent with the student carrying a handwritten note.

Compliance with Immunization Laws

Only those students who can provide proof of immunization may lawfully enroll in public schools in New Mexico. All students new to the district must provide proof of immunization. Students transferring to the Loving Municipal Schools system are no longer allowed a conditional enrollment period.

Proof of the following immunizations is required:

1. DPT (Diphtheria, Tetanus, Pertussis) series of 3 and boosters, as required;
2. Polio: series of 3 and boosters, as required;
3. Measles: (10 day and 3 day) 1 vaccination.

Medical or Religious Exemption: Students must bring verification of exemption at the time of registration. This exemption must be renewed each year, prior to enrollment.

ELECTRONIC DEVICE/CELL PHONE POLICY

The Board believes that students need a safe, positive and productive learning environment free from disruptions, distractions and threats. The Board has determined that personal electronic devices have created a disruption to the learning environment, distracted students from the primary purpose of education and have been used to threaten other students. Accordingly, it is the **policy** of the Board to forbid the possession, custody and use of personal electronic devices by students on school property during the school day. However, coaches and sponsors in charge of extra-curricular activities or school trips shall have the discretion to approve the possession and use of personal electronic devices during such school activities and school trips.

Definitions

For purposes of this policy, the following definitions shall apply:

1. *Personal electronic device* is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players personal digital assistants (PDA's), cameras, or any device that provides a wireless connection to the Internet other than school assigned laptop computers.
2. *School day* means the normal hours of operation of the school.

3. *Extra-curricular activity* means any school-sponsored activity, including school-sponsored sports, which is directed and supervised by a school employee, coach or sponsor.
4. School trip means any school-sponsored trip on school-owned vehicles for the purpose of transporting students to a school-sponsored activity away from the school site, which is directed and supervised by a school employee, coach or sponsor.

Prohibition

It is the **policy** of the Board that no student shall bring *personal electronic devices* to a school, nor carry or keep any *personal electronic device* on school property or while attending or participating in any school activity, including during transportation to or from such activity.

Exceptions

1. Coaches and sponsors of extra-curricular activities shall have the discretion to allow the possession and use *personal electronic devices* while participating in extra-curricular activities or during school-sponsored trips.
2. Students who discover they have inadvertently brought a *personal electronic device* to school shall have the option to self-report the incident to the building administrator to have the *personal electronic device* held in the office for the student until the end of the day. A student who inadvertently brings a *personal electronic device* to school and fails to self-report the incident, shall be subject to discipline pursuant to the policy under the Districts Discipline Matrix.

Loss of and Damage to Personal Electronic Devices

The District shall not be liable or responsible for the loss or damage to any *personal electronic device* at school or at school-sponsored activities.

Penalties for Violations

School employees with student supervisory responsibilities are authorized to confiscate *personal electronic devices* from students. All *electronic devices* will be returned only to the parent or legal guardian and student(s) in violation shall be subject to discipline pursuant to the policy under the Districts Discipline Matrix.

Use of Personal Electronic Devices in Other Incidents of Misconduct

Any student who uses a *personal electronic device* in conjunction with violation of any other student rules will be subject to the discipline for that violation *and* at the discretion of the building administrator, the building administrator may confiscate the *personal electronic device* for up to five (5) days and returned to the student's parent/guardian at a meeting with the building administrator. For example:

1. If a student uses a **cell phone** to threaten, bully, or sexually harass a student, the student will be subject to punishment under the District's **policies** on threat, bullying, or sexual harassment, respectively, and the **cell phone** may be confiscated, at the discretion of the building administrator, for up to five (5) days.
2. If a student uses a **cell phone** to cheat on a test, the student will be subject to punishment under the District's **policies** for cheating and the **cell phone** may be confiscated for up to five (5) day at the discretion of the building principal.

GRADING INFORMATION

Synergy Parent Vue

Parent Vue – This is a program that can be accessed via the internet and gives direct access to your child's grades in each of his/her classes (See Middle School Secretary for access). Grades are updated on Tuesday of each week by 8:00 a.m.

Progress Reports

Parents will be able to access student grades daily through the use of the Student Information System. Upon on request by parent, Loving Middle School front office will provide parents with log in information.

Semester Exams

A comprehensive semester exam which comprises 20% of the semester grade will be given at the end of each semester for all classes.

