

LAKE ARTHUR MUNICIPAL SCHOOLS
STUDENT HANDBOOK



PANTHER PRIDE
2021-2022

Dear Student and Parent:

As you begin a new school year, you will start creating new memories of your school experiences. These memories will be some of the most vivid of your entire life and will be recalled far into your adult years. It is a time of learning. It is a time of work and play if you desire to choose to make education work for you.

As you progress through the Lake Arthur Municipal Schools, you will find that each school is a great school for you to be a part of and to participate in familiar events, future activities and opportunities. Students who become part of the legacy of Lake Arthur Municipal Schools leave as a Panther with a sense of pride and accomplishment. With your help during the school year, this legacy will continue. We are known for having the best students, parents, staff, and community in the Pecos Valley; one dedicated to working toward continuous improvement.

This handbook is a guide for you, the student, on how to continue your learning with the best possible experiences. Use the quest for knowledge to achieve the pride in yourself and in your school and further the accomplishments of Lake Arthur Municipal Schools.

The administration and staff of Lake Arthur Municipal Schools welcome you to the 2021-2022 school year.

Sincerely,

Elisa Begueria, Superintendent

Kathleen Gallaway Principal

Vision

Lake Arthur Municipal Schools’ Vision: “Educational Excellence to Prepare Students for the Challenges and Opportunities of the Future.”

Mission

Lake Arthur Municipal Schools’ Mission: “Engage Each Student to Become a Self-Directed Learner Who Strives for Maximum Achievement by Personal Initiative and Effort.”

Commitment

Panther Pride in Excellence.

General Information

Building Hours

Support Service Hours for District/School Operations: 7:45 a.m. – 4:00 p.m.

Special Event Hours: Determined by Event Activities

School Day Hours: 8:15 a.m. – 3:25 p.m.

Community Use of Building

The Lake Arthur Municipal Schools is an agency and social hub of the Lake Arthur community. Within the governance structure of Lake Arthur Municipal Schools, effort will be made to provide facility to community access when needed. The determination to provide facility use will be based on the availability of district personnel supervision, the facility requested and when it is to be used. School functions take precedence over all requests to use district facilities.

District/School Office Hours Monday – Friday 7:45 a.m. – 4:30 p.m.

SAFE SCHOOLS

SPECIAL NOTICE

Lake Arthur Municipal Schools' has zero tolerance involving the activities stated below when pursued by an individual or individuals who is/are associated with Lake Arthur Schools and/or who is on or using district property:

Alcohol, Drugs or Tobacco

Assault on Students or Employees

Bullying

Destruction of School Property/Vandalism

Sexual Harassment

Weapons at School

Tobacco/E-Cigarettes/Vapor Pen Use

The Lake Arthur Municipal Schools' campus is a federal

Drug-Free and Weapons Free Zone

Drug Free Workplace Act of 1988

Guns Free Schools Act of 1994

Tobacco Free Schools of 1994

Due to Covid -19, Lake Arthur Municipal Schools' students are required to wear a mask and follow social distance guidelines.

Due to Covid-19, parents and visitors HAVE LIMITED ACCESS to our buildings. If you need to pick up your child before the end of the day, please call the office at 575-365-2000.

Staff Directory

Elisa Begueria	Superintendent	elisa.begueria@la-panthers.org
Kathleen Gallaway	Principal	kathleen.gallaway@la-panthers.org
Dee Dee Dalton	Business Manager	dee.dalton@la-panthers.org
Cheree Bain	Bookkeeper	cheree.bain@la-panthers.org
Audrey Chambers	Administrative Assistant	audrey.chambers@la-panthers.org
Paul Lessard	Special Education	paul.lessard@la-panthers.org
Sheryl Jones	School Nurse	sheryl.jones@la-panthers.org
Christina McDonald	Community School Coordinator	christina.mcdonald@la-panthers.org
Socorro Ramirez	NM Pre-K Instructor	socorro.ramirez@la-panthers.org
Rosa Mijares	NM Pre-K Aide	rosa.mijares@la-panthers.org
Kim Cates	Kinder/First Grade	kim.cates@la-panthers.org
Patricia Soto	Kinder/First Aide	patricia.soto@la-panthers.org
Amy Walker	Second/Third Grade	amy.walker@la-panthers.org
Becki Hammond	Fourth/Fifth Grade	becki.hammond@la-panthers.org
Stefeni Becerra	MS English/Social Studies	stefeni.becerra@la-panthers.org
Gary Cates	MS Science/Weights	gery.cates@la-panthers.org
Mike Witt	MS/HS Math	mike.witt@la-panthers.org
Monica Fresquez	HS Social Studies/Spanish I	monica.fresquez@la-panthers.org
Bernice Quiroz	HS English	Bernice.quiroz@la-panthers.org
Andrea Batista	HS Science/Student Advisor	andrea.batista@la-panthers.org
Javier Aldavaz	Permanent Substitute	javier.aldavaz@la-panthers.org
Jason Walker	CTE	jason.walker@la-panthers.org
Scott Wagner	CTE-Shop/Health	scott.wagner@la-panthers.org
Amy Ellis	Physical Education	amy.ellis@la-panthers.org
Merced Tarango	Cafeteria	merced.tarango@la-panthers.org
Cynthia Flores	Cafeteria	cynthia.flores@la-panthers.org
Emilia Gutierrez	Custodian	emilia.gutierrez@la-panthers.org
Cinthia Dee	Custodian	cinthia.dee@la-panthers.org

Attendance

Lake Arthur Municipal Schools are committed to excellence in education. Maximum learning cannot occur if a child is not in class. Therefore, it is the responsibility of the parent and student to not miss school when it is in session *face to face or virtually* and hold absences to a minimum. It is the responsibility of the parent/guardian or one having custody to call the office and report the student's absence within 24 hours. Documentation to support the student's absence can be requested by the school principal and/or superintendent.

A parent/guardian consistently violating the Attendance for Success Act will be reported to the appropriate authorities. Students consistently absent or tardy beyond the limits of the Attendance for Success Act and the general attendance policy for the district will also be reported to the appropriate authority.

Checking In/Out of School

Checking-In: Students entering school after the beginning of the first hour of school or returning after having checked out of school must report to the office and sign the check in/out form.

Checking Out: Students must check out with the office prior to leaving school during the day. Lake Arthur Schools has a CLOSED CAMPUS POLICY. Parents or legal guardians must personally sign out their child at the office on the check in/out form in order for students to be checked out for the day. No person, outside of the legal guardian, shall be allowed to take a student from the school building or grounds at any time during the school day unless expressly authorized to do so by written permission from the student's parent or legal guardian. Such written permission is to be on file and if provided at the time of check out shall be verified immediately by telephone.

Should there be any doubt as to the legal relationship of a person attempting to take a student from the school, the administration will call the police so that disposition can lawfully be made. STUDENTS LEAVING THE BUILDING WITHOUT FIRST CHECKING OUT WILL BE CONSIDERED TRUANT.

Closed Campus

Lake Arthur Schools has a CLOSED CAMPUS POLICY. Students are not allowed to leave campus for any reason except those permitted by policy or administrative regulation. This includes lunch period. If a student is required to leave campus during the lunch period, a parent or guardian must come to the office and sign out and sign in a student leaving and returning to campus during lunch. It is the student's responsibility to be back to school on time.

School Closing or Delay in Daily Schedule for Inclement Weather

In the event of snow, other inclement weather or an emergency situation that might cause the school to close or delay starting time for the day, please listen to local radio and television stations for announcements concerning school closure. You can also follow us on Facebook @ Lake Arthur Municipal Schools.

Grading System: Equitable Grading Practice

The numerical grading system for Lake Arthur Municipal Schools (Grades 1-12) is as follows:

A	Excellent	90 — 100
B	Good	80 — 89
C	Average	70 — 79
D	Poor	60 — 69
F	Failing	59 — 50
I	Incomplete	

The grading scale has been changed effectively with the 2020-2021 school year.

Graduation Requirements

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	3.5 units
Physical Education	1 unit
Foreign Language/Career Cluster/Workplace Readiness	1 unit
Honors/Dual Credit/AP Distance Ed.	1 unit
Health	0.5 unit
Electives	6.5 units
TOTAL REQUIRED FOR GRADUATION	24.5 units

Homework Expectations and Guidelines

Homework is important because it can improve children’s thinking and memory. It can help them to develop positive study skills and habits that will serve them well throughout their lives. It can encourage them to use time well, to learn independently and to take responsibility for their work.

General guidelines are:

- Children in kindergarten through grade 2 – 10 to 20 minutes per day
- Children in grade 3 through grade 6 – 30 to 60 minutes per day
- Children in grade 7 through grade 9 – 45 to 70 minutes per day
- Children in grade 10 through grade 12 – 45 to 90 minutes per day

Make-Up Work Regulations and Procedures

Make-up Work for Absences: Work must be completed in no more than two days from the first day missed and one day for each consecutive day thereafter but not to exceed one week. Students who have absences must assume the responsibility of conferencing with their teachers on their first day back to school about worked missed. Teachers will provide instructional assistance as

needed. Make-up work for school-sponsored trips is required to be turned-in by the next day. Failure to complete the make-up assignments will result in a “50” for the assignment missed and will be recorded in the teacher’s grade book.

Students who complete make-up work within the stated time will be allowed to make-up one hundred percent of the work and grade missed, including “participation grades”. The student’s grade will in no way be reduced except in the case of poor quality or late make-up work. In such case, unsatisfactory make-up work must be graded and identified to the student by the teacher. Credit will be given for all work completed including whole or portions of assignments/projects.

Report Cards and Progress Reports

Report cards are issued at the end of each 9-week grading period as indicated on the school calendar. Mid-term progress reports are sent home each nine weeks. Additional progress reports may be sent home as frequently as needed by the teaching staff.

Administration of Medication at School

All medications taken at school should be administered by the school nurse. The Public-School Health Manual, 2011-2012, requires that all medications administered by the school nurse must be accompanied by a signed completed medical form authorizing the use of a prescription or an over the counter medication.

The following set of guidelines is provided to clarify this situation for school personnel and parents. Any student who must take any prescribed or an over the counter medication during school hours must:

1. Have the Medication Consent Form completed and signed by a physician. When completed, the form is to be submitted and must be on record in the administration office.
2. Over the counter medications must be provided to the school nurse in an unopened bottle.
3. All medications are to be kept in the nurse’s office and all students must go to the nurse’s office to take the medication. The nurse will then keep a log of when medication was taken.

Cafeteria Services

Lake Arthur Municipal Schools participates in the National School Lunch Program as a Provision 2 School Meal Program which enables the district to offer free breakfasts and lunches to all students regardless of income classification.

Protocol for Covid-19- Students

ALL Lake Arthur Municipal Schools' students are required to wear a mask and always keep the appropriate social distance (3' for students).

All students will have temperatures taken and recorded prior to transitioning to classrooms for the day. Nurse Jones is to be used in clarifying a questionable screening.

Students and/or parents will inform screener if the following symptoms are new within the last 24 hours:

- Shortness of breath
- Dry cough
- Runny nose
- Sore throat
- Loss of smell and or taste
- Chills
- Muscle pain
- Headache
- *Temperature >100.4 %*

In the event of new symptoms being present, students will be directed to return home until symptoms subside for 24 hours without symptom reducing medication. If symptoms persist, follow steps for testing and/or physician guidance for diagnosis of illness.

During quarantine, expectations will be to continue classroom instruction with Lake Arthur's online model. If the student is too ill to maintain on line classroom responsibilities, he/she will be marked absent.

Student COVID-19 Testing:

1. If presenting symptoms, **contact nurse Jones**, your primary care physician, or the Department of Health at 575-624-6050 to arrange for a COVID-19 test and provide a doctor's note.
 - **You can take a free quick response Covid test at the school.**
 - Or click on the following link to schedule a Covid-19 test with the Department of Health <https://cvtestreg.nmhealth.org>.
2. If notified to self-quarantine due to a possible exposure to a COVID + case, stay home and monitor symptoms for 10 days. Provide district with documentation from DOH or primary care physician.
3. If NEGATIVE for COVID-19, please remain home for 24 hours symptom-free without the use of medication. Please reconsider re- testing if symptoms worsen. If confirmed that student has non-COVID viral illness please provide a doctor's note to confirm. You may return to school once you are 24 hours symptom-free without the use of medication.
4. If POSITIVE for COVID-19, you must stay home for 10 days.
Contact the school administrators immediately who will then follow their outlined protocols.

- Kathleen Gallaway, 575-365-2000 (ext.152)
- Elisa Begueria, 575-365-2000 (ext.151)/Cell- 575-910-2145

Fully vaccinated students are not required to quarantine.

As today, surveillance testing for Lake Arthur Municipal Schools' students is optional.

All students will have access to the school Cafeteria: Free breakfast and lunch will be served in class and cafeteria following social distance and ensuring cleaning procedures. Water will be provided.

School Bus

- 1. All staff and students must wear face masks.**
- 2. One student per seat.**
- 3. Daily cleaning procedures.**

Sports

Masks will not be required for any outdoor sports, neither for student athletes nor spectators.

Masks will be required for indoor sports; for both, student athletes and spectators.

Covid-19_Protocol_Students_July2021

Use of District Technology

During the SY 2021-2022, Lake Arthur Municipal Schools will provide a Chromebook, with a case and charger, for each one of our students. It is the parent and student responsibility to properly use and care for the device. A parent agreement will be signed at the time of the check out.

Vehicles and Parking

Lake Arthur High School students may drive vehicles to school. Lake Arthur Municipal Schools assumes no responsibility for a student's vehicle while it is on the school campus or its grounds.

1. Each student that drives to school is to secure a form from the administrative office and complete it with parent signature.
2. Parking for student vehicles is permitted only in designated areas.
3. Students are not permitted to return to their vehicles during the school day or to walk through the vehicles in the parking lot.
4. Do not park across or over the parking lines.
5. Observe the speed limit of ten miles per hour, 10 MPH, while in the school parking lot.

If the student violates these regulations or other board policies and/or regulations, the administration reserves the right to prohibit the student from driving to school and using school parking facilities.

Dress and Grooming Code

Lake Arthur Municipal Schools' students are expected to dress within the limits of cleanliness and decency. Cleanliness of clothes and personal hygiene is strongly encouraged for the benefit of all students at school.

- ❖ Clothing should be buttoned appropriately.
- ❖ Shirts worn by all students are to be fitted under the arms. Sleeveless shirts may not be worn by boys.
- ❖ Wearing apparel shall conceal undergarments or the body. Example: midriffs, halter tops, bare back tops, cut out garments, net shirts, sleeveless shirts, spaghetti strap shirts, etc. are not allowed.
- ❖ Clothing that includes holes and tears in the fabric can be worn if appropriate leggings are worn underneath the hole or tear in the fabric or without leggings if the hole or tear is below the knee.
- ❖ Shorts must be of sufficient length to reach mid-thigh or longer when the wearer is standing upright with arms/hands held at one's side.
- ❖ Athletic/leisure wear such as tight-fitting bicycle pants, swimwear and uncuffed, unhemmed cutoffs are not to be worn.
- ❖ Shorts, pants and skirts should fit firmly above the hips. "Sagging" pants or shorts will not be permitted. Extra-large pants, even when held up with a belt, will not be allowed. Excessively long or large pant legs will not be allowed. As a guide, students must be able to walk in a normal manner.

- ❖ Footwear must be worn during school hours and while attending school functions. Gym shoes as determined by instructor are the only acceptable footwear to be worn on the gymnasium and multi-purpose room floors. Bathroom and/or house slipper type footwear are not acceptable school footwear. Designated types of shoes that are appropriate for the daily activities must be worn at all times. Flip flops, a backless, often foam rubber sandal held to the foot at the big toe by a means of a strap or thong are not acceptable footwear for practical arts, laboratory or physical education classes. Shoes with built-in roller skates may not be worn in school facilities or on school grounds.
- ❖ As a matter of common courtesy and respect, hats/caps are not to be worn while inside buildings except for specific instructional, safety, religious, or medical reasons.

Any clothing related to gangs or gang activities, alcohol, tobacco, drugs, sex, violence, or gambling is strictly prohibited.

If a student's clothing or appearance, in the opinion of a school administrator, interferes with the school's learning atmosphere, the student will be expected to make appropriate changes to be in compliance with the established dress code.

Transportation

Parent Drop Off and Pick up

Students are to be dropped off or picked up at the designated zone on Broadway, on the NE area of the school.

School Bus

Students who arrived on buses are to enter the building through designated door entrances:
 Pre-K & Elementary: Elementary School- Front Door
 MS and HS: Office- Front Door

Students who are to go home by bus are to leave the building through designated door exits:
 Pre-K & Elementary: Elementary School- Front Door
 MS and HS: Office- Front Door

Bus Rules and Regulations

Student transportation is a privilege extended to students who qualify for transportation according to State Statutes. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the School District.

1. Students must be on time at their assigned bus stop.
2. Students should wear a mask to load the bus and keep it during transport.

3. Student fighting is not permitted on any school bus transporting students or district personnel. Provisions against fighting may be cause for disciplinary action to include suspension of riding privileges.
4. The driver is in full care of students when they are riding the bus. The student must promptly obey the driver. In the case when another school employee is on the bus they are also authorized to enforce student discipline.
5. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
6. Students must occupy the seats assigned them by the bus driver.
7. Students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
8. Students are not to use profane language or obscene gestures and shall not eat any food or drink any beverage on the bus.
9. Students should not extend their hands, arms, heads, or objects through bus windows.
10. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.
11. Parents or guardians shall be held responsible for malicious destruction to the bus.

Extra-Curricular Activities and Sports

Extra-curricular activities provide worthwhile contributions to student growth and development. GPA and attendance requirements of the Public-School Code apply for all extra-curricular activities. Lake Arthur Municipal Schools encourages students to get involved in all of the activities possible. In order to participate in extra-curricular activities, the New Mexico Activities Association (NMAA) and Lake Arthur Schools has established the following eligibility requirements for all school activities.

A STUDENT THAT IS NOT ELIGIBLE BY THE REQUIREMENTS STATED BELOW CANNOT PARTICIPATE IN ANY SCHOOL ACTIVITY OUTSIDE OF THE REGULAR CLASS PERIOD.

Scholastic Eligibility Procedure:

1. A High School student is eligible to play if he/she:
 - a. Passes six courses.
 - b. Fails no more than one course.
 - c. Maintain a 2.0 or better grade point average for that grading period.
2. If the above situation is at the beginning of a semester, (not during, such the end of the first or third nine weeks), and the student was determined to be ineligible based upon the previous nine weeks, it is permissible to look at the most immediately completed semester grades. If the semester grades meet all three academic requirements stated above, the student would be eligible for the nine weeks.
3. Cumulative grades start with the 9th grade year. The cumulative provision cannot be used for middle school/junior high students.
4. A ninth grader entering high school for the first time may compete without reference to his/her immediate/previous scholastic record in eighth grade (last grading period and/or semester, whichever is applicable). The end of the first grading period in ninth grade will establish the point for scholarship eligibility determination for the succeeding grading period.

The Lake Arthur athletic department requires students to be in school the day of an event or the day before a non-school day event. Being “in school” is determined by the athletic director and/or an administrator. Missing school part of the school day with prior approval would not necessarily deny student participation.

Regulations relating to school accident insurance for athletes are governed by policy. Students who participate in athletics are not required to purchase the student accident insurance providing that the parent sign a statement that adequate insurance coverage has been provided through a family policy and that the parents assume responsibility for all expenses incurred as a result of accident or injury to the student while participating in interscholastic sports.