

## **FACTS ABOUT GRANT**

Grant is an ethnically diverse school with nearly 40% of the population being transfer students from outside our school boundaries. It is home to two special programs: a district side-by-side special education program call the Behavior Intervention Program (BIP), and the district Traumatic Brain Injury Program. The enrollment for 2005-06 was 749 students in general education programs, approximately 89 neighborhood half to full day special education programs, and 36 in our Behavior Intervention Program.

Grant MS has 2 computer classrooms (one which includes a wind tunnel and robotics), as well as two portable classroom sets of laptops, affectionately known as the "cow" and the "pig." Our Technology Lab is again under renovation as well as a new addition housing Family and Consumer Sciences (FACS), orchestra/guitar, and art rooms. The rooms vacated by FACS have been retrofitted to serve as science labs.

## **THE SCHOOL DAY**

Students may attend the 7:00 am Homework Club in room 103 should enter through the outside door of that classroom and plan to stay there until the first bell. The regular school day begins at 8:20 am. Students should not arrive before 8:00 am unless attending authorized school activities. Breakfast is served at 8:00 am and students who are eating breakfast will be admitted through the main entrance. The administration will determine whether students will be allowed into the cafeteria early on bad weather days. At 8:15 am the first bell rings and students will be admitted into the building to go to their lockers. The school day ends at 3:05 pm and it is the student's responsibility to be on the bus promptly. Students remaining after 3:15 pm must be under the direct supervision of either school or YMCA staff.

## **GENERAL INFORMATION**

### **AFTER SCHOOL PROGRAMS/MSCI**

Grant Middle School receives a grant through Middle School Cluster Initiative Programs. This grant helps us provide different after school activities for our students. The MSCI funds the after school YMCA programs five days a week, Golf, Tech Club, Science Olympiad, Bowling and Before and After school Homework Club. Please check with the office for sign up and available activities. Additional sports are provided including track, tennis, volleyball, and basketball. Volunteers/coaches are always needed and encouraged to help with our after school activities.

### **AGENDAS/STUDENT ID CARDS**

Every student is issued an agenda (assignment book) at the beginning of the year at no cost. Replacements will cost \$5.00. The Agenda Book needs to be carried at all times to record assignments and use as hall passes. The students will receive one picture ID per year at no cost, replacements will cost \$.50. Students must have an ID to check out books from the library.

### **ANIMALS IN THE SCHOOL**

APS has provided a specific directive concerning animals in schools. Do not bring animals to school unless requested to do so by a teacher who is responsible for monitoring the provisions of the directive. All animals are required to be kept in a secured cage.

### **ATHLETICS**

Grant MS offers after-school basketball extra-murals for boys and girls. Two 15 player teams for boys and two 15 player teams for girls will take part. Tryouts will be advertised prior to each season. A current physical and insurance card are required in order to participate. Students must also have at least a 2.0 GPA, with not more than one F for the previous 9 week grading period. Eligibility requirements are the same as for high school. We also offer tennis, volleyball, golf, bowling and track clubs which are supervised by volunteers and staff. We are always looking for good coaches/volunteers, please contact the principal for additional information.

## **ATTENDANCE**

New Mexico state law dictates that students between the ages of 6 and 18 years of age must attend public school, private school, home school, or a state institution. Daily attendance is essential for students to benefit to the fullest from the instructional program. Parents are strongly urged to take vacations only during vacation time. The district recognizes, however, that there are situations that dictate a student's absence. Therefore, in accordance with district guidelines, absences may be excused for the following reasons:

- Doctor's appointment
- Illness
- Death in the family
- Religious commitment
- Diagnostic testing
- Extenuating circumstances, as agreed to by the administration prior to the absence. Call Edgar Briggs at 315-2530 or 299-2113 ext. 3001.

It is the parent or guardians' responsibility to notify the school when the student is absent. A doctor's note must be presented to the attendance clerk if the absence exceeds 3 days. Call the attendance line at 299-2113 x 3000 as soon as possible, but not later than 2 school days after the date of absence. If you do not have a telephone, a written note signed by parent and sent with the returning student will serve in place of a phone call. Absences reported after 2 school days are recorded as un-excused. Students with excessive excused or unexcused absences (4.5 or more per semester) may be recommended for retention, loss of credit, and/or disciplinary action and will not be allowed to participate in extracurricular activities. In addition, the Truancy Office will be sending letters out after 3 or more unexcused absences. Students with more than 9 absences in a semester will be referred to the Juvenile Court system for truancy, along with their guardians. Students absent for 10 days in a row will be withdrawn per New Mexico law.

## **BACKPACKS**

Some teachers do not allow backpacks in the classrooms due to space limitations and safety concerns. Students are encouraged to plan locker visits rather than carrying a heavy backpack to all classes. Administration reserves the right to search a students' backpack should suspicion arise.

## **BEHAVIOR**

This supplements the APS Student Behavior Handbook which is available to all families and is also on line at <http://ww2.aps.edu/>. Acceptable standards of behavior are expected. An Academic Contract, Student Handbook Contract and a Bully proofing Contract will be signed by all students and parents during registration to enforce good behavior and academics throughout the year. Discipline will be administered fairly but firmly when any individual's action interferes with the learning process. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time. Grant Middle School's guideline for behavior to students is to maintain a safe educational environment for all. If a student is endangered by peers or by his/her own actions, interventions will be made and the appropriate consequences will be applied.

Grant MS is required to follow district, city, state, and federal guidelines. The following are behaviors that violate school policy, but due to our changing world and the creativity of our students, the list is not all-inclusive.

Grant MS does not allow:

- Possession of dangerous items (heavy chains, sharp objects, or look-alike weapons) that could be used as weapons.
- Possession, use, and/or being under the influence of tobacco, drugs, or alcohol (or look-alikes).
- Fighting, including play-fighting, or pretend fighting, or encouraging a fight.
- Threatening, intimidating, "mad dogging," sexually harassing, or causing bodily harm to any person.
- Throwing or tossing of rocks or other objects unless directed by staff.
- Vandalizing, damaging, or stealing school or private property.

- Rowdy behavior: running, pushing, shoving, yelling, whistling, or slamming locker doors, play fighting.
- Insolence, disrespect, or insubordination.
- Cheating or plagiarism.
- The use of improper, foul, or disrespectful language.
- Leaving a class or school without permission (includes field trips).
- Class tardiness or truancy – see TARDIES/TRUANCY section.
- Excessive or inappropriate display of affection.
- Possession of nuisance items, including beepers, toys, cell phones, radios, tape/CD players, iPods/NP3 devices, electronic games, gambling articles, or any other items that would distract from learning.
- Violating the computer/internet use policy of either the district or Grant MS.
- Dress code violations.
- Possession of skateboards, roller shoes, heeies, or roller blades on school property.
- Bringing food, drinks (except water), or gum to class unless specifically allowed by the teacher.
- Coming to class unprepared. See SUPPLIES.
- Encouraging prohibited activities.
- Self-abusive behavior (cutting, body piercing, self-mutilation).

Students who choose not to comply with the above rules or who display any other behavior not considered acceptable at school, will be disciplined. See DISCIPLINE.

### **BICYCLES & OTHER CONVEYANCES**

Bicycles and other means of conveyance will not be permitted inside the building. Bicycles stands are provided inside the stone fenced patio area outside the principal's office, but you must bring a lock for your bicycle. The school is not responsible for bicycles while they are on campus. Per APS policy, skateboards, scooters, roller blades, heeies, etc. are not permitted on APS property. In addition to safety violations, the misuse, tardiness, truancy concerns, lack of storage facilities, and theft contribute to these items being banned from campus. If found, the items will be confiscated.

### **BUSES**

Bus transportation is provided for students living 1.5 miles or more from school. The privilege of riding the bus is governed by state regulations. Failure to comply with any of the regulations may result in the loss of privilege of riding the bus. Students will not be allowed to ride any bus other than the one to which they are assigned. Anyone who is not eligible to ride a bus will not be allowed to ride. Students may not transport instruments which take up seating space on the bus. Specific questions regarding bus service should be addressed directly to Durham Bus Company, 298-6831 or the APS Transportation Office, 880-3989.

### **COUNSELING**

Counseling is available by appointment for any student who needs advise, help, or information. The purpose of the counselor is to help students with problems regarding school studies or personal relations. Counseling support groups and family counseling programs are also available on a need basis.

### **DETENTION & IN-SCHOOL SUSPENSION**

Students who are unable to follow school rules will be assigned to detention during their regular lunch period, or for more serious infractions, to In-school suspension (ISS) room. ISS is a supervised study hall with no passing periods, and sack lunches eaten in the ISS room. Failure to attend lunch detention will also result in ISS – one day of ISS per each missed lunch detention. Excused absences will cause ISS and/or lunch detention time to be rolled over to the following day. NO outside lunches are allowed such as McDonalds, Sonic, etc. On special occasions teachers may assign lunch detention in their classroom, parents should be notified by teacher.

## **DISABILITES**

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)**

Section 504 and ADA are federal laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The Acts define a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
- Has a record of such above impairment, or
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504 and ADA, APS recognizes a responsibility to avoid discrimination against any person with a disability. No discrimination will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under Section 504 which include the identification of eligible students, and should it be deemed appropriate, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the District 504 Compliance Officer/ADA Coordinator for the school district, 842-3771.

### **DISMISSAL DURING THE SCHOOL DAY**

For safety reasons, a student will not be permitted to leave school before the regular dismissal time unless a parent or guardian comes to school for the student or clears the dismissal with the attendance office. Only those individuals listed on the Emergency Release Form will be allowed to pick up a student during school hours. **All individuals picking up a student should be prepared to show a picture ID.**

Grant MS has a closed campus. Students will remain at school during the lunch period unless they live close to the school and have a written request from parents approved by the administration to go home for lunch, in which case a lunch pass will be issued by the office. No other students may leave with them. Students that are tardy returning from off-campus lunch, will lose the privilege. Once school is dismissed for the day, students must leave campus or be in a Grant MS after school activity within 10 minutes of dismissal.

### **DISCIPLINE – see also BEHAVIOR**

Grant MS uses a referral system. Infractions to the rules established within individual classrooms or to school wide rules may result in a discipline referral being written. Contact will be made with parents and consequences may include lunch detention, ISS, out of school suspension, and/or student hearing with a Compliance Officer. The APS student handbook (<http://ww2.aps.edu/>) includes a discipline matrix. Per APS guidelines student who encourage prohibited activities may be disciplined as if they had been actively participating. Continued referrals for either behavior or academic infractions may result in a hearing with the APS district hearing officer with possible long term expulsion as a consequence.

## **DRESS CODE FOR STUDENTS**

Grant MS students will exhibit good citizenship by adhering to standards of dress that are appropriate, safe, and not distracting or disruptive. Student's attire will be monitored throughout the day. Violations are subject to the referral process and/or changing the offending garment. Each dress code violation will be recorded and if excessive, it may result in lunch detention and ISS time. Because each person's definition of what is appropriate may differ, Grant MS has set the following guidelines:

- Undergarments must not be visible. No sagging, bagging, or dragging clothes.
- Clothing must still meet dress code when coats, jackets, or over shirts are removed.
- Hats and sunglasses may be worn outside only.
- Shirts must have sleeves and be long enough to tuck in but not grossly oversized. No exposed midriffs, off the shoulder tops, or low cut tops.
- Shorts and skirts must be fingertip length or longer.
- Pants must be worn with the waistband riding at the waist (no sagging) and may not be oversized or obscure the wearer's shoes. No pajama bottoms. No writing, pictures, or logos across the seat of the pants. Overall, straps must be fastened across both shoulders. No lycra or spandex shorts/pants.
- Shoes must be worn at all times. Flip flops, house slippers, open toed shoes/sandals, and untied shoelaces are not allowed.
- No attire promoting or advertising alcohol, drugs, sex, violence, or tobacco.
- No attire which displays or suggests rude, lewd, violent, disrespectful, or otherwise inappropriate images or messages.
- Clothing, colors, and accessories suggesting gang affiliations are not allowed.
- Piercing jewelry in ears only! No body piercing or gauging. No spiked jewelry. No heavy chains or billfold chains.
- Eyes must be visible. Students with hairstyles that distract from or are disruptive to their academic success or that of other students' will be referred to administration.
- No outrageous coloring or spiking of the hair.

**Students are encouraged to have a change of clothing in cases of emergency.** Limited options are available for loan in the office and parents will be expected to provide correct attire in a timely manner if contacted by the school. This will be considered unexcused class time for violators that are sent to the office.

## **ELECTRONIC DEVICES/CELL PHONES**

Student use of cell phones, radios, pagers, laser devices, CD players, tape players, iPod/MP3 players, and any other electronic devices are prohibited during school hours. Any such items will be confiscated, sent to the office and returned only to a parent. Continued abuse of any/all items will result in a longer confiscation. In cases of emergency, cell phones can be stored in the office during school hours. Principal also provides his cell phone for emergency calls during the day. Grant MS is not responsible for lost or misplaced items. Classroom use of cameras requires a teacher's permission.

## **EMERGENCY EVACUATION FORMS**

In the event of an emergency during school hours that results in an early dismissal from school, students will be dismissed in accordance with the Emergency Dismissal Form that is filled out and on file from registration/enrollment. These forms indicate whether the student will walk home, ride the bus, or ride with another designated person. Grant MS has a school safety and evacuation plan that is in effect for fire drills and other emergencies.

## **FOOD SERVICES AND VENDING MACHINES**

The cafeteria serves breakfast (\$1) and lunch (\$1.50) daily. Free or reduced meals are available to those who qualify. Depending on the type of meal ordered, lunches may be pre-paid, paid in cash, or

acceptance in the free/reduced lunch program. We strongly encourage any and all families to apply for the free or reduced lunch to determine your student's qualification. **THERE IS NO CHARGING!** Since we have a closed campus, each student must eat lunch in the cafeteria or at the patio snack bar. After eating lunch, students may choose to remain in the cafeteria, visit the library, or go outside to the patio/playground (southwest of building). No food or drinks (except water) is allowed in the halls or classrooms unless prior arrangements have been made with the teacher or administration.

APS and Grant MS are in a state of transition in regards to vending machine sales and the times that they may be available. Currently, water, juice, milk, ice cream, and healthy snacks are available.

### **GRADING AND GRADE MONITORING** **See also NO – WAIVER**

We have four 9 week grading periods. Report cards are mailed at the end of each grading period. Exploratory Arts in the 6<sup>th</sup> grade consists of four 9 week courses. All other classes are either semester or full year courses, and meet daily. Grade monitoring sheets are given on alternating Mondays to those students who are required to participate based on transfer status, previous grades, or parental request. If your student is on grade monitoring, please be sure to ask for, sign, and have the student return each sheet to Mr. Briggs or Ms. Pilling by the following Monday! Deficiency notices are mailed after the first 4 ½ weeks of each 9 week period, to the parents of students who are in danger of failing that grading period. Grades are a mathematical average of the scores received by the student, and as such are constantly changing. It is very important for the students to understand that not turning in work on time and earning a zero can have a devastating effect on grades.

### **HEALTH SERVICES**

In order to register and remain enrolled in school, all students **MUST** be current on their immunizations. Parents/guardians should indicate on the health registration card whether their student has a particular health issue that requires special attention. Injuries that require treatment will be cared for on an emergency basis. Students who become ill at school must use their agenda and obtain the permission of their current teacher if they intend to report to the health office. It is very important that the school have the **CURRENT** telephone number of where the parent/guardian can be reached, as well as emergency phone numbers for other contacts allowed to pick up the student. Students cannot be sent home unescorted or to a home where there is no adult present, unless we have specific written permission on file.

Grant has a "no nit" policy. Any student who is determined to have head lice will be excluded from all school activities until all lice, eggs (nits), and egg cases have been removed, following the application of a lice-killing product. The school nurse will be happy to explain the policy, if you have any questions. Any student reentering after treatment must clear with the nurse.

### **INTERNET AND COMPUTER USE GUIDELINES**

#### **COMPUTER USAGE AND DISCIPLINARY ACTIONS**

With Parental or Guardian permission students will be able to access the computers and Internet at school as part of their class instruction

**Disciplinary Actions:** APS and Grant MS provide technology resources to/for students' educational purposes. The goal of providing these resources is to promote educational excellence. Inappropriate behavior when using any of the school computers will result in the following consequences: **A first offense** will have the student being removed from the computer for a minimum of three days, in which time a parent has been contacted, offense recorded, and whether damages have been determined. **A second offense** has a student denied access to computers at school until a conference is held with an administrator, parent/guardian, teacher, and the student, which determines the level of the two offenses which have occurred. **A third offense** will suspend computer privileges for the remainder of the school year. Below are the rules for use at the school.

Any and all offenses which include damage to the computer and other equipment will require that the student pay for replacement or repair of damaged equipment.

Grant Middle School has established a computer network and is please to offer Internet access for student use in accordance to the **Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]**. This will allow students to participate in class **Computer Usage Accounts** and will provide them with access to variety of software programs and Internet resources. In order for students to use the computers and the Internet, students and parents or guardians are asked to read the following acceptable use, policies.

### **Guidelines for Computer Usage**

1. All students must have a signed permission slip from their parents that authorizes them access to the Internet.
2. Respect for the equipment of the school and its network is a condition for use of the computers.
3. Students are to never give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
4. Students are not to give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
5. Students are to notify the teacher/librarian immediately of any disturbing material they may encounter on the web or in e-mail.
6. Students **may not download and install** anything from the internet including, but not limited to software, music, and games.
7. **No floppies** are allowed to be used on computers. All assignments worked on at home must be emailed to teachers or printed at home.
8. Students will not bring in gum, food or drinks into the lab, nor will students have gum, food, or drinks when using laptops.
9. Materials created and /or stored on the network are not guaranteed to be private. Network administrators may review the system from time to time and delete unnecessary files.

### **Unacceptable Uses**

1. The network may not be used to download, copy, or store any software, shareware, or freeware including, but not limited to games, music, pictures, without prior permission from the network administrator.
2. The network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person. This is considered cyber bullying and harassment and will receive the same disciplinary actions as other harassment and bullying.
3. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or other wise trying to gain access to another person's or organization's computer system is prohibited.
4. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. Examples of these are Teen Chat, MySpace.com, Kaboo, etc.. However, any and all access to sites such as these are also prohibited. If a user accidentally accesses such information, he or she should immediately notify a teacher, librarian and/or network administrator.
5. The network may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but is not limited to illegal activities such as threatening the safety of another person, violating copyright laws, or engaging in "spamming" (sending unwanted junk email to 10 or more email users, including, but not limited to pornography, chain letters, advertising, etc). It is unlawful for any person to take pictures of students under the age of 18 years of age without written permission of the student's parents/guardians. Pictures are never allowed to be transmitted to or from APS and Grant Middle School Computers.
6. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
7. Use of the network for advertising or political or religious lobbying is prohibited.

### **Children's Internet Protection Act: Internet Safety Policy**

**Introduction** It is the policy of Grant Middle School to: (a) prevent, to the extent practical, user access or the transmission over its computer network, of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent, to the extent practical, unauthorized access and other unlawful online activity; (c) prevent, to the extent practical, unauthorized online disclosure, use, or dissemination of personal

**identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].)**

**Definitions:** Key terms are as defined in the Children's Internet Protection Act

**Access to Inappropriate Material:** Grant Middle School believes that staff supervision, an acceptable use procedure, electronic monitoring of Internet activity, and the use of technology protection measures are all parts of a comprehensive plan to protect students from inappropriate materials.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information, or other forms of electronic communications, deemed inappropriate. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage:** To the extent practical, steps shall be taken to promote the safety and security of users of the Grant Middle School online computer network when using electronic mail and other forms of direct electronic communications. Albuquerque Public School computer resources will not be used with chat rooms or instant messaging. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring:** It shall be the responsibility of all members of Grant Middle School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Technology Coordinators, APS Information Technology, or the designated representatives.

**Adherence to Copyright:** It shall be the policy of the Grant Middle School to discourage illegal copying of any and all copyrighted materials, including videotaped materials and microcomputer software. Persons who duplicate copyrighted materials shall obtain the necessary permission to do so legally. The insurance and legal protection normally afforded to school employees is not extended to include legal protection for willful violations of copyright laws.

### **INTRAMURAL/EXTRAMURAL PROGRAM**

Intra-murals (within our own school) are available for all Grant students whether or not they are currently enrolled in PE. Intra-murals are an extension of what is being taught in PE classes. They give students the opportunity to practice and improve skills and to participate in games and tournaments.

Intra-murals meet during both lunch periods, with winners from A lunch competing with B lunch winners.

After school activities are also available. Bowling, arts and crafts, after school tutoring, tennis, golf, track, baseball, volleyball, and community service clubs and projects are some of the activities that students may choose. Parent permission slips available in the office are required for participation in these activities.

### **LOCKERS**

"The school will, so far as possible, provide facilities for the storage of items needed during the school day, and will inform the students that these facilities may be searched without their consent." (Policy statement of the APS Board of Education, the Student Behavior Handbook).

Lockers will be assigned. It is the student's responsibility to provide a lock and keep the locker clean inside and outside. Students are asked to empty their lockers before long breaks. **There will be only one student per locker!** The school will not be held responsible for the disappearance of locker contents. Students are urged to buy a good, dependable lock (key locks are also allowed). . Locker combinations

are an introduction to personal security, and should not be shared with anyone other than parents/guardians, homeroom teacher, and an office administrator. **The school cannot assume responsibility for students' personal belongings.**

#### **LOST AND FOUND**

Grant MS students have an excellent record of turning in property lost by others. Found articles may be turned in to the Lost and Found located in the cafeteria. Lost textbooks/library books are to be turned into the library. Small items and money may be turned into the office. Unclaimed items are periodically donated to the PTA Clothing Bank or other charities.

#### **MAKE-UP WORK**

Students who have been absent are responsible for contacting teachers for make-up assignments. **District policy requires that students be allowed one additional day for each day of excused absence, for the completion of work for full credit. Parents may call the school to request missed work if absences will exceed 3 days or longer, but should allow 24 hours notice for the requested work to be available.** Teachers may request that students come in before or after school for help or to make up a test if it cannot be done during regular school hours. Students serving In-School Suspension (ISS) will be given their work in ISS.

Students who are called out of class are responsible for checking for assignments and arranging to make up what was missed in class.

#### **MEDICATION**

Students may carry and self administer certain medications **ONLY** if the parent/guardian has filled out and signed a permission form (available at registration/enrollment from the health room). The form must be approved by and filed with the nurse. Non-prescription or over-the-counter medication requires a new permission form annually, with the student supplying the medications, and only in a limited quantity. If prescription medication is to be taken at school, a form with both the signatures of the prescribing doctor and the parent/guardian is required.

#### **MEDIA CENTER**

The media center is a place for reading, study, research, and display of student work. The language arts teachers work closely with the librarian in helping students learn how to use the facility and available materials. **Students and parents are responsible for charges on overdue, damaged, or lost books.** Library books are checked out for two weeks at a time and can be renewed. A student ID is required for library book checkout and/or renewal. If a book is lost, replacement cost for that book is charged. Students with fines or overdue books may not participate in field trips. Participation in field trip and/or promotion exercises can be withheld if library fines are not paid or books are not returned. The media center is open daily from 8:05 am until 3:05 pm (certain days may have extended/shortened hours – they will be announced).

#### **MESSAGES FOR STUDENTS**

Grant MS strongly encourages parents/students to make after school arrangements prior to the beginning of the school day. We also encourage parents to have alternative plans and house key arrangements set up in case plans change during the course of the day. Unless there is a true emergency, telephone messages WILL NOT BE DELIVERED! We feel strongly that students need to remain in class and focused on studies; any disruption of the educational process takes away from this focus. We appreciate your support on this issue.

#### **NO-WAIVER/GRADE MONITORING/AIP'S**

At Grant MS, we monitor grades every two weeks for students who have earned a grade point below 2.0 for the previous quarter. We also monitor all transfer students for the first quarter.

Any student who earns three or more quarterly grades of F in two subjects **must** attend summer school to be promoted. Any student who "triple flunks" three or more subjects **will be retained**. We believe that granting students waivers only helps to perpetuate failure and does not teach a student that in order to be successful in school he/she must become involved in his/her own learning.

In addition, and in accordance with NM law, students whose standardized test scores in reading or math, and who also have failing math or reading grades, and who score below the 20<sup>th</sup> percentile on "other district approved testing" (Access To Learn Math and Reading) in the fall, or 60<sup>th</sup> percentile in the spring, may be required to attend summer school or repeat the grade, even if other subjects are passed. Parents of such children will be invited to help create an Academic Improvement Plan (AIP) to help them achieve success.

### **SCHEDULE CHANGES**

Schedule changes will be kept to a minimum. After the first two weeks of school, a student's schedule may be changed only after a conference involving the parent, student, teacher, and an administrator.

### **SUPPLIES**

Coming to class prepared is essential for student success. Students should work with parents to let them know when they are low on supplies from the beginning of the year lists. Failure to come to class prepared wastes time, disrupts class, and is considered a discipline problem and may be handled as such. PTA also attempts to provide a school store several times a week during students' lunch hour.

### **TARDIES AND TRUANCY**

Excessive tardiness is disruptive to the educational process and will lead to disciplinary action. Teachers will record students for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> tardies. Parents will be notified by teachers and documented with a discipline referral on the third tardy. Fourth and subsequent tardies will be referred to the administration for disciplinary consequences.

If a student is tardy to school, he/she must report to the attendance office for an admit slip. Students who are not in school, or who are tardy without school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. If a student is truant, parents will be notified. Continued truancy may result in legal action or suspension from school. (See ATTENDANCE also)

### **TELEPHONES**

The telephones in the office are for school business only. Students wanting to make calls regarding personal business may use the pay telephone in the hallway before school, after school, and during passing periods. Students must have an agenda book hall pass signed by the teacher to whom they are assigned in order to use the pay phone during class time. We strongly suggest that parents provide their students with phone cards to use in case of emergency. Use of office phones will be determined on a case-by-case basis by an administrator. Students are welcome to use the principals cell phone in cases of emergency **Students will not be called to the office to receive telephone calls except in cases of emergency** (See MESSAGES FOR STUDENTS).

### **TEXTBOOKS**

Textbooks are the property of the State of New Mexico. They are loaned for the student's use. Payment for lost or damage books is the responsibility of the student and the parent/guardian. All textbooks must be covered. The student's name, room number, and year of issue must be written in the designated place. When issued a textbook, students and parents should carefully check for damages and fill out the damage sheet issued by the teacher as accurately as possible. All damages to the book when it is turned in will be charged to the student unless noted on the damage sheet. Failure to turn in a damage sheet could result in a student being charged for all damage to the book. Students are charged for lost textbooks and cannot be issued another book until the first book has been paid for. If a book is lost, replacement cost for that book is charged. Students with textbook fines or unpaid replacement fees

may not participate in field trips. Participation in promotion exercises can also be withheld if textbook fines are not paid or books are not returned. (See also **MEDIA CENTER**). Once a textbook has been issued in a student's name, it is the property of that student and they are responsible for the book.

### VISITORS

**All visitors are to check in at the main office**, where they will be issued visitor badges. Parents and other citizens must obtain permission of the administration before entering any classroom. Bringing younger sisters, brothers, family or friends to class is not permitted. **Visitors must wear a visitor pass.** Staff will remind you if you forget. Alumni and high school students are not permitted on campus without prior approval from administration.

### VOLUNTEERS

Volunteers are an important part of the Grant MS community and many opportunities exist for involvement in the Grant "family." Please check with PTA, library, office, school newspaper rep, and individual teachers to see where and when help is needed. PTA sponsors many important school events and raises funds to help provide materials and programs for Grant MS students and staff.

### WATER BOTTLES

Plenty of water is important to students' health and brain function. Water bottles are allowed with prior approval (i.e. Technology labs) and encouraged by many teachers, but should be filled before class begins.

### WITHDRAWALS FROM GRANT

Parents/guardians must come to school to make arrangements for withdrawals from school in advance – preferably with a 24 hour notice. Students will receive a withdrawal form and instructions from the office to return textbooks and other assigned materials to the appropriate teacher, receive an interim grade, and clear any fines/problems with the school. The withdrawal/transfer will not be completed until all of the procedural steps are satisfied.

### SCHEDULE – REGULAR AND ABBREVIATED

**Please be advised that Grant MS is NOT an east mountain school)**

#### REGULAR DAILY SCHEDULE

Grant has a 7 period day with 4 minute passing periods between classes.

Channel 1	8:20 – 8:32	
Announcements	8:32 – 8:40	
1 <sup>st</sup> Period	8:40 - 9:23	
2 <sup>nd</sup> Period	9:27-10:10	
SSR	10:10-10:35	
3 <sup>rd</sup> Period	10:39-11:22	
<b>A-Lunch</b>	<b>11:26-11:56</b>	
4 <sup>th</sup> Period	12:01-12:44	
	OR	
4 <sup>th</sup> Period	11:26-12:09	
<b>B-Lunch</b>	<b>12:13-12:43</b>	
5 <sup>th</sup> Period	12:48 - 1:31	
6 <sup>th</sup> Period	1:35 - 2:18	
7 <sup>th</sup> Period	2:22 - 3:05	

#### ABBREVIATED DAY SCHEDULE

This schedule is used whenever severe weather conditions make travel during the early morning hours inadvisable as determined by a superintendent of APS. The decision is announced by news media by 6:15 a.m.

First Bell	10:15	
1 <sup>st</sup> Period	10:35 - 11:05	
2 <sup>nd</sup> Period	11:10 - 11:38	
<b>A-Lunch</b>	<b>11:43 - 12:13</b>	
4 <sup>th</sup> Period	12:18 - 12:48	
	OR	
4 <sup>th</sup> Period	11:43 - 12:13	
<b>B-Lunch</b>	<b>12:18 - 12:48</b>	
3 <sup>rd</sup> Period	12:53 - 1:21	
5 <sup>th</sup> Period	1:26 - 1:54	
6 <sup>th</sup> Period	1:59 - 2:27	
7 <sup>th</sup> Period	2:32 - 3:05	