

# GENERAL INFORMATION

**CLASSROOM REGULATIONS:** Students will follow the rules of the individual teacher as well as all school and district policies. Inappropriate behavior includes any action that would disrupt the learning process. If a student does not follow the rules after repeated warnings and parent contact, the student may be referred to the administration. During a "crisis" situation, a student will be removed from class.

**CLOSED CAMPUS:** Students are not permitted to leave campus during the school day without the express permission of their parents and/or school administration.

**VEHICLES:** The school cannot be responsible for student vehicles. Students are allowed to bring bicycles to school. The student is responsible for providing a lock. These vehicles cannot be ridden on the school campus and must be walked on and off campus. **Skateboards, roller blades, pop out skate shoes, and scooters ARE NOT allowed on campus at any time.**

**BUS TRANSPORTATION:** It is a privilege to ride the bus. Bus privileges may be suspended for any major or chronic behavior problems that are bus related. Information on bus schedules and stops will be given out at the beginning of the school year. These schedules should be kept on file at home for future reference. Changes made during the year should be noted on your schedule. Students are not allowed to ride any bus other than their assigned bus. Students must follow the rules of the individual bus driver. Any action that hinders the safety of the occupants of the bus is not permitted. It is important that students respect private property at their bus stops. **Students will be required to have a School ID card to ride the bus.**

**FIELD TRIPS;** All students participating in field trips sponsored by LBJ must fill out a parental permission form prior to the date of the trip. The parent/guardian

of the student must sign the form. Permission forms for field trips are available in the main office.

**Students will not be permitted to attend field trips without the original signed permission slip returned to the teacher by the specified deadline. Handwritten notes, faxed field trip forms are not acceptable.**

**HALLS:** Supervision of students cannot be provided before 8:18 a.m. and after 3:15 p.m. unless students have a specific appointment or activity with a teacher. Students are not to be on campus or inside the building before these same hours. **Students who participate in after-school activities are expected to be in the activity room by 3:25 p.m. Students who eat breakfast will be served at 8:00 a.m.**

**HARASSMENT:** Our school prohibits harassment of any kind including harassment based on an individual's disability. School personnel who become aware of disability related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and where appropriate, remedy the effects on the student who was harassed. Students should report any concerns related to harassment to a school administrator.

**LOCKERS:** Students will be assigned a locker and will register their locker number and combination with the school. The number and combination are kept confidential. Combination locks are to be provided by the student. Students are also responsible for keeping their lockers clean. **Students will only be permitted at their lockers before/after school and before/after lunch. Periodic locker checks will be held. LBJ assumes no responsibility/liability for items lost or stolen from any locker.**

**MUSICAL INSTRUMENT STORAGE:** Although we have some space available, LBJ assumes no liability for storage of instruments. The band/orchestra rooms are locked and secured at the end of each school day. Students will not be able to access their instruments after 3:25 p.m.

# ***GENERAL INFORMATION (continued)***

## **CELL PHONES AND ELECTRONIC DEVICES:**

Students must secure their cell phones/electronic devices. Cell phones/electronic devices must not be visible (e.g. on pants, backpack). If a student receives/sends a phone call, text message or uses/displays electronic device during class time or in halls, the phone/electronic device will be confiscated and a parent must pick up the phone/electronic device at the office. Additionally, LBJ is not responsible for confiscated, lost or stolen cell phones and/or electronic devices.

## **TELEPHONE USE:**

LBJ limits the use of the school telephone to matters of an emergency nature. Students are not normally allowed to call home about books, lunches, unsigned forms, after school activities, or homework, etc. Students must learn to take responsibility for these matters and plan ahead. Messages are delivered during announcements at the beginning of second and seventh periods. It is the student's responsibility to pick up message.

## **SECTION 504 AMERICAN WITH DISABILITIES**

**ACT:** The Albuquerque Public Schools (APS) affords certain rights to students with disabilities. These rights are described in Section 504 of the Rehabilitation Act. A student who has a physical or mental impairment that **substantially limits** one or more major life activities (caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working) qualifies as having a disability under Section 504.

Parents or staff member who feel that a student may be eligible for 504 services should notify the School Support Team and request a 504 conference to consider eligibility. An eligible student will have an Accommodation Plan developed based on his/her educational needs and upon the least restrictive environment necessary to meet those needs. The 504 Accommodation Plan provides reasonable accommodations and supplementary aids and services, which will allow the student an equal opportunity to participate in school and school related activities

For additional information about disabilities and procedures under Section 504 contact the Dean of Students, 898-1492 ext. 21104.

**STUDENT ID CARDS:** All students will be issued photo identification cards which they must carry with them at all times. ID cards are required to check out materials from the Media Center, for admission to all school sponsored activities, bus transportation (for eligible students), and to receive a yearbook.

**STUDENT RECORDS:** Any parent/guardian requesting school records must request this information in person in the Counseling office. A picture ID is required and a request form must be completed by the parent/guardian prior to the release of information. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974 and serves the purpose of protecting the rights of both parents and students. LBJ should be given 24 hours notice to copy documents.

**VISITORS ON CAMPUS:** ALL visitors are to **check in at the Main Office**. Parents and other visitors must obtain and wear a Visitor's Pass before entering a classroom. Passes can be picked up at the front desk. If you wish to see a teacher, administrator, or counselor, please call and schedule an appointment. If you wish to visit a classroom, we require 24 hours notice. **Students are not permitted to bring other students as guests to visit LBJ. Business hours are 8:00 a.m. to 3:50 p.m.**

**COMMUNICATION:** Check your child's back pack every Thursday for letters, notices, flyers. Communication is also available via email through the LBJ List Serve. To enroll go to [ww2.aps.edu](http://ww2.aps.edu), click on schools, click on middle schools, scroll down and click on L.B. Johnson Web Site. Scroll down to bottom of page and subscribe to LBJ. M.S. email list. Communication is also available through Premier eGenda™

# GENERAL INFORMATION (continued)

## Premier Grand Central *discoverZone*

is a component of the student agenda. This will allow parents and students to view homework and assignment data for each class. It also allows communication between parents/ students/teacher via e-mail. Below are the directions for logging onto the site.

<b>PARENTS</b>
Go to <a href="http://www.discoverzone.com">www.discoverzone.com</a> Sign up by clicking on your child's school level
<b>GO TO PREMIER eGENDA™</b>
Put your mouse over the My Stuff button Select Premier eGenda™
<b>SUBSCRIBE TO CLASSES</b>
Click "Add Class" Select the classes your child takes Homework from these classes will now show up in your task bar
<b>STUDENTS</b>
Go to <a href="http://www.discoverzone.com">www.discoverzone.com</a> Sign up by clicking on your school level
<b>GO TO PREMIER eGENDA™</b>
Put your mouse over the My Stuff button Select Premier eGenda™
<b>SUBSCRIBE TO CLASSES</b>
Click "Add Class" Select the classes you take Homework from these classes will now show up in your task bar

**MAKE-UP WORK POLICY:** Students who are absent from school **three consecutive days** or longer may request make-up work from teachers by calling the attendance office. Students who are suspended are required to make-up all missed assignments and tests. Teachers require 24 hours notice to complete the make-up work. Work should be picked up in the main office prior to 3:50 p.m.

**HOMEWORK POLICY:** Homework is an assignment to be done or completed outside the classroom. The purpose of homework is to provide students with

continued exercise, drill, and practice in order to develop, reinforce, improve, and enrich skills; and help students become more familiar with procedures or concepts. Homework gives students responsibility for their own learning. In addition, homework provides parents an opportunity to know about or participate in their child's education. Each teacher will advise students of class-specific homework policies. Students receiving a ZERO for assigned work will be given a Parent Notification Form to be signed and returned to the teacher.

**ATTENDANCE:** The staff and administration believe that attendance is a cooperative effort between the parent and the school. When the student is absent for any reason, we ask the parent/guardian to contact the Attendance Office as soon as possible 898-1492, extension 21114.

The administration feels that the parent is entitled to know where the student is at all times, therefore, attendance will be taken each period of the day. If a student is absent and the school has not been notified, we will make every effort to call parents on the day of the absence.

Students leaving school during the day while classes are in session must sign out in the main office. **For safety reasons, parents will be asked for picture identification when signing out their child.** Students arriving late to school must sign in when they arrive at school.

**COUNSELING:** The Counseling Department at LBJ offers a wide variety of services to students. These include assistance with personal, social, and academic problems, and future planning. Counseling is available to students by appointment or on an "as needed" basis. Parents are urged to contact the Counseling Department at any time regarding any aspect of student behavior or academic performance. Our Counselors may be reached at 898-1492, extension 21110.

# GENERAL INFORMATION (continued)

**COYOTE CAFÉ:** The school offers breakfast and a hot lunch on a daily basis. Meals are served from the cafeteria. A free lunch and reduced rate program is available to eligible students. Application forms for these federal programs may be obtained from the main office or cafeteria. These forms must be completed and signed by the parent/guardian before any student can be considered eligible for these programs. Students are **not** allowed to charge lunches. The cost for a full lunch tray is \$1.50.

**MEDIA CENTER:** The LBJ Media Center provides a place for research, studying, and reading. A professional librarian provides guidance for individuals and classes, as well as instruction in library skills. One of the focus areas of our Media Center is the integration of multimedia technology into the everyday lives of our students and staff. Books may be checked out with a student ID card. Most books are checked out for two weeks; reference books may be checked out overnight only. Fines will be charged for overdue materials. Parents are encouraged to visit and use our Media Center.



~~~~~

## GRADING POLICY

|        |            |       |   |
|--------|------------|-------|---|
| 90-100 | A          | 80-89 | B |
| 70-79  | C          | 60-69 | D |
|        | BELOW 60 F |       |   |

~~~~~

**REPORT** cards are issued at the end of each nine-week grading period. Fourth nine-week grading period grades will be mailed home; all others are hand carried by the student. Progress reports are mailed in the middle of each nine week period.

**ABBREVIATED DAY(s)** usually for snow covered or icy roads, are days on which students report to school at 10:15 a.m. The announcement of these days will be made over the media as soon as possible on the morning in question. It is advisable to listen to your radio/TV on days in question. Buses will be on a two-hour delay. Early release information will be disseminated through the media.

1.

# CODE OF CONDUCT

**LBJ** students are expected to be responsible for their own actions and behaviors. LBJ parents should be informed and involved in the discipline process. LBJ staff will present, explain, and monitor expected behaviors for our students. By working as a team, the LBJ students, parents, and staff can ensure a safe, clean, and orderly learning environment.

## EXPECTED BEHAVIORS

**LBJ** is an educational environment. Students are therefore expected to:

2. Be here every day, ready to learn.
3. Be on time to every class, prepared to work.
4. Have necessary classroom materials every day.
5. Complete your work on time and with pride.
6. Make up work in time allowed per district policy; you have one day for makeup work for every day you are absent.
7. Dress appropriately. See the LBJ Dress Code for further details.
8. Respect the rights of others to learn and be safe.

# ***GENERAL INFORMATION (continued)***

9. Use acceptable language at all times.
10. Show respect for yourself, other students, teachers, and staff.
11. Respect school and private property and share in the responsibility of maintaining school cleanliness.
12. NO gum chewing on campus.
13. Settle conflicts in an acceptable manner. Use mediation not force.
14. Cheating is unacceptable! There are academic and/or disciplinary actions that will be taken on a student-by-student basis. Minimum consequence is a "0" on the assignment and parent/teacher conference.
15. Taking what does not belong to you is NEVER acceptable (see discipline matrix for theft).