



**2023-2024**

**Capitan Middle School  
Capitan High School  
Student Handbook**

**Our Mission:**

To be a Community where everyone is valued, safe, and nurtured, and where learners are empowered.



**Tiger Excellence**



**The School Board of Education****Administration**

<b>President</b>	Jim Nesbitt	<b>Superintendent</b>	J. Vance Lee
<b>Vice President</b>	Dennis Rich	<b>Secondary Principal</b>	Becky Huey
<b>Secretary</b>	Craig Westbrook	<b>Elementary Principal</b>	Briana Gibson
<b>Member</b>	Dr. Joseph Fraley	<b>Special Services Director</b>	Vicki Beets
<b>Member</b>	Wes Hacker		

<b>High School Counselor</b>	Theresa Kennedy
<b>Social Worker</b>	Sheila Blackbourn
<b>School Secretary</b>	Jenny DeSalvo
<b>School Nurse</b>	Diane Latham R.N.
<b>Athletic Coordinator</b>	Jason Lee

<b>High School Teachers</b>	<b>Middle School Teachers</b>																																		
<table> <tr><td>Bradford</td><td>Angela</td></tr> <tr><td>Herrera</td><td>Arturo</td></tr> <tr><td>Hopson</td><td>Lanelle</td></tr> <tr><td>Howard</td><td>Lynn</td></tr> <tr><td>Jackson</td><td>Dale</td></tr> <tr><td>King</td><td>Kim</td></tr> <tr><td>Pruett</td><td>Kylie</td></tr> <tr><td>Rush</td><td>Tyson</td></tr> <tr><td>Scott</td><td>Christopher</td></tr> <tr><td>Waters</td><td>Kristi</td></tr> </table>	Bradford	Angela	Herrera	Arturo	Hopson	Lanelle	Howard	Lynn	Jackson	Dale	King	Kim	Pruett	Kylie	Rush	Tyson	Scott	Christopher	Waters	Kristi	<table> <tr><td>Bowen</td><td>Morgan</td></tr> <tr><td>Garcia</td><td>Michelle</td></tr> <tr><td>Levin</td><td>Rhiannon</td></tr> <tr><td>McInnes</td><td>Jodie</td></tr> <tr><td>Menix</td><td>Dwight</td></tr> <tr><td>Rupley</td><td>Claudia</td></tr> <tr><td>Wrye</td><td>Ivy</td></tr> </table>	Bowen	Morgan	Garcia	Michelle	Levin	Rhiannon	McInnes	Jodie	Menix	Dwight	Rupley	Claudia	Wrye	Ivy
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## Elective Teachers

Claudia Rupley	Multimedia
Duwayne Shaver	Choir, Band
Jake Devine	Agriculture
Jason Lee	Ag Mechanics
Karrie Wren	Culinary
Kelly Newell	Art
Michelle Stearns	Computers
Wayne Ellison	Guitar

## Support Staff

Barbara Boley	Educational Assistant
Amanda Storms	Educational Assistant
Andrea Ketchum	Educational Assistant
Jennifer Johnson	Educational Assistant
Maggie Svendson	Educational Assistant

### Forward to Parents and Students

This handbook, prepared for the students, parents/guardians, and staff of Capitan Schools, informs everyone about the academics, activities, regulations, and policies of the district. It is your responsibility to read the specific policies relating to attendance, athletics, and other items, as they are strictly enforced. You are responsible to know, understand, and follow the policies and rules in the handbook. Should you have questions concerning any rule or policy contained herein, please seek clarification from your Teachers or the Principal. When the word “**parent**” is used in this document, it stands for **parent or legal guardian**.

### Authority of the District (in loco parentis)

All Capitan Municipal School authorities, including school board members, administrators, Teachers, and others in positions

where supervision of public school students is part of their responsibility, shall stand "in loco parentis" with regard to those students during such times they have the responsibility of supervising, instructing, or otherwise controlling such students. During such periods, the authorities shall have the right of supervision and control over the conduct of such students.

However, we also know that it is necessary to set limits for students and to establish clear guidelines for student behavior and well-defined consequences for violations of these standards.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with respect, and to assure that our school operates in an orderly manner. **It is understood that it is impossible to have regulations for every possible circumstance. Administration and staff will use discretionary judgment in dealing with individual situations not covered by specific written regulations.**

### **Parent Communication**

Parent/Teacher conferences are hosted at the end of the first and third nine weeks. Parents can make appointments at any time for conferences with Teachers, Counselor, or the Principal by calling the office. Teachers, Principal, and staff are usually available before school, after school, and during the designated prep period. Teachers are not available during instruction time. It is expected that parents follow a chain of command when addressing concerns. The first point of contact is the Teacher; second point of contact is the Principal. If the issue is not resolved, a conference can be scheduled with the Superintendent. The Superintendent expects that all issues be resolved at the lowest level. Capitan staff members welcome and encourage parent involvement in the education process. Parents are encouraged to use PowerSchool to monitor their students' academic records at <https://capitan.powerschool.com/admin/home.html>. For more information about PowerSchool or for login information, contact the Counselor or school secretary.

### **Checking In & Out of School**

Capitan Municipal Schools operate as closed campuses. Students are not permitted to leave at any time of the day, including lunch, unless a parent through the school secretary properly checks out the student. Students will not be allowed to leave campus or return to their vehicles during the school day. Parents must check out their student through the school secretary. The Principal can approve checkouts via telephone during emergencies. Notes sent with students will not be honored without phone verification and/or email. The school has the right to deny a student from checking out if parent contact is not made. The school has the right to ask for identification of anyone wishing to check out a student. Only individuals listed on the enrollment form will be allowed to check out students unless the school is notified of other arrangements. When a student turns 18 and is still living at home or their parent is still the legal guardian, they will continue to be under the same rules and regulations as a student that has not turned 18.

### **EQUAL EDUCATION OPPORTUNITIES** **[Board Policy J-0150](#), [Board Policy A-0250](#)**

It is the policy of the Capitan Municipal Schools Board of Education to offer equal education opportunity to all children, which are consistent with the provisions of the Constitution and laws of the State of New Mexico and of the United States, and policies and regulations established by the State Board of Education. ,

### **NOTICE OF NON-DISCRIMINATION** **[Board Policy A-0250](#)**

Capitan Municipal School District does not discriminate on the basis of race, culture, ancestry, color, national origin, sex, age, religion, or disability in the provision of its programs and activities. The Superintendent of Schools or the Designee has been designated to coordinate compliance with the nondiscrimination requirements.



# CAPITAN MUNICIPAL SCHOOLS 2023-2024 SCHOOL CALENDAR



JULY 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/3-5 - Independence Day  
7/17 - Regular Board Meeting

AUGUST 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/1-5 - Lincoln County Fair  
8/7-8 - Professional Development  
8/9 - First Day of School MS/HS  
8/14 - First Day of School ES  
8/21 - Regular Board Meeting/Finance Subcommittee

SEPTEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 - Labor Day (no school)  
9/8 - Progress Reports  
9/18 - Regular Board Meeting  
9/22 - Professional Development

OCTOBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/11 - End of 1st Quarter  
10/11 - 40th Day  
10/16 - Regular Board Meeting  
10/20 - Report Cards/ PT Conf.

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/13 Regular Board Meeting/Finance Subcommittee  
11/20-23 Thanksgiving Break

DECEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/1 - 80th Day  
12/18 - Regular Board Meeting  
12/18-21 - Finals Week  
12/21 - End of 2nd Quarter  
12/21 - 1pm Release  
12/22-1/5 - Christmas Break

*Dates on this calendar are subject to change.*

Any Snow Make-up days will be done on-line

Fall  
77 Student Instructional Days  
+1 Parent/Teacher Conference Days  
+3 Staff Professional Development Days

81 9-month Employee Contract Days

JANUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-5 - Break Continues  
1/8 - Professional Development  
1/9 - Students Return to School  
1/10 - Report Cards  
1/15 - Regular Board Meeting

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/2 Professional Development  
2/8 - Progress Reports  
2/14 - 120th Day  
2/19 - Regular Board Meeting/Finance Subcommittee

MARCH 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/7 - End of 3rd Quarter  
3/15 - Report Cards/ PT Conferences  
3/18-21 - Spring Break  
3/11 - Regular Board Meeting

APRIL 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 - Easter Break  
4/15 - Regular Board Meeting  
4/18 - Progress Reports  
4/19 - Professional Development

MAY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/17 - Class of 2024 Graduation  
5/20 - Regular Board Meeting/Finance Subcommittee  
5/20-23 - Semester Finals; 1 pm release  
5/23 - End of 4th Quarter  
5/23 - Last Day of School/Report Cards  
5/23 - Kindergarten & 8th Grade Promotion Ceremonies

JUNE 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/19 - Regular Board Meeting

District Closed  
Professional Development Days  
Regular School Days

94 - 12-month Employee Contract days

Spring  
78 Student Instructional Days  
+1 Parent/Teacher Conference Day  
+3 Professional Development Days

82 - 9-month Employee Contract Days

**Bell Schedule**

<b>High School &amp; Middle School Regular Schedule</b>	
7:40	First Bell
7:45 – 8:42	First Period
8:45 – 9:42	Second Period
9:45 – 10:42	Third Period
10:45-11:42	Fourth Period
11:45-12:05	Advisory
<b>12:05–12:26</b>	<b>LUNCH A</b>
<b>12:26-12:47</b>	<b>LUNCH B</b>
12:50 – 1:47	Fifth Period
1:50 – 2:47	Sixth Period
2:50– 3:50	Seventh Period

**CANCELLATION, DELAY or EARLY DISMISSAL**

When hazardous road conditions exist due to inclement weather, the Superintendent may declare either a 2-hour delay or cancellation of school for the day. In some cases, a 2-hour delay may be called, and if conditions do not improve, a cancellation may be declared. The district's school messenger system shall be the primary means of getting information to students, staff, and parents. Make certain all numbers provided to the school are current. Local radio and TV stations will also be notified by 6:00 a.m. of delays/cancellations. The same broadcast stations will be notified by 8:00 a.m. if a delay is changed to cancellation.

**Two Hour Delay Schedule**

<b>High School &amp; Middle School Delay Schedule</b>	
<i>No Advisory Class on</i>	<i>2 Hour Delays</i>
9:47	First Bell
9:50-10:32	First Period
10:35-11:17	Second Period
11:20-12:02	Third Period
12:05-12:35	Lunch
12:35-1:17	Fourth Period
1:20-2:07	Fifth Period
2:10-2:57	Sixth Period
3:00-3:50	Seventh Period

## **ACADEMIC EXPECTATIONS**

### **POWERSCHOOL**

PowerSchool is the CMSD's data collection and publishing system. This system is how the district records and distributes attendance and grades. The parent portal is an online tool that provides monitoring of your child's educational progress; you have online access to your child's grades and attendance. Parents are encouraged to use PowerSchool to monitor their students' academic records at <https://capitan.powerschool.com/public/home.html>. For more information about PowerSchool or for login information, contact the School Secretary.

### **DIPLOMA**

#### **I-7400 IKE**

In order to receive a Diploma of Excellence from the Capitan Municipal School District all requirements must be met as set forth by the NM Public Education Department and the Capitan Municipal School Board of Education. Transcripts of incoming transfer students will be evaluated by the Counselor and/or administration on an individual basis to determine which credits will transfer.

Seniors that finish their required credits at the end of the first semester have the option of having their diploma mailed to them in May, or return in May to participate in commencement exercises as there are no December commencement exercises. Students must be in compliance with Capitan School Board Policy I-7400. A minimum of 27 credits is required for graduation from Capitan High School. All students must be enrolled in a minimum of 50% of the full-time daily course load (4 courses/day).

STUDENTS MUST ALSO DEMONSTRATE PROFICIENCY IN ALL AREAS OF STATE/FEDERAL REQUIRED TESTS as Determined by the NM Public Education Department. Students are also required to earn at least one graduation requirement unit in an Advanced Placement, Honors, Dual Credit, or an Accredited On-Line Course. Information can be found at <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

### **GED**

If a student has not met graduation requirements, the student shall attend high school (be it public, private, a state institution, or home school) until the student is eighteen (18) years of age *unless* a parent or guardian has given written, signed permission for the school-age person to leave school due to a hardship and the Superintendent has approved the hardship request. If this occurs, then a student that is at least 16, but under the age of 18, may take the GED if an underage "hardship" form (available from NM Workforce Solutions) is approved by the local Superintendent or their designee. These tests are not given at Capitan High School. Students who graduate with a GED are not considered graduates of Capitan High School; therefore, the student is not eligible to walk in the commencement ceremonies of Capitan High School.

## **REPORT CARDS/PROGRESS REPORTS**

#### **I-6700 IKA**

Progress Reports are issued every 4-½ weeks to 5 weeks and Report Cards will be distributed approximately five days after the end of the grading period. The progress report and report card is considered the method for reporting student progress. Parents may access their students' grades by using the Parent Portal in PowerSchool at <https://capitan.powerschool.com/public/home.html>. Further information concerning this process is available on the district web page or by calling the school office.

## **2019-2029 SCHOLASTIC ELIGIBILITY REQUIREMENTS**

\*NMAA is the authority that determines scholastic eligibility for all students in NMPED schools. Refer to <https://www.nmact.org/eligibility/> for current policies and regulations.

1. **Use of Semester Grades Only:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6-week marking period, they are eligible immediately and will undergo an additional check on the next 6-week marking period as well. Fall 2022 eligibility will be based on 2nd semester grades from 2021-2022 school year.
2. **No F's:** A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics.
3. **Summer Courses:** Students may make up multiple courses to attempt to gain eligibility. Any class eligible for



replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).

4. **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.
5. The athlete must have a **physical form, concussion form, permission form, and proof of medical insurance turned in before being issued any equipment or being allowed to practice.**

### **STUDENT CLASSIFICATION**

Classification is based on the number of credits students have completed by August of each school year. For classification, students must pass English each year, regardless of other credits earned.

- 0 - 6 credits are classified as Freshman
- 7 - 13 credits are classified as Sophomores
- 14 - 20 credits are classified as Juniors
- 21 or more credits are classified as Seniors

### **TRANSFER STUDENTS**

**J-0950-JFABC**

Students who enroll from other districts are required to present official transcripts from the district(s) where they have received credits. Credits are converted to CMS's standard 4.0 scale. Students who have transferred from another school will be given credit from the date of transfer, based on grades from the previous school. These grades are to be averaged on a ratio with the present grades to determine the grade for the grading period. Students who transfer from another school must enroll in Capitan Schools as soon as possible (no more than 8 days). Failure to do so will result in the student grades being lowered to equal the time missed in instructional activities. Students enrolling with less than 4 weeks left in a semester may not be eligible for credit for Capitan High School. The district will work with the student's previous school to determine if credit can be earned. Students are expected to meet the graduation requirements of this district in order to receive a diploma from this district. Transfer students will not be considered for Valedictorian, Salutatorian. Transfer students can be considered for Honors if they meet all the on-site requirements specified for these awards and recognitions.

### **GRADUATION REQUIREMENTS**

**I-7350\_IKE**

In accordance with the New Mexico Department of Public Education and the Capitan School Board Policy, students must earn 27 credits to graduate; one credit must be Honors, Advanced Placement, or Dual Credit. In addition to 27 credits, students must meet proficiency in five areas: reading, math, science, writing, and social studies. The primary demonstration of competency is the passing of state mandated examinations as outlined for the student's corresponding cohort within NMPED graduation requirements. Special Education students may satisfy requirements for graduation upon successful completion of the IEP requirements. Students who are unable to demonstrate competency through these measures have the opportunity to use alternative demonstrations. For more information about demonstration of competency and graduation requirements, contact the Counselor.

Seniors who do not meet the graduation requirements set forth by the NM Public Education Department and the Board of Education of the Capitan Municipal Schools will not be allowed to walk or participate in any way in the graduation ceremonies.



## **GRADUATION REQUIREMENTS FOR GRADUATING CLASSES OF 2015 AND BEYOND**

### **REQUIRED COURSES**

#### **I-7350 IKF**

Subject Area	Units	Additional Information
English	4.0	English I, II, III* and IV
Mathematics	4.0	One class must be equivalent to or higher than Algebra II* or higher, unless the parent submits written, signed permission for the student to complete a lesser mathematics unit; and provided that a financial literacy course that meet state mathematics content standards shall qualify as one of the four required mathematics units
Science	3.0	Two must have a laboratory component
Social Studies	3.5	New Mexico History (.5); World History and geography (1); US History and geography (1*); Government and economics (1)
Physical Education	1.0	Participation in marching band, junior reserve officers' training corps, or interscholastic sports sanctioned by the New Mexico Activities Association, or any other co-curricular physical activity may qualify for PE requirement
Health	.5	May be taken in the 8th grade
Career Cluster, Workplace Readiness or a Language other than English	1.0	See your counselor to find out what classes fulfill this requirement
Electives	10	
Total Credits	27	
One (1) credit must be earned in an Honors, Dual Credit, AP Course, or online/distance learning course.		
*If a student does not earn "proficient" scores on their state-mandated Graduation Exam, but they have taken the test every time required, then the student may earn the right to use an Alternative Demonstration of Competency (ADC). One of the ADC's requires a student to pass specific courses and their End of Course (EOC) exam. Examples of classes and tests they must pass are English III, Algebra II, US History, Biology or Chemistry. Check specific details with the school counselor.		

\*\*\*Alternatives to Receiving a P.E. credit include: 1.) 2- ½ credits of fall marching band (totaling 1 full credit) or 2.) Completion of an inter-scholastic sport sanctioned by NMAA, and recognized by Capitan Municipal Schools as a sport, that must be accompanied with one credit of an athletic conditioning course.

+++Some colleges and universities require two credits of the same foreign language for entrance.

- IN ADDITION TO CREDIT REQUIREMENTS, STUDENTS MUST MEET TESTING REQUIREMENTS IN READING, MATH, AND SCIENCE BY PASSING OF STATE MANDATED EXAMINATIONS AS OUTLINED FOR THE STUDENT'S CORRESPONDING COHORT WITHIN NMPED GRADUATION REQUIREMENTS AS REGULATED BY NMPED

- Dual Credit Courses will be counted as elective credits, unless the course has been adopted for graduation course fulfillment pursuant to an MOU with a university/college. Students may earn credits through dual credit and accredited online courses that meet state and district graduation requirements and have been determined to meet standards and criteria as established by the PED, State, and Local School Board.

Any class dropped after two (2) weeks, but before the end of 4.5 weeks, will result in a “W” (withdrawal) on a student’s transcript. After 4.5 weeks (a full grading period), it will result in a “WF” (withdraw/fail), which will negatively impact a student’s GPA. Administrative discretion will be given to requests after the initial period of schedule changes, or with regard to an IEP or university policy for dual credit courses.

## **COURSE ENROLLMENT FOR CONSIDERATION OF VALEDICTORIAN AND SALUTATORIAN**

### **I-7100 IKC**

To be eligible for consideration of Valedictorian or Salutatorian honors, a student must first qualify by having been enrolled in a minimum of 50% or more of the daily “course load” offered on campus for eight (8) consecutive semesters at CHS and must have successfully completed a minimum of nine (9) of the courses listed below:

#### **ENGLISH (must take a minimum of three)**

Honors 10 or AP 11 & 12,  
Advanced Specific Topics

#### **SCIENCE (must take a minimum of two)**

AP Biology, Chemistry  
Advanced Specific Topics (1700 Lab  
coded courses),  
Dual Enrollment Lab Science

#### **MATHEMATICS (must take a minimum of two)**

Pre-Calculus, Advanced Specific Topics,  
Dual Enrollment College Algebra or Higher

#### **HISTORY (must take a minimum of two)**

AP World History & Geography,  
AP U.S. History & Geography,  
Adv. Specific Topics

The administration reserves the right to approve other “Honors” and advanced course opportunities.

## **VALEDICTORIAN, SALUTATORIAN & CLASS RANK**

### **I-7100 IKC**

After the student(s) have met the above criteria for consideration of eligibility of Valedictorian and Salutatorian, the following procedure applies:

The Senior student ranked first, according to GPA calculation, will be the Valedictorian and the Senior student ranked second, according to GPA calculation, will be the Salutatorian. When students tie for Valedictorian or Salutatorian, the following criteria will be used and at any point in the steps below, should a student fulfill the requirements, the Valedictorian/Salutatorian shall be named:

1. The student must have completed all graduation requirements of Capitan High School.
2. Students who have not attended Capitan High School for their last eight (8) consecutive semesters will not be eligible for Valedictorian or Salutatorian honors.
3. GPA shall be determined by averaging all classes taken when the student enters ninth grade continuing for eight (8) Consecutive semesters, including any courses that the student has earned high school credit for during middle school, on an officially recognized high school transcript of record.
4. Should there be a GPA tie, the following procedure will be utilized to determine ranking of Valedictorian and Salutatorian.
  - a. The GPA will be computed two (2) places past the decimal on a 4.0 scale.
5. If a tie still exists after step 4.a is determined, the student GPA shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool, computed to two (2) places past the decimal on a 100% scale.
6. If a tie still exists after step 5 is determined, the GPA from core subjects will be averaged (English, Science, Social Studies, Math) and will be computed two (2) places past the decimal on a 4.0 scale.
7. If a tie still exists after step 6 is determined, the student GPA from core subjects shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool, computed two (2) places past the decimal on a 100% scale.
8. Should there still be a tie after step 7, consideration will be given to the more rigorous academic curriculum (Advanced Placement, Dual Credit, Honors, etc.) and the GPA on a 4.0 scale.
9. Should there still be a tie after step 8, consideration will be given to the more rigorous academic curriculum (Advanced Placement, Dual Credit, Honors, etc.) and the student GPA shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool,

Computed to two (2) places past the decimal on a 100% scale.

10. If the students remain tied after all previous steps, and qualifications have been exhausted, the students shall be honored as Co-Valedictorians and Co-Salutatorians.

**Class rank:** [I-7100 IKC](#) is required by colleges and universities on transcripts submitted for entrance evaluation and shall be determined as follows: Class ranking will be determined each semester beginning with the first semester of the ninth grade.

- Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
- Total grade points begin accumulating in the ninth grade. These are divided by total units attempted to produce the cumulative grade point average (GPA). Students are then ranked according to grade point average, as high.

### **Class Ranking for Transfer Students**

The Capitan Municipal Schools (CMS) Board of Education establishes the following criteria for class ranking of transfer students:

Students must attend the last four (4) consecutive semesters at Capitan High School to be ranked numerically. Students who transfer to Capitan High School in grades eleven and twelve (11-12) from a non-accredited school (private, public, or home school) will not be eligible for class ranking and will therefore not be eligible for Valedictorian or Salutatorian.

**Honor Graduate:** Any student graduating with a cumulative GPA of 3.67 or higher will be considered an Honor graduate.

### **EARLY GRADUATION**

[I-7400 IKFA](#)

Early graduation requests must be approved by the Board of Education. The board may approve an early graduation request by a student if the following conditions are met:

- The student has completed the required number of credits to graduate.
- The student may complete a number of allowable (see board policy) credits of correspondence work, online, or dual credit courses from an approved University to be included in the number of credits required for graduation. One three (3) hour course from a University is equivalent to one credit in High School. The Counselor must approve all correspondence work and dual credit courses. Students must be passing his or her high school classes with a C or better to enroll or remain in dual credit classes.
- The student meets all graduation requirements.
- A student approved for early graduation will not be ranked by grade point average with the senior class and will not be eligible for valedictorian or salutatorian.

### **NEXT STEP PLAN**

[7350-IKF](#)

Beginning the eighth grade year, students will complete a "Next-Step Plan", which needs to be approved by the student, parent, and Counselor. This plan will be reviewed and updated each year before registration. Students are encouraged to keep in constant contact with their Counselor/advisor. Next Step Plans must be signed by a parent/guardian by the end of the final parent Teacher conference.

### **CHEATING/PLAGIARISM**

[J-4611 JK-R](#)

Whenever a student is found guilty of either, the Teacher will collect the student's paper, mark a zero for the work, and write up a disciplinary referral to be recorded by the office in POWERSCHOOL. The Teacher will then notify the parent as soon as possible. Additional office referrals for these types of offenses will be handled administratively, and could include loss of honors (including, but not limited to, Honor Roll, Honor Society, and graduating in the Top Ten Percent) eligibility and/or credit in the class. If a student is caught cheating on a State or Federally mandated test, the district will follow the policies set forth by NMPED and the student will be disciplined according to established procedures.

## **COURSES & CREDITS**

Courses students are enrolled in can be viewed through the PowerSchool portal. Some courses may require a fee. One-half credit is assigned to each course where a passing grade of a D or better has been earned for each semester. One credit is earned when a course is completed with a passing grade each year. Courses meet for one period daily Monday through Thursday for eighteen weeks per semester.

To earn High School Credit as an eighth grader, the student must receive prior approval from Capitan High School administration or the Counselor. The course must be taught by a secondary Highly Qualified Teacher in order for that class to be considered for credit status. Correspondence courses will not be considered for early credit.

### **Credit Recovery** – Students who fail a course can recover credit through these options:

- Credit recovery through Edgenuity
- Repeat the course at Capitan High School
- Repeat the course through a correspondence course. Students are allowed to apply for 4 credits earned through correspondence courses toward the total number of credits required for graduation. Correspondence courses can only be taken to make up classes. Any correspondence course must first be approved by the Principal/Counselor before enrollment to count for credit.
- Summer School if available. A fee is attached to Summer School.

It is the student's responsibility to bring proof of completion and final grades to the guidance Counselor in order to receive the appropriate credit. It is also the student's responsibility to monitor his/her academic progress. If there is a discrepancy, it needs to be brought to the Principal's attention immediately.

## **CAPITAN MIDDLE SCHOOL ACADEMIC EXPECTATIONS**

**Academic excellence is expected. Any student failing one core class will be referred to the Middle School Student Assistance Team. This team will develop an academic improvement plan, implement targeted interventions and take the necessary steps to assist struggling students to succeed. Summer School will be mandatory for students failing any core subject in Middle School. Retention is the consequence of failing to attend Summer School.**

### **Credit Recovery** – Students who fail a core course can recover credit through these options:

- Credit recovery through Edgenuity during the Summer, or any approved Summer program available
- Repeat the course at Capitan Middle School
- Summer School if available. A fee may be attached to summer school.

## **Dual Credit, Concurrent Students, & Advanced Placement (AP)**

[I-4700 IIE](#)

**Dual Credit-** Through partnership with ENMU, and its local branches, or other colleges in agreement with Capitan High School for Career Technical Programs dual credit is offered. These courses will earn both college credit and high school credit for students at Capitan High School. These courses are taken for enrichment and cannot be remedial or developmental to be considered for dual credit status. In rare cases where a scheduling conflict might prevent a Senior from graduating, and only with Principal/Superintendent approval, a dual credit course offered from another institution may be allowed to substitute for a core class offered on the CHS campus. A "gifted or accelerated" student who requests correspondence or dual credit courses as identified through their IEP may request a waiver of the conditions for enrolling in these courses.

Students who enroll in college classes must have prior approval from the School Counselor and will receive credit in accordance with the high school credit system. Students will be responsible for having a college transcript sent to the high school before they can receive high school credit. Students will receive an additional .5 credit for successfully completing a dual-enrollment course, totaling 1 credit per semester. The number of classes available to be taken through the dual-credit program is dictated by the dual-credit agreement and is subject to revision yearly. Students must be at least 16 years old or a junior or senior in high school and have a cumulative GPA of 2.5 or above and meet the requirements of the institution through which dual credit is taught to be eligible for dual-credit courses.

**Advanced Placement-** High school students who are enrolled in Advanced Placement courses, and choose to take AP exams, will be required to pay the annual testing fee required by the AP College Board with a check/money order payable to Capitan High School by December 1<sup>st</sup> of each year. Students who successfully pass the AP exam with a score of 4 or 5, will be refunded their testing fee.

### **TESTING**

**I-7600 ILB**

Capitan Municipal Schools participate in standardized testing as required by federal and state guidelines. Regulations require that all students participate in mandated testing as outlined for the student's corresponding cohort within NMPED graduation requirements. Special Education students may satisfy requirements for graduation upon successful completion of the IEP requirements. Students must show competency in Reading, Writing, Math, Science and Social Studies in order to meet graduation requirements. Tests taken to demonstrate competency are approved by the State of New Mexico. Students who are unable to demonstrate competency through these measures have the opportunity to use alternative demonstrations. For more information about demonstration of competency for the corresponding graduation cohort and graduation requirements, please visit <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

### **GRADES**

**I-6711 IKA-R**

The following grade scale will be used consistently unless otherwise noted: Grade Point Average (GPA) is calculated by averaging all courses that meet the requirements for graduation. The following scale is used for GPA calculation:

Grade	Range	GPA Points
A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	0 – 59	0

Grades will be reported on the report card as a letter. There are two nine-week periods in each semester. Each nine-week grade will count 40 percent, and the semester test will count 20 percent of the semester average. (40+40+20=100). Report cards will be distributed five days after the close of each nine weeks grading period. The following guidelines will be used for determining the honor roll: [I-7150 IKD](#) :

- A Honor Roll - must have an A in each class
- A-B Honor Roll - must have at least one A and no grade lower than a B

Incomplete grade, or "I," assigned on a student's report card will change to an "F" if the incomplete work is not completed within two weeks of the grading period.

**Assignments turned in after the required deadline are considered late. Teachers may deduct points from the assignment for late work and continue to take points off for each day it is late.**

**Academic Letter** - Capitan High School offers students in grades 10-12 the opportunity to earn an Academic Letter. The letter is to encourage students to excel scholastically and reward students for outstanding scholastic performance. A student meeting the requirements will be awarded an Academic Letter for the first eligibility and a pin for each year of eligibility thereafter. The students will receive awards at the annual Academic/ National Honor Society induction banquet in the spring. To earn a letter a student must meet the following criteria:

- Students shall be enrolled in at least 50% of the academic day (4 classes).
- Students in grades 10-11 shall have a 3.67 GPA for one full year (fall and previous spring semesters). A student in grade 12 must have a 3.67 GPA for the fall semester
- Transfer students in grade 12 must be enrolled 1 full semester prior to consideration. Transfer students in grades 10-11 must be enrolled for 1 full year prior to consideration
- The Guidance Department using student records shall determine eligibility. Eligibility shall be determined in April for grades 10-12.



## **Schedules and Schedule Changes**

All students are required to take a full (on-campus) class load. Seniors may request an abbreviated schedule from the Counselor if all graduation requirements are met, but will be required to take courses at least 50% or more of the daily "course load" to be eligible for honors recognition. Juniors may take six classes a day when enrolled in a college course at ENMU or its local branches or other online courses.

Students may request a schedule change with the Counselor during the first 4 days of each semester. The Principal must approve all other changes or changes are made as required through an IEP.

## **SAFETY**

### **Drill Procedures – Fire and Disaster Drills**

[E-0550 EBC](#)

Fire drills are held for the safety of every student; pay attention to all instructions. Each class will stay together as one group when leaving the building for a fire drill and while waiting outside the building until an all-clear signal is received.

If evacuated from the high school building, students will go to a designated assembly area. If the campus is evacuated, all students will be moved to the Lincoln County Fairgrounds for reunification with family. Students will NOT be allowed to leave until checked out by a parent.

## **LOCKDOWN PROCEDURE**

When the school is placed in a lockdown situation, students are to go to the nearest supervised classroom and remain in that classroom until the lockdown is over. No students are to be in the hallways during a lockdown. Capitan Municipal Schools will follow NMPED/District approved Safe School plans on lockdown procedures.

Should a student be outside the building when a lockdown occurs, the student is to report immediately to the closest school building and report to a staff member.

- If a student is off campus when a lockdown is put into place, the student should stay away from the campus until the lockdown is over.
- Parents may not check out students during a lockdown.

## **INSURANCE**

[J-5000 JLA](#)

Student accident insurance is available through the school. It includes daytime coverage, twenty-four-hour coverage, and athletic participation coverage. For more information, check with the school secretary.

## **SURVEILLANCE – CAMERAS ON CAMPUS and TRANSPORTATION**

[C-1450 CFI](#)

Cameras are placed throughout the public areas of campus and transportation. No cameras are placed in any area where there is a reasonable expectation of privacy. As per FERPA guidelines, parents do not have the right to inspect and review footage of other students. However, students and/or parents may request that a school administrator(s) view camera recordings to investigate an event or possible crime. Vape sensors are placed throughout the campus. Cameras will be viewed in the event the sensor is activated. Students in the area at the time will be searched.

## **PARKING ON CAMPUS**

[J-6650 JLIE](#)

Student parking is on the west side of the parking lot. Student parking is a privilege. All infractions will be turned over to the local police department and the student's parking privilege may be revoked, prohibiting the student from driving on campus for the remainder of the year. In order to ensure safety and maintain order on the campus, the following designations have been made:

- Student drivers must have a valid driver's license
- Student drivers must have proof of insurance and current registration

- All passengers will ride inside the vehicle (not pickup bed)
- All occupants will wear seat belts
- Parking is limited to the designated student parking areas
- **The speed limit is 5 MPH**
- No reckless driving is allowed
- Students are not allowed to linger in parking lot
- Student vehicles are subject to search of drugs, alcohol, stolen property, and/or other contraband that might be present
- No student may return to their vehicle during school without permission from staff or administration
- Students are not allowed to be in their vehicles during lunch or passing periods SCHOOL BREAKFAST/LUNCH PROGRAM. **If a student needs to return to their vehicle, they must be escorted by a staff member.**

#### [E-3100 EF](#), [E-3111 EF](#), [E-3300 EFC](#), [E-3450 EFE](#)

**Breakfast will be free to all students** and served between 7:30 am and 7:45 am in the cafeteria. All students are to enter and leave the cafeteria in an orderly manner; refrain from pushing, shoving or loud talking. When students finish eating, they will place their trays and utensils in the garbage cans and clean up all trash in their surrounding areas. Call the cafeteria supervisor if you have any questions at (575)354-8595. **Lunch this year will be free to all students.** Lunch will be served for the high school beginning at 12:10 PM and for middle school at 12:26 PM.

### **SCHOOL NURSE & STUDENT MEDICATION**

#### [J-5350 JLCD](#)

The school nurse's office is located at the elementary school. Any student from the high school or middle school who has a need to see the nurse is required to go through the school office with a pass indicating the date and time. In order for medication to be administered at school, parents and physicians must provide written permission and instructions for prescribed medications and over-the-counter medications. For more information, or permission forms, contact the school nurse at (575)354-8525.

### **VISITORS**

#### [K-2450 Ki](#)

All visitors to Capitan Municipal Schools must check-in at the front office of the appropriate school to obtain permission for further actions on school campus. All visitors will be checked in by presenting a valid driver's license. Capitan Municipal Schools utilizes the Raptor Security System on campus in order to protect our students, staff and community. No student visitors will be allowed unless approved by the Principal.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative. Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes

### **GENERAL STUDENT INFORMATION**

#### **ATTENDANCE**

#### [J-0500 JE](#)

### **ABSENCES, EXPLANATIONS & NO CREDIT/WITHDRAWAL/FAILURE**

**The following are the guidelines regarding attendance in the Capitan Municipal Schools in accordance with NM House Bill 236 - Attendance for Success Act (2019) and with reference to notable portions (identified as such from the bill and Act) pertaining to public schools:**

- Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to



the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance.

- Capitan Municipal Schools is dedicated to the health and safety of your children. If your child has a fever, please do not send him/her to school. If your child is sent home due to signs of illness, we will work with you documenting the illness. There will be times where students will be required to be quarantined and will be unable to come to school. Attendance during these times will be taken into consideration, and online learning will continue during any extended or required shut-downs. Your child will be required to participate and attend online instruction provided by the school.
- For these reasons and others, state Compulsory School Attendance Law (based upon ESSA-Every Student Succeeds Act) requires that all children of appropriate age and condition attend classes regularly. In accordance with the Compulsory Attendance Law § 22-12-9 set forth by the State of New Mexico. The law references days of attendance to be counted for the entire school year not per semester.
- The following terms are set forth by the state to clarify student absenteeism:
  - **“Chronically absent”/“ Chronic absenteeism”** --“A student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.” Early intervention will take place when a student reaches 14 Days absent for the school year.
  - **“Excessively absent” / “Excessive absenteeism”** --“A student needing Intensive Support and has not responded to intervention efforts implemented by the public school.” A student who is considered excessively absent who has missed 20% or more of the school year for any reason will require intensive support and will be subject to a loss of credits.
  - A child who is permitted by his or her parents to be chronically truant may also be a **“neglected child.”** This state law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation.
- Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students. Capitan Municipal Schools are dedicated to providing “Whole School Prevention” through PBIS and recognition for perfect attendance. To ensure students attend regularly, please adhere to the following:
  1. Parents shall notify the school for each day of a student's absence by calling the school or by sending a written explanation to the school upon the student's return. If notice is not given to the school within 24 hours of the absence, the absence will be considered unexcused. If a student has been absent for 3 or more consecutive days due to illness, the principal may require written verification from the student's professional health care provider. Parents are encouraged to ensure their student(s) are not chronically absent.
  2. A letter of notification will be sent to parents after the fifth (5th) and seventh (7th) absence. On the tenth (10th) day absent per academic school year (5% to less than 10% absent), a meeting with the Attendance Officer and Team will be held. This meeting is to provide Targeted Prevention Strategies and to discuss any obstacles and/or barriers that may be preventing the student from having regular attendance. This meeting will focus on “Individual Prevention” which consists of an attendance contract outlining the expectations and responsibilities of the school, student and parent, to try to avoid any loss of credit. A student may be referred to the Student Assistance Team for additional targeted interventions.
  3. When a child reaches 14 days absent (10% but less than 20%) in a school year for any reason, students are considered to be “Chronically Absent”. This student will be referred to Lincoln County Juvenile Justice and begin the credit recovery process. The Attendance Team will review each individual case and determine whether credit for the class(es) will be received and/or determine whether the student will be retained in the current grade. A credit recovery plan will be developed and implemented for all “Chronically Absent” students.
  4. Students who have missed over 28 days (20%) of the school year are considered “Excessively Absent.” If all credit recovery attempts have failed, credits will be lost and the student may be retained. A referral to the Children Youth Families Department (CYFD) will be made due to educational neglect. After an attendance meeting and contract have been attempted and failed, a referral will be made to CYFD for every subsequent absence. If all previous interventions are

deemed unsuccessful, an “Excessively Absent” student may be referred to the Juvenile Citation Program through a Juvenile Probation Officer.

5. If a student must leave the school campus during the school day, the parent MUST notify the school secretary or principal either by phone or written note (if by phone, a written note/email must follow). Students may leave school for appointments if they have written/phoned in permission from parents. However, it is highly encouraged to set all doctor appointments on Friday to avoid any unnecessary absence from school. A sign-in/out sheet is located in the school office. Students arriving late to school or leaving early must sign this sheet. Seniors on Early Release (leaving school campus) or Late Arrival status must sign-in/out in the office each day and leave campus. Early release students are not permitted to loiter on campus.
6. Students will be considered truant if they leave school without permission, or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy even if the student is on campus. Truancy will result in a “0” for work missed on the day of truancy and will be counted as an unexcused absence, and may result in disciplinary action by the principal.
7. School Activity Absences: Absences for a school activity are not considered an “absence from school.” According to NMAA regulations, a student can only accumulate 15 activity absences per semester. The student will have one day per absence to make-up work. The student is expected to make arrangements with the teacher prior to being gone for the school activity absence concerning any classwork.
8. Make-Up Work: In that learning is progressive, it is important that all class assignments be completed. Teachers will provide the opportunity for a student to make up missed assignments, BUT it is the student’s responsibility to get the missed assignments and expected completion date from the teacher. A student has one day for every day missed in order to get make-up work turned in for credit. If the absence was excused, the student can earn full credit.
9. Discipline: In addition to the other measures to be imposed, students may receive detention, in-school suspension, loss of credit, or other interventions designed to keep the student in school and progressing academically, for each absence, at the discretion of the Principal. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.
10. Hybrid/Online Learning: Students are expected to attend in-person or remote instructional programs, as provided by their school, each day. (Per NMPED Guidance SY 2020/2021)
  - Attendance will be officially recorded and reported to NMPED for days in which students are physically present in schools.

In an effort to be sure that parents/guardians are informed of their student's status on a regular basis, the following procedures will be in place concerning attendance:

- The automatic phone dialer will make an attempt to contact a parent/guardian each day that a student is absent – it is the parents’ responsibility to assure that the school has up-to-date and correct contact information on file at all times. Changes in contact information can only be made in writing, in person, by the parent/guardian.
- Attendance reports are generated approximately every two weeks. After the third (5th) absence, students are given a copy of the attendance violation and a copy is also sent home. Attendance letters of concern will be sent home after the 5<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> + absences. After the sixth (10th) absence, a letter will be sent to the DA’s office. When a student has accumulated ten (10) or more unexcused absences, the Children Youth and Families Department will be notified of truancy and the student will be informed that there is a possibility of credit being lost and they must go through an appeal process. Parents, and their student, are asked to make an appointment with the school to meet with an administrator to set up an attendance contract for them and discuss the appeal process. The written notification shall include a notice to the parent of the need to schedule a Parent/Teacher conference to discuss available interventions that address the student’s attendance patterns and academic progress.

## **TARDY POLICY**

Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits

of punctuality, self-discipline, and responsibility. To achieve these goals, promptness is considered a learning objective in every class. Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity.

- A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary. Students who are tardy to class or entering school later than 7:45 A.M. must report directly to the school office before going to class so an admission slip can be issued and attendance information can be adjusted.
- When a student accumulates three or more unexcused tardies, the principal will assign lunch detention. If tardiness becomes a chronic problem with a student, parents will be notified and more serious consequences will be administered.
- Tardies will not be excused unless they are verified doctor/dental appointments or a call-in by parent/guardian within 24 hours of the tardy. Parents are encouraged to ensure their student(s) are not chronically tardy.
  - **"Absent"** means not in attendance for a class or school day for any reason, whether excused or not; provided that absent" does not apply to participation in interscholastic extracurricular activities;
  - **"Chronically absent"** or "chronic absenteeism" means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days;
  - **"Excessively absent"** or "excessive absenteeism" means that a student has ten or more unexcused absences, including suspensions, from classes or school days;
  - **"Excused absence"** means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board;
  - **"Interscholastic extracurricular activities"** means those activities sponsored by a public school or an organization whose principal purpose is the regulation, direction, administration and supervision of interscholastic extracurricular activities in public schools;
  - **"Medical absence"** or **"medically absent"** means that a student is not in attendance for a class or a school day for a parent- or doctor-authorized medical reason or the student is a pregnant or parenting student;
  - **"School day"** means a portion of the school day that is at least one-half of a student's approved program;
  - **"Unexcused absence"** means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board."

# **INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES--STUDENT PARTICIPATION**

**J-4550 JJJ**

A public school student shall have at least a 2.0 grade point average on a 4.0 scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation with no Fs or Failures, to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, "grading period" is a period of time not less than six weeks. The provisions of this subsection shall not apply to students receiving C or D level special education services.

***A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities.***

Student standards for participation in interscholastic extracurricular activities shall be applied beginning with a student's academic record in ninth grade."

**Official absences include (at the discretion of administration):** school-sanctioned and educationally relevant activities.

**Excused absences include:** religious observance, court appearances, college visit, doctor's note, MVD, and/or bereavement. **These allowable absences MUST have some type of formal written documentation that is turned into the office within 3 days of the return to school.** School-sanctioned activities do not require that the student turn in formal written documentation.

## **Extended Illness**

Parents shall contact the school Principal immediately to discuss individual situations and appropriate plans. Extended illness is defined as 3 or more consecutive days and must be verified by a healthcare provider via note.

## **Make-up Work & Pre-assigned Work Due**

Students with absences will be allowed and encouraged to make-up work, which was missed, providing they have followed the proceeding policy:

- Students will make arrangements with Teachers to schedule make-up work in a timely manner. Make-up work will only be accepted for explained absences and school-sponsored absences. Should circumstances warrant, a conference between the student, Principal, and Teacher may be needed to allow additional makeup time. The student must assume the responsibility of contacting the Teacher about the work missed on the first day back to school. A student will be allowed 1 day per each day missed as make up time for work assigned while a student is absent from class.
- Pre-assigned work is classwork/homework/projects that were assigned when a student was present in class with a designated due date as outlined through a syllabus or online course posting, such as Google Classroom or a dual credit platform. Should a student miss school on the date an assignment was due, but was present in class when the assignment was originally assigned, the work is still due the day that the student returns to school. No extra time is allotted to turn in work unless special circumstances have arisen due to long-term illness or as determined to be a viable reason by the Principal.
  - o Should the student find that they are unable to complete the work by their anticipated return, the student must make every effort to communicate the circumstances to their Teacher and the Principal. At that point the student will be notified if more time is permitted or if the work can be accepted late, possibly with penalty, per the Teacher's class policy.
  - o If a student misses a lesson while they were absent, and the lesson is important, with regard to being able to appropriately finish the work due, the student is permitted to request extra time from their Teacher for completion of their work upon their return to school by providing support regarding what key components were missed and why this was relevant to having the work completed.
  - o If a due date has been moved further out for all students in a course than what a student who was absent anticipated turning work in, the student that missed school should also be permitted the extended time.

An attendance review committee consisting of CMS administration and certified staff members will be formed to review the appeal letters. In deciding on the awarding of credit, the review team shall determine if absences are justified. The review team finding for each class appealed shall be either:

1. The credit is awarded due to extenuating circumstances;
2. The student is put on an attendance contract; or
3. The credit is not awarded.

Students shall receive notification of the attendance review team's decision within five (5) days after the results of the hearing. If a student is denied credit for a class by the review team, the student may file an appeal as an additional Due Process, with the Superintendent or his/her designee.

Such an appeal shall be filed within ten (10) school days of the receipt of the decision. The Superintendent or his/her designee shall hear the student's appeal and shall either:

1. Award credit based on the appeal; or
2. Deny credit.

The decision of the Superintendent or his/her designee shall be final.

Any high school student whose appeal for credit is denied by the review team must present his/her appeal to the Superintendent or his/her designee within ten (10) school days of the receipt of the decision. A senior who has been denied credit by the review team will not be allowed to participate in graduation ceremonies if they do not have the required credits to graduate.

### **BUS POLICY**

[E-2000 EEA, E-2011 EEA-R](#)

Students will adhere to school rules while riding a school bus. Student transportation is a privilege extended to students who qualify for transportation pursuant to State and Local Board of Education regulations. Students who do not obey state and local regulations governing student transportation may have their privileges revoked by the Capitan Municipal School District. Students must be at their assigned bus stop several minutes before the pickup time. The driver will not wait unless an attempt by the student to meet the bus is observed. The driver is in full charge of students when they are riding the bus. The students must obey the driver's instructions. Students must remain seated at all times while the bus is in motion. They must keep the aisles and exits clear and cannot change seats without driver permission. Students will not be permitted to change buses or ride buses not assigned to them without written permission from the Principal who will obtain information from the parents. Permission will only be granted under unusual and emergency-type situations. Students may be assigned seats and may not change seats without permission. No rough or otherwise questionable physical contact will be permitted on the bus. Students must converse in such a manner as not to distract the driver. Students must not use profane language or obscene gestures at any time. Students are not allowed to eat or drink while on the bus. Students must not extend their arms, head or objects out of the window. Animals, firearms, knives, explosives, glass items or other dangerous objects are not allowed on the bus. No item may block the aisle or take up seating space. Students may not throw any item inside or outside the bus while boarding, riding or leaving the bus. Use of tobacco, drugs, alcohol, or controlled substances shall not be permitted. Students and their parents shall be held responsible for any malicious destruction. Students shall obey the driver's instructions in loading and unloading at the bus stop. A student's consequences for misbehavior shall carry over to another bus or activity bus. Discipline for rule infractions will be followed as stated in board policy.

### **BUS AUDIO/VIDEO POLICY**

[C-1450 CFI](#)

Audio/Video Policy - For the protection of Students and Employees All "to and from" buses have audio and video recorders. This will serve as notice to students/parents and employees that the Capitan School District will record video and audio of students/ parents/employees and all others in the buses. Due to privacy issues only authorized school personnel will be permitted to view the audio/videos. The activity buses have audio/video recorders on the driver only and outside of the bus.

### **STUDENT CONDUCT**

[J-2300 JIC](#)

Students are to proceed quietly and to walk in the halls. There will be no running, playing, or unnecessary noise in the halls. Students entering the building coming from another class may wait in the lobby until the bell for the end of the period. Any student released during class will have a hall pass indicating the time he/she left and indicating his/her destination. Students remaining in the building after 3:50 p.m. must be under the direct supervision of a faculty member.

At various times throughout the year, students are called to assemblies, which are held in the school gymnasium. Student cooperation is required. Students are expected to show consideration, respect, and cooperation to all school staff members and approved guests. Students are not to loiter in buildings or outdoor commons areas without permission or proper business and authority. Eating and drinking in the school buildings will not be permitted except areas/times designated by the administration. Teachers/sponsors/students must get approval from the Principal in advance if a party is being planned. Water is allowed in the classrooms in clear containers.

## **CELL PHONE and ELECTRONIC DEVICES**

**I-6350 IJNDA**

The school phone is for business only. ***Students may use the school office phone for emergencies and official business. Cell phone use is allowed before school, during lunch, and after school hours.*** Chrome books, Laptop computers, I Pads, and Kindles when used for educational purposes, will be allowed. If a phone is a disruption in class, hallways, or school grounds, unless permission has been granted for educational purposes, the phone will be confiscated; students may get them back, per the discipline matrix. Any other type of electronic device is prohibited unless approved by the administration. School-issued Chrome books should be the primary electronic devices for students; students should not need to use personal devices.

## **DANCE RULES**

**J-3900 JJB**

The class or organization sponsor must be present as well as a minimum of four additional adults. All dances will terminate promptly at 11:00 p.m., except Homecoming, Winter Ball and Jr./Sr. Prom, which will end at midnight. No alcohol, drugs or tobacco of any kind will be permitted; or the use of the same, prior to, or during the dance. Once a student enters the dance, he/she will be expected to remain. Once a student leaves the dance, he/she will not be allowed to return to the dance. A sponsor may accompany the student to his/her car if requested, but the student will be required to return immediately. Only students presently enrolled in Capitan Municipal Schools are allowed to attend. **Others, including homeschooled students, may be allowed only with advance permission from the Principal through completing a verification/approval form. Dance verification/approval forms must be completed by the visiting student's principals or student counselor and turned in prior to the stated deadline. Freshman or sophomores enrolled in Capitan may attend prom with an upper-classman only if in good academic and attendance standing and with a verification/approval form completed. Guests must not be or exceed the age of 21 years old and a photo copy of identification will be required.** Misconduct will not be tolerated. Any participant misbehaving will be instructed to leave and will not be allowed to attend any dance for the remainder of the school year. Parents and the Principal will be informed as soon as possible. Proper discipline of the offense, if required, will be enforced on the next day school is in session. The organization sponsoring the dance will be responsible for clean-up prior to leaving. The prom is the only exception to this rule, which must be cleaned up no later than the following Sunday or Monday morning.

## **DRESS and APPEARANCE**

**J-2350 JICA**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Superintendent will develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

The Dress Code and Standard of Decency includes but is not limited to the following:

1. Allowed:

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars
- Sleeveless tops

2. Not allowed:

- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, should not be above mid-thigh.
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Pants exposing skin above pocket-line. Must have spandex under them.
- Trench coats
- Heelys
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, bare shoulders, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses, Muscle shirts

2. Other provisions:

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If outerwear is worn inside a building, it must remain open
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Approved school Capitan Municipal Schools spirit wear
- Approved special event day dress is permitted

### **DRUG AND ALCOHOL** **J-3050 JICH and J-2300 JIC**

Students are prohibited from using, possessing, distributing or being under the influence of drugs alcohol, or tobacco, and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging. The Capitan Schools will enforce all federal and state laws regarding controlled substances, alcohol, and tobacco. Should any student violate those laws, the violation will be reported to the appropriate law enforcement agency. The Capitan Schools do not allow drugs, alcohol or tobacco on its campus nor use thereof by its students. The Capitan Schools will comply within the rights and limits of federal and state laws and with due regard for the student. The Capitan Schools may conduct searches of students and students' effects while on campus to find violations of the law. Each infraction is cumulative. Administrator's discretion will be used in each incident.

The terms used in this policy are defined as follows:

- **Alcohol:** Any liquor, wine, beer, or other beverage containing alcohol.
- **Distribution:** Selling, passing on, or giving away any controlled substance.
- **Drugs:** Any drug including illegal drugs, legal prescription, marijuana or inhalants that are used, possessed or distributed for unauthorized purposes including counterfeit (look-alike substances).
- **Drug Paraphernalia:** Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.
- **Substance Abuse:** The use of drugs or alcohol in violation of state or federal law, or in violation of school policy.
- **Tobacco:** Any product containing tobacco, which can be smoked or used in non-smoking form, i.e. "snuff", chewing tobacco, e-cigarettes, vapors, etc.

### **ENFORCEMENT OF DISTRICT POLICY** **J-3400 JIH, J-2300 JIC**

The Capitan School District reserves the right to search a student's person, personal effects, and vehicle in enforcing district policies on drugs, weapons, theft or other school safety issues. A pat-down search of a student may be conducted upon reasonable, individualized suspicion that such student is in possession of a controlled substance in violation of district



policies or other illegal or prohibited items/actions. Any such search shall be conducted in the presence of a witness of the same sex, when possible. Authorized school officials shall be entitled to do non-invasive searches of students' shoes, socks, pockets, purses, bags and jackets in the presence of any staff witness. Parents will be notified if possible. The search will take place even if parents are not notified before the search. Parents will be notified as soon as possible if the search is conducted by school officials and the results of the search.

Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school. Periodic general inspection of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent. Students are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of student vehicles on school property may be inspected whenever a school official has a reasonable suspicion that illegal items or unauthorized substances are within such a vehicle.

In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances has been established. The dogs will be accompanied by a qualified and authorized dog trainer/handler who will be responsible for the dog's actions. An indication by the dog that an illegal or unauthorized substance is present on school property or on a student's person or personal object or in a vehicle on school property shall be reasonable cause for a search.

**Each infraction is cumulative. Administrator's discretion will be used in each incident.**

### **LOCKERS** **J-3431 JIH-EA**

The school secretary assigns lockers. Students will keep lockers neat and clean. Students are not to disable the lock by jamming, taping, or any other means. Students are not to share lockers and are solely responsible for the locker assigned to them. If the security of a locker has been compromised, notify the school secretary/administration immediately. All personal belongings must be cleaned out of the lockers by 4 p.m. on the last day of school. Items left in lockers after the last day of school will be disposed of or recycled. It is the student's responsibility to clean out the locker, including personal items. A student will be responsible for the cost of repairing or cleaning up a locker from damage, markings or labels. (Anything that requires something beyond normal clean up.)

### **TEXTBOOKS/STUDENT CHROMEBOOKS** **CARE OF SCHOOL DISTRICT POLICY**

State-adopted textbooks are provided to students through the textbook division of the New Mexico State Department of Education. Textbooks are expected to last six years. Students are held accountable for damage, such as writing, marking, torn pages, and lost books. Students will be accountable for damage to, or loss of, the books/Chromebooks assigned to them at full replacement cost. Names of students and Teachers issuing the books are to be placed in ink in all books. District Chromebooks will be issued to all students and will be inventoried in classrooms and submitted to the Middle School/High School office.

### **DISCIPLINE POLICY**

#### **J-4600 JK**

The purpose of this policy is to promote a disciplined learning environment that is safe, positive and respectful. Discipline practices are intended to increase student engagement, boost student achievement; and, when possible, prevent student misbehavior before it occurs.

The Capitan Municipal Schools are committed to discipline practices that promote fairness, equity, resiliency, and self-regulation with clear, appropriate, and consistent expectations and consequences to address disruptive student behavior.

These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

**Due Process J-4850**- Due Process is accorded an individual when the Principal or designee undertaking the proceeding against that individual adequately informs the accused of the charges. The administrative authority is not required to allow the student to secure counsel, confront or cross examine witnesses supporting the charge(s) or to call witnesses to verify the student's version of the incident, but none of this is prohibited. The process will be informal for all routine disciplinary actions with the exception of long-term suspension or expulsion at which time the process will be formal.

**Informal Hearing** - The building Principal, or designee, is considered the "Administrative Authority" and is the first authority to whom to appeal discipline for violation of school rules or misconduct. The Principal will conduct an informal hearing for any violation of school rules or misconduct. In all cases, the Principal will thoroughly investigate the allegations and will allow the student the opportunity to present evidence and/or witnesses in his/her defense. The Principal will then assign appropriate consequences according to school policy.

**Final Appeal Authority of Informal Hearing**- There is no appeal for decisions made in an informal hearing or for suspensions of less than 10 days. As a courtesy, parents may request a review of the situation/circumstances from the Superintendent. The Superintendent may revise actions if it is determined that policy was not followed or evidence warrants a re-consideration of the disciplinary decision.

**Formal Hearing** - If a student is assigned long-term suspension or expulsion by the building Principal, the student and parent have the right to request a hearing before the Superintendent. If the Superintendent decides in favor of the student at this hearing the matter will be closed. If the Superintendent decides against the student, the student has the right to appeal to the School Board through a formal hearing. Please refer to the Capitan Municipal Schools Board of Education Policies and Procedures Manual and NMSBA Policy Portal for procedure and deadlines. [J-4850 JKD](#)

**Formal Hearing Appeal Authority** - The School Board is considered "Final Appeal Authority" for formal disciplinary matters involving long-term suspension or expulsion. The student and parent must present a written request, according to School Board Policy and within five (5) days of notification of the findings by the Superintendent, to the School Board to appeal the decision of the Superintendent through a formal hearing. The appeal shall be a review of the procedures and the findings of the Superintendent. The School Board has the authority to maintain, decrease or increase the punishment assigned by the Superintendent. The decision of the School Board is the final administrative action to which a student is entitled. For further details of the due process procedure, please refer to the Capitan Municipal Schools Board of Education Policies and Procedures Manual.

**Non-Discriminatory Enforcement** - Capitan Municipal Schools will not enforce school rules or impose disciplinary punishment in a manner which discriminates against students on the basis of race, culture, ancestry, color, national origin, sex or handicap, except to the extent otherwise permitted or required by law or regulation.

**Disruptive Behavior**- Disruptive behavior is that which creates a willful interference with the educational process and which is as serious in nature as to be referred to the Principal for disciplinary action. This type of behavior may occur on any school property, school bus or at any school sponsored activity, athletic or social event. Punishments (sanctions) for disruptive behavior may include, but ARE not limited to immediate removal, detention, Community Service, ISS (In School Suspension), OSS (Out of School Suspension), Short Term suspensions, Long-Term suspension, corporal punishment, expulsion, or referral to counseling. Oral and/or written notice of the charges of disruptive behavior against the student, and a rudimentary hearing on such charges will follow as soon as practical. Parents shall be given either oral or written notice of the charges against the student as soon as possible.

## **SANCTIONS USED TO DISCIPLINE STUDENTS**

**Immediate Removal** means the removal of a student from the class for a period of one day or less. Regardless of what other disciplinary actions may be considered appropriate, or what other disciplinary actions are implemented, students whose presence pose a danger to persons or property or a threat of disrupting the educational process may be immediately removed from school or school sponsored event(s) by any school personnel.

**Detention** means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free to leave school. Detention may be imposed in connection with in-school suspension, but is distinct from in-school suspension in that it does not require removing the student from any of his or her regular classes. Teachers may assign detentions (lunch or after-school) to students for minor classroom infractions and those as listed in level one of the

discipline matrix.

**In School Suspension (ISS)** is a room where students are secluded from their peers. Parents must be notified in writing or orally why their student was placed in ISS. When possible, parents will be notified prior to their child being placed in ISS.

**Out of School Suspension (OSS)** in Capitan High School/Mid-School means that a student is sent home and denied the privilege of attending school for a specified period of time, up to nine (9) in-session school days, for specific offenses. Parents or guardians will be given oral notice of the suspension, if possible, and written notice will be sent home with the student that day. Additionally, written notice of the OSS and the reason for assignment will be mailed to the parent/guardian within three (3) working days. Students who are assigned OSS will not be allowed on the school campus during the period of OSS, will not be allowed to participate in any athletic event or extracurricular activity. Students suspended are afforded the opportunity to complete missed work while on suspension. A suspended student will need to have a parent/guardian pick up their work in the office the day following their suspension. This work is due, completed on the first day that the student returns to school. Make-up work may or may not be the same as what students who are in class are doing. Work must be made up during the suspension, not after the student returns to school.

All students in the Capitan Schools are mandated to make up work. The student and his/her parent/guardian are required to attend a conference with the Principal before the student will be allowed to return to school after OSS has been served. Parents should contact the school office to arrange a time for such a conference in advance of the date that the student is allowed to return to school. All students are required to turn in any missed assignments upon their immediate arrival back to school. When a student is suspended, the parent/guardian is responsible for having the student removed from campus within 2 hours of notification of suspension.

Counseling may occur after three offenses in ISS, OSS, or detention (can be a combination of any three.) The Student Assistance Team (SAT) will be informed of repeated infractions, and the student's name will be given to the SAT Leader to provide for additional counseling, which will include a plan of remediation to change the student's behavior pattern.

**Long-Term Suspension** is removal from school for ten days or more.

**Expulsion** means the removal of a student from Capitan schools. The right to a public education is not absolute; it may be taken away, temporarily, or permanently, for violation of school rules. Parents /guardians and the student must have a reinstatement conference with the Principal before a student is allowed back in school.

For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

For purpose of this policy, and for purposes of compliance with the federal Gun Free School Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device such as fireworks of any kind are prohibited.

**Restorative Practice** In an effort to hold students more accountable and change behavior, Capitan Middle and High School administration may determine to utilize a form of restorative practice for disciplinary consequences. Restorative practices holds students accountable for their behavior. It minimizes the amount of time a student spends away from their learning environment, and allows parents to be a part of the accountability process. Students may be assigned an accountability project, structured day, lunch detention, and a presentation. A structured day usually consists of a student attending their core classes and working on their accountability project during their elective periods. Students will be required to stay after school and complete their projects. Students will be dismissed at 4:30 PM if assigned a project. Parents will be responsible for transportation after school. Students will be required to present their project to a select group of individuals.

## **Notice of Prohibition Against Bullying/Cyber Bullying and Anti-Bullying Interventions**

### **J-2550 JICD**

"Bullying behavior by any student in the Capitan Municipal Schools is strictly prohibited, and such conduct can result in disciplinary action, including suspension and/or expulsion from school." Bullying 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 that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. There are multiple forms of bullying, direct- in which there is physical violence or name-calling, and indirect- exclusion from an activity, rumor spreading, or cyber-bullying, are the most common versions. To learn more about various types of bullying, how to prevent it and advocate for yourself and others, go to <https://www.stopbullying.gov/>. Students and parents may file verbal or written complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected Bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action can be taken against the perpetrator, up to and including suspension and/or expulsion. Capitan Municipal Schools believes it is important for a school to create a climate where bullies and bullying behavior are not tolerated.

## **WEAPONS IN SCHOOL**

### **J-3100 JICI**

Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of Capitan Municipal Schools. Any student who brings a firearm, fireworks, or weapon to a school or school-sponsored activity shall, if penalties are imposed under this policy, be referred to appropriate law enforcement authorities for prosecution. Any student found to be in violation of this policy will be subject to long-term suspension and expulsion for at least one year. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA). In accordance with the provisions of 20 U.S.C. Section 1415 e (3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school while under this jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

## **DISCIPLINARY PROCEDURES**

### **J-4631 JK-EA**

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within the Capitan Municipal Schools grades 6 – 12. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1-4). It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listings or in cases of extreme or unusual actions. It should be stated, the school administration reserves the right to exercise its discretionary rights to adjust punishment in any case, as conditions require. Students should be aware that certain infractions/consequences regarding student behavior that are outlined in the discipline matrix apply to all students while in attendance at any New Mexico school event/activity/sporting event – even if the function is not held on the Capitan Campus. This includes, but is not limited to, behavior infractions concerning theft, vandalism, drug/alcohol possession or distribution, bullying, hazing, weapons possession/use, harassment, battery, assault, directed profanity, and gang related behavior.

Everyone makes mistakes once in a while. How students handle these mistakes demonstrates maturity. Nonetheless, there are consequences for every action and students are expected to be responsible enough to accept the consequences of their actions.

The following are types of discipline measures, which may be applied to students:

- Reprimand and warning
- Conference with Teacher and/or Parents
- Community Service (Campus Beautification)
- Detention during lunch or after school hours
- Denial of privileges
- In-school Suspension
- Out-of-school Suspension
- Removal from class without credit
- Expulsion
- Restorative Practice
- Any other legal consequences as may be deemed necessary

The specific discipline procedure applied to a student who violates school regulations will depend on the student's attitude, age, physical condition, and past discipline record. Specific guidelines for special education student's discipline can be found on the school website, [https://www.capitantigers.org/Special Education](https://www.capitantigers.org/Special_Education) In addition, school administrators have the authority to determine the appropriate discipline in accordance with the severity of the violation. Restorative Practice may be utilized.

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
<p><b><u>LEVEL 1</u></b></p> <ul style="list-style-type: none"> <li>• Profanity</li> <li>• Public Display of Affection</li> <li>• Cell Phone Policy Use</li> <li>• Dress Code Violation</li> <li>• Tardiness (4 + Tardies)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Warning</li> <li>• Call Parent</li> <li>• Parent Conference</li> <li>• Classroom Detention</li> <li>• Lunch Detention 1- 2 Days</li> <li>• Restorative Practice</li> <li>• Campus Beautification 1- 2 Days</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Lunch Detention 2-4 Days</li> <li>• Campus Beautification 2 Days-4 Days</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• ISS 1-2 Days</li> </ul> <p>Administrator Discretion</p>
<p><b><u>LEVEL 2</u></b></p> <ul style="list-style-type: none"> <li>• Disruptive Behavior</li> <li>• Class Participation</li> <li>• Insubordination</li> <li>• Knife as Possession</li> <li>• Truancy</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Warning</li> <li>• Parent Conference</li> <li>• Campus Beautification 1-2 Days</li> <li>• Lunch Detention 2-4 Days</li> <li>• ISS 1-2 Days</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• ISS 2-4 Days</li> <li>• OSS 1-2 Days</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• OSS 2-4 Days</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>
<p><b><u>LEVEL 3</u></b></p> <ul style="list-style-type: none"> <li>• Petty Theft/Property Damage</li> <li>• Dangerous/Reckless Behavior</li> <li>• Directed Profanity</li> <li>• False Alarms</li> <li>• Fighting</li> <li>• Bullying/Cyber Bullying</li> <li>• Verbal Assault on a Staff Member</li> <li>• Tobacco-E-Cigarettes/Vapes</li> <li>• Racialized Aggression</li> <li>• Harassment or Hazing</li> <li>• Gang Behaviors/Indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Full Restitution</li> <li>• Parent Conference</li> <li>• ISS 4 Days</li> <li>• OSS 4 Days</li> <li>• Juvenile Justice Referral (Boys Circle, Girls Council)</li> <li>• School Counseling</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• OSS 8 Days</li> <li>• Juvenile Justice Referral (Boys Circle, Girls Council)</li> <li>• School Counseling</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• OSS 10 Days</li> <li>• Possible Alternative Educational Program</li> <li>• Possible Long Term Suspension Hearing</li> <li>• School Counseling</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>
<p><b><u>LEVEL 4</u></b></p> <ul style="list-style-type: none"> <li>• Bomb/Security Threat</li> <li>• Vandalism</li> <li>• Physical Battery</li> <li>• Alcohol/Drug Distribution or Possession</li> <li>• Drug Paraphernalia</li> <li>• Knife as a Weapon</li> <li>• Sexual Misconduct</li> <li>• Physical Assault on a Staff Member</li> </ul>	<ul style="list-style-type: none"> <li>• OSS 8 Days</li> <li>• Parent Conference</li> <li>• Long Term Suspension Hearing</li> <li>• Law Enforcement Notified</li> <li>• Full Restitution</li> <li>• Juvenile Justice Referral (Boys Circle, Girls Council)</li> <li>• School Counseling</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	<ul style="list-style-type: none"> <li>• OSS 10 Days</li> <li>• Parent Conference</li> <li>• Long Term Suspension/ Expulsion Hearing</li> <li>• Law Enforcement Notified</li> <li>• Full Restitution</li> <li>• Juvenile Justice Referral (Boys Circle, Girls Council)</li> <li>• School Counseling</li> <li>• Restorative Practice</li> </ul> <p>Administrator Discretion</p>	



## **DEFINITION OF TERMS IN THE DISCIPLINE MATRIX**

### **J-4611 JK-R**

#### **LEVEL 1**

**PROFANITY** - Using language that is crude, offensive, insulting, or irreverent- Language that demonstrates contempt or disrespect. This includes words that are intended to be “sound-alikes” and are disruptive to the educational setting.

**PUBLIC DISPLAY OF AFFECTION** - Any affectionate contact between students.

**CELL PHONE POLICY USE**-Cell phones must be turned off at all times except at lunch unless the Teacher has approved use for educational purposes during class time.

**DRESS CODE** - Non-compliance with the dress code rules as outlined in the Parent/Student Handbook.

**UNEXCUSED TARDIES** - Students are expected to be on time for all classes.

#### **LEVEL 2**

**DISRUPTIVE BEHAVIOR/EXCESSIVE HORSEPLAY** - Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process, and those Teachers have attempted to deal with in the classroom prior to office referral.

**INSUBORDINATION** - Complete failure to follow the directions of school staff and to exhibit a total lack of cooperation with school staff.

**KNIFE AS POSSESSION** - Possession of any knife, including pocket knives, regardless of length of blade, regardless of circumstances, with no harmful intent.

**TRUANCY TO CLASS** - Truant either from one class or all day.

**TRUANCY TO SCHOOL** - Non-compliance with the New Mexico Compulsory School Attendance Law. Students who are absent during a regular academic day without consent of their parents/guardians. This includes students 18 years or older.

#### **LEVEL 3**

**PETTY THEFT/DAMAGE TO PROPERTY** - The theft of any personal belongings or school property less than \$200 in value. Larger than the assessed value of \$200 will be considered vandalism.

**DANGEROUS AND RECKLESS BEHAVIOR** - any behavior that places others at risk.

**DIRECTED PROFANITY** - The use of offensive, abusive or profane language and gestures or threats toward the school community.

**FALSE ALARMS** - Interfering with the proper functioning of a fire alarm system or giving a false alarm using the fire alarm system or other means.

**FIGHTING** - Employing hostile contact in which at least one party has contributed to a situation by verbal or bodily means. Less severe actions and intent than assault and battery.

**BULLYING/HARASSMENT/CYBER-BULLYING** - The act of troubling, worrying, or tormenting as with careless or repeated words, actions or attacks. Comments, gossip, gestures and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest.

**ASSAULT ON STAFF (VERBAL)** - the use of insulting language toward another impugning his/her honor, delicacy or reputation.

**THREATS / VERBAL ABUSE** - Using threats and gestures of physical harm and/or causing a present fear of danger through verbal assaults to another student.

**TOBACCO** - Federal law prohibits use or possession of tobacco in any form on the school campus.

**E-CIGARETTES/VAPES** - E-cigarette/Vape means any electronic oral device, such as one composed of a heating



element, battery, and/or. electronic circuit, which provides a vapor of nicotine or any. other substances, and the use or inhalation of which simulates smoking.

**HAZING** – The act of subjecting a student to a dangerous, painful, offensive or demeaning conduct for any purpose, including condition of membership, or initiation into any class, team, group or organization operating under the auspices of the District.

**GANG-RELATED BEHAVIOR/INDICATORS** - Wearing clothing, jewelry, symbols, and other indicators determined by the administration to be evidence of or reference to gang membership. Use of speech, gestures, symbolism, and noises as a means of communication; determined to be evidence of gang affiliation. The solicitation for membership through direct recruitment and subtle means of other students.

## **LEVEL 4**

### **Students committing a Level 4 Offense may be recommended for Long Term Suspension or Expulsion from School.**

- **Bomb Threat** - Any student who is found guilty of calling in a Bomb Threat.
- **Vandalism** - Any student who commits damage to property shall be liable to the school or owner for the cost of repair or full restitution of that property. The restitution to the school or individual owner for the amount equal to the fair market value of the property, less salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value restitution, an installment payment plan shall be established. If a student is financially able to make restitution, either fully or in an installment plan, but fails or refuses to do so, the student will be recommended to the Superintendent for Long Term Suspension until such time as compliance begins. If the act is judged criminal, referral to the Police and Juvenile Probation Officer or the District Attorney will be made.
- **Physical Battery or Assault** - Physical assault, intimidation or battery on school personnel will result in the recommendation of immediate long-term suspension or immediate expulsion by the Principal and Superintendent for Board approval.
- **Alcohol /Drug Distribution or Possession** - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time. This includes attendance at a school event held off campus as well as travel to and from that event.
- **Drug Paraphernalia** - Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.
- **Weapons in School** -The Capitan Municipal School 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 that no student will bring a weapon onto a school, nor carry or keep any weapon, knife, gun, or explosive device on school property or while attending or participating in any school activity. This includes during transportation to or from such activity. Nor shall any student threaten school Personnel either with or without a weapon or any explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, in or similar device. Any other item or device which may be used as a weapon, including all pocket knives or other knives, or other objects even if manufactured for a nonviolent purpose, that have a potentially violent or destructive use, including, but not limited to, air guns, paint guns, nunchucks, Chinese stars, 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(s) is for use, or threat of use, as a weapon.
- **Sexual Misconduct** - Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation in the form o. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Sexual misconduct can also occur between two consenting individuals in an inappropriate location or circumstance within a school or during a school sanctioned activity or location. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct includes, but is not limited to, sexual assault, sexual harassment, sexual exploitation, sexual intimidation or coercion.

## COMMUNITY SERVICE

*NOTICE: In certain circumstances, community service may be substituted for ISS with parent and administrative agreement and approval.*

## **TECHNOLOGY POLICY – ACCEPTABLE USE**

This policy applies to the student's possession, maintenance and use of district-provided technology resources and equipment, including but not limited to, District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

The District prohibits harassment through electronic means regardless of the device, network or locations of such use. Electronic means includes any and all electronic devices and applications available on such devices.

Inappropriate use of District technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action available under District policies and procedures and/or state and federal law.

### **Rules for Responsible Use of Technological Resources:**

[School Board Policy I-6400, I-6411 IJNDB-R, I-6431 IJNDB-E](#)

1. You will be held responsible for proper use of District technology resources at all times, and your violation of these rules, or any other District responsible and acceptable use policies, may result in the suspension or revocation of your access to such resources.
2. If you are issued a username and password, it is a violation of this policy to share or change the username and/or the personal password issued to you by the District.
3. It will be considered a violation of this policy if you fail or delay in reporting the advertent or inadvertent disclosure of your username and/or password.
4. You should keep personal information about yourself private, including name, address, photographs or other information that may lead to your identity.
5. District technology resources are to be used for instructional and educational purposes. Limited personal use is permitted only if the rules in this agreement are followed, and so long as such limited personal use does not interfere with schoolwork.
6. Email messages with the school address may be construed as representative of a District position or opinion; thus, if you are emailing (or otherwise electronically transmitting a message), the message should clearly state that it is your personal position or opinion.
7. Communications via electronic means must use appropriate and respectful language.
8. Students are not permitted to sign up for online resources or applications without prior written approval from their Teacher or site administrator.
9. Students must acknowledge the work of others when such work is referenced in their own work.
10. Students must respect the intellectual property rights of others, including the download or use of copyrighted materials without permission of the copyright holder.
11. Responsible use of technology resources requires employees to immediately report any suspicious conduct or misuse of technology to the Teacher or site Administrator.
12. You will be held responsible for the proper use of your account, and violation of this policy may result in the suspension or revocation of your access to District technology resources and devices.

### **Inappropriate Uses of Technology Resources Include but are Not Limited To:**

1. Illegal purpose, including threatening school safety.
2. Knowingly alter, damage or delete District property or information.
3. Breaching electronic equipment, network or electronic communications systems in violation of the law or District policy.
4. Breaching electronic communication systems or equipment by knowingly or intentionally introducing a virus to a device or network, or by failing to take proper security steps to prevent device or network vulnerability.

5. Disabling or attempting to bypass Internet filtering systems or devices.
6. Encrypting communications.
7. Absent verifiable emergency, using another person's account, even with permission.
8. Pretending to be someone else for posting, transmitting and/or receiving electronic messages.
9. Using electronic resources in a manner that may reasonably be construed to harass, bully or threaten others.
10. Posting, transmitting or receiving abusive, obscene, pornographic, sexually-oriented, sexually-explicit, threatening, harassing, damaging or disparaging, illegal and/or materials that may reasonably be construed to harass others or constitute "sexting."
11. Profanity, vulgarity, discriminatory and/or inflammatory language.
12. Posting information about yourself or others, for example, addresses, phone numbers, photographs or any other information that may lead to your identity or the identity of others.
13. Make arrangements or appointments to meet persons met online. If you receive such a request, the request must be immediately reported to a Teacher or Administrator.
14. Sending spam or other waste of school resources.
15. Gaining or attempting to gain unauthorized access to restricted information or resources.

### **Reporting Obligations:**

Immediately report known violations of this and other District Responsible and Acceptable Use Policies. Report problems, malfunctions or damage and any other relevant issues to the Teacher IMMEDIATELY during student possession. Failure to report any issues may result in liability regarding the device's repair/return.

#### **As a student, I must adhere to the following:**

- Only access educational websites or websites that have been approved, that day, by the Teacher
- Be responsible for safe handling, retrieval and return during the class period in which it is being used.
- Students who damage equipment will be responsible for its repair or replacement.
- Headphones/earbuds may only be used at Teacher direction.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.

## **POLICIES AND NOTICES**

### **Equal Educational and Employment Opportunity Policy Statement**

#### **[School Board Policy G-0200-GBA](#)**

In accordance with Title VI of the Civil Rights Act of 1964, it shall be the policy of the Capitan Municipal School District (District) to assure that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Further, in accordance with Title VII of the Civil Rights Act of 1964, it shall be the policy of the District to prohibit job discrimination because of race, color, religion, sex, or national origin. Further, in accordance with the Age Discrimination Act of 1975, it shall be the policy of the District to prohibit discrimination based on a person's age. Further, in accordance with Title IX of the Education Amendments of 1972, it shall be the policy of the District to provide equal educational opportunities for students and equal employment opportunities for staff, thus prohibiting discrimination in education based on sex. Further, in accordance with the Section 504 of PL 92-112, the Rehabilitation Act of 1973, it shall be the policy of the District to provide equal education opportunities for students with disabilities and equal employment opportunities for applicants with disabilities and staff, thus prohibiting discrimination in education or employment based on disabling condition(s). The District has designated the Superintendent as the person for the District's compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and Section 504 of PL 912-112, the Rehabilitation Act of 1973. The responsibility of this position shall be directed toward the assurance that no barriers exist in equal educational opportunities, in programs and activities for students, nor in equal employment, development, advancement or treatment of employees on the basis of sex or disability. Concerns, complaints, and requests for information should be directed to the Superintendent, P.O. Box 278, Capitan, NM 88316, (575)354-8500. Further, in accordance with the Americans with Disabilities act (ADA), the District does not discriminate on the basis of disability in the admission or access to, or treatment of employment in its programs or activities. The District has designated the Superintendent as coordinator for the District's compliance with the nondiscrimination requirements of ADA. Information concerning the provisions of the Americans with Disabilities ACT (ADA), and the rights provided thereunder (including grievance procedures) is available from the District coordinator.

**STUDENT CONCERNS, COMPLAINTS,**  
**AND GRIEVANCES**

**J-3632 JII-EB**

Students may present a complaint or grievance regarding one (1) or more of the following:

- 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.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- 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.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of

this District; and

- 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:

- 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.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- 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. Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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.

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.

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. 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.

### **Grievance Procedure for ADA, Section 504, and Title IX** **Board Policy J-3600 JII**

The Capitan Municipal School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title IX, Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794). Section 504 and Title II state, in part, that "no otherwise qualified of his/her disability/handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." ADA complaints should be addressed to the Superintendent, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designated to coordinate ADA compliance efforts. Section 504 complaints should be addressed to the appropriate Special Education Director/Coordinator, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designated to coordinate Section 504 compliance. Title IX Grievance Procedures and can be found at <https://www.capitantigers.org/Title-IX>.

### **Megan's Law**

It is the policy of the Capitan Board of Education to support the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") by providing notification to parents and guardians of District students of the availability of public information concerning the presence of registered sex offenders residing within the District. The New Mexico Department of Public Safety (DPS) regularly publishes information on registered sex offenders. The Board of Education urges all parents and guardians of District students to check the listing of registered sex offenders residing within the District so that they may take appropriate precautions for the safety and welfare of their children / charges. The listings include addresses of registered sex offenders in most cases, so parents and guardians may determine if registered sex offenders live near their children's or charges schools, school bus stops, or their walking routes to school. Parents and guardians may review the listings on the DPS's website: [www.nmsexoffender.com](http://www.nmsexoffender.com). The listings may be searched by city, county, and by other categories. If you do not have a computer in your home through which you can access the DPS website, you can access the website through the computers in the Capitan High School Library or any public Library. Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date. The integrity and accuracy of the information provided by DPS is based on the information provided at the time a sex offender registers. Address information is subject to frequent change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal; however, you are cautioned that the information contained on the DPS's web page may not reflect the current residence, status, or other information regarding the offender. If you believe there is a question regarding the accuracy of the information provided, please notify DPS at (505) 827-9193. Please contact your school Principal if you have any questions.

### **Notification of Rights Under FERPA** **J-7050 JR**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Capitan Municipal District to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Principal of the school where the records are kept by 5 working days following enrollment or reenrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right of complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 600  
Independence Avenue, SW  
Washington, D.C. 20202-4

**Student Assistance Team/504**  
**I-2500 IHBC, I-6911 IKACA-R**

The purpose of the Student Assistance Team (SAT) is to assist students, Teachers and parents in dealing with the following areas: Remedial Plans; Learning problems; Drug/Alcohol Problems; Curriculum adaptations; Home School Communications; Retention; Homebound/hospital instruction; Instructional Support Programs-Bilingual Education, Special Education and 504s; Health related issues.

A student who may need special services or programs within the intent of Section 504 is one who: Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or has a record of such impairment; or is regarded as having such impairment.

**Middle and High School Extra Curricular Activities**



**School Board Policy J-4550 JJJ and Board Policy J4581 JJJE**

**DRUG AND ALCOHOL USE BY STUDENTS**

**Background and Philosophy**

The District recognizes that alcohol, tobacco, and drug abuse are treatable health problems. Health problems of youth are primarily the responsibility of the home and community. The schools, however, share that responsibility when substance abuse or dependency interferes with school behavior, student learning, and the development of each student. The District will seek to intervene with students manifesting signs of use, misuse, or abuse of any tobacco, alcohol, or drugs, in order to educate and aid them.

The District shall endeavor to educate all students on avoiding the use of alcohol, tobacco, illegal drugs, and/or controlled substances. The District will seek to provide these students an environment that is free of alcohol, tobacco, illegal drugs, and/or controlled substances, in accordance with state and federal law. Staff training is essential in helping combat use and abuse and will be provided. Community education and awareness activities will be supported as they apply to the overall program.

School authorities shall give consideration to the health, safety, and educational rights of all students when prescribing intervention or disciplinary actions for students under Policy JICH and this regulation.

**Controlled Substances**

**Prohibition.** Students are prohibited from using, possessing, distributing or being under the influence of drugs, alcohol, or tobacco, and from possessing, using, or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging.

Students involved in extracurricular programs grades seven (7) through twelve (12) are subject to all aspects of the *regular school discipline policies* and the drug and alcohol disciplinary referral process (JICH-R) and shall comply with all provisions of the Athletic Code.

They will set the highest possible standard in school, in their classes, at home, in the community and in the area of competition and sportsmanship so others will respect them and so that they will add something to the extra-curricular program they represent. They must understand that participation is a major commitment. If a student chooses to violate these standards, that student will be subject to extra-curricular and/or school sanctions for their behavior.

If any student is in direct violation of School Board drug policy and this extra-curricular code, a conference with parent/legal guardian will be required. In addition, a conference with a parent/guardian will be required if any of the following occur: 1) The student has used or had in their possession illegal drugs including alcohol and tobacco related products while off campus as observed by school officials; 2) A student is charged or reported by law enforcement or authorities with use or possession of illegal drugs including alcohol and tobacco related products; 3) A student or their parent/legal guardian self-report such use and/or possession or; 4) A student tests positive to a random drug test.

The Capitan Middle/High School drug test procedure is as follows:

- The names of all athletes participating in sports for the school year will be entered into a random selection process at the beginning of the school year. A certified drug-testing agency contracted with the School District will test randomly from the pool, unannounced, any time during the school year. The results are immediate and will be reported to the activities director/coordinator.
- If the drug test is positive, a parent or legal guardian will be immediately notified. If parent or legal guardian can provide documentation of a legal prescription that explains the test results, no sanctions will be enforced. If it is determined that a student is in violation of this policy, the above sanction will be enforced.
- If any student refuses to provide a sample or if there is an alteration or falsification of a sample



or test result, that student will be suspended from the extra-curricular program. If the student is unable to provide a sample for any reason, the school will accept a drug test lab results taken within twenty-four hours of the time when the student was asked for the initial sample.

- If any student decides to participate in the extra-curricular program after the beginning of the school year, they will be tested during the next testing cycle. Their names will then be placed in the random pool for future testing.
- A student or parent may request a drug test to be completed during the regular testing.
- Hazing will not be tolerated in any form. Violations will result in sanctions consistent with the drug/alcohol offenses stated above.

The intervention team may develop plans for student athletes when needed. The intervention plan is to provide assistance. The student, parent/guardian, administrators and school services personnel will be involved.

The **CMS/HS Intervention Team** may consist of the Activities Director/Coordinator (AD/AC), the District's Social Worker, District Nurse, District Counselor the student's parent/guardian and student who collectively will develop an intervention plan.

**FIRST OFFENSE** - The **first offense** will result in suspension from all competitions for thirty percent (30%) of consecutive contests or thirty percent (30%) of scheduled events for activities. If necessary, this will carry-over into my next season. Also, additional team sanctions agreed upon with the head coaches and activities director/coordinator may be developed and may include provisions to allow him/her to practice. A student who self-reports within the incident seeking guidance and support prior to administration being aware that an offense occurred will be suspended from competition for twenty percent (20%) of consecutive contests. An intervention plan, as per School Board policy, will be mandatory for continued participation in extracurricular activities. Should the student refuse to participate in the intervention program he/she will receive a three hundred sixty-five (365) day suspension from extracurricular activities.

**Participation and successful completion** of the intervention program will be determined by the District's Intervention Team. The participant will sign a statement acknowledging the consequences of a second offense.

**SECOND OFFENSE** - A **subsequent offense** while enrolled in middle or high school and participating in any extra-curricular programs will result my suspension from extracurricular activities for **fifty percent (50%)** and then a hearing with AD/AC, coaches, parents, student and principal will be held to determine if the student has completed the following:

- Passing grades in all assigned classes.
- Completed "Life of an Athlete" course.
- Completed the District's Intervention Plan.
- No additional and/or subsequent reports of misbehavior or office referrals.
- Completed all requirements and is in good standing with all sponsors.

If the student choose not to complete these requirements, he/she will remain suspended until these requirements are completed.

**Individual sports or activities** may have their own rules that set higher standards and consequences. The participant will also be responsible for meeting those higher standards and related consequences.

**THIRD OFFENSE** - A *third (3rd) offense* will result in the **removal** from all extra-curricular activities for a period of three hundred sixty-five (365) days and then a hearing will be held as outlined for a second (2nd) offense

#### **HOME SCHOOL STUDENT PARTICIPATION IN ACTIVITIES NMAA Handbook**

#### **NMAA 10.5.2 Regulation for Home School Student Participation in Public School of Student's Residence Attendance Zone**

- A. Student must be an official home school student registered with the Public Education Department.
- B. Home school students are eligible to participate in three activities during a school year
- C. Student's bona fide residence must be within the attendance area of the public school.
- D. Scholastic eligibility (GPA, grades) must be verified by the public school's Athletic Director at the same time that all students are ruled eligible or ineligible for athletic participation.
- E. Documentation must be provided to the Athletic Director which supports student is taking home school classes which equate to more than half of the school's regular class schedule. (4 classes)
- F. Verify all other NMAA requirements and guidelines (age, participation limits, amateur status, etc.)

### **High School Student Council**

**J-2150 JIBA**

The student council is representative of the entire student body. Officers (president, vice-president and secretary/treasurer) are elected each school year. There are two representatives each from the ninth through twelfth grade classes. Selections of representatives are made during the first few weeks of school in the fall when class officers are elected. The council represents the highest student organization in the school. Its success depends, to a very large extent, upon the quality of its membership. Class officers will operate under the direction of the student council and class sponsors. All fundraisers at the high school will need to be coordinated through the student council and approved by school administration. The requested fundraiser must be sent to the Superintendent for final approval, which will include conflict resolution when needed.

### **Middle School Student Council**

The Student Council of Capitan Middle School is the school's student government body. Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades may participate and become at-large voting members after attending three (3) consecutive meetings. Student Council officers are elected in the fall of each year. Offices include the president, vice-president, secretary, treasurer, and one representative from each of the respective grades; 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>. The only requirement for running for an officer position, other than that of being a member, is for the office of president. To be eligible to run for president, a student must be in the 8<sup>th</sup> grade and must have been an active member of the Student Council from the previous year. Any officer that is elected to the council and misses three (3) consecutive meetings will forfeit their seat and be removed from the council. The seat will go unoccupied. All middle school activities and fundraisers must be approved by the school principal after being discussed in the council meetings.

### **National Honor Society**

Membership in the National Honor Society is both an honor and responsibility. Students elected to membership are expected to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character. The procedure for selection into the society is available to those who feel they can qualify. Please see the Counselor for academic standing. Students selected must maintain standards, or dismissal may be forthcoming. The student must be academically eligible. Academic eligibility includes the following: There must be no semester D's. Grades for P.E./Aide cannot be averaged in to achieve the (3.5) cumulative average. This cumulative average pertains to the last three consecutive semesters. The academically eligible students must verify their eligibility through the Counselor. Members must maintain a 3.5 grade point average to remain in the National Honor Society. If a student drops below the 3.5 grade point average, then they will be placed on academic probation for one semester. The student will receive a letter from the advisor at the beginning of the following semester stating that the student has one semester to raise grades to a

3.5 cumulative average or will be suspended the following semester from membership in NHS. Any senior member who fails to maintain a 3.5 grade point average during the final spring semester will not be suspended from membership in NHS. However, the student will not be eligible for a National Honor Society scholarship or be able to wear the National Honor Society collar at graduation.

### **National Junior Honor Society (Middle School)**

Membership in the Capitan Middle School Honor Society is both an honor and a responsibility. Selection for membership is based on scholarship, citizenship, leadership, and character. To be eligible for membership, a student must have a 3.5 cumulative grade average for three consecutive nine-week periods. After attaining the required grade average, student names are submitted to a faculty committee for screening and voting on scholarship, citizenship, leadership and character. Once the student meets the academic and character requirements for membership, he/she will be notified of his/her selection for membership. Students who are selected become members once they are initiated in the spring. Members must maintain a cumulative grade point average of 3.5 to remain a National Junior Honor Society member.

### **FFA, FCCLA, & Skills USA**

FFA, FCCLA, and Skills USA play an important role in preparing the students for post-school endeavors. FFA, FCCLA, and Skills USA are youth organizations designed to serve students who have high goals and standards. There are many awards and benefits available to the FFA, FCCLA and/or Skills USA member who wants to achieve. There are activities to enlighten the student through travel around New Mexico as well as other states. Listed below are aims and purposes of FFA, FCCLA and/or Skills USA to show what the high standards of the organization are:

- To develop competent and aggressive leadership.
- To strengthen student's confidence.
- To create interest in agricultural occupations.
- To encourage students to improve the home and its surroundings.
- To develop character, citizenship and patriotism.
- To participate in a cooperative effort.
- To improve scholarship.

### **Band**

Marching Band exists during the first semester only. The Marching Band's active schedule includes: football games, marching festivals, parades, and special events. All members are required to attend one special evening rehearsal per week.

The Concert Band exists during the rest of the school year. The Concert Band performs at least two concerts per year along with contests and festivals. Students may be required to compete in individual contests as well. Extra rehearsals are rare but may be required. This group travels to an out of state contest every second or third year. Attendance at all performances, sectionals, and rehearsals is required. All students must meet all state, school, and departmental eligibility requirements in order to remain performing in this group.

### **Choir**

The Choir will perform no less than two concerts each year and may perform much more. The first semester the choir will sing in the traditional choral setting and perform on risers. The choir may go to a large group contest in the first semester. Members may be required to compete in individual contests as well. The second semester the group will sing more contemporary music and will be expected to put on a show using dance and choreography. The choir may compete as a show choir as well. Choir students are expected to attend all performances and extra rehearsals. All students must meet all state, school, and departmental eligibility requirements in order to remain performing in this group.

### **Education Quiz Bowl**

Teams travel to competitions within the Region IX member-districts. A specific Quiz Bowl Contract outlining rules and expectations is required to be signed by each participant and their parent/guardian before a student is allowed to participate. Students are expected to follow all policies and rules contained in the contract. Criteria for joining and/or remaining on a Quiz Bowl team are:

- Students must have and maintain a GPA of 2.75 or more.
- Students must have no more than 3 absences from school between Quiz Bowl meets.
- Students must have no disciplinary suspensions from school between Quiz Bowl meets.

## **ATHLETIC PROGRAM PHILOSOPHY**

### **School Board Policy J-4350 JJIB**

Athletics and Activities at Capitan Municipal Schools play an essential role in the school's education program, providing experiences that help our students grow physically, emotionally, and intellectually. Although students are encouraged and stimulated in many ways to excel and to win, it is imperative that good sportsmanship and ethical behavior reign at all times to promote the educational values of competition and high achievement.

Participation is a committed privilege that carries with it responsibilities to the student's family, team, the student body, and to the school community. Athletics and Activities contribute significantly to preparing participants to become productive, contributing citizens of our community and society as a whole. In addition, Capitan offers its students the opportunity to demonstrate a willingness to accept responsibility for their actions, to express ideas and solutions to problems, and to learn the value of fair play, honesty, and collaboration towards a common goal.

### **GOALS**

- To promote self-discipline and emotional maturity while developing physical and intellectual talents and skills.
- To encourage and develop respect for authority and the rights of others.
- To develop and maintain the highest level of sportsmanship and collaboration.
- To develop a sense of responsibility to the team, school, and community.
- To enhance the ability to think and work, both as an individual and team member.
- To have the opportunity to compete with and against others in preparation for a competitive society

### **SPORTSMANSHIP**

There is an innate desire within all of us to win. The pursuit to win must never be suppressed, but it must always be honorable. This quest must carry with it the realization that someone is not always going to win. In high school athletics winning must not be the "only thing"- handling a loss is also important in the educational process. It is imperative that we remember the importance of high school athletics and that its impact is not only dependent upon the outcome of games, but upon good sportsmanship. Capitan Municipal Schools expects everyone within our school community to demonstrate good sportsmanship and a sense of fair play during all athletic and activities events.

Sportsmanship can be defined as a display of respect for the rules of a sport or activity and for all individuals involved: players, coaches, officials, and fans. Good sportsmanship, then, embodies a commitment to fair play, ethical behavior, and integrity. Players play, coaches coach, officials administer the rules, and fans are encouraged to cheer in a positive manner for their team and show respect for their opponents.

### **ATHLETE RESPONSIBILITIES**

- An athlete must maintain eligibility status
- Athletes are expected to report on the first day of each sport season unless participating in another sport that is still in season.
- The AD and coach must be informed of any extenuating circumstances that keep an athlete from participating at the start of a season.
- An athlete dropping a sport shall first discuss the departure with the coach. He/she must also return all equipment and clear all financial responsibilities with the AD.
- An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow.
- Athletes are expected to attend all scheduled practices and meetings. If circumstances should arise whereby an

athlete cannot attend, the athlete shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents. Coaches will have final decisions and direction with individual athletes.

- Varsity playing time is not negotiable. Playing time is up to the discretion of the coach.
- **In order to participate in an event, the athlete must attend all applicable classes on the corresponding day or all classes on Thursday for weekend events. Athletes must also attend all classes the day after an event.** Unusual circumstances (i.e. medical or family emergency) will be handled on an individual basis with the AD or principal. Written verification of doctor or dentist appointments must be provided.
- Cell phones or other electronic devices are not to be used during practice or games. Use during travel is at the coach's discretion.
- All students participating in athletics will adhere to the dress code set by the Capitan Municipal Schools and by their coaches whenever they are representing the school in any way.
- Student athletes must display good sportsmanship, respect for others, and high moral character at all times.
- When athletes have concerns or when issues arise during a season, they are encouraged to discuss the matter with the coach. This is an important relationship building element that helps athletes build character and maturity.
- Students and parents should never post negative or inappropriate conversations or photos regarding school activities/athletics or individuals on social media.
- **Athletes are expected to follow school rules. The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs will result in [School Board Policy J-4550 JJJ](#) will be enforced.**

## PARENT/GUARDIAN/SPECTATOR RESPONSIBILITIES

When Capitan students participate in the athletic program, they experience some of the most memorable and rewarding moments of their lives. However, in contrast to the memorable and rewarding moments are times when things do not go the way the student athlete wishes. These times become opportunities within the educational experience for the student athlete to handle the situation and foster opportunities for maturation and learning. We ask that parents support athletes by promoting a positive relationship with coaches and players and by supporting the goals of the athletic program in the following manner:

- Attend the parent/athlete Coaches Meeting prior to each completeive sport.
- Model positive behavior and good sportsmanship at all athletic events by respecting the judgment of officials and coaches.
- Do not attempt to confront coaches before, during, or after a practice or game. These can be emotional moments for both parents and coaches and meeting at those times will not promote resolution. Coaches should not be contacted 24 hours after a game or immediately after practice. All Parent meetings with Coaches will be held with the AD present and at an appropriate time for all involved.
- If a fan (parent, guardian, or spectator) speaks negative in any manner that is directed towards ANY person including, but not limited to: Coaches, Players, Coaches Spouses and Children, Student-Athletes, Officials, Opposing Teams, Fans, or anyone else that can be seen as putting Capitan Schools in an unsportsmanlike situation during a game or practice and/or on social media, that person is subject to disciplinary action and can/will be ejected for up to 365 days from all athletic events per NMAA.
- If any fines are assessed to Capitan Schools by the NMAA due to a fan/spectator, that fan/spectator will be responsible for paying the entire fine amount.

*NMAA BYLAW 7.7.4: A school is responsible for the conduct of its team, coaches, students, and fans at any interscholastic event in which the school is participating. The Executive Director may invoke penalties upon a member school for actions which violate the principles of "Compete with Class." These actions include, but are not limited to, hindering the normal progress of an event, creating situations that may lead to the restriction or discontinuance of interscholastic competition, or endangering or threatening the personal safety of any individuals involved. Unsportsmanlike conduct by coaches, students, and or spectators may cause the school or individual to be placed on probation or suspension for 180 school days/365 calendar days.*

## MIDDLE SCHOOL ATHLETIC POLICY

The following policy of “teaching skills” and the “will to win” will be implemented at Capitan Municipal Schools. This policy, being in the best interest of the entire student body of Capitan Schools, will develop a sequential program consisting of the following:

- Middle Schools student athletes are allowed to play on A and B teams, which may be a mix of 7<sup>th</sup> and 8<sup>th</sup> grade athletes, depending on the coach’s evaluation and the athlete’s skill level.
- Middle school athletes can practice after school on a limited basis if the coach communicates with administrators so that scheduling issues are met first.
- Middle School coaches will follow the weekly practice code to determine the playing time for each individual junior high athlete.

(1) Each athlete must attend all practices prior to any competition

(2) Athletes with school discipline will not be allowed to participate in any competition

(3) Any athlete who does not follow or complete a daily practice will not be allowed to compete

(4) 8<sup>th</sup> Grade athletes will not be moved up to the Junior Varsity or Varsity level until their season is complete

Allowing them to display their skills and exhibit the “will to win.” The Administration will decide how to implement Middle School sports with all students involved.

## BEHAVIOR

The school parent/student handbook and policy manual has a description of behavior expectations. As related to athletics:

- Athletes represent themselves, Capitan Municipal Schools, and the community every time they compete in an athletic event. Good sportsmanship and respect for others must be displayed at all times.
- If misbehavior occurs during an out-of-town trip, parents may be required to pick up the athlete from the event.

As stated, participation in athletics is a privilege, not a right. Any infraction may result in suspension or expulsion from the sport or athletics.

## PARENT/ATHLETE/COACHES MEETING

A coaches/parent meeting for all sports will take place at the beginning of each school year. Agenda and practice plan will be turned into the Athletic Director. During the parent meeting, the following will be discussed for each sport:

- Program expectation/goals
- Expectations of athletes (at practice, games, travel) in terms of good sportsmanship and use of uniforms/equipment.
- Consequences for not meeting expectations
- Game schedules
- Practice schedules and consequences for missing practice
- Fundraising plans (Capitan Booster Club)
- Contact information (all coaches)
- School attendance rules in relation to practice and games
- Drug testing policy
- Any other pertinent information

## TRYOUTS AND CUT POLICY

- Before the start of the season, all athletes and parents/guardians understand athletes are not guaranteed playing

time, a uniform, or to travel. All of these factors will be determined by the coaching staff with prior notice to the athletes.

- Four days of practice/tryouts–evaluation period for all athletes.
- Clear and fair evaluation tool developed by the coach and approved by the Athletic Director/Administration.

### **TRAVEL REGULATIONS**

- Students must travel with the team/club using school--sponsored transportation to and from out of town contests. These vehicles are to be driven by adults certified and approved by the Capitan Municipal Schools administration. Students are never to drive themselves to an out of town game or competition. In unusual situations, parents may transport their own child with prior written approval of the principal or superintendent and prior notification of the coach.
- In an unusual situation and at the discretion of the AD, principal, or superintendent, students may continue on to another destination with someone other than their parents or legal guardians with the following provisions:
- The student has presented the coach/sponsor with a written request from a parent or legal guardian and signed by the AD, principal, and/or superintendent prior to the trip.
- Any other circumstance must have administrative approval prior to the trip.
- On school sponsored trips, students shall maintain school vehicles/buses in a state of cleanliness. Students shall behave in a manner that does not distract the bus driver or bring discredit upon him/her or the school. Coaches have the right to search any and all personal belongings brought by students if they deem necessary.
- Coaches/sponsors will confirm that all students have left or have reliable transportation available before leaving the school after contests/games or practices. Parents are asked to be prompt when picking up their child.



(Cut below the line and give to your Advisor)

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**STUDENT RESPONSIBILITY**

- I have read and understand the contents of the Middle/High School Student Handbook
- By signing the below, I am agreeing to abide by the above rules and guidelines for use of technology, facilities, and to accept financial responsibility for the repair or replacement of the equipment/devices in the event that I am found to be responsible for such equipment/devices being lost, stolen, or damaged while in my possession.

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_  
(Required for all students)

**Student Grade:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_  
(Required for all students)

**Date:** \_\_\_\_\_