

**Capitan High School
&
Capitan Middle School
Student Handbook 2016-2017**

In accordance with board policy



**575.354.8550
Fax: 575.354.8507**

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Board of Education

Justin King, President
 Gary Tregembo, Vice President
 Dennis Rich, Secretary
 Troy Stone, Member
 Daryl Lindsay, Member

Administration

Sean Wootton, Superintendent
 Jimmie Mace, Principal
 James Weems, High School Athletic Director
 Jason Hightower, Middle School Athletic Director
 Theresa Kennedy, Counselor

 Becky Huey, Elementary Principal

Employees

High School		Middle School	
ADVISEMENT		ADVISEMENT	
Theresa Kennedy		Theresa Kennedy	
TEACHERS		TEACHERS	
Jim Carlton	Math	Jennifer Barnwell	Language Arts
Wayne Ellison	Guitar	Shirley Wood	Social Studies
Jason Hightower	Weights/Science/Driver's Ed	Wayne Ellison	Guitar
Kim King	Math	Leecha LaMay	School Nurse
Leecha LaMay	School Nurse	Leslie Villado	Special Education
Janice Muller	Language Arts	Todd Proctor	Ag Education
Leslie Villado	Special Education	Victoria Sedillo	Math
Elaine Park	Special Ed./Secondary SPED Cord.	DuWayne Shaver	Band/Choir
Todd Proctor	Ag Education	Ivy Wrye	Science
Joyce Roulston	Language Arts/Social Studies	Sherrie Tanguay	Psychologist
Karrie Wren	Computers/Culinary Arts	Joyce Turnbow	Language Arts/Math/History
Christopher Scott	Science	James Weems	Math/PE
Du Wayne Shaver	Band/Choir	Nadette Welterlin-Hugg	Spanish
Sherrie Tanguay	Psychologist		
Frank Walston	Social Studies		
Nadette Welterlin-Hugg	Spanish		
Martha Whipple	Health		
SUPPORT STAFF		SUPPORT STAFF	
Gwen Jones	Secretary	Gwen Jones	Secretary
Jessica Sanders	Educational Assistant	Anna Silva	Educational Assistant

Mission Statement

Capitan Schools are a community where everyone is valued, safe, and nurtured, and where learners are empowered!

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 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 student.

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.**

CAPITAN MUNICIPAL SCHOOLS

2016 - 2017 DISTRICT SCHOOL CALENDAR

M	Tu	W	Th	F
July 2016				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7/4 Independence Day

M	Tu	W	Th	F
January 2017				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

1/1 New Year's Day
 1/2 New Year's Holiday
 1/3 Begin 2nd Semester
 1/27 In-Service

August 2016				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8/8 In-Service Secondary Only (non-contract day)
 8/9-11 In-Service
 8/11 **Back to School Night**
 8/15 **MS/HS Begins**
 8/17 **Elementary Begins**

February 2017				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

September 2016				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

9/5 Labor Day
 9/9 Homecoming - Dismiss @ 2:00
 9/14 & 9/15 State Fair Days Off
 9/30 In-Service

March 2017				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3/9 End 3rd 9 Weeks
 3/15-16 **P/T Conferences 4:30-6:00**
 3/17 **P/T Conferences 8:00-1:00**
 3/20 **P/T Conferences 4:30-5:30**
 3/27-31 Spring Break

October 2016				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

10/13 End 1st 9 Weeks
 10/14 In-Service
 10/19-20 **P/T Conferences 4:30-6:00**
 10/21 **P/T Conferences 8:00-1:00**
 10/24 **P/T Conferences 4:30-5:30**

April 2017				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4/17 Easter Break

November 2016				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11/11 In-Service
 11/24 Thanksgiving
 11/21-25 *Thanksgiving Break*

May 2017				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5/15 **Kindergarten Graduation**
 5/18 **Last Day For Grades 1 - 5**
 5/22-23 Secondary Tests
 5/23 **Last Day for Grades 6 - 12**
 5/24 End Teacher Contract Days

December 2016				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12/16 End 1st Semester
 12/19 Christmas Break Begins

June 2017				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Holidays
- P/T Conferences
- In-Service
- Regular School Day

Adopted: 03/14/2016

Section I - General School Information

Admission & Withdrawal

Students enrolling for the first time at Capitan High School or Middle School must provide: birth certificate, immunization record - approved by district nurse, official transcript, report card from previous school, latest report card, attendance record, and behavior record, and a release-of-records form signed by the parent will be required to request official records, including special education records, from the previous school.

Out-of-district students will be considered for enrollment per the Capitan Municipal School Board Policy Section I.7.6. An out of district attendance application form shall be completed for each out of district student wishing to enroll in the District.

All out of district students must reapply annually. The attendance application form will be sent to the parent/guardian at the mailing address provided to the school for completion. Each school will mail this application form by May 1 annually. Should the application form not be returned to the school by June 1, the District will assume the out of district student will not be reapplying for re-enrollment.

Admission of a student for a particular school year or remainder thereof creates no expectations that the student will be permitted to continue in the District for a succeeding school year or that he/she has any priority over other out of district applicants seeking admission in future years, except as identified in Section I.6.2.

Out of district students must meet the same enrollment requirements of the District as all other student enrolled in the District.

Homeless students need to contact the high school principal for assistance with enrollment.

If a student is to withdraw from school, the parent must come to the school office and withdraw the student. A withdrawal form must be signed by all of the student's teachers. All books, materials, and equipment must be returned, and all bills must be paid. Official documents will not be forwarded to other schools until a withdrawal form has been signed by the parent. Students with 10 unexplained consecutive absences will be withdrawn from school.

Bell Schedule

Regular Schedule		Two-Hour Delay Schedule	
7:00 – 7:45	Zero Period	10:00 – 10:42	First Period
7:50 - 8:45	First Period	10:47 - 11:28	Second Period
8:50 - 9:45	Second Period	11:33 - 12:14	Third Period
9:50 - 10:25	RTI	12:19 - 1:00	MS Lunch
10:30 - 11:25	Third Period	12:19 - 1:00	HS Fourth Period
11:30 - 12:21	MS Lunch	1:05 - 1:46	HS Lunch
11:30 - 12:21	HS Fourth Period	1:05 - 1:46	MS Fourth Period
12:25 - 1:16	HS Lunch	1:05 - 1:46	MS Fourth Period
12:25 - 1:16	MS Fourth Period	1: 51 - 2:32	Fifth Period
1:20 - 2:13	Fifth Period	2:37 - 3:18	Sixth Period
2:17 - 3:10	Sixth Period	3:23 - 4:05	Seventh Period
3:14 - 4:04	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.

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 the student is properly checked out by a parent through the school secretary. 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 student will not be honored without phone verification. 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.

Distribution of printed materials/posters

The distribution of printed materials must be approved by the principal. No flyers, posters, or advertising may be passed out at school or on school grounds unless approved.

Drill Procedures – fire and disaster drills

One fire drill per week will be held during the first month of school and one drill per month thereafter. Fire drill instructions will be given the first week of school. 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. Groups will move and remain at least one hundred feet from the building. Teachers will call roll outside and after returning to the building.

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. Once an all-clear signal is given, students will return to the building.

Lockdown

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.

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 checkout students during a lockdown.

Insurance

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.

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. It is expected 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/public/home.html>. For more information about PowerSchool or for log-in information, contact the student advisor.

Parking on Campus

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

School Lunch/Breakfast Program

Breakfast may be purchased and eaten before school in the cafeteria. All students are to enter and leave the cafeteria in an orderly manner; refrain from pushing, shoving or loud talking in the cafeteria. When students finish eating, they will place their lunch trays and utensils at the proper storage place and clean up all trash. Call the cafeteria supervisor if you have any questions at 354-8595. The cost of the full price student breakfast is \$1.25. Full price student lunch is \$2.85.

School Nurse and Student Medication

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 354.8525.

Visitors

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. No student visitors will be allowed unless approved by the principal.

In accordance with School Board Policy Section J.10.1 - The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- 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.

Section II - General Student Information

Attendance and Tardiness

Regular daily attendance is critical for students to benefit from education opportunities. Parents and students are responsible for minimizing absences. Regular daily attendance is consistent with the provisions of the Compulsory School Attendance law and Children's Code. Section 6. Section 22-12-2 NMSA 1978 (being Laws 1967, Chapter 16, Section 170, as amended) is amended to read:

"22-12-2.COMPULSORY SCHOOL ATTENDANCE-- RESPONSIBILITY.--

A. Except as otherwise provided, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of hardship approved by the local superintendent.

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

C. Any parent of a school-age person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

D. Each local school board and each governing body of a charter school or private school shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools."

As per the Twelfth Judicial District, it is the responsibility of the school that if a student is absent from class or classes for three or more days without an acceptable excuse, the parents will receive notice from the school. Most schools have automated phone calls notifying parents of their student's missing class(es) or school day without an excuse. Written notices will be sent to develop a record. If unexcused absences or repetitive absences continue, the schools will provide the District Attorney's Office, Juvenile Probation Office and perhaps others, notice of the issues and problems along with documentation that evidences that non-compliance.

If sufficient evidence and not legitimate excuses exist for the repeated absences, the case could be filed in Magistrate or District Court. There are possible criminal penalties involved for parents who do not comply with the statute.

It is the goal of the Twelfth Judicial District and the goal of the school to give each and every child and education. We cannot do that if children do not go to school. We have no interest in filing more cases in court. If the court is required to file cases, the courts frequently develop truancy prevention orders to assist parents in making sure their children attend school.

Parents are urged that if there are particular problems with their children (health, behavior, delinquency) that are contributing to them not attending school regularly, parents should notify the school officials of those problems in order to develop strategies to assure attendance.

If you have any questions or concerns you can reach the Twelfth Judicial District State of New Mexico at 575.437.3640.

Changes to the Compulsory School Attendance Law enacted by the 2004 New Mexico Legislature, define a habitual truant as a student who accumulated the equivalent of ten or more unexplained absences within a school year and a truant as a student who has accumulated five unexplained absences within a twenty day period.

Capitan High School administrators are required to report truants and habitual truants to appropriate authorities. Sanctions permitted by the law include forfeitures of driving privileges for students and filing charges against parents with possible fines and imprisonment upon conviction.

The principal is responsible for monitoring attendance procedures and to ensure that:

- Attendance is checked and reported daily for each class
- Parent written notes are processed
- A system is implemented to periodically monitor students' absences with follow up activities initiated as appropriate.

If a student is absent, parents will provide written notification to school, phone calls are not acceptable. Written notification shall be brought to school on the student's first day of attendance after the absence. The terms "excused and unexcused" are not used. Notes are required for an absence to be explained. Explained absences include the following conditions: personal illness, family illness, death of a friend or relative, observance of a religious holiday, and/or an emergency. Absences are explained or unexplained, the district does not excuse students. Therefore, every absence will count toward limit of ten per semester. All parent written notes shall include the following:

- Name of student
- Date(s) of absences
- Explanation of absence
- Parent signature and date
- Medical documentation when applicable

General Guidelines

A student may have no more than 10 absences per semester. On the sixth absence, written notification will be mailed to parents. On the sixth absence, student will be referred to the Student Assistance Team for intervention. On the tenth absence, and ensuing absences, provisions of the Children's Code will be implemented and appropriate referrals initiated. Absences due to school sponsored or school approved, and subpoenaed court appearances are counted as days of school attendance, however, students are limited to 15 days of extra-curricular activities per semester. Out of school suspension, for any reason, will be counted as part of the accrual of the ten days. A student who is absent for ten consecutive days will be dropped from the attendance records.

Extended Illness

Parent shall contact 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.

No Credit/Withdrawal/ Fail Status (Capitan High School Only)

No student at Capitan High School is to be given a grade unless he/she has been in attendance at least 85 percent of the days for the course. Each teacher is to take daily attendance for each class period. Credit for the course will be determined by the teacher's record of attendance. If the student has been absent for more than ten days each semester, he/she will be given NC (no credit) or an F, whichever is appropriate, regardless of the amount or quality of work. All exceptions to this rule will be investigated by the Review Committee. In the case where this procedure is questioned, the data as maintained in the teacher's record will prevail. Appeals for no-credit situations will be handled as follows:

- Appeals must be received in writing within ten days of the last day of the semester.
- Appeals will be granted only if they are found to contain extraordinary circumstances.
- Absences of eleven and twelve will be reviewed by administration.
- The Credit Review Committee will review thirteen to fifteen absences.
- Absences of over 15 days will be recorded as a Withdraw Fail (WF).
- Absences exceeding fifteen days will not be eligible for review unless prior contact was made by parent/guardian and a written request submitted to school officials during the student's extended absence.
- Appeal letter shall be addressed to the Principal and include: Name of students, explanation of absence, additional documentation as appropriate, parent signature, student signature and date.

Make-up work

Students with absences will be allowed and encouraged to make-up work which was missed. 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. Students may be allowed one day to make up work for each day missed. 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. Pre-assigned work is not considered as make-up work and is due on the designated date. If a teacher gives an assignment while a student is suspended or for an unexplained absence, the teacher will record a zero for that assignment.

Tardiness

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. A tardy is an *explained tardy* only by a written note from a teacher, nurse, guidance counselor or administration office when a student has been detained for official reasons. Students with an explained tardy will be allowed to make up missed work. A tardy is an *unexplained tardy* when a student is late to class without proper authorization. Unexplained tardiness will not be tolerated. The second and third unexplained tardy to a class per semester will receive detention by teacher or administration. The fourth unexplained tardy will result in ISS. The sixth and subsequent will result in OSS. Any student who is more than ten minutes tardy, explained or unexplained, will be counted absent for the class.

Bus Policy

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 below.

Campus Behavior

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 4:05 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

The school phone is for business only. Students may use the school phone for emergencies and official business. Cell phone use is prohibited between 7:50 a.m. through 4:05 p.m., with the exception during lunch. High school students only may use electronics during passing periods. Laptop computers, iPads, 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 Chromebooks should be the primary electronic device for students, students should not need to use personal devices.

Dance Policy

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 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 Schools are allowed to attend. Others may be allowed only with advance permission from the principal. Misconduct will not be tolerated. Any participant misbehaving will be instructed to leave the dance 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 on the following Sunday or Monday morning. Only high school students in grades 9th-12th may attend high school dances including, but not limited to: Homecoming Dance, Winter Ball, and Junior-Senior Prom.

Dress and Appearance

The Capitan Municipal School Board of Education Policies and Procedures manual (School Board Policy Manual, Section I.27) states "students are expected to dress neatly, cleanly, and modestly and not draw undue attention to themselves in the learning environment." This includes hair, jewelry, and clothing. It also states school officials will reserve the right to use their discretion regarding appropriate appearance, and also reserve the right to send students home. It is expected that every student will maintain the level of personal hygiene and safety necessary to ensure a healthy school environment, and will refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school. The dress code applies to all school functions. The following student dress code has been established:

- No bare-midriff or bare-back shirts or blouses
- No halter tops, spandex tops, no razor back tanks, no spaghetti straps
- All straps for shirts will be at least two inches wide
- No cut-off sleeves
- No fishnet or see-through shirts, blouses, skirts, pants, tights, etc.
- Yoga pants, tights, jeggins, leggings, etc. must be worn with a top that extends to mid-thigh. Or covered with shorts or skirt that also extend to mid-thigh.
- No cut-off or spandex shorts
- Shorts, skirts, and/or dresses must reach at least mid thigh
- No swim trunks or bathing suits
- No house shoes, slippers, pajamas, or the like
- No excessive holes or tears (above mid thigh in pants) in clothing that reveal skin or underwear
- Pants cannot sag or show underwear (no oversized or low riding pants)
- Pant legs cannot drag the floor
- Overall straps must be kept up and buttoned
- No gang indicators can be worn or carried in any school building, gym or cafeteria during school hours, at school functions, or upon school grounds
- Chains cannot be worn as belts, connect wallets or purses to clothing, or be worn as jewelry
- No hats, caps, or other head coverings (bandanas, do-rags, hoods from sweatshirts) will be worn in the building
- No clothing, jewelry, or accessory that promotes, displays, or suggests the following: sexually explicit or implied obscene messages, tobacco, drug, alcohol, violence, gang affiliations, gang apparel, etc.
- No Mohawks or spikes greater than three inches
- Offending jewelry will have to be removed
- Tattoos will have to be covered
- Visible piercings other than the ears must be removed. A clear plug is allowed. One stud in the nose is acceptable as long as it is respectable and small. All piercings must be respectable in nature.

Drug and Alcohol Policy

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.

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

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 private by an authorized school official of the same sex as the student to be searched and in the presence of a witness of the same sex. Authorized school official shall be entitled to do non-invasive searches of students' shoes, socks, pockets, purses, bags and jackets of either sex student 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 student's person or personal object or in a vehicle on school property shall be reasonable cause for a search.

Lockers

Lockers are assigned by the school secretary. 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

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 assigned to them at full replacement cost. Names of students and teachers issuing the books are to be placed in ink in all books.

Section III - Academics

Classification & Cohorts

Students with 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. For classification, students must pass English each year, regardless of other credits earned. Students in their first year of high school are cohort H1; second year are H2; third year are H3; fourth year are H4. Cohorts and classification are separate.

Courses & Credits

A complete list of courses can be downloaded from the school website at www.capitantigers.org. 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.

IDEAL New Mexico (<http://idealnewmexico.org/>) offers high school courses that will be accepted as graduation credit at Capitan High School, at the discretion of the principal. These courses deliver an approved curriculum online that students can access at home or school at their convenience. Cost is approximately \$240.00. For more information, contact the guidance counselor.

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

- Repeat the course at Capitan High School
- Repeat the course through IDEAL NM (student is responsible for cost)
- Repeat the course through a correspondence course. Students are allowed to apply for 4 credits earned through correspondence courses towards 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.

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.

Transfer Students - 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 School 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 3 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.

Dual Credit, Concurrent Students, & Early College Academy

Dual Credit - Through partnerships with ENMU and its local branches, college courses are offered for dual credit. 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. Dual credit coursework shall count as elective credit except in those cases where core courses are taught at Capitan High School by CHS faculty as dual credit courses. 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.

Concurrent Students - High school students may be provisionally admitted to a college program. Students may enroll in college classes while simultaneously enrolled in high school but do not receive high school credits as awarded in the dual credit program. Concurrent students are responsible for tuition and fees associated for the course, in accordance with the college/university.

Early College Academy

The Early College Academy offers students a rigorous and supportive academic program of study that blends high school and college work with the goal that students may graduate with a high school diploma and an associate degree in general studies. It is a chance for students to earn up to 60 college hours. This opportunity will be offered free of charge (excluding the possibility of class/lab fees) through a partnership with Eastern New Mexico University-Ruidoso. The student must maintain a cumulative GPA of 2.5, and have good attendance (no more than eight absences per semester). Students who meet the criteria and turn in the application will be granted the opportunity. Freshman will apply for the program in their spring semester. Students can begin taking college courses during the summer after their freshman year.

Grades

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 one week after the end of each nine weeks grading period. The following guidelines will be used for determining the honor roll:

- 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.

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:

- The student shall be enrolled in at least 5 classes. Four of these classes must be core academic (mathematics, English, science and social studies)
- 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
- Eligibility shall be determined by the Guidance Department using student records. Eligibility shall be determined in April for grades 9-11 and in January for grade 12.

Graduation & Requirements

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, 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 passing the Standards Based Assessment, PARCC test, or end-of-course exams. 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 student advisor.

These graduation requirements meet the state minimum standards. It is recommended that college-bound students take a 4x4 schedule.	
English	4
Math	4
Social Studies	3.5
Science	3
Career/Language	1
Health	.5
PE	1
Electives	10
Total Credits	27

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. Special Education students may satisfy requirements for graduation upon successful completion of the IEP requirements.

Class Rank - The senior student ranked first in cumulative GPA will be the valedictorian and the senior student ranked second in cumulative GPA will be the salutatorian. When students tie for valedictorian or salutatorian after calculating the GPA three decimal places, the following criteria will be used:

- Highest Composite ACT score officially documented on or before May 1st.
- If ACT fails to determine a clear winner - then the cumulative semester percent for each course will be calculated.

- If this fails to determine a clear winner, then a co-valedictorian will be determined. Students who have not attended Capitan High School for four consecutive semesters will be not be ranked, and will not be eligible for valedictorian or salutatorian. Class ranking will be determined by calculating GPA based on courses taken at Capitan High School. Dual Credit courses (other than Dual Credit courses taught by CMSD faculty located directly at CHS) will not be calculated into the cumulative GPA.

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

Early Graduation - 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.

Schedules and Schedule Changes

All students are required to take a full (on-campus) class load. Seniors may request an abbreviated schedule from the student advisor if all graduation requirements are met, but will be required to take four classes. 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 student advisor during the first 8 days of each semester. All other changes must be approved by the principal.

Testing

Capitan Municipal Schools participates in standardized testing as required by federal and state guidelines. **Regulations require that all students participate in mandated testing.** Tests that will be given include:

PARCC (Math & Language Arts/Writing) in grades 3 - 11.

SBA (Science) in grades 4, 7, and 11

Discovery (Short Cycle Assessment) as required or requested

End of Course Exams (EOC)

Other testing may include ASVAB, PSAT, PLAN, ACT.

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.

Section IV: Discipline Policy

It is the philosophy of Capitan High School that when discipline of a student is necessary, it shall be fair, consistent, and carried out within the policies outlined below and section VI of the Capitan School Board Policy Manual. Discipline is most effective when school personnel, parents and students work together to promote a safe environment conducive to the learning of all students.

The Authority of the Capitan School Board to prescribe and enforce standards of conduct for public school students shall be exercised consistently with constitutional safeguards of individual student rights. The right of a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules. But it is a property right which may be denied only when school authorities have adhered to the minimum procedural safeguards required to afford the student due process.

Due Process - 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 council, 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. (See Temporary Suspension NMAC 6.11.1.12.D)

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. (See Temporary Suspension NMAC 6.11.2.12.D)

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 for procedure and deadlines. (See NMAC 6.11.2.12.G)

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 Section 6.7.5 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. (See NMAC 6.11.2.12G)

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. Students who serve ISS will be given homework and/or tests as outlined in the cheating policy and receive 50% credit for it after completing the assignment or test.

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, and will not be allowed to make up work missed at Capitan High School during OSS.

Capitan Middle School students are mandated to make up work at CMS. 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. Capitan Middle School students are mandated 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. The student will receive zeros for homework, assignments, or tests while in long term suspension. The student may be placed on long term suspension or recommended for expulsion for the following reasons:

- Theft, damage or defacing of school property of school staff personal property, including automobiles.
- 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.
- Battery - 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.
- Bomb Threat - Any student who is found guilty of calling in a Bomb Threat.
- 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 regardless of length of blade, 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.

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.

Notice of Prohibition against Bullying/Cyber Bullying and Anti-Bullying Interventions

"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. To learn more about Cyber Bullying go to www.cyberbullying.gov. Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. 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. 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.

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.

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 (1-5). 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.

Disciplinary procedures

Everyone makes mistakes once in awhile. 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
- Detention during or after school hours

- Friday School will be used for instructional support. (Students will attend school on Friday from 8:00am to 12:00 pm in order to complete missing assignments. Teachers may require students to attend as a result of unexcused absences or to receive tutoring support. Students may, also, personally opt to go to Friday School in order to receive classroom support. During this time the students will do homework for classes or write papers as prescribed by the supervising teacher. They are not to visit with other student.
- Students who are required to attend Friday School (Detention) and fail to do so will face additional disciplinary measures, as determined by administration.
- Denial of privileges
- In-school Suspension
- Out-of-school Suspension
- Removal from class without credit
- Expulsion
- 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. In addition, school administrators have the authority to determine the appropriate discipline in accordance with the severity of the violation,

Capitan Municipal Schools – Discipline Matrix – Grades 6-12

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
Level 1 - Profanity - Public Display of Affection - Prohibitive Items (Contraband) - Cell Phones/e-device - Disruptive Behavior - Class Preparation - Tardiness (4+ tardies)	- Staff Warning and/or Classroom Detention - Confiscation of item 1-3 days - Lunch Detention 4 days - Community Service - Combination -Friday School - 1 day ISS (4 tardies)	- Office Referral and/or Classroom Detention - Lunch Detention 8 days - Community Service - Confiscation of item 2-3 weeks, parent conference - Parent will be called to pick up item - Combination -Friday School - 3 days ISS (5 tardies)	- ISS/1-3 Days/Parent Conference - Lunch Detention 12 days - Confiscation of item 4-6 weeks parent conference - Community Service - Combination -Friday School -OSS (6+ tardies)
Level 2 - Dress Code - Truancy to Class - Insubordination - Self Mutilation - Driving Violation - Petty Theft/Property Damage - Excessive Tardiness (5 or more tardies)	- Staff Warning/ISS - Combination - Refer for Counseling - Full Restitution -Friday School -Lunch Detention 4 days	- 2 Days ISS/Parent Conference - Lunch Detention - Community Service - Combination -Friday School - Lunch Detention 8 days	- 1-3 Days OSS/Parent Conference - 1-8 Days ISS - Remove Driving Privilege - Combination -Friday School - Lunch Detention 12 days
Level 3 - Threat/Verbal Abuse - Truancy to School - Dangerous/Reckless Behavior - Directed Profanity - Tobacco - Drug Paraphernalia - Gang Behavior/Indicators - Bullying/Cyber Bullying - Harassment or Hazing	- 3 Days ISS/Parent Notification (possible OSS until parent conference) - 2 Days OSS or -Combination -Friday School	- 3 Days OSS/Parent Notification (OSS until parent conference) - 5 days ISS or Combination (principal discretion)	- 4 Days OSS/Parent Notification - Alternative Education Program or Long Term Suspension
Level 4 - False Alarms - Theft - Sexual Harassment - Fighting - Verbal assault on staff - Knife as Possession	- 3 Days OSS/ and until Parent Notification and Conference - 5 Days ISS or Combination	- 4 Days OSS/ and until Parent Notification and Conference - Alternative Education Program	- 8 Days OSS/Parent Possible Alternative Education Program or Long Term Suspension
Level 5 - Bomb/Security Threat - Vandalism - Battery (Physical) - Alcohol/Drug Distribution or Possession - Alcohol/Drug Influence - Knife as Weapon Weapons - Sexual Misconduct	- 8 Days OSS/Parent Conference/Long Term Suspension Notify Law Enforcement - Full Restitution - Meet Federal Law Requirements and pursuant to Weapon Policy 6.9-CMSB	- Long Term Suspension/Expulsion	

DEFINITION OF TERMS IN THE DISCIPLINE MATRIX

LEVEL 1

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

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-a-likes” and are disruptive to the educational setting.

PUBLIC DISPLAY OF AFFECTION - Any affectionate contact between students.

PROHIBITED ITEMS (CONTRABAND) - Radios, cassettes, CD players, audio/visual electronic devices, Nintendo-style video games, electronic toys, food and non-factory sealed beverages other than water in the hallways, headphones, skateboards, roller blades, matches, lighters, publications i.e. Teen/Hot Rod, etc., and that are not a part of an assigned classroom curriculum, and other items as declared by the principal.

Cell phones must be turned off at all times except at lunch unless the teacher has approved use for educational purpose during class time.

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.

CLASS PREPARATION - Going to class unprepared, i.e. no books, paper, or pencil.

LEVEL 2

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

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

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

MUTILATION - Self-mutilation or mutilation to others in any form, including the use of matches or lighters to burn the skin of self or another student.

DRIVING VIOLATION - Careless and reckless driving on or around school property at any time. Speed limit on campus is 5 mph.

PETTY THEFT/DAMAGE TO PROPERTY - The theft of any personal belongings or school property less than \$50.00 in value.

LEVEL 3

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.

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.

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

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.

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.

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

DRUG PARAPHERNALIA - Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

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

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.

THEFT: PERSONAL / SCHOOL PROPERTY - The theft of any personal belongings or school property in excess of \$50.00 in value.

SEXUAL HARASSMENT - It is sexual harassment for a student to subject another student to unwelcome conduct of a sexual nature.

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.

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

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

LEVEL 5

BOMB/SECURITY THREAT - Falsely and maliciously stating that a bomb or other explosive / substance / condition exists or has been placed in such a position that persons or property are likely to be injured, threatened or destroyed.

VANDALISM - Damage to school property consists of intentionally damaging or defacing personal property of the school or of school personnel without the consent of the school or school personnel.

BATTERY (PHYSICAL) - the unlawful, intentional touching or application of force to the person of another, when done in a rude, insolent, angry or attacking manner.

ALCOHOL / DRUG DISTRIBUTION AND 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.

ALCOHOL / DRUG INFLUENCE - 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.

KNIFE AS WEAPON - any knife, if the purpose of keeping or carrying the object is for use, or threat of use as a weapon. Showing, flashing, or presenting a knife will be considered threat and intent to use as a weapon.

WEAPONS - A "weapon" is any firearm, knife, explosive, cigarette lighter 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.

COMMUNITY SERVICE

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

Section V – Other Policies

Student Responsible and Acceptable Use Policy

Technology Resources

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, e-mail 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:

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 school work.
6. E-mail messages with the school address may be construed as representative of a District position or opinion; thus, if you are e-mailing (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:

- A. Illegal purpose, including threatening school safety.
- B. Knowingly alter, damage or delete District property or information.
- C. Breaching electronic equipment, network or electronic communications systems in violation of the law or District policy.
- D. 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.
- E. Disabling or attempting to bypass internet filtering systems or devices.
- F. Encrypting communications.
- G. Absent verifiable emergency, using another person’s account, even with permission.
- H. Pretending to be someone else for posting, transmitting and/or receiving electronic messages.
- I. Using electronic resources in a manner that may reasonably be construed to harass, bully or threaten others.
- J. 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.”
- K. Profanity, vulgarity, discriminatory and/or inflammatory language.
- L. 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.
- M. 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.
- N. Sending spam or other waste of school resources.
- O. 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 devices 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/ear buds may only be used at teacher direction.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.

BUS AUDIO/VIDEO POLICY

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.

Responsibility

By signing the contract below, I am agreeing to abide by the above rules and guidelines for use, 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 secondary students)

PARENT NAME: _____

PARENT SIGNATURE: _____
(Required for all students)

Date: _____

Equal Educational and Employment Opportunity Policy Statement

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 92-112, 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, phone # (505)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, P.O. Box 278, Capitan, NM 88316, phone #354-8500, as coordinator for the District's compliance with the non-discrimination 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.

Grievance Procedure for ADA, Section 504, and Title IX

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 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 designed to coordinate Section 504 compliance.

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. 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.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

"Bullying behavior by any student in the Capitan High School is strictly prohibited, and such conduct may 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. Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion." Complete policy adopted July 2007. Please refer to Board Policy.

Notification of Rights Under FERPA

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

- A. 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.
- B. 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 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.
- C. 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 education 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.
- D. The District classifies the following as Directory Information: student's name, parents 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 re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- E. 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.

- F. 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

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.

Athletics and Co-Curricular Activities Handbook

A. *District athletic/activity administrative policy statement*

Eligible students are encouraged to become active participants in extracurricular athletic/activity programs. Opportunities are offered to both boys and girls in athletics. The aim is to offer meaningful activities that will aid our students in becoming better citizens at school, home, and in the community. Our goal is to develop the feeling of pride, sportsmanship, being part of a team effort, and self-discipline, and other beneficial learning experiences, in those who participate. To meet our goals we offer the following athletic programs: football, volleyball, basketball, track, cross-country track, softball, baseball, and rodeo. (This list is subject to change based on variable circumstances.)

B. **Activity Card**

An activity card will be made for each student. The card will allow the student entry into all sports events at Capitan High School and Capitan Middle School. The cards are good for regular season games only. If the card is lost a fee of \$5.00 will be charged to replace it.

C. *Code of Conduct for students*

Trustworthiness - Be worthy of trust in all you do. Demonstrate integrity by living up to the high ideals of ethics and sportsmanship. Demonstrate honesty by living and competing honorably; do not lie, steal, cheat, or engage in any other dishonest or unsportsmanlike conduct. Show that you are reliable by fulfilling our commitments; do what you say you will do; be on time for practices and games. Be loyal to your school and team – put the team above personal glory.

Respect – Treat all people with respect all the time and require the same of your fellow student athletes. Live and play with class and be a good sport. Be gracious in victory and accept defeat with dignity. Give fallen opponents help, compliment extraordinary performance, and show sincere respect in pre- and post- game rituals. Be respectful of yourself and others – no profanity, no obscene gestures, no trash talking or taunting, no racial remarks, or other actions that demean individuals or the sport. Treat contest officials with respect. Do not argue or complain about official calls or decisions during or after an athletic event.

Responsibility – Your first responsibility at school is to make that commitment to being a good student and striving to get the most out of your education. But representing your school carries with it additional responsibilities. You should present yourself as a good role model and person of good character to others. You must exercise self-control – do not fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate. You have the responsibility to safeguard your health by not using illegal or unhealthy substances including alcohol, tobacco and drugs, or engage in any unhealthy techniques to gain, lose, or maintain weight. You also have a responsibility to protect the integrity of the game. Play according to the rules. Do not gamble on interscholastic sports competitions.

Fairness – Live up to high standards of fair play. Be open-minded and always be willing to listen and learn.

Caring – You can demonstrate caring through your concern for others. Never intentionally injure any player or engage in reckless behavior that might cause injury to you or others. If you have teammates engaging in unhealthy or dangerous activities, you should report this to the coach.

Citizenship – Know the rules of the game and play by these rules. Honor the spirit and the letter of the rules and always display regard for the time-honored traditions of good sportsmanship.

Student Statement of Understanding: I voluntarily elect to represent Capitan Municipal Schools in its extracurricular program which includes all Capitan athletics/activities sponsored by the NMAA. I understand that I am held to a higher standard with this representation and that my involvement is a privilege and not a right.

D. Code of Conduct for parents/guardians

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship. The development of good character and other important life skills is also central to the goal of interscholastic sports and activities. To achieve the highest potential of sports, all involved must be committed to pursuing victory with honor according to the six core principles or trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

- a. Recognize that your student athlete competes for his/her enjoyment – this is not an opportunity for parents to re-live their sporting past
- b. Be gracious in victory and accept defeat with honor
- c. Learn the rules of the game (ask the coach for clarification if something is not understood)
- d. Refrain from profanity or disrespectful conduct in front of student athletes or other situations where your conduct could undermine your positive impact as a role model
- e. Treat contest officials with respect – do not complain or argue about contest decisions before, during, or after the contest.
- f. Treat coaches with respect at all times, recognize they have team goals beyond those of your child. Do not shout instruction to players from the stand; let the coach do the coaching.
- g. Remind your child that he/she is a student first. Place the academic, emotional, physical and moral well-being of your children above desire and pressures to win.
- h. Exercise self-control; do not fight or show excessive displays of anger or frustration.
- i. Demonstrate concern for others. Never encourage the injury of any player, official, or fellow spectator.
- j. Consider the needs and desires of your child's teammates in addition to your own. Help promote the team concept by encouraging all team members, understanding that the coach is responsible for determining playing time
- k. Provide positive reinforcement and encouragement to the athletes. Do not criticize from the stands.

E. *Specific rules associated with student participation:*

Sportsmanship- Student participants are expected to show utmost respect to officials and opponents during and after competitions. Failure to do so can result in official NMAA sanctions against the entire team and removal of offending athletes from the team. Parents and/or spectators will be held responsible for their behavior at games and can be banned from school events for unsportsmanlike conduct.

School and Classroom Behavior- Activity participants are required to show utmost respect to personal learning and the school environment. Disruption of classes or disrespect to staff can result in the removal from participation in game(s) or removal from the team.

Care of Facilities and Equipment - Students will be responsible for all equipment entrusted to them. Items that are damaged or are not returned will be paid for by the student before participating in any other extra-curricular activity.

Use of Profanity- The use of profanity in competition, practice, or in the locker rooms will not be tolerated. Coaches will discipline athletes according to their participation contracts. Coaches will remove students from the team for continued violations of this code of conduct.

Stealing from program or participants- Students will be expected to make restitution for the theft of items and will be disciplined up to and including removal from team membership. Students also face consequences as assigned by the school matrix.

Fighting- Coaches will discipline athletes according to their participation contracts. Students may also face consequences as assigned by the school discipline matrix.

Hazing- Hazing will not be tolerated in any form.

School Suspension - Any participant suspended from school in ISS or OSS is ineligible to participate in games/events or practices during the suspension.

Tobacco Possession/Use - These policies are primarily for off campus violations and are not intended to supplant the school policy, but to be used in conjunction with school policy. No use or possession of tobacco in any form during a sport season, an off-season, or extracurricular activity. Discipline will include:

1st Offense- 1 game/activity suspension and make-up as determined by the sport or activity

2nd Offense - Suspension for the remainder of the sport/activity

Drug or Alcohol Possession/Use - These policies are primarily for off campus violations and are not intended to supplant the school policy, but to be used in conjunction with school policy.

Off Campus Non-Game Activity: Hearsay from community members is not permissible evidence for school officials to conduct an investigation unless the student or

parents/guardians of the student self-admit or the school is provided documentation from law enforcement that a violation has occurred. Capitan School personnel are not responsible for investigating alleged alcohol/drug violations that may have occurred during non-school hours and not part of any school activity. If student involved or parents/guardians choose to self-admit OR if the school principal receives documentation from law enforcement, discipline shall be assigned as follows:

- i. 1st Offense- 45 day suspension (school days) from all sports or activities
- ii. 2nd Offense - Suspension from all sports or activities for a calendar year.

Parents who suspect that students are under the influence or in possession of an illegal substance should report the suspicion to law enforcement officials immediately.

School-Sanctioned Events: Staff members of the Capitan Municipal Schools shall have the right to conduct bag/room searches/inspections at any given time during school-sanctioned events. In loco parentis rights will be utilized at these times. Use or possession of drugs/alcohol while representing Capitan Municipal School at any game/activity or on a road trip will result in removal from the team. Parents will be notified and will need to provide transportation for the student. Students will also face consequences per the school discipline matrix.

Weapons Possession/Use – The use or possession of weapons will result in the immediate removal of the student from all school activities and grounds for up to one calendar year, and the immediate notification of law enforcement per school discipline matrix.

Coaches Participation Contract - Head Coaches will provide a written statement of expectations, philosophies, training rules, etc. to participants and parents. The conditions stated above will be a part of the activity's specific contract. This contract will need to be signed in addition to the signatures required of the Capitan Schools Athletic Handbook in order for a student to participate in interscholastic sports.

Eligibility - Student athletes must meet all eligibility requirements of the NMAA in order to participate in interscholastic competition. Individual coaches may have other requirements concerning participation that should be included in their individual Coaches Participation contract following approval from the Athletic Director.

Physicals and emergency contact forms must be completed and filed before students can participate. Current insurance information is also required.

Attendance/absences from meetings, practices, games, and/or events - Students who have missed 3 practices can be removed from the membership. Students missing a game can be removed from membership. All considerations are for excused and unexcused absences-see coaches' participation contracts.

Sports participation - If a student begins in a specific sport and then quits that sport, the student will be transferred to offseason with a grade of “D (69%)” for that grading period unless the coach and athletic director determine that extenuating circumstances exist which require the student to quit the sport. Athletes will not be able to begin participation in another sport until the sport they quit has ended. If the student begins and quits a second sport in the academic year, he/she will not be allowed to participate in a third sport that year, but must

remain in the offseason class. If a student elects to transfer out of athletics at the end of the first semester, class change rules will apply and the student will not be allowed to transfer back to athletics class during the current academic year. Eligibility requirements of the NMAA pertaining to age, residence, etc. must be met.

Attendance - Students must be in attendance at school the equivalent of one full day (seven full periods) immediately prior to the departure time for participation in that event/activity. Friday/Saturday games require Thursday attendance. The athletic director has final discretion in determining if the student is eligible or ineligible for participation in activities. Students who miss school the day after a game are not eligible for participation in the next game. Any other arrangements will be approved by prior consent from the coaches and school administration. No student will miss more than 15 days of school or 15 class periods of any one class due to extracurricular activities within a semester, see the athletic director if there are extenuating circumstances that need to be taken into consideration. Students have the responsibility to pursue and make up all work missed.

Reporting injuries - It is the duty of students/parents to report all injuries to coaches/sponsors as soon as possible within 24 hours or the next school day. Serious injuries must have a doctor's excuse or release to return to sports participation.

Dress code/jewelry removal- Students will dress neatly for events/ game days as directed by coaches. Proper attire for travel will include travel shirts (if provided) or collared shirts. Khaki style pants or skirts will be neat and appropriate with no holes or tears. For athletic competition, hair will be groomed in such a way that it will not cause a rules violation or present a safety hazard. Neatly groomed facial hair. All visible tattoos must be covered. No studs, earrings, or body jewelry may be worn during practice or competition.

Trip rules/bag searches - Only those students eligible for play in an event and selected by coaches/sponsors will travel out of town. Not all team/activity members can expect to travel. All participants are subject to search. Because an emergency may arise, parents must be available for travel to the competition area to assist coaches in maintaining the health, safety, and discipline of their children. All participants must travel to and from the event with the team in the school provided transportation. Parents may pick up their child in person from the coach/sponsor after an event. They will provide a written statement (signed release form) to the coach. Any other arrangements will be made in person and approved by prior consent from coaches and school administration, i.e., if a student is to leave the activity with someone other than a parent or legal guardian, the school permission form must be signed by the parent and approved by the coach and the principal before leaving school for the activity. The form must be signed by the parent in the presence of the coach or principal.

Parent involvement/conferences - Parents will have the opportunity to discuss issues regarding schedules, coaching philosophies, expectations, personal child's progress, attitude, behavior, or injuries with coaches. Parents should not expect to discuss child's playing time, team strategies, practice methods, or issues concerning other student-participant. Conferences are to be scheduled through the high school principal and/or athletic director's office. It is never appropriate to initiate a discussion or meeting during or immediately after competitions/events.

Closed Practices - Meetings/practices/dressing rooms are declared closed to the public. Parent attendance must be by the invitation of the head coach or athletic director.

Communication - Coaches should discuss methods of communication with parents/guardians during the pre-season meeting, i.e. email, phone call, weekly letter, etc., in order to maintain a positive dialogue between the coach and the parents/guardians.

Contracts - Students and parents will sign contracts of participation received from head coaches before participation in the activity. Coaches will conduct mandatory meetings before the start of each activity with students and parents. This handbook and the participation contracts will be provided at these meetings.

Co-Curricular Activities

High School Student Council

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 fund raisers 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 student government body of the school. Students in 6th, 7th, and 8th grades may participate, and may become at-large voting members after attending five (5) consecutive meetings. Student Council officers are elected in the fall of each year. Offices include president, vice-president, secretary, treasurer, and reporter, plus two representatives each from the 6th, 7th, and 8th grades. 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 8th grade, and must have been an active member of the Student Council for two (2) previous years. All middle school activities must be approved through the Student Council. Any club or class wishing to promote a moneymaking activity must send a written proposal for their project to the council for approval.

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. Standards must be maintained by students selected, 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 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.

Future Farmers of America

FFA plays an important role in preparing the students for post-school endeavors. FFA is a youth organization designed to serve students who have high goals and standards. There are many awards and benefits available to the FFA 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 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 cooperative effort.
- To improve scholarship.

Band

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

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.

Rodeo Club

The Capitan High School Rodeo Team expectation is to promote the positive image of rodeo, preserve the Western Heritage and maintain the highest regard for the livestock. The availability of the club is based on variable circumstances.

Knowledge Bowl

Teams travel to competitions within the Region IX member-districts. A specific Knowledge 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 Knowledge Bowl team are:

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

Pursuing Victory with Honor

Capitan Municipal Schools are proud of the fact that we are supporters of “Pursuing Victory with Honor,” a sportsmanship program adopted by the New Mexico Activities Association. We expect our coaches, athletes, students, parents, fans, teachers, and administrators to pursue and exhibit good sportsmanship at all school activities. We expect these people to be people of good character and live according to the “Six Pillars of Character”

Trustworthiness ~ Respect ~ Responsibility ~ Fairness ~ Caring ~ Citizenship

Transportation Policy for Activities and Athletics

Federal and State regulations are the overriding policies and will be strictly adhered to, Capitan Transportation Company and Capitan Board of Education policies for regular route transportation and discipline will govern activity trips. A properly executed activity trip ticket shall be carried in school vehicles or buses on all activity trips. Sponsors are responsible for requesting a trip ticket and approval from the principal. Notification to administration and contractor of any changes in times, dates, or destination shall be done no later than the prior day. Non-students and parents shall not be permitted to ride on activity buses without the prior written consent of the principal and superintendent. The sponsor(s) are primarily responsible for the discipline of the students on and off the bus. If the conduct of the students becomes a safety issue the driver will ask the sponsor and/or students to correct the behavior immediately. If during transport the behavior of the students and/or sponsors endangers the safety of the bus and its passengers the driver will park the bus until the behavior(s) is corrected. If the behavior is not corrected the driver will contact school authorities and contractor. Any problems which arise during a trip should be reported to either the principal or contractor. No track cleats are to be worn on the bus. Buses will be "locked down" at all events. If a sponsor requests the bus be opened, the driver will open it and immediately lock it down again. If the weather requires students to remain on the bus such as at track meets - they shall be adequately supervised. If students are still uncooperative they will be asked to remain off the bus. Students shall use the front entrance only. Side and rear doors are for emergency use only. Students are to remain in their seats and not move around while bus is in motion. Nothing shall block the aisle, or exits. Sponsor shall maintain a student roster and keep the driver informed of any changes. If a student rides the bus to an activity they must ride home on the bus unless signed written permission is granted by the parent and principal prior to the trip. Students will not be allowed off the bus at any place other than the parking lot unless prior arrangements are made with the contractor to check the safety of drop off location and compliance with State regulations for bus stops. It is up to the sponsor to set itinerary, route and stops with driver input as to potential problems. Sponsors should keep in mind that some locations are difficult for buses to negotiate. Items, i.e. band instruments, ice chests, athletic equipment, etc, that has potential either directly or indirectly to cause injury to passengers on the bus must be secured (tied). No items can block aisles or exits or take up needed seating. Students are allowed to eat and drink on the bus at the discretion of the sponsor. However, no glass containers are allowed. It is the responsibility of the students and sponsors to conduct a post trip inspection of the bus to pick up trash and make sure no items are left on the bus.