



**Artesia Junior High School
Student Handbook**

2022-2023

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Continuing the Bulldog Tradition

Artesia Junior High School Mission Statement:

Artesia Junior High School mission is to develop each individual student's self-reliance instilling a belief that everybody can make a difference and a worthy contribution to society.

Artesia Public Schools Important Dates:

August 11th – First Day of School
September 5th Labor Day – No School
September 14th – Professional Development – Early Release
October 14th – Parent Teacher Conference Day
October 7th – End Quarter 1

October 10th – Indigenous People Day – No School
November 9th – Professional Development – Early Release
November 21-25th – Thanksgiving Holiday
December 16th – End of Quarter 2 and Semester 1
December 19th – January 2nd Winter Break

January 3rd- First Day of Spring Semester
January 16th – Martin Luther King Jr. Day – No School
February 3rd - Parent Teacher Conference
February 15th – Professional Development – Early Release
February 20st – Presidents' Day – No School
March 10th – End Quarter 3

March 20th – March 24th – Spring Break
April 7th – Spring Interim
April 21st – Professional Development – No School
May 12th – Spring Sports Day – No School
May 25th – End Quarter 4 and Semester 2 – Last Day of School

Arrival and Departure of Students

The buses use the bus lane on the North side of the school. No other traffic is allowed in the bus lane. Our morning drop-off area is still on the south side of the building. This is the area where we have supervision. You should access the drop off area from the east pulling forward as far as possible before dropping off your child. Please have all necessary items ready before pulling into the drop-off lane to ensure this process is timely. ***Under no circumstances should you stop in the middle of the street to drop off or pick up your child.***

After school, bus students should report to the north side of the school as quickly as possible. Students walking home should leave the campus as quickly as possible after school utilizing crosswalks. Students being picked up should follow the same procedures stated above for arrival at school.

ARTESIA PUBLIC SCHOOLS ATTENDANCE POLICY

STUDENT ABSENCES AND EXCUSES

Type of Absences

An absence is recorded when:

- A secondary student (6th-12th grade) misses more than fifteen (15) minutes of any class period.
- An elementary student (K-5th grade) misses more than one-half (1/2) of the instructional time in any morning or afternoon session (one and one-half [1 1/2] hours)

Note: The State of New Mexico requires that Excused and Unexcused absences be used in the calculation for *Chronic Absenteeism*. These results are reported to the state, and schools are responsible for lowering chronic absenteeism.

Excused Absences. A parent notifies the school that their child will be absent for the following reasons: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and/or family problems. *Medical Doctor Excused Absences* are recorded when the school receives a written doctor notification that the student was absent due to a medical appointment or a medical condition of which the student was under a doctor's care. Absences which are the result of discipline levied by the school administrator primarily for disciplinary reasons such as out-of-school suspension are considered excused absences for reporting purposes. However, a student that has been suspended from school for any reason will receive a grade of zero (0) for each day of suspension. School administrators are authorized to allow completion of work for partial credit depending upon the circumstances of the suspension.

Unexcused Absences. An absence from a class or school day for which the student does not have an allowable excuse from a parent or doctor. Five (5) unexcused tardies also constitute an unexcused absence. *Official Absences* -- Absences due to an interscholastic extracurricular or co-curricular activity are considered "official" and are not recorded as school absences. A student must meet the eligibility requirements of the New Mexico Activities Association for an official absence to be granted. These absences are not included in the calculation for *Chronic Absenteeism*. Absences which require a student to be present in a court of law will be considered official absences.

School administrators are authorized to excuse students for necessary and justifiable reasons as determined by the circumstances surrounding the cause of the absence.

When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.

State law mandates that parents are responsible for children to be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian, or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three (3)-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian, or custodian, prior to the end of the three (3)-day period, has contacted the school to explain the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly regarding the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

Interventions for Student Absences

(as required by NMSA [22-12A-1](#))

At each of the levels described below, parents will attend a meeting with school administrators and an attendance team (with the student in the secondary schools) to formulate interventions and services needed to improve student attendance. Students and families who do not respond to intervention face consequences which may include referral to the Children, Youth and Families Department for excessive absenteeism.

- *Individual Prevention* – a student misses five percent (5%) (but less than ten percent [10%]) or more of classes or days of school.
- *Early Intervention* - a student misses ten percent (10%) (but less than twenty percent [20%]) or more of classes or days of school.
- *Intensive Support* - a student misses more than twenty percent (20%) of classes or days of school.

Procedures for Notifying Parents of Student Absences

After the third (3rd), fifth (5th), and tenth(10th) unexcused absences during the current semester; parents will be notified by a form letter stating the number of student's absences.

Tardies

Definition of a Tardy. Secondary student (6th-12th grade): Arriving to anyone (1) of the class periods during the school day after the scheduled tardy bell has rung. Elementary student (K-5th grade): Arriving after the official start time.

A secondary student (6th-12th grade) may be tardy to anyone (1) class, two (2) times per nine (9)-week period, and no action will be taken. When a student receives three tardies in anyone (1) class, the student will be given a verbal warning by the teacher. Additional tardies will result in the student being sent to the office. Tardiness of fifteen (15) minutes or more to a class (6th-12th grade) is considered an unexcused absence. The teacher shall notify the student when such incidents are recorded as absences.

All office/teacher-caused tardies will be discouraged to the utmost. When unavoidable, a pass will be issued allowing sufficient passage time. Such situations will not be considered tardies.

Extra Credit for Completing Course Work

Students who complete all course work will be rewarded at the end of each nine (9) week period with points added to their final nine (9) week grade average as follows:

Zero (0) zeros per nine (9) weeks -- four (4) points added to nine (9) weeks final average.

One (1) zero per nine (9) weeks = two (2) points added to nine (9) weeks final grade average.

****Late work will be accepted according to the teacher's procedures, yet will not count toward Extra Credit Points****

Make Up Work for Absences

Make up work for absences is the responsibility of the student and will be allowed based on one (1) day for everyone missed, not to exceed two (2) weeks. A student who misses only one (1) day on the day of a previously announced test or deadline date will be responsible for making up the work the day he/she returns to school.

Homebound Program

If a student is hospitalized or is out of school due to pregnancy or long-term illness, the student will be placed in the homebound program. A student's parent or guardian must notify the office within two (2) days after the start of a long-term illness. The principal or assistant principal will determine whether the student should be placed in the homebound program. A student that has been placed in the homebound program must bring a written physician's statement and Exclusion and Exemptions Form (JHD-EB [J-1982] in School Board Manual) to the office explaining why the student is unable to attend school.

Bell Schedules

A Lunch Bell Schedule		
Period	Time	Minutes
Tutoring	7:45-8:00	15
Breakfast Bell	8:00-8:13	13
1st	8:17-9:08	51
2nd	9:12-10:13	61
3rd	10:17-11:08	51
Lunch	11:08-11:40	32
4th	11:44-12:35	51
5th	12:39-1:30	51
6th	1:34-2:25	51
7th	2:29-3:20	51

B Lunch Bell Schedule		
Period	Time	Minutes
Tutoring	7:45-8:00	15
Breakfast Bell	8:00-8:13	13
1st	8:17-9:08	51
2nd	9:12-10:13	61
3rd	10:17-11:08	51
4th	11:12-12:03	51
Lunch	12:03-12:35	32
5th	12:39-1:30	51
6th	1:34-2:25	51
7th	2:29-3:20	51

Revised 5-31-22 MC

Assembly Schedule

ASSEMBLY SCHEDULE		
Period	Time	Minutes
1st	8:10 - 8:54	44
2nd	8:57 - 9:41	44
3rd	9:44 - 10:28	44
4th	10:31 - 11:15	44
Assembly	11:18 - 12:18	60
Girls cafeteria / Boys outside	12:18 - 12:38	20
Boys cafeteria / Girls outside	12:38 - 12:58	20
5th	1:02 - 1:46	44
6th	1:49 - 2:33	44
7th	2:36 - 3:20	44

Early Release Schedule

EARLY RELEASE SCHEDULE		
Period	Time	Minutes
1st	8:10 - 8:45	35
2nd	8:48 - 9:23	35
3rd	9:26 - 10:01	35
4th	10:04 - 10:39	35
5th	10:42 - 11:17	35
Girls cafeteria / Boys outside	11:18 - 11:38	20
Boys cafeteria / Girls outside	11:38 - 11:58	20
6th	12:02 - 12:42	40
7th	12:45 - 1:20	35

2 Hour Delay Schedule

2hr DELAY SCHEDULE		
Period	Time	Minutes
1st	10:17- 10:52	35
2nd	10:55 - 11:30	35
3rd	11:33 - 12:08	35
Girls café / Boys out	12:08 - 12:29	20
Boys café / Girls out	12:29 - 12:49	20
4th	12:52 - 1:27	35
5th	1:30 - 2:05	35
6th	2:08 - 2:43	35
7th	2:46 - 3:20	34

All students will be issued an ID card on the first day of school. ID's are a method for all students to be identified by staff and students. Students are required to have their ID on their person while they are in school. The ID is used for

identification purposes and for purchasing breakfast and lunch each day. Students will be able to put money on their id cards for the purpose of paying for their breakfast and lunch. A new ID must be purchased if it is defaced in any way. New ID's can be purchased in the Office for \$5.00.

CELL PHONES/EAR BUDS ARE TO BE TURNED OFF AND PLACED IN BACKPACKS AS SOON AS YOU ARRIVE ON CAMPUS.

Bicycles

Bikes are to be parked immediately upon arrival at school. They are to be parked only where racks are provided on the South entrance on Cannon Ave. It is required that they be locked. We ask that students do not loiter around the bike parking area. Bikes should not be ridden at lunch, after arriving at school in the mornings, or on the playground after school.

Student Parking

Students who wish to drive to school must complete a contract with the office prior to parking in the school's parking lot. They will be issued a permit to park on the premises as well as a parking sticker for their vehicle. Parking is available to students on the west side fenced parking lot. Spaces for students are marked.

STUDENT HARASSMENT/ BULLYING / CYBERBULLYING PREVENTION / RACIALIZED AGGRESSION

Harassment, bullying, racial aggression and cyberbullying are prohibited on school property:

- including electronic communication on or with the use of its property;
- at sponsored functions; and
- on its to-and-from-school transportation or transportation by the District to or from any school-sponsored event.

Electronic communication is prohibited if it is:

- directed at a student,
- published with the intent that it be seen by or disclosed to that student and others, and
- substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school.

Anti-bullying and prevention shall be included as a part of the health education curriculum as set forth in the New Mexico Administrative Code and incorporated annually in the instruction for all students.

Definitions. For purposes of this policy:

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" means any severe, pervasive, or persistent act or conduct that targets a student, whether physically, electronically, or verbally, and that:
may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic; or on an association with a person, or group with any person, with one (1) or more of the actual or perceived distinguishing characteristics; and can be reasonably predicted to:
place a student in reasonable fear of physical harm to the student's person or property, cause a substantial detrimental effect on a student's physical or mental health;
substantially interfere with a student's academic performance or attendance; or substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution or grantee.
- "Cyberbullying" means any bullying that takes place through electronic communication.
- "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, or video or audio recording.
- "Gender identity" means a student's self-perception, or perception of that student by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.
- "Local school board" includes the governing body of a charter school.
- "Physical or cognitive disability" means a physical or cognitive impairment that substantially limits one (1) or more of a student's major life activities.
- "Progressive discipline" means disciplinary action, other than suspension or expulsion from school, that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:
meeting with the student and the student's parents;
reflective activities, such as requiring the student to write an essay about the student's misbehavior;

counseling; anger management; health counseling or intervention; mental health counseling; participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing; community service; and in-school detention or suspension, which may take place during lunchtime, after school or during weekends.

- "Racialized aggression" is defined as an aggressive act that is intended to be harmful or demeaning and is motivated by the aggressor's racial prejudice or bias against the intended victim or victims. A link to a statewide hotline for reporting such incidents is provided on the District Website located at www.bulldogs.org.
- "Sexual orientation" means heterosexuality, homosexuality or bisexuality, whether actual or perceived."

Reporting and Investigation

School employees and volunteers having significant contact with students shall complete training on how to recognize signs that a person is being harassed, bullied, or cyberbullied and shall be responsible for reading and understanding this policy.

Any student, parent or person may report an allegation of bullying by contacting a school employee with information that will allow the administration to contact those who may be involved. A school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers. Retaliation for witnessing or reporting bullying is prohibited and the person initiating such retaliation is subject to disciplinary action. Reports of retaliation shall be made in the same manner as those for bullying.

The employee shall elicit from a student, parent, or person the determined by the Superintendent to be necessary for the allegation to be investigated. When the allegation is submitted in a manner other than on a prescribed form, the particulars of the allegation must be written on the form as immediately as possible after receipt by the employee. The employee may assist the student, parent, or person in completing the information form or may enter the information needed from any provided verbal or other source. A student, parent or person making an allegation should sign and date the information provided; however, unsigned forms are to be processed in the same manner as signed forms. No formal disciplinary measures may be taken based solely upon an anonymously submitted complaint. A school staff member, support staff member or volunteer shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

When the school staff member receiving the information or observing the act is other than a school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than two (2) days after the staff member receives or observes the allegation of bullying. If a school administrator is included in the allegation, the information shall be transmitted to the next higher administrative supervisor. A failure by the school staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall designate a school administrator at each campus to investigate all reports of bullying and shall supervise the investigation of all reports of bullying. Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment resulting from harassment, bullying or cyberbullying that may include:

- counseling;
- mediation;
- development of a student safety support plan for protection of the targeted student;
- discipline up to but not including expulsion (see "progressive discipline" in Definitions above).

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy. Reference Policy JK for implementation of permissible penalties within the context of progressive discipline referent to all of the surrounding circumstances including:

- the nature of the incident;
- the developmental age of the student who is bullying as well as the student who has been bullied;
- and any history of problem behavior from the student who is bullying.

The District shall document reports and investigations of bullying by school and shall maintain those records for no less than four (4) years making such reports as shall be necessary to both state and federal authorities.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be: posted conspicuously in each school building; made a part of the student handbook in such form and such language as may provide the best understanding for the student and parent population; and posted on the District web site.

Forms for submitting complaints are to be available to students, parents, other persons, and staff in the school offices.

Reports or investigative information relative to harassment, bullying and cyberbullying shall be maintained by staff and the District and shared only in accord with the Family Education Rights and Privacy Act and conforming District discipline and conduct policies. Records of investigation and reported information sufficient to meet both state and federal reporting requirements on these topics shall be maintained.

Adopted: November 11, 2019

Books

In case of loss or damage, students are held responsible for textbooks and library books issued to them. Fines are assessed for damages such as writing on books, torn pages, water damage, etc. Students will be charged the replacement price of lost books. ***Students should not share books with other students.***

Laptops/Technology

Students and Guardians must sign and comply with the Laptop Loan Agreement.

Cost List for Misuse/Breakages

Keyboard Replacement:	\$85.00
Screen Replacement:	\$110.00
Charger:	\$.65.00
Full Laptop Replacement Cost:	\$1050.00

Closed Campus

Artesia Junior High School is operating under the closed campus system. No student will be allowed to leave the school grounds once they arrive. Students who leave campus during the school day must be checked out in the office by a parent or guardian. When students return to campus, they must sign-in in the office. Students who leave campus without being checked out in the office will be considered truant. Students will eat in the school cafeteria.

Code of Conduct

Every student is encouraged to show courtesy, good taste, and consideration for others. The students at Artesia Junior High School have always taken pride in their school. Good conduct is a result of pride and self-discipline. Self-discipline is a key to avoiding problems at school. We ask that students not be satisfied with minimum standards of conduct at Artesia Junior High School but strive for the best. Respect is a critical skill of life. Speak with manners when communicating with adults and peers.

- A. No knives, guns, or weapons of any kind. "Look-a-likes" such as toy guns, toy knives, and water guns used to threaten someone are considered weapons. Any item used to threaten or injure someone is considered a weapon. Pursuant to the "Gun Free Schools Act of 1994," a student may be expelled for a period of one year for possessing a weapon at school.
- B. No name-calling, teasing, or hazing. All threats toward students or staff will be taken seriously.
- C. No gang activity of any kind.
- D. Fighting - Any student who fights will be sent home to cool off for the remainder of the day and will likely be suspended for additional days. Parents will be called to pick up the student and talk to the principal or assistant principal regarding the incident. Fighting at school is a violation of the law and students involved in fighting will likely be reported to our school resource officers for possible citations. Those who start fights, assault other students, or fight multiple times will immediately be reported to our school resource officers and may be required to appear before the superintendent to discuss long-term suspension and possible expulsion.
- E. Good taste in personal dress must be observed. Fad, bizarre or attention getting dress is unacceptable. Know and abide by the dress code. No hats, caps, or hoods will be worn in the building.
- F. Any display of affection in school is in very poor taste and unacceptable.
- G. The destruction or defacing of school property is unacceptable and leads to punishment and payment for property destroyed. This includes the numerous shade and pine trees on our grounds. Some of these have been planted in honor of our military branches and in memory of students and staff members who have died while a part of our school.
- H. The possession or use of tobacco, alcohol or drugs around school grounds is not permitted. Students possessing drugs will appear before the superintendent in a hearing to determine long-term suspension and possible expulsion.
- I. Possession or firing of fireworks on campus is not permitted.
- J. No outside drinks, i.e. – Sonic, McDonalds, etc. Water is permitted.
- J. Disruptive behavior, profanity, racialized aggression, and vulgarity are unacceptable and prohibited.
- K. Students should show respect for property owners near school.
- L. Students should make every effort to keep our campus clean. Pupils' respect for their school and cleanliness are evidence of their own personal self-respect.
- M. We like to keep our school looking fantastic. Litter and gum go in the trash. If we see trash on the ground pick it up!
- N. Students are allowed in the hallways before school, lunch, and after school with a pass.
- O. Written permission from parents or guardians must be given to release students to any other person, other than those on the contact list.

Hallway Rules

- A. Students are expected to proceed in an orderly manner, keeping to the right while passing between classes.
- B. Students are expected to keep the halls clean.
- C. Running, pushing, and shoving are not allowed in the hallways.
- D. Student passes are required when a student is in the hallway during class time.
- E. Some classes will still be in session during passing periods, so students will be expected to respect those classes by speaking in soft voices and refraining from any horseplay.

Cafeteria Rules – Everyone must enter the cafeteria for lunch whether you eat lunch or not. The Artesia School Board Policy states that a school lunch be made available to students. [22-13-13 NMSA](#). All Students will report to advisory period to drop off backpacks and then go into the cafeteria at the beginning of lunch and will remain in the cafeteria until dismissed by duty teachers. Students without ID's will still be able to eat lunch but will have to go to the end of the line.

<http://164.64.110.239/nmac/parts/title06/06.020.0002.htm>

- A. Speak in soft voices. Do not yell.
- B. Do not throw food or play with food.
- C. Walk. No running in the cafeteria.
- D. Keep hands, feet, and eating utensils to yourself.
- E. Clean up your space after eating. Take care not to make a mess.

Restroom Rules

- A. Keep restroom clean. Flush commodes and place paper towels in the trash.
- B. Do not waste time or play in the restroom.
- C. Wash hands before returning to class.
- D. Do not abuse or destroy facility. No writing or marking of any kind on walls or stalls.
- E. Students are expected to use the restroom facilities between classes and should not request to go during class time unless it is an emergency.**
- F. In case of illness, students should not stay in the restroom but report to the office for help. Students remaining in a restroom for an extended period without permission may be considered truant.
- G. If students must go to the restroom during class, they are not to take their backpacks or cell phones.

In addition to these specific rules, we have three general rules:

Do What's Right!! Do Your Best!! Treat Others How You Want to Be Treated!!

*Violation of the code of conduct or any rules will result in one of the following consequences:

Counsel or reprimand from a teacher or administrator, Confiscation of unacceptable items, Loss of privileges, Parent conference or call, In School Suspension, Suspension/Expulsion, other as deemed necessary. Severe misbehavior such as fighting, theft, and defying authority will be dealt with immediately in the office.

Regulations Governing Bus Students

- A. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
- B. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided or multi-lane roadways.
- C. Students must be on time at their assigned bus stop.
- D. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay." When loading, the students should clear the traffic area immediately.
- E. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly.
- F. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
- G. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
- H. Students must occupy the seats assigned them by the bus driver.
- I. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
- J. Students will stay out of the driver's seat and will not tamper with any equipment.
- K. Students shall be courteous and obedient to the driver.
- L. Students must cooperate with the bus driver in keeping the bus clean.
- M. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- N. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverages on the bus.

- O. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
- P. Students must not extend their hands, arms, heads, or objects through bus windows.
- Q. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.
- R. Students must not open or close the bus windows without permission of the bus driver.
- S. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
- T. The use of tobacco, drugs, alcohol, or controlled substances shall not be permitted.
- U. Students will not ride on the outside of the school bus at any time or attach anything to the bus.
- V. Parents or guardians shall be held responsible for malicious destruction of the bus.
- W. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.
- X. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately eight to ten feet) that the driver can see them. Students will cross the road only when the driver signals all is clear. The only exception to this rule is in urban areas where pedestrian crossings are provided at intersections and students will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.
- Y. Students shall look both ways before crossing to the opposite side of the road.

*Students who violate bus regulations will be "written-up" by the bus drivers. Write-ups will be given to the principal or assistant principal. Disciplinary action including possible suspension of bus privileges will result.

****The school must be informed in writing if a student is riding a different bus. The principal or assistant principal must sign the note prior to the student boarding the bus that he/she does not normally ride.**

ARTESIA PUBLIC SCHOOLS STUDENT DRESS CODE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and prepare students for their future employment settings. Students shall be dressed and groomed in a manner that is clean, neat, not a health or safety hazard to themselves or others, and appropriate for the daily activities. The District prohibits any clothing or grooming that, in the school administrator's judgment, may reasonably be expected to cause disruption of or interference with normal school operations, to present a clear and present danger to the student's health and safety, or to cause a material interference with the educational environment.

The following must be adhered to:

- Shoes must always be worn.
- The hemline for shorts, dresses, and skirts must be of sufficient length to cover body parts in a manner appropriate for school.
- Spandex-type material, Yoga pants, or Leggings are prohibited when worn as outer clothing. An outer garment (shirt, sweater, dress, skirt, shorts, etc.) must cover spandex, Yoga material, or Leggings, and the outer garment must be of sufficient length to cover body parts in a manner appropriate for school.
- Pant stride and waistline must be in the normal position. Sagging clothing is prohibited.
- See-through or off-the-shoulder clothing is prohibited. Tops/shirts/blouses must be of sufficient length to cover the top of the trousers, skirt, or shorts if the student's hands are raised about the head. Bare midriff is prohibited. Revealing tops such as halter-tops, spaghetti straps, half-shirts, tank tops, and muscle shirts are prohibited. Top/shirt/blouse must be one complete piece on the front, back, and sides (i.e., no cut-outs, rips, tears). No bras, bralettes, or bra straps may be visible.
- Clothing with inappropriate wording or pictures is prohibited. This includes but is not limited to pictures, emblems, writings, colors, and styles of clothing that:
 - Are lewd, offensive, vulgar, obscene, or sexual in nature.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.
 - Refer to, symbolize, or promote racism, violence, cult, or gang activities.
- No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang, or promote violence against others.
- Excessive piercings, spiked jewelry, or jewelry creating a health or safety hazard, or a distraction are prohibited.
- Chains are prohibited.
- Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

***The district and school-site discipline matrices should be utilized for dress code violations. When possible, a student should correct a dress code violation immediately and return to class. In-School Suspension and/or Suspension may be warranted for certain or repeat infractions.**

Custody Related Issues

Please assist us in the handling of custody related issues by providing us with a copy of court orders affecting any other person's right to your children. Only those on a student's contact list submitted by the parent/guardian will be allowed to check-out that student from school.

Gifts and Flowers and Deliveries

The sending of gifts and flowers to school for students is discouraged. However, if a student does receive gifts or flowers in the school office, that student will be notified and will be allowed to pick up the gifts or flowers after school in the office. Food and deliveries are not permitted.

Grading System and Honor Roll

The honor roll is established to recognize academic achievement during each nine-week grading period.

A =90 – 100

B =80 – 89

C =70 – 79

D =60 – 69

F =Below 60

Highest Honors -- All A's

Honor Roll – At least two A's and no grade lower than a B

*Report cards may be requested and are posted to PowerSchool at the end of each nine weeks period. **Progress reports may be requested or viewed on PowerSchool.**

Guidance Services

Students are welcome always to consult with the school guidance counselor. Parents may contact the counselor by calling the school office (746-9892). Parents wishing to meet with all a student's teachers may contact the counselor for assistance in doing so. Teachers may also refer students to the school counselor as needed.

Health

- A. Students should report all illness or accidents to the office as soon as possible.
- B. The school nurse is available at AJHS.
- C. School insurance is available to the students at a reasonable fee.
- D. All students in the athletic program **must** have a current physical from the doctor and carry insurance (school or home). These items are turned in on <http://www.rankonesport.com>
- E. No medication of any type, including over the counter pain relievers, may be dispensed by the nurse or any other school personnel without a signed authorization to administer medication form. See the school nurse for an authorization form. Students are not allowed to bring over the counter or prescription medications to school. Inhalers may be carried by students after the proper paperwork is filed with the nurse.
- F. A current immunization and medical record must be on file in the nurse's office.
- G. In case of emergency, every effort will be made to contact the parents or guardians. If they cannot be contacted, the school nurse or other authorized school personnel will take the child to the doctor designated on the medical form or to the hospital emergency room.
- H. The Artesia Public Schools **cannot assume liability for doctor or hospital fees for illness, accidents, or injuries at school.**
- I. It is the parent's responsibility to keep the school informed of any changes in the names of emergency contacts, addresses, or telephone numbers.

Homework

Time is provided at school in which the student can finish most assignments. However, some homework is important for students to master concepts and learn the proper techniques of study. **If additional help is needed, students may be given passes to work in a teacher's classroom before school and after school.** Individual teachers will specify the times they are available to work individually with students. Before and after school tutoring is available.

Late Work Policy

To receive maximum credit for assignments, students must turn those assignments in on the designated due date. However, accepting a zero for work not completed is unacceptable and will not be allowed, unless a student refuses to an assignment. Each core subject has established policies for students to complete assignments after their due date with a penalty for being turned in late. Those policies will be explained to students and parents at the beginning of the school year. Make-up work for absences will be handled according to the district attendance policy.

Library

AJHS is fortunate to have one of the best libraries possible. Students can help keep it the best by observing all library rules and regulations. These regulations are designed to maintain the appropriate atmosphere for studying and learning. The

books, magazines, and materials are for assigned study, reading, and viewing. The library is open all day and at times before and after school specified by the librarian. Fines are charged at a rate of 5 cents per day for overdue materials. Students visit the library with their English class every other week and can check out 2 books at a time. They may return a book and check out another through their English class.

Lost and Found

A lost and found area is designated in each classroom. There is also a lost and found area located in the office foyer. Check these places before or after school if you have lost something. Items not claimed at the end of each semester will be donated to a charitable organization.

Lunch/Breakfast

USDA has announced that for the 2022 – 2023 school year breakfast will be free and lunch will be available for purchase. Every household will need to complete the free and reduced lunch application and turn it in regardless of their ability to pay.

Prior to this announcement AJHS has followed the below cafeteria procedures:

AJHS offers lunch choices each day for students with free lunch, reduced lunch (.40), or who pay full price (\$3.00). Students with free lunch will simply present their student identification cards in the cafeteria to eat. Students who pay reduced or full price must “load” money on their ID cards. We encourage students to pay for lunches by the week or month. Breakfast is also served each day. The cost is \$1.50 or .30 for students paying the reduced price. Students should report to the cafeteria by 8:00 a.m. to receive breakfast. Adult lunch prices are \$4.00.

We encourage all our students to eat what is served in the cafeteria or bring a lunch. **No food deliveries are permitted.**

Parent Conferences

Parents are invited and encouraged to visit the school. Conferences with teachers or principals can be arranged by calling the school office. Conferences with teachers will also include either the principal or assistant principal. Walk-ins are welcome and accommodated as quickly as possible. Parents wishing to meet with all a student’s teachers may contact the counselor for help in doing so. The best time for parent-teacher conferences is either between 7:45 and 8:10 in the morning, during a teacher’s planning period, or after 3:20 in the afternoon.

Personal Electronic Devices (PEDs)

Cell phones/Ear Buds should be kept in the student’s backpack. **Electronic Devices other than cell phones** must be stored in their backpack during instructional time. This includes but is not limited to **Bluetooth Devices, iPods, ear buds, mp3 players, PSPs, video recorders, cameras, etc.** The school will not be responsible for the loss/theft of the devices listed above and will not spend valuable educational time to search for them. **If a parent needs to contact their child, please call Artesia Junior High School’s main number (746-9892), and our staff will notify the student to come to the office between classes. If a student needs to contact a parent, we will allow the student to call the parent with permission from the teacher or office. Only in an emergency will a classroom be disrupted to contact or relay a message to a student.**

Penalties for Violation of Electronic Device/Cell Phone Policy

If a violation occurs, a staff member will confiscate the student’s electronic device/cell phone and turn it in to the Principal or Assistant Principal.

- 1st offense – the parent or legal guardian will pick up the electronic device/cell phone from the office after school.
- 2nd offense - the parent or legal guardian will be required to pick up the electronic device/cell phone from the office and student not allowed to bring cell phone back to school and will receive 1 day In- School Suspension.
- 3rd and subsequent offenses – the parent or legal guardian will be required to pick up the device from the office and will receive 2 days of in-school suspension.
- * Refusal to relinquish the device, when requested by a staff member, will result in immediate discipline according to the third subsequent offence 2 days of out of school suspension
- * Use of any electronic device/cell phone to harass, bully, or intimidate another student or faculty member of the Artesia Public Schools will result in suspension from school.

Plagiarism

This is the practice of taking someone else’s work or ideas and passing them off as one’s own. If this is done in any form: cheating on test, copying an assignment from a peer, computer, or a textbook (without correct form) you will receive a zero and parent contacted for 1st offense, one day of ISS and a zero for 2nd offense, Suspension and a zero for 3rd offense.

R.A.C.E.D. Responses

We use a specific method for answering extended response questions school wide. The acronym for this method is R.A.C.E.D. R=Restate the question, A=Answer the question, C=Cite evidence, E=Expand your answer, D=Demonstrate correct conventions. Using the R.A.C.E.D. method improves writing skills, encourages critical thinking, and prepares students well for required state assessments.

School Activities

- A. **Assemblies** are a scheduled part of the school curriculum. They are designed to be educational as well as entertaining in nature. They also provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, booing, etc..., are discourteous and will not be tolerated.
- B. **8th Grade Sports**
Boys – Football, Basketball, Track (athletes are required to participate in all three sports)
Girls – Volleyball, Basketball, Track (athletes are required to participate in all three sports)
9th Grade Sports will follow the high school AHS requirements.
- C. **Band** is a complete band program for both eighth and ninth grade students. Performances take place in special assemblies and in the evenings on special occasions.
- D. **Choir** is an elective that meets during regular class time. Evening vocal music productions are planned three times each year. Some evening rehearsals are also required.
- E. **Student Council** is a service organization. The members composing the council are elected presidents for each homeroom. The council calls meetings for discussing school business and projects.
- F. **School Trips** – All students going on school trips must have a permission slip and medical authorization form signed by a parent or guardian on file in the office. Students must earn the right to participate in school trips with positive behavior and satisfactory academic performance.

Students' Schedules

Students' schedules are changed in the principal's/ Counselor's office only. Schedule changes will be considered the first two weeks of school. Schedule changes may be requested by parents after the first full week of school and will be made at the discretion of the administration. On all schedule changes, parents may be asked to meet with teachers prior to a schedule being changed.

Telephones

The office telephone is for school business, and it may be used by students in case of illness, emergency, or for other reasons deemed appropriate by school staff.

Videotaping/Photographing

Throughout the year, photographs and videotapes of students, staff, and school guests are occasionally taken highlighting school activities and events. These photos and videos may be used in school displays, on the school website, and in school publications, may be incorporated into school displays around town, and may be submitted to local and area newspapers and publications. For instance, photos of AJHS students involved in sports or academic achievement are regularly included in the Artesia Daily Press. Also, many candid photographs are included in the yearbook. If you do not want your child included in such a photo or video, please notify the office in writing. We also request that parents who take photos/videos of AJHS students and/or staff in school and at school activities discuss with school administration before the photos/videos are submitted for publication. This will help protect families who do not wish photos of their children published or used in the media. Additionally, a video security system is utilized in the hallways, cafeteria, in-school suspension room, and outside areas of the school to help us ensure student safety.

Visitors

Parents of students are welcome as school visitors. All visitors must bring their Driver's License on the initial visit. Your Driver's License will be scanned into **RAPTOR**. A visitor's badge will be issued if the scan turns up a negative search. Parents are also asked to not interrupt classes for teacher conferences. **Student visitors (from in or out-of-town) are not allowed.**

Withdrawal from School

If a student should have to move during the school year, the student should come by the principal's office on the last day in attendance. A checkout sheet will be issued to take to the student's teachers where books must be checked in and fees cleared. Technology devices will be returned. The teacher will write a checkout grade on the sheet and verify that books have been returned. This must be done before records can be forwarded to the next school.

Rights and Responsibilities of Public-School Students

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action. The Artesia Public School's Board policies may be accessed from the district's website at www.bulldogs.org.

A primary responsibility of the Artesia Public Schools and its professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. The school district is a community, and the rules and regulations of a school are the

laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carry with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes. Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The district has both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

Rules regarding searches and seizures:

A pat-down search of a person may be conducted based on a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted. Lockers, desks, and similar storage facilities are always school property and remain under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their desks and similar facilities. Periodic general inspections of desks and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

Discipline Consequences

<u>Type of Violation</u>	<u>Minimum/Maximum Action or Consequence</u>
Violations Against Persons	
1. Verbal Abuse Disrespectful and/or threatening language to another person. (Prohibited) NMSA	Discussion/Suspension
2. Interference/Obstruction Any action taken to prevent another person from exercising his lawfully assigned duties. (Prohibited) SBE Reg. 81.3	Discussion/Expulsion
3. Hazing Participating in harassing acts that injure, degrade, or disgrace, or tend to injure individuals. (Regulated)	Discussion/Suspension
4. Fighting Mutual combat in which both parties have contributed to the situation by verbal and/or physical action. (Prohibited) NMSA	Counseling/Suspension
5. Weapon Possession The unauthorized possession of any instrument designed for or capable of producing bodily harm or death.	Expulsion for a Period of Not less than One Year. (Police will be notified.)
6. Assault with a Deadly Weapon Unlawful aggression committed upon the person of another in which any instrument or by any means of force likely to produce bodily injury. (Prohibited) NMSA	Expulsion/Expulsion
7. Assault Unlawful attempt to commit a violent injury on the person of another. (Prohibited) NMSA	Suspension/Expulsion
8. Battery Any willful and unlawful use of force upon the person of another.	Warning/Expulsion
Violations Against Property	
1. Willful Damage of School Property Any willful cutting, defacing, or other injuries of any matter to any property, real or personal, belonging to the School District. The parent or guardian shall be liable for all damages so caused by the student. (Prohibited) NMSA	Suspension/Expulsion
2. Unauthorized Use of School Property The unauthorized use of school property for non-school sponsored activities. (Regulated) Board of Education	Warning/Suspension

- 3. Theft**
Any unlawful taking of property.
(Prohibited) NMSA
- 4. Extortion**
The obtaining property from another without his consent, induced by wrongful use of force or fear.

Counseling/Expulsion

Suspension/Expulsion

Violations Against Public Decency and Desirable Morals

- 1. Vulgarity/Profanity**
Language that is offensive to the senses, repulsive. (Prohibited) NMSA
- 2. Tobacco**
Possession or use of any type of tobacco products on school grounds. (Regulated) Board of Education
- 3. Alcohol**
Possession, use or being under the influence while on a school bus, school grounds, or at any school sponsored activity. (Prohibited) Board of Education
- 4. Dangerous Drugs**
Possession, sale, use or under the influence of any controlled substance while on school bus, school grounds or at any school activity. (Prohibited) Board of Education

Warning/Suspension

Warning/Suspension

Suspension/Expulsion

Expulsion/Expulsion

Violations Against Administrative Procedures

- 1. School Attendance**
Students shall regularly attend classes as prescribed by the District.
- 2. Attending Classes Unprepared**
Students shall attend classes with appropriate materials and prepared homework. (Regulated)
- 3. Student Attire**
Students shall follow dress code. (Regulated) School Policy
- 4. Misbehavior on School Bus**
Students shall abide by the District's Transportation Policy. (Prohibited) NMSA
- 5. Leaving Campus**
Leaving campus during school hours is prohibited without proper clearance.
- 6. Disruptive Behavior**
Actions which are a detriment to the effective operations of the school. (Prohibited) NMSA-SBE 81-3
- 7. Defiance of Authority**
Willful refusal to follow school rules and regulations. (Prohibited) SBE Reg. 81-3
- 8. Continued Willful Disobedience**
Repeated refusal to follow school rules and regulations. (Prohibited) SBE Reg. 81-3
- 9. Violations of Suspension**
Physically present on a school site or school activity while on suspension.
- 10. Visiting Other Campuses**
Unauthorized presence during school hours on a school campus other than the assigned campus. (Prohibited) NMSA
- 11. Forgery**
Falsifying signatures or data on notes from home, school reports or official records. (Prohibited) NMSA
- 12. False Identification**
Refusal to give or giving false identification when requested.
- 13. Freedom of Expression**
Distribution or utterance on or near school property of obscene, inflammatory, libelous, slanderous or otherwise impermissible material

Warning/Expulsion

Counseling/Suspension

Warning/Suspension

Discussion/Suspension

Counseling/Suspension

Warning/Expulsion

Counseling/Expulsion

Suspension/Expulsion

Expulsion/Expulsion

Warning/Suspension

Counseling/Suspension

Suspension/Expulsion

Suspension/Expulsion

in violation of established rules and regulations.
(Prohibited) NMSA

In a World where YOU can be anything, BE KIND!

***Let us work together to have a year free from
violence, drugs, and bullies!***

***It's our school, so keep it safe. See something,
say something!!***

It's Great to be a Bulldog!

Revised 7-21-22