

Artesia High School

Student Handbook

2019-2020

STUDENT PHOTO IDENTIFICATION/LIBRARY CARD

All students will receive a student identification card with their picture at the beginning of the school year. **All students should have the ID card with them at all times!** This card will be used for library privileges. The first card is issued at no cost to the student. A replacement card will be \$5.00.

COMPULSORY SCHOOL ATTENDANCE LAW

All students shall be expected to attend school as many days as school is in session. Under new legislation, Compulsory Attendance Laws have changed. With these changes in mind, the following applies to students at Artesia High School.

STUDENT ABSENCES AND EXCUSES

Types of Absences

Definition of an Absence – When a secondary student (6th-12th grade) misses more than fifteen (15) minutes of any class period.

Excused Absences – Absences *with parent notification* to the school that their child will be absent including, but not limited to the following: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and or family problems. Excused absences will not count toward no credit status **unless excused absences fall within the Excessive Excused Absences definition.**

Unexcused Absences - Absences *without parent notification* defined but not limited to the following: personal illness, professional appointments and in-school violations that result in suspension from school. Five (5) unexcused tardies also constitute an unexcused absence. **Parent notified absences after ten (ten) 10 excused absences per year, could be considered as unexcused absences.** *Unexcused Absences will count toward no credit status.*

Official Absences - Absences which are school related including, but not limited to: athletic contests, music contests, DECA, county fair, and sanctioned 4H and rodeo activities. *Participation in "official" activities are not recorded as school absences and are not recorded toward no-credit status.* A student must meet the eligibility requirements of the New Mexico Activities Association for an "official absence" to be granted.

Medical Doctor Excused Absences - Absences with written doctor notification to the school that the student was absent due to a medical appointment or a medical

condition of which the student was under a doctor's care. *Doctor excused absences do not count toward no-credit status.*

Court Subpoena Absences - Absences which require a student to be present in a court of law. *Court subpoena absences do not count toward no-credit status.*

Out-of-School Suspension - Absences which are levied by the school administrator primarily for disciplinary reasons. A student that has been suspended from school for any reason will receive a grade of 0 for each day of suspension. *Out-of-school suspension will count toward no credit status.*

When Absent from School

State law mandates that children 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 in order to advise the school as to the reason for the absence if a telephone is available. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. (Notification to the office must be made within one business day after the absence.) All absences not verified by parental or administrative authorization, within one business day, will be considered unexcused. For absences greater than one (1) day in length, the school should be notified each day of the absence. (Principal has the authority to consider circumstances which have merit, when considering the waiver of unexcused absences.)

Students will only be allowed ten (10) unexcused absences or fifteen (15) total (excused and/or unexcused combined) absences per semester. The only exceptions to this would be official absences, medical or dental appointments, and court mandated absences. To qualify for the exceptions, a MEDICAL/PROFESSIONAL EXCUSE ABSENCE form must be completed and turned into the main office **when the student returns to school following the appointment.** Students will only be granted an exception for the periods which include the time they arrived until the time they left the medical or professional facility with allowable transportation time. Example: If a student has an appointment in Roswell at 10am and they are finished with their appointment at 11am, but the student does not return to school that day, then the student will only receive medical excuse for only 1-4 periods since travel time should dictate the student could have been back into school by 5th period. Periods 5-7 would be counted as an excused absence parent permission and would count towards the 15 total allowable absences.

Failure to complete the Medical/Professional Excuse Absence form, these absences will count towards the fifteen (15) allowable total absences. When a student reaches their eleventh (11th) unexcused absence or sixteenth (16th) total absence for a class, the student will not receive credit for that class for the

semester. No Credit (NC) grades counts the same as a “F” and could cause your student not to be eligible for sports or activities. Five (5) tardies will count as one (1) absence for the class during the period which the tardies occurred.

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.

Procedures for Notifying Parents of Student Absences

Parents will receive notification in the form of a letter on the student’s third (3rd), fifth (5th), and tenth (10th) unexcused absence. A meeting with the truancy officer or administration will be required after the fifth (5th) unexcused absence. Additionally, parents will be notified in the form of a letter on the twelfth (12th) and fifteenth (15th) regarding total absences. A meeting will be required with the truancy officer or administration after the 12th total absences. Failure to attend the meeting per instructions in the letter will result all absences to be considered unexcused.

Secondary (6th-12th grade) "No Credit" Status

The Artesia Public Schools Board of Education prohibits unexcused absences. On the eleventh (11th) unexcused absence or sixteenth (16th) total absence in any one (1) class per semester, the student will be immediately placed on "no credit" ("NC") status for that class period. The student will not earn any credit and will receive a grade of "NC" for that class. **A grade of "NC" will be equivalent to an "F" when factored into a student's overall Grade Point Average** If the student obtains eleven (11) unexcused absences or sixteen (16) total absences in all of his/her classes per semester, the student will be on "no credit" status for the entire school day. The student will not earn any credits and will receive a grade of "NC" for all of his/her classes for that semester.

Absences which are not considered toward "no credit" status are as follows: 1) Medical Doctor Excused Absences, 2) Official Absences, 3) Court Subpoenaed Absences, and Homebound Absences. Official documentation from doctor, dentist, or court should be returned to school when the student returns to school. Medical/Professional Excused Absence form must also be completed upon returning to school to have the absence not count towards "no credit" status.

“No Credit” Appeal Procedure

A student and parent/guardian may appeal the "no credit" status and grade of "NC" at a hearing with the school administration. The hearing will be scheduled by the student and/or parent before the end of the semester. The principal/assistant principal will determine the student's final status for that semester. The student may appeal the principal's decision by submitting a written statement asking for a hearing with the Superintendent of schools. This

letter should be submitted within two (2) days of the school's administrative decision. The Superintendent's decision may be appealed to the Artesia Board of Education.

Absence/Tardy/Extra Credit Duration

<i>Compulsory School Attendance Law</i>	= <i>Full School Year</i>
<i>"No Credit" Status</i>	= <i>Semester</i>
<i>Tardies</i>	= <i>9 Weeks</i>
<i>Extra Credit Attendance Points</i>	= <i>9 Weeks</i>

TARDIES

Definition of a Tardy – Secondary Student (6th-12th grade): Arriving to any one (1) of the seven (7) class periods during the school day after the scheduled tardy bell has rung.

A secondary student (6th-12th grade) may be tardy to any one (1) class, two (2) times per nine (9)-week period, and no action will be taken. When a student receives three tardies in any one (1) class, the student will be sent to the office and the school administrator will take appropriate disciplinary action. Additional tardies will result in further disciplinary action taken by the school administrator. 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.

Five (5) unexcused tardies (during a nine week period) shall count as an unexcused absence. Each tardy (during a nine week period) thereafter will also count as an unexcused absence.

EXTRA CREDIT FOR REGULAR ATTENDANCE

Students who maintain consistent and regular attendance 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) to one (1) day absent per nine weeks = four (4) points added to nine (9) weeks final average.
- Two (2) days absent per nine (9) weeks = three (3) points added to nine (9) weeks final grade average.
- Three (3) days absent per nine (9) weeks = two (2) points added to nine (9) weeks final grade average.

Make Up Work for Absences

Make up work for absences is the responsibility of the student and will be allowed on the basis of one (1) day for every one missed, not to exceed two (2) weeks. **All make up work must be completed by the end of a grading period**

(9 weeks) regardless of normal make up allowances. A student who misses only one (1) day on the day of a previously announced test will be responsible for making up the work the day he/she returns to school. **Any previously announced deadline date (i.e, major projects, long term assignments, etc) will be due on the announced deadline date regardless if student is absent.**

Any student who misses a semester exam will make up those exams on the following days with prior approval. Semester exams may only be made up on these days. (Fall Semester – January 7, 2020; Spring Semester – May 27, 2020)

Homebound Program

If a student is hospitalized or is out of school due to pregnancy or long-term illness, the student may 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 Exclusions and Exemptions Form (J-1982 JHD-EB in School Board Manual) to the office explaining why the student is unable to attend school.

TRUANCY

DEFINITIONS

Attendance- Means students who are in class or in a school-approved activity. Attendance is determined on each individual class period.

Early Identification- Means the process by which school districts promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's central administration.

Habitual Truant- Means a student who has accumulated the equivalent of **(10) or more unexcused absences** within a school year.

Intervention- Means the partnering that schools engage in with other state agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district.

Prevention- Means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.

Truancy- Means a student who has accumulated (5) unexcused absences within any twenty-day period.

Unexcused Absence- Means an absence from school or a class for which the student does not have an allowable excuse pursuant to the new legislation and rules of the Artesia High School.

Parental Involvement

After the third (3rd), fifth (5th) and tenth (10th) unexcused absence within the semester, parents will be notified by a form letter stating the number of the student's unexcused absences. Teachers are also encouraged to contact parents to check if the student is ok. It helps build relationships.

- If a student accumulates three (3) unexcused absences, the school will notify the parents using a form letter that will be produced through the main office.
- If a student accumulates five (5) unexcused absences, the school will notify the parent(s) using a form letter that will be produced through the main office.. Upon a student's fifth (5th) unexcused absence within a semester, parent(s)/guardian(s) shall be contacted to inform them of the student's truancy, sign a contract, and request their cooperation to meet and establish a cooperative arrangement to prevent future truancy by identifying:
 - the cause(s)
 - preventative measures,
 - resources to address the causes, and
 - corrective action plan including follow-up procedures.

The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).

Additionally after the twelfth (12th) and fifteenth (15th) absence (unexcused and excused combined) within the semester, parents will be notified by a form letter stating the number of total absences for the student.

- If a student accumulates twelve (12) total absences, the school will notify the parents using a form letter that will be produced through the main office.
- If a student accumulates fifteen (15) unexcused absences, the school will notify the parent(s) using a form letter that will be produced through the main office. Upon a student's twelfth (12th) total absence within a semester, parent(s)/guardian(s) shall be contacted to inform them of the student's truancy, sign a contract, and request their cooperation to meet and establish a cooperative arrangement to prevent future truancy by identifying:
 - the cause(s)
 - preventative measures,
 - resources to address the causes, and
 - corrective action plan including follow-up procedures.

The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).

WITHDRAWAL FROM SCHOOL PROCEDURES

A student withdrawing from school for any reason (moving, dropping out, etc.), regardless of age, must have his/her parents notify the Registrar in person, giving the reason and date of leaving. The Registrar will assist the student in completing the check-out procedure. All fees, books, and other bills owed by the student must be cleared before checking out.

It is absolutely essential that each and every student go through the entire check-out procedure at the end of the school year to assure that the student ends the school year with a clear record. Your records will not be released until all student obligations and fines are cleared.

GRADING SYSTEM

Each student will receive a report following the end of each grading period and a final report at the end of the school year. Absences are also indicated. "Student Detailed Progress Reports" will be available on the Monday after three and six weeks of each nine week grading period. The following grade letter system is used in reporting to parents:

90- 100	A.....	Superior
80- 89	B.....	Above Average
70- 79	C.....	Average
60- 69	D.....	Below Average
0- 59	F.....	Failing

"I" Indicates that the student has not completed all required work. A reasonable length of time will be allowed for the completion of the work. If not completed in the time allotted, the final grade will be averaged with a zero(s) for the missing work.

HONOR ROLL

The honor roll at Artesia High School will be made up of students who make the following grade points:

Highest Honors: 4.0 to 4.5 grade point average. Student must be taking FOUR SOLID SUBJECTS BOTH SEMESTERS EACH SCHOOL YEAR. No grade below a B in either regular or honors class.

Honor Roll: 3.5 to 3.9 grade point average. Student must be taking FOUR SOLID SUBJECTS BOTH SEMESTERS EACH SCHOOL YEAR. No grade below a B in either regular or honors class.

Students that have achieved a **solid** grade point average of 3.5–3.99 after the completion of the 7th semester, and complete all graduation requirements, will graduate with honors. Students that have achieved a **solid** grade point average of 4.0 and above after the 7th semester and complete all graduation requirements, will graduate with highest honors.

STUDENT ELIGIBILITY FOR ALL ACTIVITY PARTICIPATION

New Mexico Activities Association (NMAA) uses the following guidelines in determining a student's eligibility for activities and athletics.

1. **USE OF SEMESTER GRADES ONLY:** Scholastic eligibility will be determined by *semester* grades. Eligibility checks for those deemed unable to participate at *semester* will undergo checks at designated marking periods (9 weeks) during the semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. Fall semester eligibility will be based on the 2nd semester (S2) grades from the previous school year.
2. **NO Fs:** A student must have a minimum **GPA of 2.0 and NO Fs** in order to be eligible to participate in activities/athletics at the semester.
3. **SUMMER COURSES:** Beginning in the summer of 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e., AP English must be replaced with AP English, etc.)** Artesia Public Schools only offer the following classes during summer sessions: English I, English II, English III, English IV; Algebra I, Geometry, Algebra II, Financial Literacy; NM History, World History, US History, Government; Physical Science, Environmental Science, and Biology First Year. Elective classes are only offered to Seniors attempting to meet graduation requirements for their cohort. Additionally, students will only have the opportunity to make up three classes each summer school session. Session 1 is for Fall classes only with the exception of graduating seniors. Session 2 is for Spring classes only.
4. **CUMULATIVE PROVISION:** The cumulative provision (as defined by NMAA 6.2.1c) may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. **This provision may only be used if the student has no more than one F at the semester.**

In addition to the NMAA requirements, Artesia Public Schools has a higher standard and expectations for their students participating in activities or athletics. These additional requirements are described below:

5. Eligibility to participate in activities/athletics will also be determined at the end of the Q1 (1st 9-weeks) and Q3 (3rd 9-weeks) grading periods. Any student who has a **GPA below 2.0 or more than 1 F**, will be deemed ineligible for the following 9-week period.

6. Eligibility reports will be provided to coaches and sponsors at the 3-week and 6-week mark in each quarter. These reports will be for information only for coaches and sponsors to monitor the students in their activities or sports.
7. Eligibility reporting dates. Eligibility will be determined three school days following a grading period. Please refer to the following as guidelines for determining eligibility.

End of 2 nd Semester (S2) previous year	Must have 2.0 or higher GPA and no Fs or Cumulative (NMAA)
End of 1 st 9-weeks (Q1)	<u>May become eligible</u> if 2.0 or higher GPA and No Fs (NMAA) <u>May become ineligible</u> if below 2.0 GPA or more than 1 F (APS)
End of Semester 1 (S1)	Must have 2.0 or higher GPA and no Fs or Cumulative (NMAA)
End of 3 rd 9-weeks (Q3)	<u>May become eligible</u> if 2.0 or higher GPA and No Fs (NMAA) <u>May become ineligible</u> if below 2.0 GPA or more than 1 F (APS)
End of Semester 2 (S2)	Must have 2.0 or higher GPA and no Fs or Cumulative (NMAA)

8. **A STUDENT THAT IS NOT ELIGIBLE BY THE ABOVE REQUIREMENTS CANNOT PARTICIPATE IN ANY SCHOOL ACTIVITY THAT OCCURS OUTSIDE OF A REGULAR CLASS PERIOD.**
9. A student that does not attend school **the previous seven (7) periods before an activity** is not eligible to participate in an extra-curricular activity that day. If the absence occurs on Friday, that student is not eligible to participate in an extra-curricular activity on the following Saturday. The only exception to this rule is previous permission from the high school Principal/Asst. Principal or Athletic Director.

MID QUARTER GRADES

1. Parents and Students will be able to check on student progress at any time through the “PowerSchool” portal.
2. The purpose of the three week grade report is strictly communication to and through the coach or sponsor.
3. The purpose of the six week grade report is strictly communication to and through the coach or sponsor.

If a student quits or is removed from an extra-curricular activity because of disciplinary action, they will spend the remainder of the semester in ISS. If removed, their grade will be averaged according to prior completed assignments and/or participation. If they quit, after any scrimmage or games, they will receive a grade of “55”.

NEW MEXICO STANDARDIZED ASSESSMENT

The NMPED requires a standardized exam be administered once each year to all juniors, sophomores, new students, and students who have not passed the test previously. Students must pass the exam in order to receive a high school diploma.

FAILING GRADES

Students who fail a Math or Language Arts class as a Freshmen and/or Sophomore will only be allowed to retake those classes during Summer School sessions for credit recovery. Students will not be allowed to take a Freshmen or Sophomore Math or Language Arts class for credit recovery during the regular school day. As Seniors, students who required credit recovery classes will first be obligated to schedule those credit recovery classes during night schools before affecting the regular school day schedule. Summer School will cost \$100 per class per session. Exceptions to this requirement would need approval from the Principal and Counselor.

GRADUATION REQUIREMENTS

Subject	Class of 2020, 2021, 2022
English	8 credits
Math	8 credits
Science	6 credits
History	7 credits
P.E.	2 credits
Health	1 credit
Career Cluster, Workplace Readiness, or language other than English	2 credits
Electives	15 credits
APS Requirement (One Additional Elective Course)	1 credit
Total	50 Credits

*** Students must earn 2 credits in one of the following: advanced placement course; honors course; a distance learning course, or one credit of a dual credit course of a full curriculum distance learning course.***

Students must pass required End of Course exams (EoC’s). Please refer to the 2017-2018 AHS Curriculum Guide

CODE OF CONDUCT

Wherever you go, your actions reflect on your family, your school, and on your community. Pride in them and proper consideration for others should be reflected in your actions. Courtesy, respect for yourself and respect for the rights of others should guide your behavior. Treat others with respect and thoughtfulness, and you will in all likelihood be treated kindly. Our community has always had a reputation for producing the best behaved young people at any gathering.

Discourtesy, rudeness, vulgarity, or profanity in classrooms or on campus will not be tolerated, and those who behave in this manner may be suspended from school. Students will refrain from excessive “Public Displays of Affection” or PDA.

JURISDICTION OVER STUDENTS

All Officials, employees, and authorized agents of the Artesia Public Schools whose responsibilities include supervision of students shall stand in loco parentis with regard to students they are required to supervise at any time the responsibility of supervision exists. This authority applies whenever students are lawfully subject to the school’s control, regardless of place. During such periods, public school authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school’s authority.

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 be worn at all times.
- 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.

DRESS CODE VIOLATIONS CONSEQUENCES

Grooming:

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected the student's parent/guardian will be notified. The student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Multiple violations of the dress code will be considered insubordination and could result in short or long-term suspension. Students who leave campus to correct a dress code violation will have the absence during the time away from school count as an unexcused absence.

Dress:

A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Multiple violations of the dress code will be considered insubordination and could result in short or long-term

suspension. Students who leave campus to correct a dress code violation will have the absence during the time away from school count as an unexcused absence.

STUDENTS' BEHAVIOR AND DISCIPLINE

Drugs

The sale, distribution, transportation, use of, or possession of any inhalant unauthorized drug, or controlled substance immediately before, during, or immediately after the regular school day, or at any school sponsored activity is prohibited. This includes, but is not limited to, any and all school-sponsored activities, out-of-town trips, athletic events, field trips, or any school sponsored activity whether local or away from Artesia. Violation of this policy will result in the student being expelled from Artesia Public Schools, with loss of credit from this district. Example of possession would include, but not be limited to, ownership, in-hand, on your person, in your locker, in a vehicle parked on school property by a student, or in any property owned by Artesia Public Schools that was assigned to the student.

Alcohol

The sale, distribution, transportation, use of, or possession of alcohol immediately before, during, or after the regular school day, or at a school sponsored activity is prohibited. This includes, but is not limited to, any and all school sponsored activities, out of town trips, athletic events, field trips, or any school sponsored event whether local or away from Artesia. On the first occurrence, the student will be suspended from school for nine school days. A second occurrence during the school year will result in the student being suspended for the remainder of the semester with loss of credit from this school district. If a student has been suspended for violation of this policy during the first semester, any violation in the second semester will result in suspension for the remainder of the semester with loss of credit from this school district.

Smokeless Tobacco

Possession or use of any type of Smokeless tobacco product on school grounds is prohibited. Violation of this policy could result in the student being suspended. Students are not to be in possession of smokeless tobacco at any time immediately before, during, or immediately after school. Students are prohibited from chewing/dipping immediately before, during, or immediately after school. This policy includes using smokeless tobacco products between classes anywhere on campus, in AHS parking lots, or property adjacent from AHS including city streets.

Smoking Products or Devices

Possession or use of any type of smoking device (E-cigs, Vape pens, mods, juuls, etc) or smoking any substance on school grounds is prohibited. Violation of this policy will result in the student being suspended. Students are not to be in possession of smoking products or devices at any time immediately before, during, or immediately after school. Students are prohibited from smoking or using smoking devices immediately before, during, or immediately after school. This

policy includes smoking between classes anywhere on campus, in AHS parking lots, or property adjacent from AHS including city streets.

ELECTRONIC DEVICES/CELL PHONES

The policies below serve the purpose of decreasing interruptions during the school day and during instructional time.

If a student is using an electronic device for 5 minutes per class period every day, the student will have missed out on 105 HOURS (approximately 17.5 DAYS) of engaged learning per school year.

Cell Phones

Cell phones should be kept in the student's backpack, pocket or purse and should be turned OFF while in class. If a parent needs to contact their child, please call Artesia High School's main number (746-9816) and our staff will notify the student to come to the office between classes. If a student needs to contact a parent, the student may do so from the office with teacher permission. Only in an emergency situation will a classroom be disrupted to contact or relay a message to a student.

Electronic Devices other than cell phones

Personal electronic devices should be kept in the student's car or placed in a student locker before the school day begins. These devices are not allowed in the building(s) during the school day. This includes but is not limited to: iPods, 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.

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 student may pick up the electronic device/cell phone from the office after school, and a parent will be notified.
- 2nd offense - the parent or legal guardian will be required to pick up the electronic device/cell phone from the office, and the student will be assigned ISS for 1 day.
- 3rd and subsequent offenses – the parent or legal guardian will be required to pick up the device from the office, and the student will be receive ISS for a minimum of 2 days.

* Refusal to relinquish the device, when requested by a staff member, will result in a 3 day suspension.

* Use of any electronic device/cell phone to harass, bully or intimidate another student or faculty member of the Artesia Public Schools may result in suspension or expulsion from school.

AHS PARKING LOT REGULATIONS

All students who drive to school will be required to purchase a \$2.00 parking permit at the beginning of the school year. The permit must be displayed on the rearview mirror of the vehicle. Parking in AHS parking lots is a privilege and not a right. This privilege may be suspended or revoked if a permit is not purchased and displayed properly. This privilege may also be suspended or revoked if the student violates any other policy at AHS pertaining to parking. Please see the policy list below.

1. All angle parking around the school painted white are for Faculty Only. The parking area in front of, by the side of, and adjacent to the School Administration Office on Quay Avenue is reserved for Administrative Personnel Only. Students are not to park in front of residential housing located around the high school. This includes the streets of Richardson, 10th, 11th and Quay. **You are in violation of city laws and can receive a citation if parked in these areas.** Parking permits issued by the school are good only for school parking lots.
2. Students should only park in clearly marked spots in the parking lots. Do not park in a spot that will create a problem for other vehicles or block traffic.
3. Students leaving the “Senior” parking lot during noon are to only make a right-hand turn onto Richardson Street. Left-hand turns onto Richardson is prohibited during noon.
4. Students are expected to use the trash bins located in the parking lots to discard their trash.

NOTICE OF SEARCH OF VEHICLES

Students are hereby notified that any vehicle parked on school grounds will be subject to search by school officials and/or police when school officials have reason to believe that drugs, weapons or any other item, article, substance or object prohibited by state law or school policy is present in such vehicle. Principals or designated representatives of the principals can be assisted in inspecting vehicles parked on school grounds **with the aide of trained dogs**. Principals or designated representatives of the principals have the authority to inspect the vehicles parked on the school premises for the purpose of the general welfare of students and school.

SCHOOL LOCKERS

A locker and lock will be provided to any student who desires one. A deposit of \$5.00, refundable when the student returns the lock to the office, will be required. Students may not use their own personal locks on any school owned lockers. Students are encouraged to use the book lockers before school, during lunch and after school.

NOTICE OF SEARCH OF SCHOOL LOCKERS

Students are hereby notified that their assigned school locker may be opened and its contents searched by school officials and/or police at the discretion of school officials without further notice to or the consent of the student. Principals or

designated representatives of the principals have the authority to inspect school lockers for the purpose of the general welfare of students and school.

PROHIBITED ACTIVITIES

The commission of or participation in the activities designated and defined below is prohibited by students whenever they are subject to the control of school authorities.

1. Acts Prohibited by this Regulation:
 - A. Criminal or delinquent acts
 - B. Disruptive conduct.
 - C. Refusal to identify self.
 - D. Refusal to cooperate with school personnel.
 - E. Gang related activities.
2. Definitions for Prohibited Acts:
 - A. "Criminal acts" are acts defined as criminal under the New Mexico Criminal Code and the Liquor Control Act. Such acts now include the crime of willful interference with the educational process of any public school.
 - 1) Willful interference with the educational process of any public school by committing, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, procedures or functions of a public school.
 - 2) Arson
 - 3) Assault and/or battery. Fighting will result in disciplinary action ranging from a cooling off period to expulsion.
 - 4) Criminal damage to property
 - 5) Criminal libel
 - 6) Criminal trespass
 - 7) Unlawful assembly or disturbing Lawful assembly.
 - 8) Extortion
 - 9) Larceny, robbery, or burglary
 - 10) Illegal sale, possession, transportation or use of alcoholic beverages, firearms or other deadly weapons, and explosives. Artesia High School is under the jurisdiction of the Gun-Free Schools Act of 1994 (Public Law 103-882). **This requires that any student that brings a firearm to school will be expelled from school for a period of not less than one calendar year!**
 - 11) Use of telephone or computer to terrify, intimidate, threaten, harass, annoy or offend.
 - 12) Sale, possession, transportation or use without prescription of a drug, substance, or immediate precursor defined as controlled substance in the Controlled Substance Act; use of a solvent for intoxication; the school official in charge will immediately remove from contact with other students anyone under the influence of alcohol, drugs or inhalants and thereupon shall contact the parent or legal guardian.

The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. The normal disciplinary action for any of the acts defined as criminal could be long-term suspension for the remainder of the current school semester with loss of credit from this district.

B. “Disruptive conduct” means willful conduct which:

- 1) Materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes.
- 2) Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.

“Disruptive conduct” includes, but is not limited to:

- 1) Willfully obstructing or preventing freedom of movement or use of property, facilities or parts of any public school, or the right of ingress or egress.
- 2) Willfully committing any act which does, (or threatens or incites others to commit any act which would reasonably be expected to) disrupt, impair, interfere with or obstruct the lawful mission, purposes, processes or procedures of the public schools.
- 3) Willfully impairing the ability of the public schools in their efforts to provide instruction.

C. “Refusal to identify self” means a student’s willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.

D. “School personnel” means all members of the staff, faculty, and administration employed by the local school board, and includes school bus drivers, and aides. The term also includes authorized agents, such as volunteer chaperones, whose responsibilities include supervision of students.

E. “Refusal to cooperate with school personnel” means a student’s willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students. “Refusal to cooperate with school personnel” covers situations where students willfully disobey lawful instructions or orders from school personnel or agents (such as volunteer chaperones) whose responsibilities include supervision of students. This regulatory offense includes, but is not limited to, a student’s willfully refusing:

- 1) A direction to cease any conduct which a supervisory person in charge of a class or other activity has clearly identified to the student as a hindrance to the activity.
- 2) A direction to cease engaging in disruptive conduct.
- 3) Failing to leave a school facility or school sponsored activity after being directed to do so by an administrative authority.

- 4) Failing to abide by restrictions on student privileges or other lawful conditions imposed by an administrative authority as a disciplinary measure.
- F. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang. Using any speech or committing any act to further the interest of any gang or gang activity.

CALL FOR A STUDENT BY A POLICE OFFICER

In all cases where police or other law officers come to school to interrogate or apprehend a student, the principal shall make every reasonable effort to notify the parent.

LIBRARY

The library is provided for the students for research and pleasure. It is open from 8:00 A.M. until 3:45 P M Monday through Friday and from 6:15 P.M. to 8:15 P.M. Monday and Thursday evenings. The library is open during the lunch period as long as it does not become a visiting center. Books may be checked out by any student at the desk according to the rules. In order to respect the rights of all students, these rules are necessary to safeguard valuable materials:

1. General reference books such as dictionaries, encyclopedias and magazines may not be checked out. They may be used freely at the tables in the library.
2. Other books may be checked out for a period of two weeks with the privilege of renewal.
3. Books damaged beyond reasonable wear, or lost must be paid for.
4. Fines on overdue books are charged at the rate of ten cents per day excluding weekends and holidays.
5. Students may not check out their own books nor return them to the shelves. The librarian checks out and checks in all books.
6. At the request of the teacher, books may be placed on reserve and checked out for only one hour or overnight.

COMPUTER LAB

Will be open during Night Library from 6:15-8:15 Monday & Thursday evenings. Will be available immediately before school and after school upon request.

TEXTBOOKS

The State of New Mexico provides textbooks for the students at no direct cost to the student. However, textbooks are expensive, and the taxpayer does pay indirectly. Therefore, it is a very real responsibility and obligation of the student to take the best possible care of the books which are furnished. If a student loses a book, full textbook replacement price must be paid before another book can be issued. Students will be required to pay the full replacement cost for any lost textbook or any book damaged in such a way that it is no longer usable.

A.H.S. CAMPUS

The growth of A.H.S. from one small building in 1906 to its present plant valued in excess of \$15,000,000 is no more remarkable than its growth in students and faculty members. In 1906 there were two teachers, and three students were graduated. In 2017-2018 there were 235 graduates. A.H.S. Campus is the finest and most modern facility of its kind in the state. The parents and taxpayers of this community who provided these outstanding facilities for the students of Artesia can be justly proud of their accomplishment. The pride that we, as citizens of the campus, take in these buildings—our efforts to keep them neat, clean and beautiful—is as much a part of our tradition as is our pride in the scholastic and athletic achievements of our students. School tradition is the rightful heritage, and the sacred responsibility, of each citizen of our campus.

STUDENT ACTIVITY TICKETS

Student activity tickets are available for \$30.00 and should be purchased at the time of registration. This ticket entitles the student to all regular season High School athletic events held in Artesia.

AHS ANNUAL

Our AHS Annual is available for \$85.00 at the beginning of each school year. The yearbook will include QR barcodes with web addresses to view video highlights of over 130 AHS activities. Please reserve your copy as early as possible as it helps us with ordering procedures. Annuals are available to pick up in August the following year.

JUNIOR SENIOR PROM

Students will be issued invitations to two Proms, one for their Junior year and one for their Senior year. Freshmen and Sophomores may not attend Prom.

Guest Passes will be issued through the office. A guest must currently be enrolled in high school as a Junior or Senior, or be a high school Graduate, within the last year, in good standing. Guests must be under the age of 21. Students who have dropped out of school and are not enrolled in any educational program that leads to a GED or Diploma will not be permitted to attend. All Prom attendees must follow Artesia Public Schools Policies. Legal photo identification must be presented prior to the invitation being issued and guests must be cleared by the high school principals. No guest requests will be processed the week before prom.

INCLEMENT WEATHER

The decision to have school on the regular schedule, or place all school schedules on a “Delayed Schedule”, or dismiss school will be made with the safety of all students in mind.

The decision will be announced on KSVP radio between 6:30 a.m. and 7:00 a.m. if we are to have a cancellation or a delay.

When a “Delayed Schedule” is called, students at AHS are to report to their 3rd period class before the 3rd period tardy bell rings. If a three hour delay is called

for, students will report to their 4th period class before the 4th period tardy bell rings.

**ARTESIA HIGH SCHOOL
FALL 2019 SEMESTER TEST SCHEDULE**

Monday, December 16, 2019

Regular Bell Schedule

Tuesday, December 17, 2019

08:17-09:48 **1st Period Exam**

09:54 -11:31 **2nd Period Exam**

Student Lunch 11:31 - 12:18

12:18-1:48 **7th Period Exam**

Wednesday, December 18, 2019

08:17 – 9:48 **3rd Period Exam**

08:54 – 11:31 **4th Period Exam**

Thursday, December 19, 2019

08:17 – 9:48 **5th Period Exam**

08:54 – 11:31 **6th Period Exam**

Friday, December 21, 2018

Assembly Bell Schedule – Extended Lunch – Make-up Exams

Students are required to take Semester Exams at the time designated unless previous approval from Principal or Assistant Principal. Fall semester exams may only be made up on January 6, 2020 from 8:00am to 1:00pm.

Failure to take Semester Exams at time designated will result in a zero (0) for exam grade.

Students should avoid scheduling vacations/trips/appointments during testing times.

ARTESIA HIGH SCHOOL
SPRING 2020 SEMESTER TEST SCHEDULE

Monday, May 18, 2020

Regular Bell Schedule

Tuesday, May 19, 2020

08:17-09:48 **1st Period Exam**

09:54 -11:31 **2nd Period Exam**

Student Lunch 11:31 - 12:18

12:18-1:48 **7th Period Exam**

Wednesday, May 20, 2020

08:17 – 9:48 **3rd Period Exam**

08:54 – 11:31 **4th Period Exam**

Thursday, May 21, 2020

08:17 – 9:48 **5th Period Exam**

08:54 – 11:31 **6th Period Exam**

Friday, May 22, 2020

Assembly Bell Schedule – Extended Lunch – Make-up Exams

Students are required to take Semester Exams at the time designated unless previous approval from Principal or Assistant Principal. Spring semester exams may only be made up on May 27, 2020.

Failure to take Semester Exams at time designated will result in a zero (0) for exam grade.

Students should avoid scheduling vacations/trips/appointments during testing times.

**AHS GUIDANCE & COUNSELING
2018-2019
IMPORTANT DATES**

ACT NATIONAL TESTING DATES

Check Website for additional information www.actstudent.org

7:45 AM @ COMMONS AREA

Approximate FEES: \$50.50/\$67 w/writing/1st Late penalty \$30/Standby add \$53

SEPTEMBER 14, 2019 (August 16)

OCTOBER 26, 2019 (Sept. 20)

DECEMBER 14, 2019 (Nov. 8)

FEBRUARY 8, 2020 (Jan. 10)

APRIL 4, 2020 (February 28)

JUNE 13, 2020 (May 8)

JULY 18, 2020 (June 19) *Not offered at AHS

SAT NATIONAL TESTING DATES

7:45 AM @ COMMONS AREA

Check Website for Deadlines www.sat.collegeboard.org

Approximate FEES: \$49.50/\$64.50 with Essay/Late fee \$30/Standby add \$53

AUGUST 24, 2019 (July 26)

OCTOBER 5, 2019 (SAT & Subject) (Sept. 6)

NOVEMBER 2, 2019 (SAT & Subject) (Oct. 3) *Not offered at AHS

DECEMBER 7, 2019 (SAT & Subject) (Nov. 8)

MARCH 14, 2020 (SAT Only) (Feb. 14)

MAY 2, 2020 (SAT & Subject) (April 3)

JUNE 6, 2020 (SAT & Subject) (May 8)

State Mandated Testing

New Mexico Assessment of Science Readiness – March 2020

TAMELA – State summative Assessment – April 2020

Specific Date, Room Assignments and Additional Information Will Be Announced

COLLEGE DAY

LOCAL

September 26, 2019 Thursday
RED BRICK GYM 9:00 -11:30

NATIONAL

September 14, 2019 SATURDAY Time - TBA
GODFREY ATHLETIC CENTER, NMMI

P-SAT

OCTOBER 16, 2019 WEDNESDAY

RED BRICK GYM @ 7:45 AM

AP NATIONAL TESTING DATES

May 4-8, 2020

CHEMISTRY, ENVIRONMENTAL SCIENCE, COMPUTER SCIENCE A, PSYCHOLOGY,
ENGLISH LIT, CALCULUS, US HISTORY, US GOVT&POLITICS SPANISH LANG, SPANISH
LIT, LATIN, ART HIST, FRENCH LANG, CHINESE LANG & CULTURE, JAPANESE LANG &
CULTURE, PHYSICS I: ALG BASED, PHYSICS II: ALG BASED, EUROPEAN HIST, STUDIO ART

MAY 11-15, 2020

BIOLOGY, ECON, COMPARATIVE GOVT, STATISTICS, CALCULUS AB & BC, HUMAN

GEOGRAPHY MUSIC THEORY, HUMAN GEOG, ENGLISH LANG,
WORLD HIST, ITALIAN LANG, ART HISTORY

ASVAB

September 21, 2019 Saturday (must sign up ahead of time)
RED BRICK GYM 7:45 AM TO 12:30

07/12/2019

