



**EUNICE  
HIGH  
SCHOOL**

**2023-2024  
STUDENT  
HANDBOOK**

**Eunice High School  
Student/Parent Handbook**

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**\*This Handbook is a living document that may be updated as needed throughout each school year. The most updated handbook is distributed to students at the beginning of each school year. Changes are made if needed and updated on the document which is posted on the EHS page on the district website, [www.eunice.org](http://www.eunice.org). Changes will be announced via our school social media pages and school messenger calls.**

**Eunice Public Schools  
Eunice High School  
Student/Parent Handbook**

**2022-2023 School Year**

**Board of Education**

Dr. Kenneth Reed  
*President*

Dr. Alice Hahn  
*Vice President*

Mr. Matthew Coy  
*Secretary*

Mr. David Gallegos  
*Member*

Mr. Rosendo Caballero  
*Member*

**Administration**

Mr. Dwain Haynes  
*Superintendent*

Mrs. Tracy Davis  
*Principal*

Mrs. Kerri Vinson  
*Counselor*

Mrs. Sue Haynes  
*Special Education Director*

Ms. Robbie Robinson  
*Athletic Director*

Mrs. Ruby Aguilar  
*Secretary*



**Eunice Cardinals**

Greetings Fellow Cardinals,

It is with great pride and enthusiasm I welcome you to Eunice High School. The staff of Eunice High School and I are thrilled to join you in another Cardinal Strong year. I am so very proud to be a lifelong Cardinal. It is our goal as faculty and staff to work hard to preserve the past, provide high quality relevant experiences in the present all while preparing our students for a future that is increasingly complex and uncertain.

Parents and students are invited to participate in numerous activities at Eunice High School. I challenge each class to choose a community service project that will specifically impact our community in a positive way. The students, faculty and administrators are all leaders. We aim to hold ourselves to high standards with confidence and always put our best selves forward. We strive to be exemplary mentors for the young people of our school district who will follow in our footsteps knowing that “Someone is always watching.”

This handbook has been developed to guide students and parents in making decisions for the most successful high school experience. You will find policies and procedures that have been established to make it possible for each and every student to be successful while navigating the academic, athletic, and extra-curricular activities available at Eunice High School.

I encourage students and parents to review this handbook and keep it for future reference. I look forward to working with students, parents, staff, and the community of Eunice as collaborative partners and making Eunice High School an institution of Excellence.

Sincerely,

Tracy Davis  
Principal  
Eunice High School



Eunice High School @EuniceCardinals



Eunice High School @eunice\_high



Eunice High School @eunicecardinals

#EuniceCardinals

#CardinalStrong

## INTRODUCING YOUR EHS FACULTY AND STAFF



### Administrative Staff

Tracy Davis ..... Principal  
Kerri Vinson ..... Counselor  
Ruby Aguilar ..... Secretary  
Sue Haynes ..... Special Education Director  
Robbie Robinson ..... Athletic Director

### Faculty

Dustin Gaskins ..... Ag, Science, Special Ed.  
Xan Hobbs ..... Special Education  
Amy Boerner ..... Science  
Gary Frazier ..... Science  
Kayla Johansen ..... Math, Special Ed.  
Melanie Nelson ..... Math  
Lacee Ramos ..... Math  
Misty Hiner ..... Yearbook, Business, Math  
Bobby Reed ..... History, Government  
Tyler Almager ..... Physical Ed., History  
Gabriel Gaytan ..... Spanish  
Jessica Harper ..... English  
Brook Richardson ..... English  
Rodney Lord ..... Comm., Health, History  
Jessica Uranga ..... ELL, Bilingual  
Taylor Skinner ..... Physical Education  
Linus Ogalsbee ..... Art/Computer Graphics  
Jessie Pilcher ..... Welding, Const. Trades  
Greg Jackson ..... Physical Education

### Support Staff

Bryna Pool ..... ITV Assistant  
Donna Smith ..... Librarian  
Nicole Rueda ..... Instructional Assistant  
Elizabeth Villatoro ..... Instructional Assistant  
Maria Espinoza ..... Custodian  
Daena Gallegos ..... gym/Votech Custodian  
Martha Gallegos ..... Custodian

### Athletic Department

#### Fall Sports:

##### Football

**Head Coach:** Greg Jackson

##### Assistant Coaches:

Kyle Kimple  
Jacob Melancon  
Javier Picazo  
Bobby Reed  
Armando Rodriguez

##### Volleyball

**Head Coach:** Taylor Skinner

**Assistant Coach:** Kyla Colburn

##### Cheer

**Coaches:** Adrienne Thompson  
Deandra Melancon

#### Winter Sports:

##### Boys' Basketball

**Head Coach:** Mason McBee

**Assistant Coach:** Lee Mitchell

#### Spring Sports:

##### Baseball

**Head Coach:** Tyler Almager

##### Assistant Coaches:

Brandon Boone

##### Softball

**Head Coach:** Kyle Kimple

##### Assistant Coaches:

Tyson Pierce  
Janette Zamora

##### Track

**Head Coach:** Bobby Reed

##### Assistant Coaches

Vanessa McBee  
Kyla Colburn  
Lee Mitchell

# EUNICE PUBLIC SCHOOLS VISION, MISSION, AND CORE VALUES

## Vision Statement

Inspiring ALL to be lifelong learners and productive citizens.

## Mission Statement

Providing high quality challenging educational experiences in a safe environment.

## Core Values

We Believe

- Students First
- People Matter
- We Build on Tradition
- Academic Excellence transforms lives

We Demonstrate

- Integrity
- Commitment
- Grit
- Teamwork

We Develop

- Kindness
- Respect
- Relationships
- Pride

We Are.....

## **Cardinal Strong!**

Eunice High School is committed to living the 8 Keys of Excellence. Our staff, students and the entire school community demonstrate Cardinal Strong Behaviors, which are aligned with Quantum Learning and the 8 Keys of Excellence. These character traits guide people toward a positive future full of confidence, motivation, creativity, teamwork, leadership and valuable life principles.

- Integrity
- Failure Leads to Success
- Speak with Good Purpose
- This is It
- Commitment
- Ownership
- Flexibility
- Balance

At Eunice High School, WE....



## **School Traditions**

### **The Flag**

The flag of the United States is raised at the beginning of each school day. It symbolizes both the history and ideals that have made this nation great. It should remind us of our duty and obligation to help maintain this image. The flag is lowered to half-mast on appropriate occasions.

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **The American Creed**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

### **The New Mexico Salute**

I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures.

### **Eunice High School Creed**

I believe that enlightenment tends to full living. I believe in the fundamental principles of honesty, fair play, clean living, and a willingness to cooperate with others for the good of all. I believe a democratic form of government based on these principles serves man's best interest. I believe such a government can thrive, indeed can endure, only among an enlightened people who abide by these principles. I believe that the free public school is the institution best fitted to diffuse knowledge and to propagate the aforementioned principles.

Therefore, I will cooperate with fellow students, teachers, and school administrators to avail myself of the educational opportunities afforded by Eunice High School. Moreover, I will preserve in good condition the school buildings, books, and equipment provided for my use, in order that those who follow me here may have an equal opportunity. (Engraved on plaque in the foyer of Eunice High School).

### **School Colors**

Red and White

### **School Mascot**

The Cardinal



## **Eunice High School Song**

Oh, we proudly claim our Eunice High,  
Our Alma Mater ever true;  
We'll be loyal all of our lives through  
To the grandest school in all New Mexico,

Chorus:

Oh, Eunice High! Dear Eunice High!  
We love you more and more every year.  
Through all our lives, we will be true,  
To thee – our own dear Eunice High!

When we leave you after pleasant years,  
A place you'll hold in every heart,  
We will say good-by with many a tear,  
But our love for you from us will never part.

Chorus:

Oh, Eunice High! Dear Eunice High!  
We love you more and more every year.  
Through all our lives, we will be true,  
To thee – our own dear Eunice High!



## **Eunice High School Fight Song**

Buckle down, Eunice Cardinals, buckle down.  
You can win, you Cardinals, if you knuckle down  
If you stand up tall, if you do not fall,  
You can win it all, Eunice Cardinals, buckle down.

Make 'em yell, you Cardinals, make 'em yell.  
You can win, you Cardinals, and will ring the bell.  
Can you hear the crowd? They will be so loud!  
You have made us proud, Eunice Cardinals, buckle down.



## **Introduction**

### **Governance by other rules and regulations**

Students enrolled at Eunice High School are governed by this student handbook (which reflects policies established by the school administration), Eunice Public School Board policies, New Mexico Public Education Department regulations, and duly enacted statutes of the State of New Mexico. Rules and regulations, which govern students and student conduct, even those not addressed in this document, are enforced pursuant to the Eunice Public Schools Board Policy Manual and administrative policy.

### **Rights and Responsibilities of Students**

The following information is a summarization of the State Board of Education Regulation 81-3 and has the force and effect of law. This important regulation is to be followed and referred to as needed in the future. If you desire clarification, please contact your high school principal.

### **PREAMBLE**

A primary responsibility of the New Mexico Public Schools and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby the necessary changes are brought about.

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal has the authority to suspend students for cause. The following rules, regulations, and due process procedure statements are designed to protect all members of the educational community in the exercise of their rights and duties.

Nothing in this statement of students' rights shall be held to affect the due process rights of school employees or their use of any local school board district grievance procedure.

### **Local School Board Authority**

The local school board has both the authority and the responsibility to ensure those suitable rules of student conduct and appropriate disciplinary processes are established within the school district.

### **Educational Opportunity**

Every student has the right to an education relevant to his/her needs and ability and a corresponding responsibility not to deny this right to any other student.

No individual shall be subjected to prejudicial treatment, nor to abridgment of his/her right to attend and benefit from public school on the basis of any of the following: ethnic identity, religion, color, sex, political belief, mental or physical handicap, or the exercise of his/her rights within this policy.

**Enforcing Rules of Conduct**

Students will be appropriately disciplined by administrative authority for committing any act, which endangers the health, safety, or rights of others, regardless of whether a student knows or should have known the conduct was prohibited.

**General Information**

**School Calendar- Dates to Remember**

**Semester One**

- Aug. 9<sup>th</sup>: Staggered Start Day for Students
- Sept. 4<sup>th</sup>: Labor Day Holiday
- Sept. 21<sup>st</sup>: Parent Contact Day
- Oct. 9<sup>th</sup> Fall Break
- Oct. 12<sup>th</sup>: End of 1<sup>st</sup> nine weeks
- Nov. 1<sup>st</sup>: Lea County Inservice
- Nov. 20<sup>th</sup>-24<sup>th</sup> Thanksgiving Break
- Dec. 22<sup>nd</sup>: End of 2<sup>nd</sup> nine weeks & Sem. 1
- Dec. 25<sup>th</sup>-Jan. 5<sup>th</sup> Christmas Break

**Semester Two**

- Jan. 9<sup>th</sup>: Students Report
- Jan. 15<sup>th</sup>: Martin Luther King Jr. Holiday
- Feb. 19<sup>th</sup>: Presidents' Day Holiday
- Feb. 29<sup>th</sup>: Parent Contact Day
- March 14<sup>th</sup>: End of 3<sup>rd</sup> nine Weeks
- March 18<sup>th</sup>-22<sup>nd</sup>: Spring Break
- March 29<sup>th</sup>: Easter Break
- April 15<sup>th</sup>: Professional Development
- April 27<sup>th</sup>: Prom
- May 3<sup>rd</sup>: Sport Holiday
- May 18<sup>th</sup>: Graduation
- May 23<sup>rd</sup>: Last day for students

**Bell Schedule**

Regular Bell Schedule	PLC Wednesdays
8:00-8:52..... First Period	8:00-8:40..... First Period
8:52-9:02..... Grab/Go Breakfast	8:40-8:50..... Grab/Go Breakfast
9:02-9:54..... Second Period	8:50-9:30..... Second Period
9:58-10:50..... Third Period	9:34-10:14..... Third Period
10:54-11:46..... Fourth Period	10:18-10:58..... Fourth Period
11:50-12:42..... Fifth Period	11:02-11:52..... Fifth Period
12:42-1:22..... Lunch	11:52-12:32..... Lunch
1:26-2:16..... Sixth Period	12:36-1:16..... Sixth Period
2:20-3:10..... Seventh Period	1:20-2:00..... Seventh Period

\*Students will be counted tardy after the initial class start time for ALL Classes.

### **Student Communication**

- Each student will have a school email. This email should be used when communicating with teachers and administrators. Students should check email each school day. With few exceptions, the student email will be: [lastname.firstname@students.eunice.org](mailto:lastname.firstname@students.eunice.org)
- Each teacher will maintain a Google Classroom page. This page will be used in a variety of ways by each teacher including making assignments, giving tests, collecting assignments, along with group and individual messages. Students should check each Google Classroom page daily.
- Student intercom announcements should be presented in writing to the principal's office. It should be dated and signed by the sponsor or teacher concerned. All announcements should be turned in before 8:30 a.m.
- Any notice, poster, or sticker you wish to display in or around the building must have the approval of the principal or a designated representative.
- A petition, for any cause, may not be circulated in the school building or on school premises by any student or organization without the approval of the high school principal and the superintendent of schools.
- The office phone is a business phone to be used by students only in case of an emergency with the permission of the secretary or principal.
- Please make an appointment with the counselor if you want advice regarding schedule changes, colleges, scholarships, careers, etc.
- If you have a problem concerning school policy, request a meeting with the principal and go through the proper channels to have your concern reviewed.
- Report lost-and-found articles to the principal's office.

### **Visitors**

All visitors to Eunice High School must present a copy of a photo ID when wanting to proceed past the main office. Part of keeping students and faculty safe is knowing who is in our buildings at all times. The ID will be entered into the Raptor Visitor Management System. This system allows us to identify those who may present a danger to our staff and students.

### **Student Identification Cards**

At the beginning of each school year, students will be issued a Eunice Public School's student identification card. ID cards will be in the student's possession at all times while on campus. ID cards will be used in checking out library books, cafeteria accounting, and other purposes as required by the school district. It is the student's responsibility to safeguard the ID card and to maintain its good condition. Lost and/or defaced ID cards will be replaced at the student's expense.

### **Lockers**

A locker may be requested by each student at the beginning of each school year. A combination lock will be provided to the students. The office will retain a list of combinations. Students are to keep the contents of their locker neatly arranged at all times. Lockers are the property of the Eunice Schools and may be inspected at any time by school personnel. Locks must remain locked while on the locker. Lockers and combinations should not be shared with other students. Missing locks should be reported to the office immediately. A replacement fee of \$15.00 will be charged if the lock is lost or destroyed as a result of negligence.

### **Accident Insurance**

Group insurance is offered for your convenience and general welfare. You may secure this service for a minimum cost. This policy will cover accidents or bodily injuries to you while you are going to and from school and while you are at school. You may access this information by to their website at, <https://www.myers-stevens.com/>

Football players who do not have personal insurance must purchase a special “Football Policy in order to participate.

A 24-hour policy, valid for twelve (12) months, which covers certain injuries on and off campus (school) premises, is also available for a minimum cost. Both students and parents are urged to read the policy carefully to see if it meets your needs before buying the policy.

### **Safety Drills**

- Fire: Fire drills will be conducted in accordance with the rules and regulations set forth by the Office of the State Fire Marshal. The drills are a precautionary measure to the safety of our students and staff. Students and faculty are to leave the building at the exits as designated in each classroom. You are to move orderly and quickly from the building to the pre-assigned area. Drills will be a mixture of announced and unannounced. Upon completion of the fire drill, students will be directed to return to their respective classroom by their teacher or other school staff conducting the fire drill.
- Shelter-in-Place/Evacuation: All staff will be trained in the Emergency Preparedness system known as A.L.I.C.E. Students will be trained and practice the procedures to follow in an emergency. Each situation is unique, and students should follow the individualized directions given by the staff member who is conducting the drill.

### **Parking Regulations**

Parking spaces are provided for the convenience of students who drive a car to school. Students who drive to school are expected to have the following:

- Valid driver’s license
- Vehicle registration
- Proof of insurance

Failure to provide proper documentation may result in a parent/guardian being required to pick up the vehicle or the vehicle being towed from the parking lot. Improper use of an automobile by disregarding the rules of safety or by a show of immature judgment will result in the suspension of driving privileges and/or other disciplinary actions as determined by the principal and/or the School Resource Officer.

Students may park in one of the following student assigned parking lots:

- South side of auditorium
- Baseball field parking
- South side of administration building
- Vocational Building
- Joe Langston Gymnasium

**NOTE: STUDENTS ARE NOT TO DRIVE OR GO TO CARS BETWEEN CLASSES. PARKING LOTS ARE OFF LIMITS UNTIL LUNCH TIME OR AFTER SCHOOL.**

Parking areas that are OFF LIMITS to student parking:

- North side of campus- Teacher Parking
- Field House Parking- Coaches Parking
- West and south side of activity center-Administrator & Visitor Parking
- East of administration building-Administration Staff & Visitor Parking

**Misuse of automobiles and/or parking area violations**

The following activities are NOT allowed in parking lots

- Reckless driving
- Speeding
- Loud music
- Vulgar language

**Consequences**

Disciplinary action will be taken when a student abuses parking privileges. These can include verbal and/or written warning; referral to the School Resource Officer and/or Eunice Police Department; loss of driving privileges; on campus or off campus suspension.

**School Bus Regulations**

The following school bus regulations are published for the safety of those students riding buses. Adherence to these rules could prevent injury to you or one of your classmates.

1. The bus driver is in full charge of pupils when they are riding the bus. The pupils must obey the driver cheerfully and promptly. He/she has the same authority as the classroom teacher. Refusal to obey the rules will make the students liable to be reported to school officials and perhaps to be refused transportation privileges.
2. Pupils should never stand in the road while waiting for the school bus.
3. Pupils are not to carry on unnecessary conversations with the driver while the bus is in motion.
4. The use of tobacco in any form shall not be permitted.
5. Pupils shall not get off or on the bus or move about within the bus while the bus is in motion.
6. Pupils must occupy the seats assigned them by school officials or the bus driver. Pupils in less desirable seats may move into more desirable ones when the pupils assigned to the latter are not on the bus; any such moving may be done only when the bus is stopped and with permission from the bus driver.
7. Pupils must not extend their hands, arm, heads, or bodies through the bus window.
8. Pupils must not open or close bus windows without the permission of the bus driver.
9. Rough, boisterous conduct will not be permitted in the bus. Pupils will be permitted to converse in a normal tone while on the bus.
10. Pupils will not be permitted to leave the bus on the way to and from school without the permission of the driver.
11. Pupils who must cross the road after alighting from the bus shall pass in front of the bus far enough so that the driver can see them (approximately 10 feet) and not behind the bus. Pupils shall cross the road only when the driver signals all is clear. Exception to this rule would be in urban areas where pedestrian crossings are provided at intersections, and pupils are instructed to cross after the bus leaves the unloading zone or traffic signals direct them to cross.
12. Students shall not bring drinks into the bus.
13. Dogs and other animals are not permitted in the bus.

### **Athletic Ticket Information**

Gate Prices are \$5.00 for all people aged 5 and up.

### **Activity Passes**

Activity Passes will be available through the high school office for all regular season home athletic events. Please note the following:

EHS Staff members: Free with staff ID

Staff immediate family plan: \$40.00

K-5 Elementary Student Activity passes: \$30.00

6-12 Secondary Student Activity passes: \$40.00

Adult Activity passes: \$60.00

Children under 5: Free of charge

There is NO immediate family pass for the general public.

Passes must be presented at the gate or general admission is required.

Playoff games are not included with the Activity Passes and online ticketing is required for all NMAA playoff events.

### **Reserved/Season Football tickets**

These tickets will be available in August through the High School Office. They are not included with an activity pass.

### **Vaccinations**

**Meningococcal ACWY:** Beginning in the 2023-2024 School Year, all 16-year-old students will need a 2<sup>nd</sup> dose of MenACWY for school entry. Most students have had the first dose of this vaccine at age 11 or 12, since New Mexico schools required the first dose in 2019. This will apply to most students entering 11<sup>th</sup> grade. Please make an appointment once your student turns 16 to get your student up to date with immunizations.

### **COVID-19**

COVID-19 vaccinations are not required for school attendance but are available for individuals 6 months or older. Students are considered fully vaccinated 2 weeks after the Johnson & Johnson one-dose vaccine or 2 weeks after the 2<sup>nd</sup> dose of the Pfizer or Moderna vaccine and then one booster dose when eligible. The COVID-19 is a personal choice of each family. Those who test positive will need to quarantine according to the current recommendation of the NM DOH.

### **Masks**

At the time of this printing, masks are not required for public school staff or students. The only exception to this guidance is:

- An individual who tests positive for COVID will isolate at home for 5 days, they may return to school for days 6-10, but are required to wear a mask.
- Any individual may wear a mask at any time if they so choose.

The status of mask wearing may change frequently as ordered by the NM PED, the NM DOH, or the Governor's office. EHS will follow the most current and least restrictive guidance from these sources.

## ATTENDANCE

### **Student Attendance: EPS School Board Policy J-0500**

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled. A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

Pregnant and parenting students must have the same educational opportunities as their peers.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school.

### **Absences:**

Absences (Excused and Unexcused) impact student learning. During each semester, attendance will be monitored twice each instructional day. For Unexcused absences, parents will be called via our school messenger system and notified that their student was absent. Each call will be documented, and the documentation will be retained for future reference.

### **Excused Absences:**

Only excused absences are eligible for work to be made up. In order for absences to be excused, the parent/guardian must contact the school within the week of the time the student returns in the following manner:

- Phone call to the school office
- Email to the Principal and School Secretary
- Doctor's Note
- Parent Note

Doctor's Notes are required after a student has accumulated 10 phone calls, emails, or parent notes.

### **Unexcused Absence:**

If a student accumulates five (5) **unexcused absent days (student in need of early intervention)**, the parents will be notified using the school messenger system via the phone numbers on file in our office.

If a student accumulates ten (10) **unexcused absent days (habitual truant)**, the parents will be notified in writing that the student is classified as a habitual truant. The notification will include a recommendation for the parent to meet with a District representative to develop intervention strategies that focus on keeping the student in an educational setting. If the student accumulates any additional unexcused absent days, wellness checks may be initiated by school personnel and/or School Resource Officers. Additionally, the matter will, within seven (7) days, be reported to CYFD and/or Juvenile Probation Services for investigation. The school shall document the following for each student identified as a habitual truant:

- attempts by the school to notify the parent that the student had unexcused absences
- attempts by the school to meet with the parent to discuss intervention strategies
- intervention strategies implemented to support keeping the student in school

If the unexcused absent days continue despite exhaustive intervention efforts and referral to the Juvenile Probation Services, the student may be administratively withdrawn from enrollment.

### **Serious Medical Situations:**

In cases involving known serious medical situations, an attendance panel consisting of the principal and two faculty members, at any time, may consider allowing more than the maximum number of absences under the minimum attendance standard.

### **Tardies:**

Students are expected to be in the classroom before the tardy bell for all classes. Teachers will record in their grade book and Skyward when a student is tardy. If you are detained by a teacher/administrator, get a written statement from the teacher/administrator who detained you to give to your next teacher.

Three (3) tardies in a class is equivalent to one (1) unexcused absence. Any tardy exceeding ten (10) minutes is an absence. During any grading period, more than three (3) tardies or absences due to tardiness are considered excessive and will be addressed as a disciplinary matter. Lunch detention will be assigned at the third tardy and for any additional tardy in the same class. Failure to attend lunch detentions will result in:

- losing off campus lunch privileges.
- Assignment to full day(s) ISS.

### **Make-up Work**

Students missing school for an excused absence must take steps to make up work they miss in a timely manner. It is not the teacher's obligation to initiate action to ensure that work is made up. The teacher is obligated to offer the opportunity, but not to force the student to make up missed work. Students will be allowed three (3) days to make up work after an absence. This can be extended at the discretion of the teacher especially in cases of prolonged absences. Any class work that is not made up within the time allowed will receive a zero. When a student is aware of an upcoming absence, it is good practice to make up work prior to the absence.

### **Illness or Accident while at school**

Notify the teacher and then report to the Principal's Office. A nurse, administrator or the building secretary will determine whether the student should be sent home. In the event of an accident, the teacher in charge at the time of the incident will fill out an Accident Report Form and turn it in to the office. Because of insurance and liability restrictions, one student does not have the authority to take another student home.

### **Permission to leave school**

Students are not to leave the school grounds during school hours without first properly signing out through the office. Once parental/guardian consent has been established and permission is **granted** by the principal or secretary, the student will sign the sign-out-book as a matter of record, giving time of departure, destination and for what purpose. Notes from parents may be required. Examples: Leaving school for doctor's appointments, funerals, leaving early for



school activities, etc. If returning the same day, the student must sign back in through the office. **Disciplinary action will be taken when a student leaves without permission.**

**Withdrawal**

If it becomes necessary for a student to withdraw from Eunice High School, his/her parent or guardian should report to the Principal's Office and request to withdraw from school. The student will be issued a withdrawal form to be filled out by each of the student's teachers, librarian, and registrar. Athletes must also be cleared by their coaches (all equipment/uniforms turned in). This form will indicate grades(s) and if records have been cleared. After completion, the student will return to the office for final clearance by the principal. Failure to properly clear will delay the student's transcript to other schools.

It is recommended for the student to take a full day to withdraw. By doing this the student can turn in books and get the clearance form signed while going from class to class thereby avoiding confusion and class disruption.

**Remote Learning EPS School Board Policy J-0541**

Remote Learning as a preferred method of instruction has proven to be an ineffective method of learning for most students. NM PED requires schools to plan all required instructional hours as in-person instruction.

**Meals**

Starting with the 2023-2024 school year all students in New Mexico will receive free breakfast and lunch. It is still very important that all parents fill out an application so that our district will receive appropriate reimbursement. Application forms are included with the registration process. Those that are not completed may be given to individual students. Information concerning the application status is kept confidential. Please help us with this requirement and complete and/or return the form.

**Genuine Foods**

The Eunice Public Schools has contracted with Genuine Foods again this school year. Please encourage your child to take advantage of the meals they will be preparing.

**Meal Prices**

Meals are free for students however, adults including staff will still pay for meals unless they are on duty.

Adult Breakfast: \$2.75

Adult Lunch: \$3.75

Visiting Students Lunch: \$2.75

**City of Eunice Meals**

The City of Eunice will provide free meals at the Teen Center to high school students on Wednesday only this school year.

**Nutrition Break**

The following rules and regulations will apply to the daily nutrition break:

- All students are to report to the area near the center courtyard.
- Students must present their school ID to receive a meal.

- Students may access the area both inside and outside the building in the center courtyard area or in front of the school on the tables provided.
- Students may not leave campus.
- Students may not go to their cars.
- Students are to pick up after themselves and clean up their respective areas.
- All teachers will be on hall duty during this time to monitor the students.

### **Lunch**

Regular Bell Schedule: 12:42-1:22

Wednesday PLC Schedule: 11:52-12:32

Eunice High School has an open campus for lunch. Students may go home or to one of the nearby establishments if they so desire.

The school cafeteria provides a well-balanced lunch and students are able to eat in the cafeteria with Caton Middle School students or take their meal to go. They may return to the high school campus. Picnic tables are available in the courtyards and in front of the building. Students are free to eat inside the building in the nutrition break area.

Students may not drive to the cafeteria.

In order to show consideration for all Eunice Public Schools students, faculty and staff as well as the cafeteria personnel, keep in mind the following cafeteria regulations:

- Enter the cafeteria quietly and orderly.
- Enter the serving line and keep your place in line without crowding or passing in front of those already in the line. In other words, **DO NOT CUT.**
- Do not attempt to hold a place in line for someone else.
- Observe good table manners while eating in the cafeteria. If you do not, you may be requested to leave.
- Return all trays, glasses, silverware, etc., to the designated place.
- Follow directions with all staff on duty; if requested, show your ID to any Eunice Public School employee.

## **Dress**

### **Dress Code, EPS School Board Policy J-2361**

In order to promote a clear focus on education, the Eunice Public Schools establishes a dress code policy that provides dress and appearance requirements for its students. Students' dress and appearance must be safe, clean, healthy, modest, respectful, and promote a positive image of our schools. Discussion about dress code violations shall be held privately and maintain the dignity of the student.

In their roles as educational leaders, staff and faculty of the Eunice Public Schools will adhere to the dress code as a minimum standard.

### **Principal's Authority**

Administrators have discretion to make exceptions, including for special events and in the case of religious or medical purposes.

## **Tattoos/Brands**

The following types of tattoos or brands are prohibited and shall be covered:

**Extremist:** Philosophies, organizations, and activities which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.

**Indecent:** Tattoos or brands that are grossly offensive to modesty, decency, propriety, or professionalism.

**Sexist:** Tattoos or brands that advocate a philosophy that degrades or demeans a person based on gender.

**Racist:** Tattoos or brands that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Tattoos or brands, regardless of subject matter, on the face, head (anything above the t-shirt neckline), eyelids, mouth, and ears are prohibited.

**Head Coverings:** Except for religious or medical purposes, caps, hats, bandanas or beanies are not to be worn in any school building.

**Hair:** Hair must be neat, clean, well groomed, and non-distractive, not obstruct the student's vision, and worn in a manner that does not endanger the student. Hair color must be non-distractive.

**Facial Hair:** Facial hair must be neat and trimmed at all times.

**Sunglasses:** Except for medical purposes, Sunglasses are not to be worn in any school building.

**Contact Lenses:** non-prescriptive contact lenses are prohibited.

**Make-Up:** Make-up must be safe, non-distractive and not impair a student's vision.

**Clothing or Accessories:** Clothing must fit appropriately. Clothing that exposes private areas or an excessive amount of bare skin is prohibited. Examples of prohibited clothing include, but are not limited to; sagging or low-cut pants, pants with holes or frays above the middle of the thigh, skirts, shorts and dresses that do not reach the middle of the thigh, leggings with inadequate coverage of private areas, spaghetti, tube or halter tops, studded or chain belts, and clothing constructed of see-through materials. Clothing or accessories that advertise or depict association with gangs, tobacco products, alcoholic beverages, drugs, offensive, vulgar, or obscene writing or pictures is prohibited.

**Shoes:** Shoes must be safe, non-distractive, and stay securely on foot in an emergency. Shoes with cleats or wheels, house shoes and slippers are prohibited.

**Chains, Collars, and Spikes:** Students may not wear chains, which are designed to be worn on wallets, pants, or as dog collars, including collars with spikes.

**Body Piercing:** Body piercings must not jeopardize a student's safety.

**Electronic Devices:** Use of cell phones, and other electronic devices specified by the principal are prohibited in school during instructional hours, unless under the supervision of school personnel.

**Prom Attire:** For students and their dates attending Prom, attire will be formal, yet modest in keeping with the standards expected by the school and community. Attire that exposes private areas or excessive amount of bare skin is prohibited. The Principal or Class Sponsor will determine the appropriateness of stated clothing.

## **Student Conduct**

### **Student Conduct, EPS School Board Policy J-2300**

Well-mannered students walk through hallways to their classes and when leaving the building for the cafeteria, buses, etc. Running in the halls is prohibited. Students will use the right-hand side of the hallway to move about the buildings. Shouting and loud talking inside the building is not considered to be mannerly.

Students are to refrain from any public displays of affection during school time and while at school sponsored functions. COVID restriction may require social distancing of 3-6 feet dependent upon current recommendations from the CDC.

The purpose of the policy is to assist students, parents, teachers, staff and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of a democratic society.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of The District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.

- Conduct or speech that violates commonly accepted standards of The District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

The quality of the school community, both socially and academically, depends in a significant way on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.

Students may exercise their constitutional rights of free speech, press, assembly, and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process.

Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators must work together to create a common willingness to learn.

Certain student behavior and attitudes foster the desirable and healthy learning environment schools encourage. Among these are the following:

- Friendliness and acceptance of people in academic and non-academic environments
- Eagerness to participate in both academic and non-academic activities
- A spirit of cooperation and willingness to share abilities, time, and skills, not only to further one's goals, but also to help others succeed
- Prompt and regular attendance in classes and at activities of school-sponsored organizations; and
- Adherence to school rules and positively contributing to the academic and social climate

### **Applicability and Enforcement**

The provisions of this policy, including disciplinary actions are applicable:

- Anytime the student is on school property
- During the transportation of students; and
- During school-related activities

### **Disciplinary Action Levels and Consequences**

#### **Level 1 Student infractions include:**

- |   |   |
|---|---|
| 1. Horseplay (running, throwing, tripping, pushing, touching) ___ | 2. Teasing another student ___                            |
| 3. Classroom/school/bus disruption/disorderly conduct ___         | 4. Profanity/indecent gestures/leering ___                |
| 5. Failure to return note ___                                     | 6. Failure to turn in assignment (s) ___                  |
| 7. Cheating/forgery/plagiarism ___                                | 8. Disrespectful to teacher ___                           |
| 9. Minor misbehavior for a substitute ___                         | 10. Minor insubordination ___                             |
| 11. Possession of prohibited device ___                           | 12. Minor Dress code violation ___                        |
| 13. Minor gambling ___  | 14. Inappropriate conduct by student driver/passenger ___ |
| 15. Failure to wear a mask if required ___                        |   |

#### **Level 1 Consequences: May include one or more of the actions listed below.**

- |   |                                  |
|---|----------------------------------|
| 1. Warning ___                          | 2. Conference with student ___   |
| 3. Sign and return letter sent home ___ | 4. Parent Phone contact ___      |
| 5. Parent Conference ___                | 6. Loss of privileges/grades ___ |

#### **Level 2 Student infractions include:**

- |  |  |
|--|--|
| 1. Fourth Tardy (in a single nine weeks) ___ | 2. Forceful Pushing/Shoving of another student ___ |
| 3. Profanity toward another student ___      | 4. Insubordination ___                             |
| 5. Parking Violation ___                     | 6. Chronic Level 1 infraction                      |

#### **Level 2 Consequences: Level 2 consequences may include all options under Level 1 and one or more of the actions listed below.**

- |   |   |
|---|---|
| 1. Detention at lunch, or before/after school ___ | 2. Referral to district auxiliary and/or support services ___ |
| 3. Office Time-out ___                            | 4. Before or after school Office detention ___                |
| 5. ISS (In School Suspension) ___                 | 6. Restitution for damages ___                                |
| 7. Referral to an outside agency ___              |   |

#### **Level 3 Student infractions include:**

- |  |   |
|--|---|
| 1. Profanity toward staff member ___                     | 2. Threatening behavior/intimidation ___          |
| 3. Verbal Assault/Bullying ___                           | 4. Inappropriate physical contact ___             |
| 5. Creating an unsafe situation ___                      | 6. Fighting ___                                   |
| 7. Destruction of school property ___                    | 8. Graffiti/petty theft/burglary <\$50 ___        |
| 9. Harassment/profuse profanity ___                      | 10. Rumors/gossip/anything leading to a fight ___ |
| 11. Extortion ___  | 12. Displaying Gang identifying items ___         |
| 13. Use and/or possession of tobacco/vaping products ___ | 14. Chronic Level 2 Infraction ___                |

#### **Level 3 Consequences: Level 3 consequences may include all options under Levels 1&2 and one or more of the actions listed below.**

- |                                |  |
|--------------------------------|--|
| 1. Restitution for damages ___ | 2. ISS (In School Suspension) 1-6 days ___ |
| 3. 1-6 days suspension ___     | 4. Law enforcement referral ___            |

#### **Level 4 & 5 Student infractions include:**

- |   |   |
|---|---|
| 1. Battery/Fighting/Assault with bodily harm ___    | 2. Under the influence/possession of an illegal substance ___ |
| 3. Major vandalism/robbery/theft/burglary >\$50 ___ | 4. Sexual Harassment/Sexual Misconduct ___                    |
| 5. Possession/Use of any weapon ___                 | 6. False Fire Alarm/911/Bomb Threat ___                       |
| 7. Assault of district employee ___                 | 8. Arson ___  |

- 9. Major gambling\_\_\_\_
- 11. Trespassing\_\_\_\_
- 13. False Identification\_\_\_\_

- 10. Reckless use of vehicle\_\_\_\_
- 12. Violation of Suspension\_\_\_\_
- 14. Chronic Level 3 and/or 4 infractions\_\_\_\_

**Level 4 & 5 Consequences:** Level 4 & 5 consequences may include all options under Levels 1-3 and one or more of the actions listed below.

- 1. Level 4 ISS (In School Suspension) 6-10 days\_\_\_\_
- 2. Level 4 Suspension 6-10 days\_\_\_\_
- 3. Level 5 ISS (In School Suspension) 10 days\_\_\_\_
- 4. Level 5 Suspension 10 days\_\_\_\_
- 5. Level 5 Long-term suspension\_\_\_\_
- 6. Level 5 Expulsion\_\_\_\_

### **Student Interrogations, Searches, and Arrests EPS School Board Policy J-3400**

Any request by law enforcement agencies and/or other government agencies (i.e., Children, Youth & Families Department) to see a student, interview a student or make an arrest at school, must be verified by the principal and/or his designee, to be assured that such request is authorized by that individual's agency. The principal will request identification and written authorization from the individual and will verify the legitimate request by the individual's agency by telephone. The principal must notify the Office of the Superintendent each time the police are on campus.

#### **Interviews**

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth, and Family Department worker or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified, and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of The District shall cooperate fully with the police.

#### **Searches**

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

**Notice of search policy.** Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

**Who may search.** Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some

other person, who upon consent becomes an authorized person for the purpose of that search only.

**When search is permissible.** Unless Local School Board policy provides otherwise, an authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

- School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction. Strip searches are inappropriate without approval of school district counsel.

**Seizure of items.** Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

**Notification of law enforcement authorities.** Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

Items provided by The District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)



### **Arrest**

When a peace officer enters a campus and indicates an intent to take a student into custody or arrest a student, the office staff shall request the peace officer to establish proper identification, complete, and sign a "Form for Signature of Arresting Officer." The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain the relinquishment of custody by the school and the location of the student, if known.

### **Detention**

Detentions are assigned by the classroom teachers for 3 and subsequent tardies and for minor behavior infractions with the principal's approval. Most detentions will be assigned the first 20 minutes during lunch, students may bring their lunch, or choose to have a lunch in the cafeteria, or take a shorter lunch once released from detention. Detention may also be assigned before or after school by the building administrator.

### **In School Suspension**

ISS is to be assigned only by the building principal or administrative designee. Students assigned to ISS will surrender all cell phones, smart watches, and ear buds/headphones to the office or the ISS supervisor. They will be required to bring their own lunch when they arrive for school or have a cafeteria lunch provided to them by school staff. Lunch will not be delivered. Classroom work will be completed, other activities will be online programs or courses related to their offense and reading of material books/magazines approved by school staff.

### **Out of School Suspension**

OSS will be assigned only by the building principal. Students are not allowed on campus for any school activity during or after school hours. Students may make up work according to the following guidelines:

- Work will be completed during the suspension. It may be returned via Google Classroom, email to the teacher, or submitted the 1<sup>st</sup> day back from suspension. Work submitted late will not be accepted and students will receive a zero for work not completed.

## **Tobacco, Drugs, and Alcohol**

### **Tobacco use by students: EPS School Board Policy J-3000**

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots

- School playing fields
- School buses and other District vehicles
- Transportation pick up areas

Disciplinary penalties may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

All District employees are expected to cooperate in the enforcement of this policy. Student violations shall be reported to administrative personnel.

No school employee who in good faith reports any known or suspected use, possession or distribution of alcoholic beverages, mood-altering substances or illicit drugs shall be held liable for any civil damages as a result of such report or efforts to enforce this policy.

**EXCEPTION:** Lawful possession or use by a minor of a tobacco-cessation product approved by the United States Food and Drug Administration shall be permitted by students following District policies for student self-administration of medications.

**Drug and Alcohol use by students: EPS School Board Policy J-3050**

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in The District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board Policy.
- Hallucinogenic substances

- Inhalants
- Vapes

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

### **Drug use in school activities: EPS School Board Policy J-4450**

#### **Goals of The District**

The Eunice Public Schools Board of Education in order to:

- Help prevent students participating in school activities from using illegal drugs, alcohol and steroids.
- Protect the health and safety of its students involved in activities from the use and abuse of illegal drugs and alcohol.
- Ensure that students involved in activities set an appropriate example for their fellow students for whom they are often role models
- Give students an additional incentive for declining to use drugs/alcohol and
- Encourage any students involved in activities found to be using or abusing drugs and alcohol to obtain assistance in overcoming this use or abuse

#### **Statement of Purpose and Intent**

It is the intent and desire of the Eunice Public Schools Board of Education, Administration, and Staff that every student involved in athletics/activities in the Eunice Public School District, refrain from using or possessing illegal drugs/alcohol. Members of the Board of Education, administration, staff, community, and parents have long been concerned about the prevalent alcohol/substance abuse problem that has become evident in Eunice during the proceeding months. Evidence of a problem with experimentation and use of drugs and/or alcohol comes from anecdotal evidence, from student/administration discussion, discussion with parents, athlete/coach discussions, the increasing number of discipline referrals, violations of the Eunice Public Schools' Athletic/Activity Code of Conduct Contract, and observation of changing behavior patterns in students. With a great number of violent crimes being committed in the nation's school districts, and the direct link between drug use and violent crimes the evidence of a local problem is alarming. This policy is intended to supplement and complement all other policies and regulations of the Eunice Public Schools and the New Mexico Board of Education regarding possession or use of illegal drugs/alcohol.

This regulation is not intended to be academically punitive in nature. The sanctions of the regulation related solely to limiting the opportunity of any student found to be in violation of the policy to participate in any athletic/activity programs. There will be no academic sanctions for violations of this policy unless the student violates student handbook policies.

Students who participate in athletics and activities are expected to hold themselves as good examples of conduct, sportsmanship and self-discipline. Accordingly, as part of the privilege of participation in extra-curricular activities, they are required to avoid the use of and/or be in possession of illegal drugs and/or alcohol.

All students in grades 6-12 who wish to participate in school athletics or activities will be subject to random drug and alcohol testing for the entire school year, or as long as they participate in the district athletic/activity programs. Students will be tested in two pools dividing the Middle School (6<sup>th</sup>-8<sup>th</sup>) from the High School (9<sup>th</sup> – 12<sup>th</sup>).

### **Certified Drug Testing Company**

A certified drug testing company contracted by the district will perform the random testing of students. The company chose to conduct the testing will be required to have a detailed written procedure to assure proper chain of custody of the samples, proper laboratory control, and scientifically-validated testing methods.

### **Random Drug & Alcohol Testing**

Illegal substance abuse of any kind is incompatible with any athletic or activity program offered by the Eunice Public Schools. Therefore, parental and student consent to this Eunice Public Schools' Drug and Alcohol testing is mandatory for all students to participate in any school athletic or activity program. The consent form will be for testing of urine, blood test, saliva testing, and/or hair sample test.

No student shall be allowed to practice or participate in any athletic/activity program unless the student has returned the properly signed Student Athletic/Activity Drug/Alcohol Testing Consent Form. The student must also have met all other eligibility requirements as set forth by the Eunice Public School District and NMAA Rules and regulations.

### **Definitions**

- Student Activities defined as activities where students represent the Eunice Public Schools in school-sponsored events or NMAA-sanctioned events.
- Drug/Alcohol Use Test means a scientifically substantiated method to test for the presence of illegal drugs, alcohol, performance-enhancing drugs, or the metabolites thereof, in a person's urine.
- Random Selection Basis means a mechanism for selecting eligible students for drug/alcohol testing. The district's contracted provider will use a random selection process to select eligible students for testing.
- Illegal Drugs/Alcohol means: Alcohol (any liquor, wine, beer, or other beverage containing alcohol). Drugs (any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the counter drugs used or possessed or distributed for unauthorized purposes, including, but not limited to marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP) methadone, barbiturates, and propoxyphene)
- Positive, when referring to a drug/alcohol test administered under this policy, means a toxicological test result that demonstrates the presence of illegal drug/alcohol or a performance-enhancing drug or the metabolites thereof, using the standards customarily established by the testing laboratory administering the drug/alcohol use test.
- Substance Use Violation refers to a positive urinalysis, blood test, saliva test, or hair sample test. The Eunice Public School District will not test for substances or purposes other than drug or alcohol use prohibited by this policy.

## **Procedures**

- All students in grades 6-12 who wish to participate in school athletics/activities will be subject to the random testing program for the entire school year or for as long as they participate in the district athletic/activity programs. Students will be tested in two pools dividing the Middle School (6<sup>th</sup>-8<sup>th</sup>) from the High School (9<sup>th</sup> – 12<sup>th</sup>).
- Each student in athletics/activities shall be provided with a copy of the Eunice Public Schools Student Athletic/Activities Drug/Alcohol Testing Policy and the Eunice Public Schools Student Activity Drug/Alcohol Testing Consent Form, which shall be read, signed, and dated by the student and parent or legal guardian before that student shall be eligible to practice or participate in any athletics/activities program.

## **Selection for Testing**

- The authorized testing company will randomly select the date of the unannounced testing to be conducted at various times during the school year.
- Students who are randomly selected by the authorized testing company to be tested during one testing period, will be eligible for future tests and if selected may be tested in successive tests.
- Students will be notified the day of the testing at school and will be escorted to the designated drug testing areas to be processed. There will be no prior warning or notice.
- A refusal to provide a sample will be treated as resignation from all athletic/activity programs for one calendar year from date of refusal. In addition, at the end of the calendar year, the student must submit to drug/alcohol testing during the next available testing cycle. This test will be at the student's expense.
- Eunice Public Schools will follow the Federal Department of Transportation (DOT) Title 49: Part 382 and Part 40 regulations as a guide for each student selected for testing:
- If a student provides a specimen that is not adequate for testing, he/she will allow a specimen-collector (of the same gender) to observe while the student provides another specimen.
- If the testing laboratory determines that an adulterant has been added to the student's specimen, the student will be subject to suspension from school athletics/activities.
- A certified drug testing company contracted by the district will perform the random testing of the students. The company chosen to conduct the testing should be required to have a detailed written procedure to assure proper chain of custody of the samples, proper laboratory control, and scientifically- validated testing methods.
- All students, regardless of country of domicile, are required to have prescriptions by United States Board certified medical professional as a basis for explaining positive test results on the basis of medications necessary to health.
- The drug testing company will contact the superintendent or his/her designee with the test results.

**If a test result is positive, the Superintendent or his/her designee will immediately contact the student and the student's parents or legal guardians and schedule a conference at which time the student, parents, or legal guardians may explain the positive results.**

**Parents or legal guardians may provide doctor's prescriptions and documentation in the form of prescription containers of any drugs that the student was taking that might have**

**affected the outcome of the drug/alcohol use test. These prescriptions must be properly dated, prescribed by United States Board certified medical professional, and must be verified by pharmacy records.**

- Parents/Guardians may request that another test be conducted on the remaining portion of the urine sample at their cost. The Eunice Public Schools reserve the right to investigate anomalies in the timing and documentation of prescriptions labels.

No student shall receive an academic penalty solely as the result of a test result.

### **Violations**

A student found to have been in violation of this policy shall be subject to the following consequences.

### **Positive Test**

- Upon the **first positive test**, the student will be suspended from participation in all extracurricular activities for forty consecutive school days. The student may not participate in any extra-curricular activity on any non-school day during the term of suspension.
- As a condition of continued participation in extra-curricular activities, the student must attend an approved drug and alcohol education program or drug and alcohol counseling at the student's expense. Participation in extra-curricular activities may only be resumed upon successful completion of counseling program. The student may continue to practice once they enroll in, and as long as they attend regularly, an approved counseling program.
- As a condition of continued participation in extra-curricular activities, upon the student's reinstatement to their activity, the student will submit to two, drug and/or alcohol tests on random days for the next four (4) weeks at the expense of the student. A positive result will be considered a second violation.
- Upon a **second positive test**, the student will be suspended from participation in all extra-curricular activities for one calendar year from the date of the second positive test.
- As a condition of continued participation in extra-curricular activities, the student must attend an approved drug and alcohol education program or drug and alcohol counseling at the student's expense.
- As a condition of continued participation in extra-curricular activities, upon the student's reinstatement to the activity, the student will submit to two drug and/or alcohol test on random days for the next four (4) weeks and the student will be submitted to the random testing pool for the year of suspension. A positive result will be considered a third violation
- Upon a **third positive test**, the student will be ineligible for participation in all extra-curricular activities for the remainder of his/her enrollment in Eunice Public Schools.
- Violations of this policy and Eunice Public School Board Policy Discipline Policy, accrue concurrently. For example, a positive test under this policy following a prior violation of the Extra-curricular Activities Discipline Policy would constitute a second positive test.

### **6<sup>th</sup> to 8<sup>th</sup> Grade Exoneration**

Students in grades sixth through eighth (6<sup>th</sup> – 8<sup>th</sup>) grades who participated in school athletics activities and who were found in violation of this policy and who served the consequences for their action, shall be exonerated from their past violations upon promotion from the eighth (8<sup>th</sup>) grade with the following exception: Eighth (8<sup>th</sup>) graders who opt to participate at the high school -level forfeit eighth (8<sup>th</sup>) grade exoneration.

### **APPEALS PROCESS**

- A student may appeal a suspension under this policy by providing a written notice of appeal with the Superintendent and a copy to the principal whose decision is being appealed with five school days of the principal's decision.
- The notice shall state the reasons the suspension should be reversed. The principal shall provide the Superintendent the reasons the suspension should be sustained.
- The Superintendent or his/her designee shall review the principal's suspension decision in light of the provisions of this policy and issue a decision in writing sustaining or reversing the suspension.
- A student may appeal the Superintendent's decision to the Board of Education by providing a notice of appeal to the Superintendent within five school days of the date of the Superintendent's decision. The Superintendent may provide the board with the reasons the suspension should be sustained.
- The board's decision shall be final

## **STUDENT ACTIVITIES**

### **Extracurricular Activity Eligibility: EPS School Board Policy J-4450**

All interscholastic extracurricular activities in grades nine (9) through twelve (12) that are of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities.

Freshman entering the high school from 8<sup>th</sup> grade will be eligible the first semester of their 9<sup>th</sup> grade year. Beginning with the second semester of the 9<sup>th</sup> grade year, all students shall have a 2.0 grade point average with no F's for the semester grading period immediately preceding participation. For students not eligible at the semester, the next nine-week grading period can be used to regain eligibility. Students with one F in a semester may use the cumulative GPA provision as detailed by the NMAA one time in their high school career.

### **Extracurricular Activity Eligibility (Discipline): EPS School Board Policy J-4561**

This regulation applies to all students participating in all extracurricular activities, including, but not limited to, athletics, band, choir, debate, drama, National Honor Society, FFA, Student Council, and any school-sponsored activities such as cheerleading camp, volleyball camp, basketball camp, etc. All

New Mexico Activity Association (NMAA) applicable rules and regulations will be enforced.

Any student participating in extracurricular activities that has been cited for alcohol or drug violation(s) will be disciplined.

### **National Honor Society**

Selection as a member of the National Honor Society is the pinnacle of a student's achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continue excellence on the part of the new member. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership.

Membership into NHS is not automatically conveyed simply because a student has achieved a specific level of academic performance. NHS is more than just an honor roll. Selection for membership is based on the responsibility to continue to demonstrate four qualities:

- Service
- Scholarship
- Leadership
- Character

Transfer members must meet the new chapter's standards within one semester in order to retain membership. Members who resign or who are dismissed are never again eligible for membership or its benefits.

To be eligible for membership, the student must be a junior or senior in good standing at EHS, enrolled full time, and have a cumulative GPA of 3.5 or better. Candidates will then be evaluated on the basis of service, leadership, character, and acceptable attendance in school. Once selected, a contract will be signed and kept by the NHS advisors. All members are to maintain the standards by which they are selected. In addition, the national constitution expects members to attend meetings and to perform both individual and chapter service projects during the year. Students who fail to meet the GPA requirement will not wear the NHS stole during Graduation Ceremonies. Students who fail to maintain the standards by which they are selected, may be subject to a probationary period and/or dismissal from the EHS Chapter of the National Honor Society.

### **SCHOOL SPONSORED TRIPS AND ACTIVITIES**

Students will use school transportation for all school-sponsored trips. After the completion of the activity, students may be released to the parent/guardian if all of the following conditions have been met:

1. The parent/guardian must write a note requesting release of the student and present the note to the head coach.
2. The head coach must indicate his/her approval/disapproval on the note.



## **ASSEMBLIES AND PEP RALLIES**

Assemblies are for the education and entertainment of the student. Conduct of the audience during an assembly, plays a definite part in the program, as does the conduct of the performers on the stage.

Assemblies are scheduled through the office. The various organizations of the school are urged to present programs. Special interest assemblies will be scheduled as the opportunities arise. Students are expected to sit with their class in the designated area during assemblies. At designated times, students may be directed to sit as a homeroom class.

Events scheduled for Hardison Auditorium require all backpacks and bags to be secured in a locker or locked classroom. No drinks or bags are allowed in the auditorium.

Pep rallies will be scheduled on special days and coordinated by the cheer sponsor with principal approval. These are the responsibility of the cheerleaders, who lead yells and present skits depicting school spirit.

### **Junior-Senior Prom**

The following policy shall apply in reference to conduct at and attendance eligibility for the Junior- Senior Prom.

1. The high school prom is an extracurricular activity; therefore, it is a privilege afforded to junior and senior students in good standing in the school setting. Students with serious/repeated disciplinary referrals and/or unacceptable attendance (truant, habitual truant, unreasonable accumulation of absences) will not be afforded the privilege of attending the high school prom.
2. Persons who may attend the prom:
  - a. Members of the junior and senior classes of Eunice High School who are in good standing and their guests.
    - i. Guests must be at least a freshman in high school but not older than 20
    - ii. Guests will be charged a \$10.00 entry fee by Wednesday before the date of prom.
    - iii. Guests who attend another high school must provide the prom guest form signed by their high school principal and parent/guardian, a copy of a photo ID (School ID, driver's license, passport, etc.) and an entry fee of \$10.00 to the EHS office by Wednesday before the date of prom.
    - iv. Guests who are not in school must provide a photo ID establishing his or her age, parent/guardian signature if under 18 and an entry fee of \$10.00 to the EHS office by Wednesday before the date of prom.
  - b. Children are not allowed.
  - c. No additional guests including parents will be allowed in the facility.
  - d. High school faculty members, their spouses, and other faculty who may be invited as sponsors.
3. Original photo ID must be presented the night of Prom.
4. If a student or his/her guest leaves the prom, he or she will not be permitted to reenter the building. Students are therefore cautioned not to leave items in their cars in as much as they will not be permitted to go get them and return to the prom.
5. In order that the Eunice Schools may fulfill its responsibility to both students and parents, the following policy regarding the consumption of alcoholic beverages; being under the influence of drugs; and the possession of drugs, tobacco, vapes, alcohol or

related paraphernalia at the high school prom is published for the information and guidance of all concerned.

- a. Once entering prom, students and guests who are suspected of consuming or being under the influence of alcohol or drugs on the premises will be subject to district discipline measures.
- b. School administrators will implement search and seizure protocol when presented with individualized reasonable suspicion in regards to any student or guest. At this time, a Breathalyzer and/or other search and seizure procedures may be conducted.
- c. Once determined that a student and/or guest is in violation of alcohol, drugs or other disciplinary policies of the Eunice Public Schools, a parent/guardian will be called and will be required to pick up their student.
- d. Notification of Law Enforcement: An administrative authority shall have discretion to notify the local law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.
- e. Law Enforcement will be consulted for any guest over the age of 18 found to be in violation of any district policy.
- f. Any student who is apprehended drinking alcoholic beverages, being under the influence of drugs, or who gives evidence of having done so at the prom or at any other school sponsored event will be subject to the following disciplinary action or actions:
  - i. Dismissal from participating in activities representing the Eunice Schools for a period of forty (40) school days.
  - ii. Possible forfeiture of awards yet to be presented, if the student were out for sports and the season ended during the time the student is under suspension.
  - iii. Suspension from school and perhaps disbarment from future school sponsored events. Students are expected to conduct themselves in such a manner as not to bring discredit upon themselves or their school.

## **State-Owned Materials**

### **TEXTBOOKS**

Students will be issued a textbook(s) for each subject requiring a text. A record will be made of the number of the book and the condition when issued. If a student loses, damages, or destroys a book during the year, he/she will be required to pay for the lost or damaged book before a new one is issued. In the event the lost book is found, proper adjustments will be made prior to the end of the school year.

The use of state-owned textbooks is the right of every child in New Mexico, but this right carries with it the responsibility of proper use and good care. Books are expected to last for a period of six (6) years. The value of the book will depreciate one-sixth (1/6) the total cost for each year it has been used. If the book lost is over six (6) years old and is still in use, it will be valued at one-sixth (1/6) of the original cost.

## **COMPUTERS**

All students will be expected to check out a school issued computer. A device contract must be signed by the student and parent. It will be the responsibility of the parents/students to pay for damaged or lost devices.

## **LIBRARY**

The library is maintained in order that school life may be made more meaningful, enjoyable, and profitable to each member of the student body. It is to be used for studying, research, reference, and pleasure reading.

The following procedures will serve as a guide for the use of the library:

1. The library will be open from 7:45 a.m. each school day until 3:30 p.m.
2. Overdue books will draw a twenty-five (25) cent per day fine.
3. Student will pay for any damaged or lost library book as determined by the librarian.
4. Students with outstanding fees and fines are subject to losing privileges afforded to students throughout the year, will not be cleared for graduation, or will not be cleared for registration for the following year.

The library has approximately 13,000 books and local newspapers. Preparing and keeping all material available and ready for student use is the job and responsibility of the librarian but it is also the responsibility of every student and faculty member to take good care of all library materials and facilities and to be very careful that all materials are properly checked out before taking them from the library. Damage to books beyond reasonable wear must be paid for by the student (see overdue and lost books below).

Computers are available for the students to use for research, word processing, etc. The student must have an internet permission form on file in the office.

## **Grades**

All grading at the high school level shall be done on a numerical or percentage system. The grade scale is to be as follows:

90 - 100	Excellent, meeting all or going beyond the teachers expectations
80 - 89	Good, above average
70 - 79	Average, medium quality of work
60 - 69	Below average, yet passing
Below 60	Failing, incomplete work

In converting the numerical grade to letter grade for recording on the student transcript, the following shall be used:

	Grade	Point
90 - 100	A	4
80 - 89	B	3
70 - 79	C	2
60 - 69	D	1
0 - 59	F	0

Dual Credit Courses will be graded on a 5 point scale as follows:

	Grade	Point
90 - 100	A	5
80 - 89	B	4
70 - 79	C	3
60 - 69	D	2
0 - 59	F	0

Semester averages in all subjects are used. The points are added, and the total is divided by the number of semester grades on record. The result is the grade point average (GPA).

### **Semester Exam Information**

All students are required to take a Semester Exam in each class. The following schedule for finals and celebrations of attendance and good grades will be in place for the 2023-2024 School year:

#### **Semester 1 Exam Schedule**

December 15<sup>th</sup>: Good Attendance and Grades Recognition Activities

December 18<sup>th</sup> & 19<sup>th</sup>: Semester Exam Review Days

December 20<sup>th</sup>: Semester Exams- Even Classes

December 21<sup>st</sup>: Semester Exams- Odd Classes

December 22<sup>nd</sup>: Semester Exam Make-ups- Morning Only

#### **Semester 2 Exam Schedule**

May 13<sup>th</sup>: Senior Exams: Odd Classes

May 14<sup>th</sup>: Senior Exams: Even Classes

May 15<sup>th</sup>: Scholarship and Awards Ceremony

May 16<sup>th</sup>: Senior Walkthrough, Senior Pictures, Graduation Practice

May 17<sup>th</sup>: Good Attendance and Grades Recognition Activities

May 20<sup>th</sup>: Semester Exam Review Day

May 21<sup>st</sup>: Semester Exams- Odd Classes

May 22<sup>nd</sup>: Semester Exams- Even Classes

May 23<sup>rd</sup>: Semester Exam Make-ups- Morning only

Student/Parent requests to take early final exams for any reasons will not be considered. Students with excused absences during finals may make arrangements to take the final on the designated make-up day or on the days after the final.

### **HOW TO COMPUTE NINE-WEEK GRADES**

1. 60% of the nine-week grade will be based on assignments in the daily category
2. 40% of the nine-week grade will be based on assignments in the test category

Note: students should be told in advance if an assignment is considered to be a test or a daily grade.

### **HOW TO COMPUTE SEMESTER GRADES**

1. Multiply each nine-week grade by two (80%)
2. Add the semester exam (20%)  
NOTE: A semester exam is required for all classes.
3. Divide by 5.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports and report cards will be available on the student information system, SKYWARD. Please make sure both parents and students check the SKYWARD system on a regular basis. Contact the office at any time, you are unable to access the SKYWARD system.

- Parent SKYWARD: Acquire your unique family access web login credentials from the High School office; go to [www.eunice.org](http://www.eunice.org), click on the Skyward tab near the bottom of the page.
- Student SKYWARD: Get your unique student access password form the High School Office; Click on the Skyward tab near the bottom of the [www.eunice.org](http://www.eunice.org) page, enter your username: firstname.lastname and your unique password.

## **HONOR ROLL**

There are two (2) types of honor rolls for Eunice High School

- Superintendent's Honor Roll: 4.0 GPA for the grading period
- Principal's Honor Roll: 3.5-3.9 GPA for the grading period

All subjects in which the student is currently enrolled will be used in computing honor rolls.

## **Course Guidance**

### **Grade Level Course Requirements**

Students must earn a minimum of 25 credits in order to graduate from Eunice High School. It is possible to earn 7 credits each school year. The following courses are recommended to be taken at the following grade levels:

#### **Ninth Grade:**

Credit	Course
1	English I
1	Math (Alg. I or Applied Math)
.5	NM History
.5	Health
1	Physical Science
1	Spanish 1
1	PE or *SCA (contract req.)
1	Elective

#### **Tenth Grade:**

Credit	Course
1	English II
1	Math (Alg. I or Alg. II)
1	World History
1	Biology
1	Elective
1	Elective
1	Elective

#### **Eleventh Grade:**

Credit	Course
1	English III
1	Math (Alg. II or Geometry)
1	US History
1	Science (from available courses)
1	Elective
1	Elective
1	Elective

#### **Twelfth Grade:**

Credit	Course
1	English IV
1	Math(from available courses)
.5	Government
.5	Economics
1	Communications
1	Elective
1	Elective or Senior Privilege

### **Additional Course Selections (IF needed and available)**

English: Dual Credit English, Credit Recovery English  
Math: College Prep. Math, Probability & Statistics, Dual Credit Algebra, Dual Credit Statistics, Financial Literacy, Credit Recovery Math  
Social Studies: Dual Credit US History I, Dual Credit US History II, CR SS  
Science: Environmental Science, FFA Horticulture, Anatomy, Chemistry, Aeronautics, Technical Science  
\*Electives: Strength/Conditioning/Agility (\*SCA), Weightlifting, Driver's Education, FFA Leadership, Creative Writing, Art, Adv. Art, Computer Graphics, Shop, Welding, Adv. Welding, Chess, Yearbook, Business, Soft Skills, CTECH, ACT Academy, Work Study, Edgenuity electives, Intervention electives

\*Electives can be lost if students demonstrate a need for Reading and/or Math Interventions until students can demonstrate grade level proficiency through benchmark and state assessments.

\*SCA-Athletics Contract: All students who participate in athletics at Eunice High School will be enrolled in Strength/Conditioning/Agility (SCA). A contract is required which must be signed by two coaches, the student, and a parent. Students not participating in a sport will not be allowed to register or continue in SCA. 1<sup>st</sup> period SCA starts each day at 7:45. Student Athletes who cannot take SCA due to a conflict with Academic needs such as Dual Credit, ITV, or CTECH will be expected to take weightlifting. Any exceptions will be made with the approval of the head coach, athletic director and the principal.

## **REQUIREMENTS FOR GRADE CLASSIFICATION**

Freshman	Promotion from the eighth grade
Sophomore	6.5 -12 credits
Junior	12.5 – 17.5 credits
Senior	18 credits or more
Graduate	25 credits or more

### **Credit Recovery Opportunities**

- Summer School: The most efficient way to recover lost credits is to attend the three-week summer school session held in June. Summer School for the 2023-2024 school year will be from 8:00 AM-12:00 noon, June 10<sup>th</sup>-June 28<sup>th</sup>. Students who work diligently during this time and have no absences should be able to recover two (2) classes or one (1) full credit. This option is the only way to recover a spring semester failure and regain athletic/activities eligibility.
- Retake the class: Some classes the best way to recover lost credit is to retake the class the following year. Examples of classes that must be recovered during the school year are Spanish, PE, and electives.

- Online classes such as Edgenuity. Although used as sparingly as possible, classes are at times recovered through the Edgenuity or other online Credit Recovery Software. These students are assigned a class period and must work on the course during the school day and in the assigned class. This is the least effective way to recover classes and is used as a last resort.

### **Next Step Plans**

Students will complete a plan for graduation in the 8<sup>th</sup> grade year prior to enrolling in high school courses. The Next Step Plan is a cooperative effort by students, parents, and school officials to carefully consider the student's career goals and interests. This plan will outline all high school coursework needed by students to successfully prepare for future learning and working experiences. Parent signatures are required each year.

The final Next Step Plan will be completed at the end of the senior year and will include the student's actual plans for college attendance, vocational training, military enlistment, and/or work. The Next Step Plan for Special Education students is included in each individual's transition plan that is part of their Individualized Education Plan (IEP).

### **SCHEDULING/CHANGES OF CLASSES**

In conjunction with the Next Step Plans previously discussed, during the spring of each year students complete and turn in to the Counselor pre-registration forms indicating their desires for the following year's classes. These forms are then used to develop student schedules for the upcoming school year. In addition to the student's desires, many factors must be considered in order to develop a functioning school-wide master schedule. Some of these factors include statutory graduation requirements, faculty size and teacher availability, number of available sections, and curriculum in place. While every effort is made to accommodate student's desires, there will be instances where this will not be possible, and students will be assigned to course(s) that they may not have asked for. Additionally, there may be cases in which there is a schedule conflict between two desired programs, and the student will be required to choose between them.

Once the master schedule is finalized, usually the week after classes begin, except for adjustments initiated by Administration, routine schedule changes will not be considered.

### **Driver's Education**

Driver's Education is offered once in the fall semester, once in the spring semester, and once during the summer. Driver's ed in the summer is available first come, first serve for ALL students who are at least 15 years of age by the end of the school year. Fall and Spring Driver's Ed. is an available elective, however students must reach the age of 15 during the semester they are enrolled and must have passed all classes the previous semester. Students must contact the counseling office and turn in the pre-registration forms before they can be placed in the class or on the waiting list.

## **TRANSFERRING STUDENT RECORDS**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, the educational records of transferring students are to be released to receiving schools as a matter of normal practice. This notice to parents and to students shall permit school officials to release records requested by receiving schools to be honored without parental authorization.

## **ADVANCED CAREERS AND TECHNOLOGY ACADEMY (ACT Academy)**

Under a concurrent enrollment agreement with the New Mexico Junior College, Eunice High School juniors and seniors are given the opportunity to attend post-secondary career training classes at the Junior College. Students are transported to NMJC every afternoon at 12:00 and return to EHS by 3:00 PM. During their enrollment, students must adhere to the policies of NMJC as well as EHS. In that EHS ACT-A students attend classes for three class periods, they earn 1.5 credits each semester when they pass the class, or if they fail the class, they will lose 1.5 credits each semester. In order to ensure continued availability of the program, EHS is obligated to enroll only students who have demonstrated that they can successfully represent EHS on campus at NMJC and will have a reasonable chance of passing the class. Enrollment in ACT-A, therefore, is not guaranteed to every student who requests it during pre-registration. The following factors will be considered by EHS Administration in authorizing/denying enrollment in ACT-A:

- Cumulative GPA – 2.0 or above
- Cannot be in a credit recovery situation
- Attendance record
- Discipline record

Enrollment decisions by EHS Administration are final.

## **TRANSPORTATION FOR ACT Academy**

- A. Transportation to and from NMJC will be provided by the Eunice Public Schools.
1. In order that students may get to their classes at NMJC on time, the following schedule will be followed:
    - a. Students will be dismissed at the end of their fourth period class to go to lunch.
    - b. The lunch period for ACT-Academy students will be from 11:38 a.m. to 12:00 p.m.
    - c. Students are expected to be back from lunch and on the bus at 12:00 p.m. The bus will be parked across the street in front of the high school.
    - d. The bus will depart promptly at 12:00 p.m. for the trip to NMJC.
  2. The return trip to Eunice will be as follows:
    - a. Students will report to their ACT-Academy instructors at the designated time for roll call and immediately get on the bus for the return trip to Eunice.
    - b. The bus should arrive in front of the high school at about 3:10 p.m. This should give students riding busses home time to meet their bus at the established location.



- B. Missing the bus will not be excused unless it was caused by some circumstance over which the student had no control. Any time, for whatever reason, a student misses the bus, he/she should report immediately to the Principal's Office and state the reason for having missed the bus. The student will then be sent to the library until school is dismissed at 3:10 p.m. **ANY STUDENT WHO MISSES THE BUS AND DOES NOT REPORT TO THE PRINCIPAL'S OFFICE WILL BE CONSIDERED TRUANT.**
- C. Students will not drive their private cars to and from NMJC without permission. Permission may be granted provided:
1. The student has a note from his/her parent(s) stating the reason for the request. Do not expect to drive your car after having missed the bus. This will not be permitted. If permission is granted for a student to drive his/her car, it is with the understanding that no other student will be permitted to accompany them, either to or from NMJC.
  2. Those students enrolled in auto mechanics, may on occasions, be permitted by their instructors to bring their cars to class for tune-ups or minor repairs as a part of their training. This will be permitted provided:
    - a. The student presents a written permission form signed by their instructor, and
    - b. The student presents a note signed by his/her parent(s) giving their permission for their son/daughter to drive their private car to NMJC. **AGAIN, OTHER STUDENTS WILL NOT BE PERMITTED TO RIDE WITH THE STUDENT DRIVING HIS/HER CAR TO OR FROM THE NMJC.**

### **The Career and Technical Education Center of Hobbs (CTECH)**

Eunice High School has partnered with the Hobbs Schools to allow a limited number of EHS students to participate in their Career Pathway courses. The logistics involved in partnering with the CTECH program will include student interest, the application process, transportation, and course availability. Students must be 10<sup>th</sup>-12<sup>th</sup> grade students, academically eligible and have a clean discipline record at our school. Due to Logistics with transportation and the popularity of some courses, not all CTECH courses are available for all our students. Additionally, classes sizes are limited, and students will be enrolled on a first come first serve basis. More information can be found by exploring the CTECH website: <https://ctech.hobbsschools.net/>

### **TRANSPORTATION FOR CTECH**

Transportation to and from CTECH will be provided by the Eunice Public Schools. In order that students may get to their classes at CTECH on time, the following schedule will be followed:

Eunice students attend 1<sup>st</sup> period on the campus of EHS, are transported by bus at 8:45 and attend 2<sup>nd</sup> & 3<sup>rd</sup> period on the CTECH campus. They must take an Edgenuity based class and work on it on their own time for 4<sup>th</sup> hour and attend EHS for 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> hours.

## **CRITERIA FOR ELIGIBILITY/ASSIGNMENT TO EHS DUAL CREDIT CLASSES**

In order for students to be considered for enrollment in DUAL credit classes, they must at a minimum:

- Pass the applicable NMJC entrance test or have an acceptable ACT/SAT score.
  - Accuplacer Scores:
    - Quantitative Reasons, Algebra, & Statistics -276
    - Advance Algebra & Functions- -241
    - Writing: - 263
    - Reading: - 267
  - SAT Scores
    - Math: 530
    - Reading: 480
- Demonstrate dedication to courses and academic maturity
- Have and maintain an acceptable attendance record (less than ten unexcused absences per semester).
- DUAL credit classes will have no more than fifteen students per class.
- Students may enroll in no more than 16 hours of college credit.

Following assignment to DUAL credit classes, students will be monitored during the school year. In order to remain enrolled in DUAL credit classes, students must:

- Maintain acceptable attendance. If a student accumulates ten or more unexcused absences, he/she will be withdrawn from DUAL credit classes.
- Maintain behavior expected of EHS students in a college environment. Students who misbehave in DUAL credit classes or accumulate repeated discipline referrals will be withdrawn from DUAL credit classes.
- Understand that College students interact with their professors individually. EHS teachers, administrators, counselors, and parents are not privileged to receive information regarding a student's progress in a college class. If a student finds themselves to be struggling, it is their responsibility to reach out for guidance, for extra support, or information regarding dropping a class.
- Maintain academic performance in DUAL credit classes. Students' academic performance will be monitored during the semester. Students who demonstrate poor academic performance during the semester will be counseled regarding their lack of performance. If no improvement is noted, the student will be considered for withdrawal from the class.
- Students who are withdrawn from DUAL credit classes for any reason or who fail any DUAL credit class semester may be ineligible for any future ITV class enrollment. Enrollment will be possible only with recommendation by a cross-curricular team of teachers, counselors, and principal due to mitigating circumstances.
- Students in DUAL credit classes who do not meet on Friday will have DUAL credit privileges and will not be required to attend school on those days as long as they maintain a "C" average or above in all classes and have a parent permission form on file in the DUAL credit classroom.

## **Concurrent Enrollment**

Students will occasionally contact a college or university and take concurrent college courses over and above their required high school courses. These concurrent classes are to help the student advance in their college pathway. Concurrent classes are not eligible to be included on the Eunice High School Transcript. They will not enhance the High School GPA and will not be used for high school credit requirements.

## **Scholarships**

There are many scholarships available for graduating seniors. **It is important to understand that scholarships cannot be awarded if students do not apply. Please watch for scholarship information and apply for ALL within the guidelines on the application!**

It is never too early to start looking for scholarship opportunities. Many scholarships will close before the end of the first semester of the senior year.

High scholastic standing and need are the basis for awarding almost all scholarships. If interested in securing assistance, it is important you make a good record in high school and show good promise of success on the various aptitude tests.

In addition to scholarships based on scholastic achievement or need, there are also scholarships based on certain achievements, such as outstanding work in the field of music or in the field of athletics.

Scholarships are sometimes available through local organizations and/or through the colleges themselves. Students who are interested in securing assistance to attend a certain college should check with the counselor or the principal and find out what scholarships are available and complete the proper application.

It is important to note, from time to time during the year, announcements concerning Merit based Scholarship will be made. To qualify for these scholarships, it is necessary that you take certain examinations and/or meet certain criteria. Applications for scholarships are made through the Counselor's Office.

## **FAFSA**

All college bound students must complete the Federal Application for Federal Student Aid in order to qualify and apply for all college and university awarded scholarships. This must be done regardless of family income to qualify for many opportunities. The FAFSA application is open in October of each school year. An early application will provide the maximum college scholarship opportunities.

# EPS GRADUATION REQUIREMENTS

## **EPS School Board Policy I-7350**

### **Introduction**

Graduation from Eunice High School signifies that students have satisfactorily completed the prescribed courses of study set forth by the Public Education Department and the local School Board policy. Graduates must meet all state department graduation examination guidelines. The state graduation examination on social science shall include a section on the Constitution of the United States and the Constitution of New Mexico. If a student exits from the school system at the end of grade twelve without having passed a state graduation examination, he or she shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. If within five years after a student exits from the school, he or she successfully passes all parts of the exit exam, a standard diploma will be issued.

### **Graduation Details**

2024 Graduation will be Saturday, May 18, 2024, at 8:00 PM at Cardinal Stadium. In the event of inclement weather, the graduation ceremonies will be moved to Hardison Auditorium. Information regarding the possibility of restricting the size of the audience will be made each May as determined by the size of each graduating class. In most years, tickets are not required and seating is determined by first come first serve conditions.

### **Diplomas**

The Board of Education does not permit the issuance of blank diplomas to seniors, nor shall any student who has not fully completed all requirements for graduation be permitted to participate in the graduation exercises.

### **Graduation Exercises**

The Graduation Ceremony is rich in Cardinal Tradition. The School Board, Administration, and Faculty of the Eunice Public Schools wish for it to remain a dignified and unified ceremony. The graduation ceremony represents each class as a collective group. Just as we do not allow sports' teams to individualize their uniforms, it is not appropriate to individualize graduation attire. The graduation ceremony is to honor not only each individual class, but all EHS graduates who have walked before you and to inspire those who will follow in your footsteps.

The Dress Code as detailed by the senior sponsors will be enforced. The cap is to remain free of individualized decorations. Regalia will be limited to awards and recognition earned at Eunice High School:

- Valedictorian and Salutatorian sashes
- NHS stole
- Honor Cords
- State Championship Medals

### **Individual Program of Study**

By the end of the 8<sup>th</sup> grade and no later than the 9<sup>th</sup> grade, each student shall prepare an individual program of study for grades 9 through 12. The program of study shall be signed by a student's parent or guardian.

## **Credit Requirements**

Students must earn 25 credits aligned to the state academic content and performance standards required for graduation. These credits shall be as follows:

- 4 credits of English, with major emphasis on grammar and literature
- 4 credits of mathematics, at least one of which is equivalent to Algebra II or higher
- 3 credits in science, two of which shall consist of a laboratory component.
- 3.5 credits in social science which shall include 1 credit each, of the following: United States history and geography; world history and geography; government and economics, and .5 credits of New Mexico History.
- 1 credit in physical education.
- 1 credit in communication skills
- 1 credit in a foreign language\* (career cluster, or workplace readiness)
- .5 credits in Health Education
- 7 elective credits that meet the State Board content and performance standards.

(\*) The board authorizes school administrators to waive this requirement in cases where a student has a documented learning disability in language. **Career cluster or workplace readiness must be used to replace foreign language.**

Final examinations will be administered to all students in all classes offered for credit. A student's GPA and class ranking will be released at the end of the second (2), fourth (4), sixth (6), seventh (7), and eighth (8) semesters.

## **GRADUATION WITH HONORS**

There shall be a competitive honors system for graduation recognition. A declaration of intent to graduate with honors (Honors' Contract) must be signed by the student and the student's parents/guardians at the beginning of the student's sophomore year OR the beginning of a transfer student's first semester at Eunice High School. An Honors' parent and student meeting will be held at the beginning of each school year. If students and parents are not able to attend the meeting, they must make arrangements to come into the high school office and sign the contract with the school counselor and/or the school principal. All Honors decisions will be subject to the authority of the Honors' committee made up of the Eunice High School Principal, Counselor, and members appointed by the principal.

Candidates for Valedictorian and Salutatorian\*(see Four Semester Clause) must be Honors Students. All Honors Students must meet the following requirements:

- Must have a 3.7 cumulative GPA
- Must take two full credits of a foreign language
- Must take at least two college-level courses offered through the district.
- Must take Algebra II and two other full math credits equal to or higher than Algebra II
- Must take high school biology and two other full science credits higher than high school biology.
- Must take a full course load each year. 7 classes each semester in the 9<sup>th</sup>-11<sup>th</sup> grade years; at least 6 classes each semester in the 12<sup>th</sup> grade year.

**Four Semester Clause**

\* Four Semester Clause: In order for a student to qualify as Valedictorian or Salutatorian, he or she must complete four consecutive semesters at Eunice High School. A student must enroll at Eunice High School no later than the beginning of his or her junior year, specifically within the first grading period.

**Absences**

In order for a student to be considered for honors status, he or she may not exceed ten (10) absences (excused or unexcused) in any class per school year. Being tardy three times in one class equals one absence.

**Failure of any Course**

An honor student may not fail any course.

**Suspension**

An honor student may not commit any infraction that results in suspension from school.

**Foreign Exchange Students**

Foreign exchange students shall receive a diploma and special recognition at graduation but shall not be ranked with the graduating class.

**Grading Scale**

All college level courses taken as Dual Credit will be calculated on a 5.0 grading scale.

**Transcripts**

Seniors who plan to attend college should request the counselor to send a complete official record of their grades to the registrar of the college they plan to attend.

Under federal law, parents of children under eighteen (18) years of age must sign the authorization before an official school record can be released to an individual, agency, or college. An exception has been made whereby official school records may be transferred between public schools without parental consent.

Students eighteen (18) years or older are considered adults and are authorized to sign their own authorizations for the release of school records.