



Caton Middle School
Student Handbook
2020-2021

CATON MIDDLE SCHOOL

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EUNICE PUBLIC SCHOOLS VISION AND MISSION

Vision Statement

Eunice Public Schools inspire all to be lifelong learners and global citizens.

Mission Statement

The Eunice Public Schools provide high quality challenging educational experiences in a safe environment

The Eunice Promise:

We Believe:

- Students First
- Relationships Matter
- Academic Excellence Transforms Lives

We Demonstrate:

- Integrity
- Tenacity
- Grit

We Develop:

- Kindness
- Compassion
- Culture

WE ARE CARDINAL STRONG!

PRINCIPAL'S MESSAGE

TO THE STUDENTS OF CATON MIDDLE SCHOOL:

In order for students to get the most of their school program the standards must be clear and worthwhile. The procedures and directions must be clear and understood by all concerned if the school is to function properly; thus, this handbook has been written to help you understand basic school policies. The regulations and policies contained herein have been developed over a period of years and have been formulated for the benefit of the students of Caton Middle School. It may be that some of you will disagree with certain ones but as with any regulation or law, they should be obeyed until properly changed. It is for this reason that all Cardinals are expected to be loyal to and abide by the regulations.

TO PARENTS:

The home is the greatest single influence upon the student. It is here that he/she establishes his/her first habits, ideals, and attitudes. The school can never substitute for the influence of a good home. It is only through maximum cooperation on the part of both the school and the parents that the child will receive the greatest benefits. You are urged to make every effort to see to it that your child attends school regularly and punctually. Irregularities in attendance tend to result in the student developing poor habits and attitudes toward school and life in general. You are requested to be frank and honest in your dealings with the school in matters of attendance and discipline. You will have a better knowledge of your school if you refer to this handbook frequently. Please feel free to discuss with teachers and administrators any problems that may arise. School visitation is encouraged.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The following information is a summarization of the State Board of Education Regulation 81-3, dated May 22, 1981, 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 or additional information concerning this lengthy regulation, 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 processes 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 statement are designed to protect all members of the educational community in the exercise of their rights and duties.

Nothing in this statement of student's 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.

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 the 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.

SCHOOL COLORS

Red and White

SCHOOL EMBLEM

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.

CARDINAL'S FIGHT SONG

Buckle down, Eunice Cardinals, buckle down,
You can win, you Cardinals, if you knuckle down
If you break their necks, if you make them wrecks,
You can break the hex, Eunice Cardinals, buckle down.

Make 'em yell, you Cardinals, make 'em yell.
You can win, you Cardinals, if you ring the bell.
If you don't give in, take it on the chin,
You are bound to win, if you will only buckle down.

GENERAL INFORMATION

THE EDUCATIONAL PHILOSOPHY OF CATON MIDDLE SCHOOL

The prime purpose of Caton Middle School is to help all its youth develop those abilities and attitudes that will prepare them to be effective citizens and will help them to accept their responsibilities in our democratic society.

In order to serve this purpose, Caton Middle School should provide experiences that encourage maximum development of knowledge and skills and interests of all youth, regardless of their sex, race, creed or individual abilities.

The home, the church, and the school share the responsibility for the development of our youth.

The school is concerned with, and must consider, all phases of the students' growth including mental, moral, physical and emotional in helping them to develop both as individuals and as social beings.

The teachers of Caton Middle School should encourage students individually by giving them confidence, inspiration, guidance, and helpful directions for their studies.

Students should work according to their abilities. For those who cannot do standard work but do put forth maximum effort, we recommend that teachers exert every effort before, during, and after school, to provide extra help through individualized instruction and extra assignments in order to enable them to receive passing credit for their work. An attempt should be made to develop skills at levels where they can succeed.

Our educational programs should be attuned to the needs of the times and they should provide conditions for creativity, experimentation, independent study, and growth. This pertains to all areas -- academic, non-academic and social.

Our teachers and the administration are accountable to the school and to the community for the carrying out of the philosophy and objectives of the Caton Middle School.

BELL SCHEDULE

First Hour	8:00- 8:45
Nutrition	8:45- 8:55
Second Hour	9:00- 9:45
Third Hour	9:50- 10:35
Fourth Hour	10:40- 11:25
Advisory	11:30- 11:50
Fifth Hour	11:55- 12:40
Lunch	12:40-1:20
Sixth Hour	1:25- 2:15
Seventh Hour	2:20- 3:10

Student Communication

- Each student will have a school email. This email should be used when communicating with teachers. With few exceptions, the student email will be
- 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 8:00 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, 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.

Bilingual Multicultural Education

The MJE English Language Learner (ELL) program is a state-funded program addressing the need for oral language, reading, and math remediation for English Learners and immigrant students. An appreciation of the dominant culture is encouraged. The goal of our bilingual program is for all students to meet and exceed all content area standards, demonstrate academic excellence, and experience school success.

Student Assistance Team/MLSS

Students experiencing academic or behavior problems may be referred to the Student Assistance Team (SAT) by a teacher/principal. The SAT/RTI is a leveled program designed to provide interventions or behavior management plans to help make the student become more successful in the classroom.

Special Education

Special Education programs are available depending upon the individual needs of the students. Data from the Student Assistance Team (SAT) process will be considered in making the eligibility determination for Tier 3 services. Once a student is referred to Tier 3, with written parental consent and prior written notice, a multidisciplinary evaluation is completed.

Following the evaluation, a qualified group of professionals uses the available data from the multidisciplinary report, the SAT, and other data sources to determine the student's eligibility for special education.

If you have any questions regarding our Special Education program, please contact the Special Education Office at **575- 394-3154** and speak to **Mrs. Sue Haynes, SPED Director**.

Technology. Authorized Use of School Owned Materials and Equipment: E-1800

District equipment may be used by school or non-school agencies and individuals for purposes that are not in conflict with any New Mexico Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

- The District shall not incur any expense due to the use of materials or equipment.
- The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Board for review and action.

- The District shall not be in competition with any local business firm that could provide like equipment.
- Rental fees will be charged or waived, as appropriate, by the District.
- Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement.

Student Use of Equipment

Equipment (i.e., laptop computers, audio recorders, etc.) owned by the School District may be loaned to students. Each student will be issued a school laptop. The student will be responsible for the upkeep. Parents will be requested to sign a device contract.

When equipment is lost or damaged not due to normal usage while assigned to the student, the School District authorizes that replacement/repair costs be assessed.

The following guidelines must be addressed when equipment is loaned to students:

- The parent/guardian of the student will sign an equipment loan agreement containing a description of the equipment, serial number, and inventory number.
- In the event of loss or damage of a piece of equipment, the school representative will document the damage, collect repair/replacement costs, notify the parent/guardian, and turn the fine into the principal's office.

COUNSELING

Our school has a guidance counselor available to work with students in prek through 8th grade. The counselor works with students individually, in small groups, and in the classroom. The counselor will consult with teachers concerning academic, social, and emotional needs of the individual student.

The counselor is of service to you as a parent by arranging conferences, discussing topics as discipline, communication skills or testing.

The emphasis of the elementary counseling program is on the prevention of problems. Parents and students are encouraged to use this service.

ADVISORY

At the beginning of each school year a CMS staff member is assigned to small groups of students for the school year. This group has been formed to help develop the student relationships with not only staff members, but other students as well. Each group will consist of a mixture of students in all grade levels and will meet daily for a variety of activities. Each week the advisors will send home a detailed progress report for the student and parents to review. If any questions arise regarding academic progress the advisor will be the person that can advocate for the student or help hold the student accountable for their progress. Different topics will be discussed throughout the year and the advisory/student relationship will be one of respect and accountability. Caton Middle School uses the Character Strong Program to help guide topics for this time.

DETENTION

Progress Reports will be sent home every Monday, starting the 2nd week of every nine weeks. If a student has three (3) or more zeroes on that detailed progress report they will be assigned D-Hall for after school that week. They will have 24 hours or more to get the zeroes taken care of and get off of the list that will be in the office after receiving their progress reports. It is the STUDENT'S responsibility to inform their parents if their name is on the list for the week. If the student does not attend D- Hall, their zero with an excused absence the zero will be turned into a one (1) and the student will no longer have the opportunity make the work up. Zeroes will stay on the progress report for two (2) weeks before turning into a one (1) and make up work will no longer be accepted by the teachers.

NURSE

Students requesting to see the nurse must obtain a form from their teacher, report to the office, and sign out, then report to the nurse's office. Upon returning from the Nurse's office, the student must then sign back in through the office and then go to the appropriate class.

STUDENT IDENTIFICATION CARDS

At the beginning of each school year, students will be issued a Eunice Public Schools student identification card. ID cards will be used in checking out library books, cafeteria accounting, and other purposes as required by the school district. The students are required to wear this ID at all times while at school. It is the student's responsibility to safeguard the ID card and to maintain its good condition free of any defacing condition. Lost and/or defaced ID cards will be replaced at the student's expense. The cost of a new ID card is \$5, and a new lanyard will cost the student \$2.

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.
- **Weather Drills:** Tornado drills will be conducted each semester.
- 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.

LOCKER INFORMATION

A locker is provided for each student at the beginning of each school year. Students have been provided with a combination lock by the school district. They will be responsible for learning the combination and making sure that it is locked after every use. If a student needs to provide their own lock, they need to obtain permission at the principal's office and give the combination or an extra key to the office for safety purposes. They are to keep the contents of their locker neatly arranged and locked at all times. Lockers are the property of the Eunice Schools and may be inspected at any time by school personnel. Any student that wishes to place a lock on their locker may do so, however, they must open the locker upon request by school personnel if so indicated.

TEXTBOOKS

You 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 with the student 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.

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. In the event that remote learning is necessary for an extended period of time as required by the State of New Mexico, the District of Eunice, or by Eunice High School, student attendance and daily participation remains a critical component of learning.

Virtual or Remote Learning as a long-term choice for individual students will be considered on a case-by-case basis. Students who have not performed well as remote students will not be permitted to enroll as virtual students and will be required to physically attend school.

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.

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.

COVID-19 requirements

The New Mexico Public Education Department maintains a frequently updated COVID-19 Response Toolkit for New Mexico's Public Schools. This document can be located at the following link:

<https://bit.ly/BackToSchoolNM?fbclid=IwAR00rHphnSbr6UgyOKCLNWu61fjGleTgxv68B0pkJutVteleh9LX53Z4KVI>

This document gives direction to schools in regards to social distancing, temperature screening, surveillance testing, mask requirements, transportation and athletic activities. Eunice High School follows the requirements as mandated by the State of New Mexico. Significant changes will be updated on our school website and social media pages and communicated to our families via United States Post Office and/or school messenger

Masks

At the time of this printing, the New Mexico Public Education Department requires ALL unvaccinated students and staff in grades 6-12 to wear a mask if unvaccinated for COVID-19. Please present proof of full vaccination to the school office in order to not be required to wear a mask. This will be noted on the student's medical form in Skyward. Students who are vaccinated may continue to wear a mask if they choose. The status of mask wearing may change frequently as ordered by the NM PED, the NM DOH, or the Governor's office. CMA will follow the most current and least restrictive guidance from these sources.

COVID-19 Vaccinations

Students aged 12 and older are eligible to receive a COVID-19 vaccination. Students are considered fully vaccinated 2 weeks after the Johnson & Johnson one-dose vaccine or 2 weeks after the 2nd dose of the Pfizer or Moderna vaccine. Vaccines are not required for school attendance. The COVID-19 is a personal choice of each family. Those who present proof of full vaccination will not be required to quarantine if identified as a close contact. Some people have been known to contract COVID-19 even after vaccination. Those who test positive will need to quarantine according to the current recommendation of the NM DOH.

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

DISCIPLINARY ACTION LEVELS

ACTION LEVEL 1

GENERAL REQUIREMENTS: Action Level 1 includes one or more of the actions listed below taken by the administrator or other designated person.

Conference between teacher and student(s)
Contract with the student
Communication to parent or guardian
Conference with staff, parent or guardian and student
Other school-authorized actions

ACTION LEVEL 2

GENERAL REQUIREMENTS: Action Level 2 includes one or more of the actions listed below taken by the administrator or other designated person.

Referral to auxiliary and/or support services within the school
Time-out system
Exclusion from extracurricular activities
Class exclusion
Referral to outside agency
Before or after school detention
In-school suspension (1-5 days)
Restitution for damages

ACTION LEVEL 3

GENERAL REQUIREMENTS: Action Level 3 includes one or more of the actions listed below taken by the administrator or other designated person.

Law enforcement referral
Restitution for damages
In-school suspension (1-5 days)
Immediate removal
Two (2) day to five (5) day suspension
Probation

ACTION LEVEL 4

GENERAL REQUIREMENTS: Action Level 4 includes one or more of the actions listed below taken by the administrator or other designated person.

Law enforcement referral
In-school suspension (6-10 days)
Six (6) day to (10) suspension
Restitution for damages

ACTION LEVEL 5

GENERAL REQUIREMENTS: Action Level 5 includes one or more of the actions listed below taken by the administrator or other designated person.

Ten (10) day suspension or in-school suspension

Long-term suspension

Expulsion

DISCIPLINARY ACTIONS FOR VIOLATION OF RULES

CONDUCT THAT VIOLATES RULES	DEFINITION	OCCURRENCE	ACTION LEVEL RANGE
Insubordination	Failing to comply with a proper and authorized direction or instruction of a staff member	Minor	1-3
		Serious/Repeat	3-5
Indecent gestures and/or leering	Making gestures which convey a seemingly or explicitly offensive, obscene or sexually suggestive message.	Minor	1-3
		Serious/Repeat	3-5
Abusive/profane language	Writing or saying anything which ridicules another on account of ethnic origin, gender, religion, disability, etc. or has sexually demeaning implications; any use of abusive or obscene, language on school property, at school activities, etc.	Minor	1-3
		Serious/Repeat	3-5
Cheating	Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. Credit is not allowed for work done by those caught cheating.	Minor	1-3
		Serious/Repeat	3-5
Threatening and/or interfering with school personnel	+ Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Serious	3-5
Inappropriate attire	Dressing or grooming in a manner which disrupts the educational process or interferes with teaching and learning, such as attire with sexually explicit messages, alcohol advertisement, narcotics logo, etc.	Minor	1-3
		Serious/Repeat	3-5
Disruptive conduct	Behaving in a manner which disrupts the educational process or interferes with teaching and learning.	Minor	1-3
		Serious/Repeat	3-5
Sexual harassment	+ Unwelcome or unwanted sexual advances, request for sexual favors, and other verbal, non-verbal, or physical contact of a sexual nature.	Serious/Repeat	3-5
Extortion	+ Forcing another person to act against his/her will in order to demand money, property, personal possessions, etc.	Serious	3-5
Forgery	Providing a false signature or altering school documents – falsifying signatures or dates on notes from parents (without permission) or school personnel, hall passes, medical excuses, student request forms, or other official records.	Minor	1-3
		Serious/Repeat	3-5
Gang identifying items	+Displaying materials that identify a student as a member of a gang in a manner which disrupts the orderly operation of the class or school.	Serious/Repeat	3-5
Prohibited device	+Use or deliver of beepers or pagers, cellular phones, music headsets, MP# players, electronic games, gaming devices, etc., during school hours on school property.	Minor	1-3
		Serious/Repeat	3-5
Theft	+Taking property belonging to school, an individual, or group without prior permission	Serious/Repeat	3-5

CONDUCT THAT VIOLATES RULES	DEFINITION	OCCURRENCE	ACTION LEVEL RANGE
Gambling	Playing any unauthorized game of skill or chance for money or other items of value.	Minor	1-3
		Serious/Repeat	3-5
Bomb threats*	++Reporting to school, police, or fire officials the presence of a bomb with the intention to pose a threat or disrupt school activity.	Serious	5
False fire reporting*	+Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Serious	5
Fighting	+Involves the exchange of mutual physical contact, such as pushing, horseplay, shoving, hitting, etc., with or without injury.	Minor	1-3
Battery/fighting	+ <u>Mutual Contact</u> – in which both parties have contributed to the situation by verbal and/or physical action.	Serious/Repeat	3-5
Verbal assault/bullying	+Threatening physical harm to another, causing a resent fear or imminent danger to the person; included are threats, gestures, and verbal abuse which might result in mutual contact.	Minor	1-3
		Serious/Repeat	3-5
Aggravated assault	++Unlawfully assaulting or striking another person	Serious	5
Aggravated battery	++Inflicting an injury to another person in which injury constitutes bodily harm and is done with a deadly weapon	Serious	5
Robbery	++Taking property from a person by force or threat of force	Serious	5
Burglary	++Entering, without authorization, a school district building, vehicle, or other structure with the intent to commit any crime or misconduct when the building is closed to students and the public.	Serious	5
Inappropriate conduct by a student driver or passenger	Conduct that disrupts the educational process, including loud car music, vulgar language or gestures	Minor	1-3
Reckless use of vehicle	+Using any motorized or self-propelled vehicle on school grounds or adjacent roads in a reckless manner, or as to threaten health or safety, or to disrupt the educational process, including loud music and/or vulgar language.	Serious/Repeat	4-5
Possession of any type of weapons	++Students in possession of a dangerous weapon/firearm including, but not limited to, dagger, knife, iron bar, brass knuckles, any weapon having an explosive or incendiary charge.	Serious	5
Deliberate misuse of property	Intentionally using, without proper permission, property belonging to the school or an individual, for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor	1-3
		Serious	3-5
Arson (arsonist's parents/guardians must pay for damages) *	++Maliciously or willfully starting a fire or causing an explosion with the purpose of destroying or damaging property	Serious	5
Intimidation (considered gang-related criminal activity)	++Using physical or verbal force or threat to prevent another from moving or acting in accordance with personal choice or school policies, such as pressure for sexual activity; cornering, staring down, blocking or stalking another person.	Serious/Repeat	4-5
Trespassing (unauthorized presence)	+Entering or being on school grounds or in a school building without authorization. Students on suspension will be considered to be trespassing if found on school grounds.	Serious/Repeat	4-5
Vandalism/malicious destruction of property/graffiti	++Causing damage to or defacing school property or the property of others; situations in which it will cost the school district to repair or replace the damage, or the damage involves substantial disruption of school activities.	Serious	5

CONDUCT THAT VIOLATES RULES	DEFINITION	OCCURRENCE	ACTION LEVEL RANGE
Use and/or possession of tobacco products	+Use or possession by any student of any form of tobacco at any school-sponsored or related activity.	Serious/Repeat	3-5
Alcohol or any controlled substance	++Selling, giving or delivering to another person, possessing, using, or being under the influence of any controlled substance.	Serious	5
Assaulting a district employee	++Verbal or physical abuse of a teacher, education assistant, or any other school personnel	Serious	5
Fireworks/stink bombs*	++Possession of fireworks or the lighting of fireworks/stink bombs on campus, in any school vehicle, or at any school-sponsored activity	Serious	5
Inappropriate or obscene displays, decorations, or images	+Displaying material or drawing of obscene, sexist, racist, nasty, vulgar, and/or indecent illustrations or images which might disrupt the educational process.	Serious/Repeat	3-5
Violation of suspension	+Being physically present on campus or at a school activity while on suspension. Students are restrained from campus for the duration of the suspension.	Serious/Repeat	45
False identification	Refusal to give or giving false identification when requested by any staff member, including security guards, custodians, substitute teachers, duty aides, etc.	Serious/Repeat	45
Bus disruption	Deliberately, or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas.	Suspension of bus privileges.	
Parking violation	Parking in an unauthorized area on school property or parking a vehicle that has not been registered; vehicle will be towed.	Suspension of parking/driving privileges.	

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 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.

Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:

- 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.

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.

The Superintendent may establish procedures necessary to implement this policy. 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.

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 (6th-8th) from the High School (9th – 12th).

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 (6th-8th) from the High School (9th – 12th).
- 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.

6th to 8th Grade Exoneration

Students in grades sixth through eighth (6th – 8th) 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 (8th) grade with the following exception: Eighth (8th) graders who opt to participate at the high school -level forfeit eighth (8th) 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 8th grade will be eligible the first semester of their 9th grade year. Beginning with the second semester of the 9th 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.

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, rodeo club, 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 Junior 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 NJHS 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 7th or 8th grader in good standing at CMS, enrolled full time, and have a cumulative GPA of 3.0 or better. Candidates will then be evaluated on the basis of service, leadership, character, and acceptable attendance in school. 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.

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.

Dress Code Policy

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 neck line), 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.

CONDUCT IN HALLS

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. Shouting and loud talking inside the building is not considered to be mannerly.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from any public display of affection beyond the holding of hands during school time and while at school sponsored functions.

ASSEMBLIES AND PEP RALLIES

Assemblies are for the education and entertainment of the student. Your conduct in these assemblies plays as definite a part in the program as does the ones performing on the stage.

The 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 will be expected to sit with their class groups in assembly programs. At designated times they may be requested to sit as homeroom groups.

Pep rallies are scheduled on special days. These meetings are the responsibility of the cheerleaders, who lead yells and present skits depicting school spirit.

Meals

For the 2021-2022 school year, Breakfast and Lunches will remain free for all students. In order to continue to qualify for this Federal Program, our schools must collect the free or reduced lunch application. Application forms are included with the registration process online or in the office for new students. Those that are not completed may be given to individual students. Information concerning free or reduced lunches is kept confidential. Please help us with this requirement and complete and/or return the form.

In order to show consideration for your classmates and in order to help yourself and the cafeteria personnel, keep in mind the following cafeteria regulations.

1. Enter the cafeteria quietly and orderly.
2. Leave your books and coats on the places designated for them, not on the tables.
3. 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 TAKE CUTS**.
4. Please do not attempt to hold a place in line for someone else.
5. Observe good table manners while eating in the cafeteria. If you do not, you may be requested to leave.
6. Return all trays, glasses, silverware, etc., to the designated place.

LEAVING CAMPUS DURING LUNCH

Caton Middle School is a closed campus. The following procedures are a guide for parents choosing to bring lunches to the school for their children or check them out for lunch:

1. After signing into the CMS office parents may go to the cafeteria, meet with their child and
provide them lunch.
2. Parents may leave lunch at the CMS office for their child.
3. No beverages, other than water and juice are allowed. No drinks with ice, only bottled or can drinks are allowed.

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:

- a. The parent/guardian must write a note requesting release of the student and present the note to the head coach.
- b. The principal or designee must sign the note prior to the student being released.
- c. The head coach must indicate his/her approval/disapproval on the note.

ATTENDANCE REGULATIONS

PERMISSION TO LEAVE SCHOOL

All students are not to leave the school grounds during school hours without first clearing through the office. Once school staff member grants permission you are to sign the sign-out-book, giving time of departure, where you are going, and for what purpose. Signing the book is a matter of record. Upon return, the student must sign back in through the office. Disciplinary action will be taken when a student leaves without permission.

WITHDRAWAL

When it becomes necessary for a student to withdraw from Eunice High School, he/she should report to the Principal's Office, stating the time he would like to withdraw. The student will be issued a withdrawal form to be filled in by each of the student's teachers and by the librarian. Athletes must also clear with their coaches. This form will indicate his/her grades and if his/her records have been cleared or not. After the completion of the form, he/she will then return to the Principal's Office for the final clearance. Failure to properly clear will delay the student's transcript to other schools. You must also clear any charges through the cafeteria before any records are released

When time permits it is better for the student to take a full day to withdraw. By doing this the student can turn in his/her books and get his/her clearance form signed as he/she goes from class to class, thus avoiding confusion and class disruption.

Students and parents are responsible for consistent attendance. Students and parents should be aware of the fact that any absence affects one's grades and all that is missed cannot always be made up; however, we recognize that at times absences cannot be avoided. When a student is absent, parents will give written notification of the reason for the student's absence **no later than on the day of the student's return to school.**

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.
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 are 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.

Bilingual Multicultural Education

The MJE English Language Learner (ELL) program is a state-funded program addressing the need for oral language, reading, and math remediation for English Learners and immigrant students. An appreciation of the dominant culture is encouraged. The goal of our bilingual program is for all students to meet and exceed all content area standards, demonstrate academic excellence, and experience school success.

Student Assistance Team/MLSS

Students experiencing academic or behavior problems may be referred to the Student Assistance Team (SAT) by a teacher/principal. The SAT/RTI is a leveled program designed to provide interventions or behavior management plans to help make the student become more successful in the classroom.

Special Education

Special Education programs are available depending upon the individual needs of the students. Data from the Student Assistance Team (SAT) process will be considered in making the eligibility determination for Tier 3 services. Once a student is referred to Tier 3, with written parental consent and prior written notice, a multidisciplinary evaluation is completed.

Following the evaluation, a qualified group of professionals uses the available data from the multidisciplinary report, the SAT, and other data sources to determine the student's eligibility for special education.

If you have any questions regarding our Special Education program, please contact the Special Education Office at **575- 394-3154** and speak to **Mrs. Sue Haynes, SPED Director**.

GRADING SYSTEM

All grading at the Caton Middle 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 teacher's 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	Points
90 - 100	A	4
80 - 89	B	3
70 - 79	C	2
60 - 69	D	1
0 - 59	F	0

College level ITV courses, AP-online courses and AP courses will be graded on a 5.0 scale. 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).

HOW TO COMPUTE SEMESTER GRADES

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

Note: Tests over any part of the nine weeks covered will count as a part of the daily work unless they have been designated and announced as a part of the nine-weeks examination. Students should be told in advance of all tests (chapter and unit) which will be used as nine-weeks tests.

PROGRESS REPORTS

PROGRESS REPORTS WILL BE HANDED OUT WEEKLY THROUGH THE STUDENT ADVISORY GROUP. THIS WILL BEGIN THE SECOND WEEK OF EACH NINE WEEKS. EACH STUDENT IS RESPONSIBLE FOR TAKING THEIR PROGRESS REPORT TO THEIR PARENT FOR REVIEW.

If a parent would like a copy of the student's progress report, they can either come into the principal's office to have one printed out or access their student's progress through Skyward on the District website. For account information please call the office.

RELEASE OF 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.

HONOR ROLL TYPES AND NAMES

There are two (2) types of honor rolls for Caton Middle School - a Superintendent's Honor Roll and a Principal's Honor Roll (4.0 for Superintendents Honor Roll and 3.0- 3.99 for the Principal's Honor Roll). All subjects in which the student is currently enrolled will be used in computing honor rolls.

EIGHTH GRADE PROMOTION CEREMONY

A. BOARD POICY 339

- a. Graduation and promotion from the public schools signifies that students have satisfactorily completed the prescribed courses of study, including examinations and other requirements set forth in state law, regulations, and the local school board policy. Graduation and promotion ceremonies are a privilege provided to students and their parents in celebration for the fulfillment of these requirements.
- b. Based upon state law regulation and local school board policy, the principal of each school will determine which students will be provided the privilege of participation in the graduation or promotion ceremony. The principals will establish criteria based upon the school boards policy and will administer this policy in a fair manner.

B. CRITERIA FOR PROMOTION

- a. If a student has more than one "F" during the last nine-week grading period they will not be allowed to participate in the Eighth Grade Promotion Ceremony.
- b. Students must pass both the first and second semester. Students who fail either the first or second semesters or any one course during the second semester they will not be allowed to participate in the Eighth Grade Promotion Ceremony.
- c. Students are expected to behave like young ladies and gentlemen while they are on school campus. Students who have a history of discipline issues throughout the school year will not be allowed to participate in the Eighth Grade Promotion Ceremony.
- d. Students are expected to arrive on time to each and every class throughout the school day unless they have an excuse from the principal's office. Students ho acquire excessive tardies will not be allowed to participate in the Eighth Grade Promotion Ceremony.
- e. Students who accumulate more than five unexcused absences during the school year will not be allowed to participate in the Eighth Grade Promotion Ceremony

C. PRINCIPAL'S AUTHORITY

- a. The principal will determine which students will be provided the privilege of participation in the Eighth Grade Promotion and have the discretion to make exceptions when necessary.

Tardy Policy

Students are expected to be in the classroom before the tardy bell for all classes. A student who is not physically present inside the classroom when the bell rings is considered tardy. Teachers will record in their grade book and JMAC when a student is tardy. Students will be allowed three tardies per grading period (nine weeks). Upon the fourth tardy during a grading period, the teacher will provide to the principal a written discipline referral, which states the number of tardies for the grading period. The principal will determine the appropriate disciplinary action to apply to the circumstances. **If the principal assigns after school detention or suspension, the student is ineligible for participation in any extracurricular activity, including athletic events, until the detention/suspension has been satisfactorily completed.**

The 8 Keys of Excellence – Definitions and Descriptions



INTEGRITY – Match behavior with values

Demonstrate your positive personal values in all you do and say. Be sincere and real.

Living in integrity means that everything we say and everything we do are true reflections of what we value, what's important to us. Think about what your behavior says about you. Does it clearly show others what you value? Do you show up as honest and committed, or dishonest and indifferent? Are you spending your time with the people and activities you value, or is your focus elsewhere?

When we live in integrity we are sincere and true to ourselves—we don't say or think one thing and do another. People trust and respect us, our relationships are solid, and we feel good about ourselves. Those positive feelings from others and within ourselves reinforce our values and build our reputation and self-esteem, leading us to greater success in all areas of our lives.



FAILURE LEADS TO SUCCESS – Learn from mistakes

View failures as feedback that provides you with the information you need to learn, grow, and succeed.

When we live the Key of Failure Leads to Success we see failures as feedback, we learn from them and make the changes needed to be more successful in the future.

To live this Key successfully we may need to change the way we think about failure. Rather Than viewing failure in a negative way where we put ourselves down and think WE are a failure, think of failure as a valuable learning experience. When we look at our mistakes with a view to learning from them, rather than sending ourselves negative messages, we are on the path to success.

We may be reluctant to try different things because we're afraid of failing. Fear of failure does Nothing but keep us in our comfort zone where we stick with the familiar, the "safe" choices where we don't "risk" another failure. When we step out of our comfort zone—when we're willing to try something new—that is when we take a step toward success.

The only real failure is not learning from our mistakes. The key to success is to look carefully at what went wrong, change what we did the first time, and try again by applying what we learned.



SPEAK WITH GOOD PURPOSE – Speak honestly and kindly

Think before you speak. Make sure your intention is positive and your words are sincere.

Words are powerful! They have the power to uplift and enlighten or put down and depress. A few cutting words spoken in a moment of anger can affect us for a long time, perhaps even a lifetime. On the other hand, a few kind words can make a very positive difference in how we feel about ourselves ... sometimes for a lifetime.

What we say to others—and to ourselves—can have a huge impact. Speaking with good purpose is about always considering the intention of our words. It's about communicating directly, clearly, honestly, and with a positive purpose. The first step is awareness. If we always think before we speak instead of just blurting out whatever comes to mind, we can learn to consider the reason for our words and make sure we are speaking with good purpose will our words build someone up or put them down? We all sometimes have negative thoughts, but we don't have to say everything we think.

There will be times when we need to share critical thoughts. At these times, if our purpose and how we phrase our words is considered first, sharing honest and direct feedback can be very positive and powerful and build trust.

Speaking with good purpose is the cornerstone of healthy relationships. This Key foster a positive emotional environment where people are happier, more productive, and more likely to succeed.



THIS IS IT! – Make the most of every moment

Focus your attention on the present moment. Keep a positive attitude.

This Is It! is about focusing on NOW instead of later, or next week, or next month, or next year, or yesterday, etc., and making the most of it. A positive This Is It! attitude can make everything we do and every day productive, fulfilling, and fun!

Life is full of distractions and opportunities to do something else, something other than what we're doing now. Many of us spend a lot of time thinking about those other things. Instead of asking what we're doing now "it" our focus is often elsewhere—on things we wanted to do, could have done, should have done, or want to do "sometime." Whenever our thoughts are occupied with something other than what we're doing, we miss what's going on around us in the moment ... while we're waiting for the next moment to arrive the present moment slips

away.

When we live in the NOW, we have power! With a This Is It! attitude we make the present “it” and find joyful moments that we might otherwise have missed!



COMMITMENT – Make your dreams happen

Take positive action. Follow your vision without wavering.

Commitment is the breathtaking moment of making a compelling decision, jumping in, and going forward with gusto. Once a commitment is made, indecision is eliminated—there is no more “Should I, or shouldn’t I?” ... “Will I, or won’t I?” A commitment is not made lightly—it’s about making a decision so strong that there is no going back ... like a skydiver who has jumped from the plane!

The decisive act of making a commitment—when we decide to do “whatever it takes” to reach a goal— sets in motion an energy field that propels us forward on our path. At each step along the way, our commitment inspires us to take positive action and overcome obstacles, and pushes us on until we “make it happen.”



OWNERSHIP – Take responsibility for actions

Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.

Ownership is our willingness to take responsibility for the choices we make. When we take responsibility for our choices, others know they can count on us and we earn their respect.

If you tell a friend, you’ll meet him at a certain time but you’re two hours late because you we’re hanging out with another friend, take responsibility for your choice. Don’t make up excuses like “I couldn’t help it ... Billy just wouldn’t let me go.” Take ownership by saying, “I was wrong not to meet you as planned or call you when I realized I’d be late.”

When we take ownership of everything we do and say and stop blaming things outside ourselves for situations that occur in our lives, we have greater control. We may not be able to control everything that happens in our lives, but we can control how we respond to what happens. By taking ownership of our actions we create a huge shift in our life.

Ownership is a whole-life concept. We can take ownership of our education, our relationships, our fitness, our fun—all areas of our life. And when we take ownership, we take pride and feel confident and fulfilled.



FLEXIBILITY – Be willing to do things differently

Recognize what's not working and be willing to change what you're doing to achieve your goal.

Flexibility is the willingness to try something different when we realize that what we're doing isn't working. Many times, a day we are faced with situations that are different from what we had originally planned. One way to deal with these situations is to be rigid and continue to do things in the same way over and over—another is to handle them with flexibility. Being flexible is responding to changing or new situations in ways that move us forward.

Flexibility is about not getting locked in to one way of doing something. If we're trying to Achieves something (like getting up on time in the morning) and it's just not working, we try another way (like moving the alarm clock to the other side of the room so we have to get up to shut it off). Flexibility is about recognizing all kinds of habits or patterns or activities in our life that aren't working and changing them, and even changing them again until we find the one that works!



BALANCE – Live your best life

Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

When we're in balance we make time for the things that are important to us. Staying in balance is an ongoing process about choices. We're constantly making choices about what we do, what we say, how we feel, what we think, etc.

When questions arise about how we spend our time, we make choices depending on what's important in the moment. We may choose to give up time with friends to finish a project for work or school, or we may choose to put aside something we're doing to help a friend. Many of the choices we make every day—choices about school, work, hobbies, sports, family, friends, health, etc.—are about balance.

Balance is not about rigidly devoting equal time to everything that matters to us, and it's not about totally immersing ourselves in one area of our lives to the exclusion of all others.

Balance is about considering everything that's meaningful and important to us when we make choices about how we spend our time and energy. When we find the right balance, we are happy, healthy, productive, and fulfilled

