

It is with Cardinal pride and enthusiasm I welcome you to Caton Middle School. We are proud of our new building and are looking forward to educating our youth and having an awesome year. The staff of Caton Middle School and myself are thrilled to join you in another Cardinal Strong year. 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 Caton Middle School. 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 educational 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 Caton Middle 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 Caton Middle School an institution of Excellence.

Sincerely,

**Robbie Robinson
Principal
Caton Middle School**

**EUNICE PUBLIC SCHOOLS
CATON MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
2023-2024 SCHOOL YEAR**

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School Counselor



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HOME OF THE CARDINALS

VISITORS

All visitors to Caton Middle 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.

***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 CMS page on the district website, www.eunice.org.**



CMS STAFF



Jessica Tyree	Science/STEM/Robotics
Michelle Villarreal	Reading/Math Interventionist
Kendall Boyd	Science
Jessie Miller	History
Mason McBee	History/Intervention
Sharon Smith	English
Kim Portillo	English
Tara Webb	Math
Brenda Gideon	Math
Greg Jackson	Physical Education/SCA
Taylor Skinner	Physical Education/SCA/FFA
Vanessa McBee	Intervention/Tech/Yearbook
Jessica Uranga	ELL
Cecilia Garcia	ELL/Instructional Assistant
Venita Gross	Special Education
Christina Cole	Sped Aid
Angela Johnson	Sped Aid
Patrick Cleveland	Counselor
Ibeth Ortega	Secretary
Brigitte Aguilar	Nurse
Johana Rodriguez	Custodian
Sanjuana Gutierrez	Custodian

CATON MIDDLE SCHOOL STUDENT HANDBOOK

PEOPLE WHO WILL HELP YOU

THE PRINCIPAL

The door to the principal's office will always be open. If you need help, the principal will be glad to assist you at any time.

THE SCHOOL SECRETARY

The secretary performs secretarial and clerical work in the office of the principal. The secretary will also keep daily reports of attendance. She will be the one that lets you sign out when your parents pick you up and accept doctor's notes when you are returning to school from an absence.

THE COUNSELOR

The services of the counselor are available to students and provide an opportunity for individual help in making decisions about personal and educational problems.

YOUR TEACHERS

Your teachers are specialists in the fields in which they teach. In addition to their regular class work and extracurricular activities, they are charged with the responsibility of carrying out the administrative policies established by the Board of Education and any additional policies and/or rules that might be set up by the administration. Teachers will be available before/after school or during teacher prep periods.

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.

School Colors

Red and White

School Mascot



CARDINAL

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**

Caton Middle 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 Caton Middle School, WE....



Introduction

Governance by other rules and regulations

Students enrolled at Caton Middle 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.

BELL SCHEDULE

MON, TUES, THUR, FRI.

1ST PERIOD: 8:00 - 8:52

NUTRITION: 8:52 - 9:02

2ND PERIOD: 9:02 - 9:54

3RD PERIOD: 9:58 - 10:50

4TH PERIOD: 10:54 - 11:46

5TH PERIOD: 11:50- 12:42

LUNCH: 12:42 - 1:22

6TH PERIOD: 1:26 - 2:16

7TH PERIOD: 2:20 - 3:10

PLC WEDNESDAY

1ST PERIOD: 8:00 - 8:40

NUTRITION: 8:40 - 8:50

2ND PERIOD: 8:50 - 9:30

3RD PERIOD: 9:34 - 10:14

4TH PERIOD: 10:18 - 10:58

5TH PERIOD: 11:02 - 11:52

LUNCH: 11:52 - 12:32

6TH PERIOD: 12:36 - 1:16

7TH PERIOD: 1:20 - 2:00

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***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**
- **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 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.**
- **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 immediately.**
- **Leaving your laptop unattended and (lost), may result in you being issued an older one as new computers are being issued this year; you are responsible for the care of the computer, charger and computer case.**

Student Identification Cards

At the beginning of each school year, students will be issued a Eunice Public School's student identification card. ID cards MUST be worn and visible 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 (\$5.00). Failure to have an ID will result in ISS until an ID can be acquired by the student.

Lockers

A locker will be assigned to each student at the beginning of each school year. The lockers have built in combinations, so no student will have to get a lock for their locker. The office will retain a list of combinations if a student needs assistance. Students are to keep the contents of their locker neatly arranged at all times and may not leave food in them overnight. Lockers are the property of the Eunice Schools and may be inspected at any time by school personnel. Locker combinations should not be shared with other students.

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 at their website, <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 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.

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 exiting 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.**



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.

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 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. If a student has excessive tardies it may be dealt with as a disciplinary matter and may have consequences, ie. Lunch detention or 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.

Permission to leave school

Students are not to leave the school grounds during school hours without parental permission and 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 Caton Middle 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.

STUDENTS MAY NOT HAVE FOOD DROPPED OFF BY A RESTAURANT.

If the parent wants to bring food for their child to the school, they MUST put their child's name on the food and drop it off at the Elementary office.

DRINKS MUST BE IN A BOTTLE...THEY CANNOT HAVE DRINKS IN A CUP WITH ICE OR CANS...IT MUST BE A BOTTLE WITH A LID.

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

Adult Breakfast: \$2.75 Adult Lunch: \$3.75

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.**

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 2nd 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.

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 that 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. If a student has his/her phone out, the teacher will send the phone to the office and the parent will be called to pick the phone up. If the student has their phone confiscated numerous times, disciplinary action may occur. If a student needs to contact their parent, they need to ask at the office and they may contact their parent by using their cell phone or may use the office phone.

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.

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 a 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:

- *Horseplay (running, throwing, tripping, pushing, touching)**
- *Teasing another student**
- *Classroom/school/bus disruption/disorderly conduct**
- *Profanity/indecent gestures/leering**
- *Failure to return note**
- *Failure to turn in assignment/(s)**
- *Cheating/forgery/plagiarism**
- *Disrespectful to teacher**
- *Minor misbehavior for a substitute**
- *Minor insubordination**
- *Possession prohibited device**
- *Minor dress code violation**
- *Minor gambling**
- *Inappropriate conduct**
- *Failure to wear mask (if required)**

LEVEL 1 CONSEQUENCES: MAY INCLUDE ONE OR MORE OF THE ACTIONS BELOW.

- *Warning**
- *Conference with student**
- *Sign and return letter sent home**
- *Parent phone contact**
- *Parent conference**
- *Loss of privileges/grades**

Level 2 Student infractions include:

- *Fourth Tardy in a single nine weeks
- *Forceful Pushing/Shoving of another student
- *Profanity towards another student
- *Insubordination
- *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.

- *Detention at lunch, or before/after school
- *Referral to district auxiliary and/or support services
- *Office Time-out
- *Before or after school Office detention
- *ISS (In-School Suspension)
- *Restitution for damages
- *Referral to an outside agency

LEVEL 3 STUDENT INFRACTIONS INCLUDE:

- *Profanity towards staff member
- *Threatening behavior/intimidation
- *Verbal Assault/Bullying
- *Inappropriate physical contact
- *Creating an unsafe situation
- *Fighting
- *Destruction of School Property
- *Graffiti/petty theft/burglary <\$50
- *Harassment/profuse profanity
- *Rumors/Gossip/anything leading to a fight
- *Extortion
- *Displaying Gang identifying items
- *Use and/or possession of tobacco/vaping products
- *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.

- * Restitution for damages
- * ISS (In-School Suspension) 1-6 Days
- * 1-6 Days Suspension
- * Law Enforcement Referral

LEVEL 4 & 5 STUDENT INFRACTIONS INCLUDE:

- * Battery/Fighting/Assault with bodily harm
- * Under the influence/possession of an illegal substance
- * Major vandalism/robbery/theft/burglary > \$50
- * Sexual Harassment/Sexual Misconduct
- * Possession/Use of any weapon
- * False Fire Alarm/911/Bomb Threat
- * Assault of district employee
- * Reckless use of vehicle
- * Major gambling
- * Violation of Suspension
- * False Identification
- * 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.

- * Level 4 ISS (In School Suspension) 6-10 days
- * Level 4 Suspension 6-10 days
- * Level 5 ISS (In School Suspension) 10 days
- * Level 5 Suspension 10 days
- * Level 5 Long-term suspension
- * 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

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.**

*** 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 during lunch, students may bring their lunch, or choose to have a lunch from the cafeteria. 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 1st 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 (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 of 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 extracurricular 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 Extracurricular 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**

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.

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.

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. We are getting new laptops this year and the kids WILL be held responsible for the care of each device. If they lose their laptop and it is returned to the office or found by someone, they will be issued an old laptop as they are not taking care of their device. They will pay for lost computers, cases and chargers.

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 and will not be cleared for registration for the following year.**

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 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:

90 – 100 GRADE – A: POINTS - 4

80 - 89 GRADE – B: POINTS - 3

70 - 79 GRADE – C: POINTS - 2

60 - 69 GRADE – D: POINTS - 1

0 – 59 GRADE – F: POINTS - 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).

CATON MIDDLE SCHOOL
2023-24



HANDBOOK

