

Capitan High School Student Handbook 2021-2022


In accordance with board policy

Capitan Municipal Schools

TO LEAD, EDUCATE AND PREPARE ALL STUDENTS

Our Mission

To be a community where everyone is valued, safe, and nurtured, and where learners are empowered.



Our Vision

The purpose of the Capitan Municipal Schools is to educate all students. All other purposes are in support of this and are secondary. The schools are responsible for providing the atmosphere and instruction, so students can master learning objectives, acquire skills and knowledge, and display desirable personal qualities and values.

Capitan Municipal Schools

Main Line: (575) 354-8550

Fax: (575) 354-8505

Administration

Dr. Steven Sanchez, Interim Superintendent
 Chris Rottman, High School Principal/Special Education Director
 Becky Huey-Fuller, Middle School Principal
 Theresa Kennedy, School Counselor
 Jason Lee, Athletic Director

Employees

High School Teachers	High School & Middle School Teachers
Daniel Ginithan Arturo Herrera Dale Jackson Dwight Menix Janice Muller Katharine Nelson Ray Prado Christopher Scott Jason Lee	Jake Devine Wayne Ellison Kim King Kelly Newell DuWayne Shaver Michelle Stearns Karrie Wren
Support Staff	
Sylvia Ginithan	Secondary Secretary
Diane Latham	School Nurse
Sheila Blackburn	School Social Worker
Barbara Boley	Educational Assistant
Amanda Storm	Educational Assistant
Maggie Svendson	Educational Assistant
Jennifer Johnson	Educational Assistant
Mark Muller	Educational Assistant

Forward to Parents and Students

This handbook, prepared for the students, parents/guardians, and staff of Capitan Schools, informs everyone about the academics, activities, regulations, and policies of the district. It is your responsibility to read the specific policies relating to attendance, athletics, and other items, as they are strictly enforced. You are responsible to know, understand, and follow the policies and rules in the handbook. Should you have questions concerning any rule or policy contained herein, please seek clarification from your Teachers or the Principal. When the word “parent” is used in this document, it stands for **parent or legal guardian**.

Authority of the District (in loco parentis)

All Capitan Municipal School authorities, including school board members, administrators, teachers, and others in positions where supervision of public school students is part of their responsibility, shall stand "in loco parentis" with regard to those students during such times they have the responsibility of supervising, instructing, or otherwise controlling such students. During such periods, the authorities shall have the right of supervision and control over the conduct of such students. However, we also know that it is necessary to set limits for students and to establish clear guidelines for student behavior and well-defined consequences for violations of these standards.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with respect, and to ensure that our school operates in an orderly manner. **It is understood that it is impossible to have regulations for every possible circumstance. Administration and staff will use discretionary judgment in dealing with individual situations not covered by specific written regulations.**

Parent Communication

Parent/Teacher conferences are hosted at the end of the first and third nine weeks. Parents can make appointments at any time for conferences with teachers, counselor, or the principal by calling the office. Teachers, principal, and staff are usually available before school, after school, and during the designated prep period. Teachers are not available during instruction time. It is expected that parents follow a chain of command when addressing concerns. The first point of contact is the teacher; the second point of contact is the principal. If the issue is not resolved, a conference can be scheduled with the Superintendent with the expectation that all issues be resolved at the lowest level. Capitan staff members welcome and encourage parent involvement in the education process. Parents are encouraged to use PowerSchool to monitor their students' academic records at <https://capitan.powerschool.com/public/home.html>. For more information about PowerSchool or for login information, contact the counselor or school secretary. Parents who need to communicate with our staff are encouraged to use email or a phone call as the primary form of communication. Parents may schedule meetings during a teacher's prep or after school. Should a parent need to pick up a student from school due to an appointment or illness, the student must be signed out in the office by the parent/guardian or person listed as an emergency contact.

Checking In & Out of School

Capitan Municipal Schools operate as closed campuses. Students are not permitted to leave at any time of the day, including lunch, unless a parent through the school secretary properly checks out the student. Students will not be allowed to leave campus or return to their vehicles during the school day. Parents must check out their student through the school secretary. The Principal can approve checkouts via telephone during emergencies. Notes sent with students will not be honored without phone verification and/or email. The school has the right to deny a student from checking out if parent contact is not made. The school has the right to ask for identification of anyone wishing to check out a student. Only individuals listed on the enrollment form will be allowed to check out students unless the school is notified of other arrangements. When a student turns 18 and is still living at home or their parent is still the legal guardian, they will continue to be under the same rules and regulations as a student that has not turned 18.

CAPITAN MUNICIPAL SCHOOLS | 2021-2022 DISTRICT CALENDAR

4 Independence Day
7/1-5 July 4th Holiday
Break

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's Day
6 In-Service
10 First Day Back Students
17 M.L. King Day

1 In-service Day
13 Days Elementary/MS/HS

8/2-5 In-Service
8/9 MS/HS Begins
8/11 Elementary Begins

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4 In-Service
8 Q3 Progress Report

1 In-service Day
16 Days Elementary/MS/HS

6 Labor Day
8 Q1 Progress Report
24 In-Service

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 Q3 GP Ends
14-17 P/T Conferences
21-25 Spring Break

15 Days Elementary/MS/HS

11 Columbus Day
12 Q1 GP Ends
15 P/T Conferences
31 Halloween

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Easter Break
19 Q4 Progress Reports

15 Days Elementary/MS/HS

9 Q2 Progress Report
11 Veterans Day
25 Thanksgiving Day
11/22-26 Thanksgiving
Break

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 Kindergarten Grad.
19 Last Day for Students
20 In-Service
21 HS Graduation
30 Memorial's Day

1 In-Service Day
13 Days Elementary/MS/HS
71 Days Spring Semester

22 Q2 GP Ends
23 Christmas Break Begins
25 Christmas Day

DECEMBER '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Father's Day

13 Days Elementary/MS/HS
74 Days Fall Semester (Secondary)
72 Days Fall Semester (Elementary)

Bell Schedule (Board Approved Summer 2019)

High School Regular Schedule	
7:45	First Bell
7:50 – 8:50	First Period
8:55 – 9:55	Second Period
10:00 – 11:00	Third Period
11:05 – 12:05	Fourth Period
12:05 – 12:50	Lunch
12:55 – 1:55	Fifth Period
2:00 – 3:00	Sixth Period
3:05 – 4:05	Seventh Period

CANCELLATION, DELAY or EARLY DISMISSAL

When hazardous road conditions exist due to inclement weather, the Superintendent may declare either a 2-hour delay or cancellation of school for the day. In some cases, a 2-hour delay may be called, and if conditions do not improve, a cancellation may be declared. The district's School Messenger system shall be the primary means of getting information to students, staff, and parents. Make certain all numbers provided to the school are current. Local radio and TV stations will also be notified by 6:00 a.m. of delays/cancellations. The same broadcast stations will be notified by 8:00 a.m. if a delay is changed to cancellation.

Two Hour Delay Schedule

High School Delay Schedule	
9:50	First Bell
9:55 – 10:40	First Period
10:45 – 11:30	Second Period
11:35 – 12:20	Third Period
12:20 – 12:50	LUNCH
12:55 – 1:40	Fourth Period
1:45 – 2:30	Fifth Period
2:35 – 3:20	Sixth Period
3:25 – 4:05	Seventh Period

Assembly Schedule

High School Delay Schedule	
7:45	First Bell
7:45 – 8:35	First Period
8:40 – 9:30	Second Period
9:35 – 10:25	Third Period
10:30 – 11:20	Fourth Period
11:25 – 12:15	Fifth Period
12:15 – 1:05	Lunch
1:10 – 2:00	Assembly
2:05 – 3:00	Sixth Period
3:05 - 4:05	Seventh Period

ACADEMIC EXPECTATIONS

POWERSCHOOL

PowerSchool is the CMSD's data collection and publishing system. This system is how the district records and distributes attendance and grades. The parent portal is an online tool that provides monitoring of your child's educational progress; you have online access to your child's grades and attendance. Parents are encouraged to use PowerSchool to monitor their students' academic records at <https://capitan.powerschool.com/public/home.html>. For more information about PowerSchool or for login information, contact the School Secretary.

DIPLOMA

In order to receive a Diploma of Excellence from the Capitan Municipal School District all requirements must be met as set forth by the NM Public Education Department and the Capitan Municipal School Board of Education. Transcripts of incoming transfer students will be evaluated by the Counselor and/or administration on an individual basis to determine which credits will transfer.

Seniors that finish their required credits at the end of the first semester have the option of having their diploma mailed to them in May, or return in May to participate in commencement exercises as there are no December commencement exercises. Students must be in compliance with Capitan School Board Policy, I-7400. A minimum of 27 credits is required for graduation from Capitan High School. All students must be enrolled in a minimum of 50% of the full-time daily course load (4 courses/day).

STUDENTS MUST ALSO DEMONSTRATE PROFICIENCY IN ALL AREAS OF STATE/FEDERAL REQUIRED TESTS-as determined by the NM Public Education Department. Students are also required to earn at least one graduation requirement unit in an Advanced Placement, Honors, Dual Credit, or an Accredited On-Line Course. Information can be found at <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

GED

If a student has not met graduation requirements, the student shall attend high school (be it public, private, a state institution, or home school) until the student is eighteen (18) years of age *unless* a parent or guardian has given written, signed permission for the school-age person to leave school due to a hardship and the Superintendent has approved the hardship request. If this occurs, then a student that is at least 16, but under the age of 18, may take the GED if an underage "hardship" form (available from NM Workforce Solutions) is approved by the local Superintendent or their designee. These tests are not given at Capitan High School. Students who graduate with a GED are not considered graduates of Capitan High School; therefore, the student is not eligible to walk in the commencement ceremonies of Capitan High School.

REPORT CARDS/PROGRESS REPORTS

Progress Reports are issued every 4-½ weeks and Report Cards will be distributed five days after the end of the grading period. The progress report and report card is considered the method for reporting student progress. Parents may access their students' grades by using the Parent Portal in PowerSchool at <https://capitan.powerschool.com/public/home.html>. Further information concerning this process is available on the district web page or by calling the school office.

2019-2029 SCHOLASTIC ELIGIBILITY REQUIREMENTS (2018 Adopted by NMAA)

*NMAA is the authority that determines scholastic eligibility for all students in NMPED schools. Refer to <https://www.nmact.org/eligibility/> for current policies and regulations.

1. **Use of Semester Grades Only:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6-week marking period, they are eligible immediately and will undergo an additional check on the next 6-week marking period as well.
2. **No F's:** A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
3. **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).
4. **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.

STUDENT CLASSIFICATION

Classification is based on the number of credits students have completed by August of each school year. For classification, students must pass English each year, regardless of other credits earned.

- 0 - 6 credits are classified as Freshman
- 7 - 13 credits are classified as Sophomores
- 14 - 20 credits are classified as Juniors
- 21 or more credits are classified as Seniors

TRANSFER STUDENTS

Students who enroll from other districts are required to present official transcripts from the district(s) where they have received credits. Credits are converted to CMS's standard 4.0 scale. Students who have transferred from another school will be given credit from the date of transfer, based on grades from the previous school. These grades are to be averaged on a ratio with the present grades to determine the grade for the grading period. Students who transfer from another school must enroll in Capitan Schools as soon as possible (no more than 8 days). Failure to do so will result in the student grades being lowered to equal the time missed in instructional activities. Students enrolling with less than 4 weeks left in a semester may not be eligible for credit for Capitan High School. The district will work with the student's previous school to determine if credit can be earned. Students are expected to meet the graduation requirements of this district in order to receive a diploma from this district. Transfer students will not be considered for Valedictorian, Salutatorian. Transfer students can be considered for Honors if they meet all the on-site requirements specified for these awards and recognitions.

GRADUATION REQUIREMENTS

In accordance with the New Mexico Department of Public Education and the Capitan School Board Policy, students must earn 27 credits to graduate; one credit must be Honors, Advanced Placement, Dual Credit. In addition to 27 credits, students must meet proficiency in five areas: reading, math, science, writing, and social studies. The primary demonstration of competency is the passing of state mandated examinations as outlined for the student's corresponding cohort within NMPED graduation requirements. Special Education students may satisfy requirements for graduation upon successful completion of the IEP requirements. Students who are unable to demonstrate competency through these measures have the opportunity to use alternative demonstrations. For more information about demonstration of competency and graduation requirements, contact the Counselor.

Seniors who do not meet the graduation requirements set forth by the NM Public Education Department and the Board of Education of the Capitan Municipal Schools will not be allowed to walk or participate in any way in the graduation ceremonies.

GRADUATION REQUIREMENTS FOR GRADUATING CLASSES OF 2015 AND BEYOND REQUIRED COURSES (Board Policy I-7350)

English:	4 credits
Social Studies:	3.5 credits (.5=NM History; 1=World History/Geography; 1=US History; and 1=Government/Economics)
Science:	3 credits (2 must be lab science courses)
Mathematics:	4 credits (with at least one credit equal to Algebra II or higher)
Physical Education:	1 credit (see below) ***
AP/DC/H:	1 credit (This course may overlap in one of the core subjects and will be considered fulfilled)
Foreign Language/ Career Cluster :	1 credit (see below) +++
Health:	0.5 credits
Electives:	The remaining of the minimum 27(+) credits will be made up of electives.

***Alternatives to Receiving a P.E. credit include: 1.) 2- ½ credits of fall marching band (totaling 1 full credit) or 2.) Completion of an inter-scholastic sport sanctioned by NMAA, and recognized by Capitan Municipal Schools as a sport, that must be accompanied with one credit of an athletic conditioning course or completion of a strength and conditioning class.

+++Some colleges and universities require two credits of the same foreign language for entrance.

- IN ADDITION TO CREDIT REQUIREMENTS, STUDENTS MUST MEET TESTING REQUIREMENTS IN READING, MATH, AND SCIENCE BY PASSING STATE MANDATED EXAMINATIONS AS OUTLINED FOR THE STUDENT'S CORRESPONDING COHORT WITHIN NMPED GRADUATION REQUIREMENTS AS REGULATED BY NMPED
- Dual Credit Courses will be counted as elective credits, unless the course has been adopted for graduation course fulfillment pursuant to an MOU with a university/college. Students may earn credits through dual credit and accredited online courses that meet state and district graduation requirements and have been determined to meet standards and criteria as established by the PED, State, and Local School Board.

Any class dropped after two (2) weeks, but before the end of 4.5 weeks, will result in a “W” (withdrawal) on a student’s transcript. After 4.5 weeks (a progress report), it will result in a “WF” (withdraw/fail), which will negatively impact a student’s GPA. Administrative discretion will be given to requests after the initial period of schedule changes, or with regard to an IEP or university policy for dual credit courses.

COURSE ENROLLMENT FOR CONSIDERATION OF VALEDICTORIAN AND SALUTATORIAN

To be eligible for consideration of Valedictorian or Salutatorian honors, a student must first qualify by having been enrolled in a minimum of 50% or more of the daily “course load” offered on campus for eight (8) consecutive semesters at CHS and must have successfully completed a minimum of nine (9) of the courses listed below:

ENGLISH (must take a minimum of three)

Pre-AP 10 or AP 11 & 12,
Advanced Specific Topics

SCIENCE (must take a minimum of two)

AP Biology, Chemistry
Advanced Specific Topics (1700 Lab
coded courses),
Dual Enrollment Lab Science

MATHEMATICS (must take a minimum of two)

Pre-Calculus, Advanced Specific Topics,
Dual Enrollment College Algebra or Higher

HISTORY (must take a minimum of two)

AP World History & Geography,
AP U.S. History & Geography,
Adv. Specific Topics

The administration reserves the right to approve other “Honors” and advanced course opportunities.

VALEDICTORIAN, SALUTATORIAN & CLASS RANK (Board Policy I-7100)

After the student(s) have met the above criteria for consideration of eligibility of Valedictorian and Salutatorian, the following policy applies:

The Senior student ranked first, according to GPA calculation, will be the Valedictorian and the Senior student ranked second, according to GPA calculation, will be the Salutatorian. When students tie for Valedictorian or Salutatorian, the following criteria will be used and at any point in the steps below, should a student fulfill the requirements, the Valedictorian/Salutatorian shall be named: (Summer 2019)

1. The student must have completed all graduation requirements of Capitan High School.
2. Students who have not attended Capitan High School for their last eight (8) consecutive semesters will not be eligible for Valedictorian or Salutatorian honors.
3. GPA shall be determined by averaging all classes taken when the student enters ninth grade continuing for eight (8) consecutive semesters, including any courses that the student has earned high school credit for during middle school, on an officially recognized high school transcript of record.
4. Should there be a GPA tie, the following procedure will be utilized to determine ranking of Valedictorian and Salutatorian.
 - a. The GPA will be computed two (2) places past the decimal on a 4.0 scale.
5. If a tie still exists after step 4.a is determined, the student GPA shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool, computed to two (2) places past the decimal on a 100% scale.
6. If a tie still exists after step 5 is determined, the GPA from core subjects will be averaged (English, Science, Social Studies, Math) and will be computed two (2) places past the decimal on a 4.0 scale.
7. If a tie still exists after step 6 is determined, the student GPA from core subjects shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool, computed two (2) places past the decimal on a 100% scale.
8. Should there still be a tie after step 7, consideration will be given to the more rigorous academic curriculum (Advanced Placement, Dual Credit, Honors, etc.) and the GPA on a 4.0 scale.
9. Should there still be a tie after step 8, consideration will be given to the more rigorous academic curriculum (Advanced Placement, Dual Credit, Honors, etc.) and the student GPA shall be converted into a percentile score by using the simple percentile score calculation of all courses on the transcript within PowerSchool, computed to two (2) places past the decimal on a 100% scale.
10. If the students remain tied after all previous steps, and qualifications have been exhausted, the students shall be honored as Co-Valedictorians and Co-Salutatorians.

Class rank is required by colleges and universities on transcripts submitted for entrance evaluation and shall be determined as follows:

- Class ranking will be determined each semester beginning with the first semester of the ninth grade.
- Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
- Total grade points begin accumulating in the ninth grade. These are divided by total units attempted to produce the cumulative grade point average (GPA). Students are then ranked according to grade point average, as high.

Class Ranking for Transfer Students

The Capitan Municipal Schools (CMS) Board of Education establishes the following criteria for class ranking of transfer students:

Students must attend the last four (4) consecutive semesters at Capitan High School to be ranked numerically.

Students who transfer to Capitan High School in grades eleven and twelve (11-12) from a non-accredited school (private, public, or home school) will not be eligible for class ranking and will therefore not be eligible for Valedictorian or Salutatorian.

Honor Graduate: Any student graduating with a cumulative GPA of 3.67 or higher will be considered an Honor graduate.

EARLY GRADUATION

Early graduation requests must be approved by the Board of Education. The board may approve an early graduation request by a student if the following conditions are met:

- The student has completed the required number of credits to graduate.
- The student may complete a number of allowable (see board policy) credits of correspondence work, online, or dual credit courses from an approved University to be included in the number of credits required for graduation. One three (3) hour course from a University is equivalent to one credit in High School. The Counselor must approve all correspondence work and dual credit courses. Students must be passing his or her high school classes with a C or better to enroll or remain in dual credit classes.
- The student meets all graduation requirements.
- A student approved for early graduation will not be ranked by grade point average with the senior class and will not be eligible for valedictorian or salutatorian.

NEXT STEP PLAN

Beginning the eighth grade year, students will complete a “Next-Step Plan”, which needs to be approved by the student, parent, and Counselor. This plan will be reviewed and updated each year before registration. Students are encouraged to keep in constant contact with their Counselor/advisor. Next Step Plans must be signed by a parent/guardian by the end of the final parent Teacher conference.

CHEATING/PLAGIARISM

Whenever a student is found guilty of either, the Teacher will collect the student’s paper, mark a zero for the work, and write up a disciplinary referral to be recorded by the office in POWERSCHOOL. The Teacher will then notify the parent as soon as possible. Additional office referrals for these types of offenses will be handled administratively, and could include loss of honors (including, but not limited to, Honor Roll, Honor Society, and graduating in the Top Ten Percent) eligibility and/or credit in the class. If a student is caught cheating on a State or Federally mandated test, the district will follow the policies set forth by NMPED and the student will be disciplined according to established procedures.

COURSES & CREDITS

Courses students are enrolled in can be viewed through the PowerSchool portal. Some courses may require a fee. One-half credit is assigned to each course where a passing grade of a D or better has been earned for each semester. One credit is earned when a course is completed with a passing grade each year. Courses meet for one period daily Monday through Thursday for eighteen weeks per semester.

To earn High School Credit as an eighth grader, the student must receive prior approval from Capitan High School administration. The course must be taught by a secondary Highly Qualified Teacher in order for that class to be considered for credit status. Correspondence courses will not be considered for early credit.

Credit Recovery – Students who fail a course can recover credit through these options: (Board Approved Summer 2017)

- Credit recovery through Edgenuity

- Repeat the course at Capitan High School
- Repeat the course through a correspondence course. Students are allowed to apply for 4 credits earned through correspondence courses towards the total number of credits required for graduation. Correspondence courses can only be taken to make up classes. Any correspondence course must first be approved by the Principal/Counselor before enrollment to count for credit.
- Summer School if available. A fee is attached to Summer School.

It is the student's responsibility to bring proof of completion and final grades to the guidance Counselor in order to receive the appropriate credit. It is also the student's responsibility to monitor his/her academic progress. If there is a discrepancy, it needs to be brought to the Principal's attention immediately.

Dual Credit, Concurrent Students, & Advanced Placement (AP) (Board Approved Summer 2019)

Dual Credit- Through partnership with ENMU, and its local branches, or other colleges in agreement with Capitan High School for Career Technical Programs dual credit is offered. These courses will earn both college credit and high school credit for students at Capitan High School. These courses are taken for enrichment and cannot be remedial or developmental to be considered for dual credit status. In rare cases where a scheduling conflict might prevent a Senior from graduating, and only with Principal/Superintendent approval, a dual credit course offered from another institution may be allowed to substitute for a core class offered on the CHS campus. A "gifted or accelerated" student who requests correspondence or dual credit courses as identified through their IEP may request a waiver of the conditions for enrolling in these courses.

Students who enroll in college classes must have prior approval from the School Counselor and will receive credit in accordance with the high school credit system. Students will be responsible for having a college transcript sent to the high school before they can receive high school credit. Students will receive an additional .5 credit for successfully completing a dual-enrollment course, totaling 1 credit per semester. The number of classes available to be taken through the dual-credit program is dictated by the dual-credit agreement and is subject to revision yearly. Students must be at least 16 years old or a junior or senior in high school and have a cumulative GPA of 2.5 or above and meet the requirements of the institution through which dual credit is taught to be eligible for dual-credit courses.

Advanced Placement- High school students who are enrolled in Advanced Placement courses, AP exams. Students will be required to pay the annual testing fee required by the AP College Board with a check/money order payable to Capitan High School by December 1st of each year. Students who successfully pass the AP exam with a score of 4 or 5, will be refunded their testing fee.

TESTING (As of Summer 2019)

Capitan Municipal Schools participate in standardized testing as required by federal and state guidelines. Regulations require that all students participate in mandated testing as outlined for the student's corresponding cohort within NMPED graduation requirements. Special Education students may satisfy requirements for graduation upon successful completion of the IEP requirements. Students must show competency in Reading, Writing, Math, Science and Social Studies in order to meet graduation requirements. Tests taken to demonstrate competency are approved by the State of New Mexico. Students who are unable to demonstrate competency through these measures have the opportunity to use alternative demonstrations. For more information about demonstration of competency for the corresponding graduation cohort and graduation requirements, please visit <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

GRADES

The following grade scale will be used consistently unless otherwise noted: Grade Point Average (GPA) is calculated by averaging all courses that meet the requirements for graduation. The following scale is used for GPA calculation:

Grade	Range	GPA Points
A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	0 – 59	0

Grades will be reported on the report card as a letter. There are two nine-week periods in each semester. Each nine-week grade will

count 40 percent, and the semester test will count 20 percent of the semester average. (40+40+20=100). Report cards will be distributed five days after the close of each nine weeks grading period. The following guidelines will be used for determining the honor roll:

- A Honor Roll - must have an A in each class
- A-B Honor Roll - must have at least one A and no grade lower than a B

Incomplete grade, or "I," assigned on a student's report card will change to an "F" if the incomplete work is not completed within two weeks of the grading period.

Academic Letter - Capitan High School offers students in grades 10-12 the opportunity to earn an Academic Letter. The letter is to encourage students to excel scholastically and reward students for outstanding scholastic performance. A student meeting the requirements will be awarded an Academic Letter for the first eligibility and a pin for each year of eligibility thereafter. The students will receive awards at the annual Academic/ National Honor Society induction banquet in the spring. To earn a letter a student must meet the following criteria:

- The student shall be enrolled in at least 50% of the academic day (4 classes).
- Students in grades 10-11 shall have a 3.67 GPA for one full year (fall and previous spring semesters). A student in grade 12 must have a 3.67 GPA for the fall semester
- Transfer students in grade 12 must be enrolled 1 full semester prior to consideration. Transfer students in grades 10-11 must be enrolled for 1 full year prior to consideration
- The Guidance Department using student records shall determine eligibility. Eligibility shall be determined in April for grades 10-12.

Schedules and Schedule Changes (Summer 2019)

All students are required to take a full (on-campus) class load. Seniors may request an abbreviated schedule from the Counselor if all graduation requirements are met, but will be required to take courses at least 50% or more of the daily "course load" to be eligible for honors recognition. Juniors may take six classes a day when enrolled in a college course at ENMU or its local branches or other online courses.

Students may request a schedule change with the Counselor during the first 4 days of each semester. The Principal must approve all other changes or changes are made as required through an IEP.

SAFETY

Drill Procedures – Fire and Disaster Drills

Fire drills are held for the safety of every student; pay attention to all instructions. Each class will stay together as one group when leaving the building for a fire drill and while waiting outside the building until an all-clear signal is received.

If evacuated from the high school building, students will go to a designated assembly area. If the campus is evacuated, all students will be moved to the Lincoln County Fairgrounds for reunification with family. Students will NOT be allowed to leave until checked out by a parent.

LOCKDOWN PROCEDURE

When the school is placed in a lockdown situation, students are to go to the nearest supervised classroom and remain in that classroom until the lockdown is over. No students are to be in the hallways during a lockdown. Capitan Municipal Schools will follow NMPED/District approved Safe School plans on lockdown procedures. Should a student be outside the building when a lockdown occurs, the student is to report immediately to the closest school building and report to a staff member.

- If a student is off campus when a lockdown is put into place, the student should stay away from the campus until the lockdown is over.
- Parents may not checkout students during a lockdown.

INSURANCE

Student accident insurance is available through the school. It includes daytime coverage, twenty-four-hour coverage, and athletic participation coverage. For more information, check with the school secretary.

SURVEILLANCE – CAMERAS ON CAMPUS and TRANSPORTATION

Cameras are placed throughout the public areas of campus and transportation. No cameras are placed in any area where there is a reasonable expectation of privacy. As per FERPA guidelines, parents do not have the right to inspect and review footage of other students. However, students and/or parents may request that a school administrator(s) view camera recordings to investigate an event or possible crime.

PARKING ON CAMPUS

Student parking is on the west side of the parking lot. Student parking is a privilege. All infractions will be turned over to the local police department and the student's parking privilege may be revoked, prohibiting the student from driving on campus for the remainder of the year. In order to ensure safety and maintain order on the campus, the following designations have been made:

- Student drivers must have a valid driver's license
- Student drivers must have proof of insurance and current registration
- All passengers will ride inside the vehicle (not pickup bed)
- All occupants will wear seat belts
- Parking is limited to the designated student parking areas
- **The speed limit is 5 MPH**
- No reckless driving is allowed
- Students are not allowed to linger in parking lot
- Student vehicles are subject to search of drugs, alcohol, stolen property, and/or other contraband that might be present
- No student may return to their vehicle during school without permission and escort from staff or administration
- Students are not allowed to be in their vehicles during lunch or passing periods

SCHOOL BREAKFAST/LUNCH PROGRAM (Summer 2019)

Breakfast provided at no cost and eaten before school which will be delivered and eaten in the classroom. All students are to enter and leave the cafeteria in an orderly manner; refrain from pushing, shoving or loud talking in the cafeteria. When students finish eating, they will place their lunch trays and utensils at the proper storage place and clean up all trash. Call the cafeteria supervisor if you have any questions at (575)354-8595. Both breakfast and lunch will be free for all students for the SY 21-22.

SCHOOL NURSE & STUDENT MEDICATION

The school nurse's office is located at the elementary school. Any student from the high school or middle school who has a need to see the nurse is required to go through the school office with a pass indicating the date and time. In order for medication to be administered at school, parents and physicians must provide written permission and instructions for prescribed medications and over-the-counter medications. For more information, or permission forms, contact the school nurse at (575)354-8525.

VISITORS

All visitors to Capitan Municipal Schools must check-in at the front office of the appropriate school to obtain permission for further actions on school campus. All visitors will be checked in by presenting a valid driver's license. Capitan Municipal Schools utilizes the Raptor Security System on campus in order to protect our students, staff and community. No student visitors will be allowed unless approved by the Principal.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative. Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes

GENERAL STUDENT INFORMATION

ATTENDANCE

ABSENCES, EXPLANATIONS & NO CREDIT/WITHDRAWAL/FAILURE

The following are the guidelines regarding attendance in the Capitan Municipal Schools in accordance with NM House Bill 236 - Attendance for Success Act (2019) and with reference to notable portions (identified as such from the bill and Act) pertaining to public schools.:

- Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance.
- Capitan Municipal Schools is dedicated to the health and safety of your children. If your child has a fever, please do not send him/her to school. If your child is sent home due to signs of illness, we will work with you documenting the illness. There will be times where students will be required to be quarantined and will be unable to come to school. Attendance during these times will be taken into consideration, and online learning will continue during any extended or required shut-downs. Your child will be required to participate and attend online instruction provided by the school.
- For these reasons and others, state Compulsory School Attendance Law (based upon ESSA-Every Student Succeeds Act) requires that all children of appropriate age and condition attend classes regularly. In accordance with the Compulsory Attendance Law § 22-12-9 set forth by the State of New Mexico. The law references days of attendance to be counted for the entire school year not per semester.
- The following terms are set forth by the state to clarify student absenteeism:
 - **“Chronically absent”/“ Chronic absenteeism”** --“A student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.” Early intervention will take place when a student reaches 14 Days absent for the school year.
 - **“Excessively absent” / “Excessive absenteeism”** --“A student needing Intensive Support and has not responded to intervention efforts implemented by the public school.” A student who is considered excessively absent who has missed 20% or more of the school year for any reason will require intensive support and will be subject to a loss of credits.
 - A child who is permitted by his or her parents to be chronically truant may also be a **“neglected child.”** This state law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation.
- Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students. Capitan Municipal Schools are dedicated to providing “Whole School Prevention” through PBIS and recognition for perfect attendance. To ensure students attend regularly, please adhere to the following:
 1. Parents shall notify the school for each day of a student's absence by calling the school or by sending a written explanation to the school upon the student’s return. If notice is not given to the school within 24 hours of the absence, the

absence will be considered unexcused. If a student has been absent for 3 or more consecutive days due to illness, the principal may require written verification from the student's professional health care provider. Parents are encouraged to ensure their student(s) are not chronically absent

2. A letter of notification will be sent to parents after the fifth (5th) and seventh (7th) absence. On the tenth (10th) day absent per academic school year (5% to less than 10% absent), a meeting with the Attendance Officer and Team will be held. This meeting is to provide Targeted Prevention Strategies and to discuss any obstacles and/or barriers that may be preventing the student from having regular attendance. This meeting will focus on "Individual Prevention" which consists of an attendance contract outlining the expectations and responsibilities of the school, student and parent, to try to avoid any loss of credit. A student may be referred to the Student Assistance Team for additional targeted interventions.

3. When a child reaches 14 days absent (10% but less than 20%) in a school year for any reason, students are considered to be "Chronically Absent". This student will be referred to Lincoln County Juvenile Justice and begin the credit recovery process. The Attendance Team will review each individual case and determine whether credit for the class(es) will be received and/or determine whether the student will be retained in the current grade. A credit recovery plan will be developed and implemented for all "Chronically Absent" students.

4. Students who have missed over 28 days (20%) of the school year are considered "Excessively Absent." If all credit recovery attempts have failed, credits will be lost and the student may be retained. A referral to the Children Youth Families Department (CYFD) will be made due to educational neglect. If all previous interventions are deemed unsuccessful, an "Excessively Absent" student may be referred to the Juvenile Citation Program through a Juvenile Probation Officer.

6. If a student must leave the school campus during the school day, the parent MUST notify the school secretary or principal either by phone or written note (if by phone, a written note/email must follow). Students may leave school for appointments if they have written/phoned in permission from parents. However, it is highly encouraged to set all doctor appointments on Friday to avoid any unnecessary absence from school. A sign-in/out sheet is located in the school office. Students arriving late to school or leaving early must sign this sheet. Seniors on Early Release (leaving school campus) or Late Arrival status must sign-in/out in the office each day and leave campus. Early release students are not permitted to loiter on campus.

7. Students will be considered truant if they leave school without permission, or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy even if the student is on campus. Truancy will result in a "0" for work missed on the day of truancy and will be counted as an unexcused absence, and may result in disciplinary action by the principal.

8. School Activity Absences: Absences for a school activity are not considered an "absence from school." According to NMAA regulations, a student can only accumulate 15 activity absences per semester. The student will have one day per absence to make-up work. The student is expected to make arrangements with the teacher prior to being gone for the school activity absence concerning any classwork.

9. Make-Up Work: In that learning is progressive, it is important that all class assignments be completed. Teachers will provide the opportunity for a student to make up missed assignments, BUT it is the student's responsibility to get the missed

assignments and expected completion date from the teacher. A student has one day for every day missed in order to get make-up work turned in for credit. If the absence was excused, the student can earn full credit.

10. Discipline: In addition to the other measures to be imposed, students may receive detention, in-school suspension, loss of credit, or other interventions designed to keep the student in school and progressing academically, for each absence, at the discretion of the Principal. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.

11. Hybrid/Online Learning: Students are expected to attend in-person or remote instructional programs, as provided by their school, each day. (Per NMPED Guidance SY 2020/2021)

- Attendance will be officially recorded and reported to NMPED for days in which students are physically present in schools.
- For days in which students participate in a remote learning program, schools will be required to track student participation, but will not be required to report this data to NMPED in the same manner as in-person attendance.

TARDY POLICY Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. To achieve these goals, promptness is considered a learning objective in every class. Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity.

- A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary. Students who are tardy to class or entering school later than 7:50 A.M. must report directly to the school office before going to class so an admission slip can be issued and attendance information can be adjusted.
- When a student accumulates three or more unexcused tardies, the principal will assign lunch detention. If tardiness becomes a chronic problem with a student, parents will be notified and more serious consequences will be administered.
- Tardies will not be excused unless they are verified doctor/dental appointments or a call-in by parent/guardian within 24 hours of the tardy. Parents are encouraged to ensure their student(s) are not chronically tardy.

****Note:** This policy does not apply due to inclement weather and/or hazardous road conditions; nor due to bus situations beyond the school district's control.

- "Absent" means not in attendance for a class or school day for any reason, whether excused or not; provided that absent" does not apply to participation in interscholastic extracurricular activities;
- "Chronically absent" or "chronic absenteeism" means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days;
- "Excessively absent" or "excessive absenteeism" means that a student has ten or more unexcused absences, including suspensions, from classes or school days;
- "Excused absence" means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board;
- "Interscholastic extracurricular activities" means those activities sponsored by a public school or an organization whose principal purpose is the regulation, direction, administration and supervision of interscholastic extracurricular activities in public schools;
- "Medical absence" or "medically absent" means that a student is not in attendance for a class or a school day for a parent- or doctor-authorized medical reason or the student is a pregnant or parenting student;
- "School day" means a portion of the school day that is at least one-half of a student's approved program;
- "Unexcused absence" means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board."

SCHOOL ATTENDANCE--RESPONSIBILITY-- ATTENDANCE POLICIES

- Except as otherwise provided in the Public School Code, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that school-age person has graduated from high school, received a high school equivalency credential or withdrawn from school on a hardship waiver. A parent may give written, signed permission for the school-age person to leave school between the ages of sixteen and eighteen in case of hardship approved by the local superintendent or private school.
- A school-age person subject to the provisions of the Attendance for Success Act shall attend school for at least the length of time of the school year that is established in that school-age person's school district, charter school or private school. The school district or private school shall not excuse a school-age person from attending school except as provided in that act.
- The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person.

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES--STUDENT PARTICIPATION

- A public school student shall have at least a 2.0 grade point average on a 4.0 scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation, to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, "grading period" is a period of time not less than six weeks. The provisions of this subsection shall not apply to students receiving C or D level special education services.
- A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities.
- Student standards for participation in interscholastic extracurricular activities shall be applied beginning with a student's academic record in ninth grade."

Official absences include (at the discretion of administration): school-sanctioned and educationally relevant activities. **Excused absences include:** religious observance, court appearances, college visit, doctor's note, MVD, and/or bereavement. These allowable absences MUST have some type of formal written documentation that is turned into the office within 3 days of the return to school. School-sanctioned activities do not require that the student turn in formal written documentation.

In an effort to be sure that parents/guardians are informed of their student's status on a regular basis, the following procedures will be in place concerning attendance:

- The automatic phone dialer will make an attempt to contact a parent/guardian each day that a student is absent – it is the parents' responsibility to assure that the school has up-to-date and correct contact information on file at all times. Changes in contact information can only be made in writing, in person, by the parent/guardian.

An attendance review committee consisting of CMS administration and certified staff members will be formed to review the appeal letters. In making a determination on the awarding of credit, the review team shall determine if absences are justified. The review team finding for each class appealed shall be either:

1. The credit is awarded due to extenuating circumstances;
2. The student is put on an attendance contract; or
3. The credit is not awarded.

Students shall receive notification of the attendance review team's decision within five (5) days after the results of the hearing. If a student is denied credit for a class by the review team, the student may file an appeal as an additional Due Process, with the Superintendent or his/her designee.

Such an appeal shall be filed within ten (10) school days of the receipt of the decision. The Superintendent or his/her designee shall hear the student's appeal and shall either:

1. Award credit based on the appeal; or
2. Deny credit.

The decision of the Superintendent or his/her designee shall be final.

Any high school student whose appeal for credit is denied by the review team must present his/her appeal to the Superintendent or his/her designee within ten (10) school days of the receipt of the decision. A senior who has been denied credit by the review team will not be allowed to participate in graduation ceremonies if they do not have the required credits to graduate.

Extended Illness

Parents shall contact the school Principal immediately to discuss individual situations and appropriate plans. Extended illness is defined

as 3 or more consecutive days and must be verified by a healthcare provider via note.

Make-up Work & Pre-assigned Work Due (Board Approved Summer 2019)

Students with absences will be allowed and encouraged to make-up work, which was missed, providing they have followed the proceeding policy:

- Students will make arrangements with Teachers to schedule make-up work in a timely manner. Make-up work will only be accepted for explained absences and school-sponsored absences. Should circumstances warrant, a conference between the student, Principal, and Teacher may be needed to allow additional makeup time. The student must assume the responsibility of contacting the Teacher about the work missed on the first day back to school. A student will be allowed 1 day per each day missed as make up time for work assigned while a student is absent from class.
- Pre-assigned work is classwork/homework/projects that were assigned when a student was present in class with a designated due date as outlined through a syllabus or online course posting, such as Google Classroom or a dual credit platform. Should a student miss school on the date an assignment was due, but was present in class when the assignment was originally assigned, the work is still due the day that the student returns to school. No extra time is allotted to turn in work unless special circumstances have arisen due to long-term illness or as determined to be a viable reason by the Principal.
 - Should the student find that they are unable to complete the work by their anticipated return, the student must make every effort to communicate the circumstances to their Teacher and the Principal. At that point the student will be notified if more time is permitted or if the work can be accepted late, possibly with penalty, per the Teacher's class policy.
 - If a student misses a lesson while they were absent, and the lesson is important, with regard to being able to appropriately finish the work due, the student is permitted to request extra time from their Teacher for completion of their work upon their return to school by providing support regarding what key components were missed and why this was relevant to having the work completed.
 - If a due date has been moved further out for all students in a course than what a student who was absent anticipated turning work in, the student that missed school should also be permitted the extended time.

BUS POLICY

Students will adhere to school rules while riding a school bus. Student transportation is a privilege extended to students who qualify for transportation pursuant to State and Local Board of Education regulations. Students who do not obey state and local regulations governing student transportation may have their privileges revoked by the Capitan Municipal School District. Students must be at their assigned bus stop several minutes before the pickup time. The driver will not wait unless an attempt by the student to meet the bus is observed. The driver is in full charge of students when they are riding the bus. The students must obey the driver's instructions. Students must remain seated at all times while the bus is in motion. They must keep the aisles and exits clear and cannot change seats without driver permission. Students will not be permitted to change buses or ride buses not assigned to them without written permission from the Principal who will obtain information from the parents. Permission will only be granted under unusual and emergency-type situations. Students may be assigned seats and may not change seats without permission. No rough or otherwise questionable physical contact will be permitted on the bus. Students must converse in such a manner as not to distract the driver. Students must not use profane language or obscene gestures at any time. Students are not allowed to eat or drink while on the bus. Students must not extend their arms, head or objects out of the window. Animals, firearms, knives, explosives, glass items or other dangerous objects are not allowed on the bus. No item may block the aisle or take up seating space. Students may not throw any item inside or outside the bus while boarding, riding or leaving the bus. Use of tobacco, drugs, alcohol, or controlled substances shall not be permitted. Students and their parents shall be held responsible for any malicious destruction. Students shall obey the driver's instructions in loading and unloading at the bus stop. A student's consequences for misbehavior shall carry over to another bus or activity bus. Discipline for rule infractions will be followed as stated in board policy.

BUS AUDIO/VIDEO POLICY

Audio/Video Policy - For the protection of Students and Employees All "to and from" buses have audio and video recorders. This will serve as notice to students/parents and employees that the Capitan School District will record video and audio of students/parents/employees and all others in the buses. Due to privacy issues only authorized school personnel will be permitted to view the audio/videos. The activity buses have audio/video recorders on the driver only and outside of the bus.

CAMPUS BEHAVIOR

Students are to proceed quietly and to walk in the halls. There will be no running, playing, or unnecessary noise in the halls. Students entering the building coming from another class may wait in the lobby until the bell for the end of the period. Any student released during class will have a hall pass indicating the time he/she left and indicating his/her destination. Students remaining in the building after 4:05 p.m. must be under the direct supervision of a faculty member.

At various times throughout the year, students are called to assemblies, which are held in the school gymnasium. Student cooperation is required. Students are expected to show consideration, respect, and cooperation to all school staff members and approved guests. Students are not to loiter in buildings or outdoor commons areas without permission or proper business and authority. Eating and drinking in the school buildings will not be permitted except areas/times designated by the administration. Teachers/sponsors/students must get approval from the Principal in advance if a party is being planned. Water is allowed in the classrooms in clear containers.

CELL PHONE and ELECTRONIC DEVICES (Board Approved/Revised Summer 2017)

The school phone is for business only. Students may use the school phone for emergencies and official business. Cell phone use is allowed between passing periods and during lunch. Chrome books, Laptop computers, I Pads, and Kindles when used for educational purposes, will be allowed. If a phone is a disruption in class, hallways, or school grounds, unless permission has been granted for educational purposes, the phone will be confiscated; students may get them back, per the discipline matrix. Any other type of electronic device is prohibited unless approved by the administration. School-issued Chrome books should be the primary electronic devices for students; students should not need to use personal devices.

DANCE POLICY (Board Approved Summer 2017)

The class or organization sponsor must be present as well as a minimum of four additional adults. All dances will terminate promptly at 11:00 p.m., except Homecoming, Winter Ball and Jr. Sr. Prom, which will end at midnight. No alcohol, drugs or tobacco of any kind will be permitted; or the use of same, prior to, or during the dance. Once a student enters the dance, he/she will be expected to remain. Once a student leaves the dance, he/she will not be allowed to return to the dance. A sponsor may accompany the student to his/her car if requested, but the student will be required to return immediately. Only students presently enrolled in Capitan Municipal Schools are allowed to attend. Others may be allowed only with advance permission from the Principal. Misconduct will not be tolerated. Any participant misbehaving will be instructed to leave the dance and will not be allowed to attend any dance for the remainder of the school year. Parents and the Principal will be informed as soon as possible. Proper discipline of the offense, if required, will be enforced on the next day school is in session. The organization sponsoring the dance will be responsible for clean-up prior to leaving. The prom is the only exception to this rule, which must be cleaned up no later than the following Sunday or Monday morning.

DRESS and APPEARANCE

The Capitan Municipal School Board of Education's expectation is, "students are, to dress neatly, cleanly, and modestly and not draw undue attention to themselves in the learning environment." This includes hair, jewelry, and clothing. It also states school officials will reserve the right to use their discretion regarding appropriate appearance, and also reserve the right to send students home. It is expected that every student will maintain the level of personal hygiene and safety necessary to ensure a healthy school environment, and will refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school. The dress code applies to all school functions. The following student dress code has been established:

- No bare-midriff or bare-back shirts or blouses
- No halter tops, spandex tops, no razor back tanks, no spaghetti straps
- All straps for shirts will be at least two inches wide
- No cut-off sleeves
- No fishnet or see-through shirts, blouses, skirts, pants, tights, etc.
- Yoga pants, tights, jeggings, leggings, etc. must be worn with a top that extends to mid-thigh. Or covered with shorts or

skirts that also extend to mid-thigh.

- No cut-off or spandex shorts
- Shorts, skirts, and/or dresses must reach at least mid-thigh
- No swim trunks or bathing suits
- No house shoes, slippers, pajamas, or the like
- No excessive holes or tears (above mid-thigh in pants) in clothing that reveal skin or underwear
- No Dusters or Trench Coats
- Pants may not sag or show underwear (no oversized or low riding pants)
- Pant legs cannot drag the floor
- Overall straps must be kept up and buttoned
- No gang indicators can be worn or carried in any school building, gym or cafeteria during school hours, at school functions, or upon school grounds
- Chains cannot be worn as belts, connect wallets or purses to clothing, or be worn as jewelry
- No hats, caps, or other head coverings (bandanas, do-rags, hoods from sweatshirts) will be worn in the building
- No clothing, jewelry, or accessory that promotes, displays, or suggests the following: sexually explicit or implied obscene messages, tobacco, drug, alcohol, violence, gang affiliations, gang apparel, etc.
- No Mohawks or spikes greater than three inches
- Offending jewelry will have to be removed
- Tattoos that promotes, display, or suggests the following: sexually explicit or implied obscene messages, tobacco, drug, alcohol, violence, gang affiliations will have to be covered
- Visible piercings other than the ears must be. A stud/ring insert is allowed. (Board approved Summer 2017)

DRUG AND ALCOHOL

Students are prohibited from using, possessing, distributing or being under the influence of drugs, alcohol, or tobacco, and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging. The Capitan Schools will enforce all federal and state laws regarding controlled substances, alcohol, and tobacco. Should any student violate those laws, the violation will be reported to the appropriate law enforcement agency. The Capitan Schools do not allow drugs, alcohol or tobacco on its campus nor use thereof by its students. The Capitan Schools will comply within the rights and limits of federal and state laws and with due regard for the student. The Capitan Schools may conduct searches of students and students' effects while on campus to find violations of the law. Each infraction is cumulative. Administrator's discretion will be used in each incident. **(BOARD POLICY J-3050 & J-2300)**

The terms used in this policy are defined as follows:

- **Alcohol:** Any liquor, wine, beer, or other beverage containing alcohol.
- **Distribution:** Selling, passing on, or giving away any controlled substance.
- **Drugs/Tobacco:** Any drug including illegal drugs, legal prescription, marijuana or inhalants that are used, possessed or distributed for unauthorized purposes including counterfeit (look-alike substances).
- **Drug/Tobacco Paraphernalia:** Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs/tobacco.
- **Substance Abuse:** The use of nicotine, drugs or alcohol in violation of state or federal law, or in violation of school policy.
- **Tobacco:** Any product containing tobacco, which can be smoked or used in non-smoking form, i.e. "snuff", chewing tobacco, e-cigarettes, vapors, etc.

ENFORCEMENT OF DISTRICT POLICY (Board Policy J-3400 & J-2300)

The Capitan School District reserves the right to search a student's person, personal effects, and vehicle in enforcing district policies on drugs, weapons, theft or other school safety issues. A pat-down search of a student may be conducted upon reasonable, individualized suspicion that such student is in possession of a controlled substance in violation of district policies or other illegal or prohibited items/actions. Any such search shall be conducted in the presence of a witness of the same sex, when possible. Authorized school officials shall be entitled to do non-invasive searches of students' shoes, socks, pockets, purses, bags and jackets in the presence of any staff witness. Parents will be notified if possible. The search will take place even if parents are not notified before the search. Parents will

be notified as soon as possible if the search is conducted by school officials and the results of the search.

Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school. Periodic general inspection of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent. Students are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of student vehicles on school property may be inspected whenever a school official has a reasonable suspicion that illegal items or unauthorized substances are within such a vehicle.

In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for smelling and detecting illegal or unauthorized substances has been established. The dogs will be accompanied by a qualified and authorized dog trainer/handler who will be responsible for the dog's actions. An indication by the dog that an illegal or unauthorized substance is present on school property or personal object or in a vehicle on school property shall be reasonable cause for a search of the student and the student's property by administrative staff.

Each infraction is cumulative. Administrator's discretion will be used in each incident.

LOCKERS

The school secretary assigns lockers. Students will keep lockers neat and clean. Students are not to disable the lock by jamming, taping, or any other means. Students are not to share lockers and are solely responsible for the locker assigned to them. If the security of a locker has been compromised, notify the school secretary/administration immediately. All personal belongings must be cleaned out of the lockers by 4 p.m. on the last day of school. Items left in lockers after the last day of school will be disposed of or recycled. It is the student's responsibility to clean out the locker, including personal items. A student will be responsible for the cost of repairing or cleaning up a locker from damage, markings or labels. (Anything that requires something beyond normal clean up.)

TEXTBOOKS/STUDENT CHROMEBOOKS **CARE OF SCHOOL DISTRICT POLICY (Board Approved Summer 2017)**

State-adopted textbooks are provided to students through the textbook division of the New Mexico State Department of Education. Textbooks are expected to last six years. Students are held accountable for damage, such as writing, marking, torn pages, and lost books. Students will be accountable for damage to, or loss of, the books/Chrome books assigned to them at full replacement cost. Names of students and Teachers issuing the books are to be placed in ink in all books. District Chrome books will be issued to all students and will be inventoried in classrooms and submitted to the High School office.

DISCIPLINE POLICY (Board Approved Summer 2017)

It is the philosophy of Capitan High School that when discipline of a student is necessary, it shall be fair, consistent, and carried out within the policies outlined below and defined in the Capitan School Board Policy Manual. Discipline is most effective when school personnel, parents and students work together to promote a safe environment conducive to the learning of all students.

The Authority of the Capitan School Board to prescribe and enforce standards of conduct for public school students shall be exercised consistently with constitutional safeguards of individual student rights. The right of a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules. But it is a property right which may be denied only when school authorities have adhered to the minimum procedural safeguards required to afford the student due process.

Due Process - Due Process is accorded an individual when the Principal or designee undertaking the proceeding against that individual adequately informs the accused of the charges. The administrative authority is not required to allow the student to secure counsel, confront or cross examine witnesses supporting the charge(s) or to call witnesses to verify the student's version of the incident, but none of this is prohibited. The process will be informal for all routine disciplinary actions with the exception of long-term suspension or expulsion at which time the process will be formal.

Informal Hearing - The building Principal, or designee, is considered the "Administrative Authority" and is the first authority to whom to appeal discipline for violation of school rules or misconduct. The Principal will conduct an informal hearing for any violation of school rules or misconduct. In all cases, the Principal will thoroughly investigate the allegations and will allow the student the opportunity to present

evidence and/or witnesses in his/her defense. The Principal will then assign appropriate consequences according to school policy.

Final Appeal Authority of Informal Hearing- There is no appeal for decisions made in an informal hearing or for suspensions of less than 10 days. As a courtesy, parents may request a review of the situation/circumstances from the Superintendent. The Superintendent may revise actions if it is determined that policy was not followed or evidence warrants a re-consideration of the disciplinary decision.

If a student is assigned a long term suspension or expulsion by the

Formal Hearing - If the recommendation for long-term suspension or expulsion is assigned by the building Principal, the Superintendent may designate a hearing officer for a suspension/expulsion hearing in accordance with [Board Policy J - 4850](#). Please refer to the Capitan Municipal Schools Board of Education Policies and Procedures Manual and NMSBA Policy Portal for procedure and deadlines. ([Board Policy J – 4850](#))

Formal Hearing Appeal Authority - The School Board is considered "Final Appeal Authority" for formal disciplinary matters involving long-term suspension or expulsion. The student and parent must present a written request, according to School Board Policy and within five (5) days of notification of the findings to the Superintendent, for the School Board to appeal the decision of the formal hearing. The appeal shall be a review of the procedures and the findings of the hearing officer. The School Board has the authority to maintain, decrease or increase the punishment assigned by the hearing officer. The decision of the School Board is the final administrative action to which a student is entitled. Please refer to the Capitan Municipal Schools Board of Education Policies and Procedures Manual and NMSBA Policy Portal for procedure and deadlines. ([Board Policy J – 4850](#))

Non-Discriminatory Enforcement - Capitan Municipal Schools will not enforce school rules or impose disciplinary punishment in a manner which discriminates against students on the basis of race, culture, ancestry, color, national origin, sex or handicap, except to the extent otherwise permitted or required by law or regulation.

Disruptive Behavior- Disruptive behavior is that which creates a willful interference with the educational process and which is as serious in nature as to be referred to the Principal for disciplinary action. This type of behavior may occur on any school property, school bus or at any school sponsored activity, athletic or social event. Punishments (sanctions) for disruptive behavior may include, but ARE not limited to immediate removal, detention, Community Service, ISS (In School Suspension), OSS (Out of School Suspension), Short Term suspensions, Long-Term suspension, corporal punishment, expulsion, or referral to counseling. Oral and/or written notice of the charges of disruptive behavior against the student, and a rudimentary hearing on such charges will follow as soon as practical. Parents shall be given either oral or written notice of the charges against the student as soon as possible.

SANCTIONS USED TO DISCIPLINE STUDENTS

Immediate Removal means the removal of a student from the class for a period of one day or less. Regardless of what other disciplinary actions may be considered appropriate, or what other disciplinary actions are implemented, students whose presence pose a danger to persons or property or a threat of disrupting the educational process may be immediately removed from school or school sponsored event(s) by any school personnel.

Detention means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free to leave school. Detention may be imposed in connection with in-school suspension, but is distinct from in-school suspension in that it does not require removing the student from any of his or her regular classes. Teachers may assign detentions (lunch or after-school) to students for minor classroom infractions and those as listed in level one of the discipline matrix.

In School Suspension (ISS) is a room where students are secluded from their peers. Parents must be notified in writing or orally why their student was placed in ISS. When possible, parents will be notified prior to their child being placed in ISS.

Out of School Suspension (OSS) in Capitan High School/Mid-School means that a student is sent home and denied the privilege of attending school for a specified period of time, up to nine (9) in-session school days, for specific offenses. Parents or guardians will be

given oral notice of the suspension, if possible, and written notice will be sent home with the student that day. Students who are assigned OSS will not be allowed on the school campus during the period of OSS, will not be allowed to participate in any athletic event or extracurricular activity. Students suspended are afforded the opportunity to complete missed work while on suspension. A suspended student will need to have a parent/guardian pick up their work in the office the day following their suspension. This work is due, completed on the first day that the student returns to school. Make-up work may or may not be the same as what students who are in class are doing. Work must be made up during the suspension, not after the student returns to school. (Changed/adopted September 18, 2017)

All students in the Capitan Schools are mandated to make up work. All students are required to turn in any missed assignments upon their immediate arrival back to school. When a student is suspended, the parent/guardian is responsible for having the student removed from campus within 2 hours of notification of suspension.

Counseling may occur after three offenses in ISS, OSS, or detention (can be a combination of any three.) The Student Assistance Team (SAT) will be informed of repeated infractions, and the student's name will be given to the SAT Leader to provide for additional counseling, which will include a plan of remediation to change the student's behavior pattern.

Long-Term Suspension is removal from school for ten days or more.

Expulsion means the removal of a student from Capitan schools. The right to a public education is not absolute; it may be taken away, temporarily, or permanently, for violation of school rules. Parents /guardians and the student must have a reinstatement conference with the Principal before a student is allowed back in school. The student may be placed on expulsion for violations as defined in the discipline matrix.

DISCIPLINARY PROCEDURES

Everyone makes mistakes once in a while. How students handle these mistakes demonstrates maturity. Nonetheless, there are consequences for every action and students are expected to be responsible enough to accept the consequences of their actions.

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within the Capitan Municipal Schools grades 6 – 12. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1-5). It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listings or in cases of extreme or unusual actions. It should be stated, the school administration reserves the right to exercise its discretionary rights to adjust punishment in any case, as conditions require. Students should be aware that certain infractions/consequences regarding student behavior that are outlined in the discipline matrix apply to all students while in attendance at any New Mexico school event/activity/sporting event – even if the function is not held on the Capitan Campus. This includes, but is not limited to, behavior infractions concerning theft, vandalism, drug/alcohol possession or distribution, bullying, hazing, weapons possession/use, harassment, battery, assault, directed profanity, and gang related behavior.

The following are types of discipline measures, which may be applied to students:

- Reprimand and warning
- Conference with Teacher and/or Parents
- Detention during or after school hours
- Denial of privileges
- In-school Suspension
- Out-of-school Suspension
- Removal from class without credit
- Expulsion
- Any other legal consequences as may be deemed necessary

The specific discipline procedure applied to a student who violates school regulations will depend on the student's attitude, age, physical condition, and past discipline record. Specific guidelines for special education student's discipline can be found on the school website, [https://www.capitantigers.org/Special Education](https://www.capitantigers.org/Special_Education) In addition, school administrators have the authority to determine the appropriate discipline in accordance with the severity of the violation.

Capitan Municipal Schools – Discipline Matrix – Grades 6-12

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
Level 1 - Profanity - Public Display of Affection - Prohibitive Items (Contraband) - Cell Phones/e-device - Disruptive Behavior - Class Preparation - Tardiness (4+ tardies)	- Staff Warning and/or -- - Classroom Detention - Confiscation of item 1-3 days - Lunch Detention 4 days - Community Service - Combination - Administrative Discretion 1 day ISS (4 tardies)	- Office Referral and/or -- - Classroom Detention - Lunch Detention 8 days - Community Service - Confiscation of item 2-3 weeks, parent conference - Parent will be called to pick up item - Combination - Administrative Discretion - 3 days ISS (5 tardies)	- ISS/1-3 Days/Parent Conference - Lunch Detention 12 days - Confiscation of item 4-6 weeks parent conference - Community Service - Combination - Administrative Discretion - OSS (6+ tardies)
Level 2 - Dress Code - Truancy to Class - Insubordination - Self-Mutilation - Driving Violation - Petty Theft/Property Damage - Excessive Tardiness (5 or more tardies)	- Staff Warning/ISS - Combination - Refer for Counseling - Full Restitution - Administrative Discretion -Lunch Detention 4 days	- 2 Days ISS/Parent Conference - Lunch Detention - Community Service - Combination - Administrative Discretion - Lunch Detention 8 days	- 1-3 Days OSS/Parent Conference - 1-8 Days ISS - Remove Driving Privilege - Combination - Administrative Discretion - Lunch Detention 12 days
Level 3 - Cheating/Plagiarism - Threat/Verbal Abuse - Truancy to School - Dangerous/Reckless Behavior - Directed Profanity - Gang Behavior/Indicators - Bullying/Cyber Bullying - Racialized Aggression - Harassment or Hazing	- See Cheating/Plagiarism Notations of handbook - 3 Days ISS/Parent Notification (possible OSS until parent conference) - 2 Days OSS or Combination - Administrative Discretion	- See Cheating/Plagiarism Notations of handbook - 3 Days OSS/Parent Notification (OSS until parent conference) - 5 days ISS or Combination (Principal discretion)	- See Cheating/Plagiarism Notations of handbook - 4 Days OSS/Parent Notification - Alternative Education Program or Long Term Suspension
Level 4 - False Alarms - Theft - Sexual Harassment - Fighting - Verbal assault on staff - Knife as Possession	- 3 Days OSS/ and until Parent Notification and Conference - Administrative Discretion	- 4 Days OSS/ and until Parent Notification and Conference - Alternative Education Program Administrative Discretion	- 8 Days OSS/Parent Possible Alternative Education Program or Long Term Suspension
Level 5 - Bomb/Security Threat - Vandalism - Battery (Physical) - Alcohol/Drug Distribution or Possession - Tobacco – E-Cigarettes/Vapes - Drug Paraphernalia - Alcohol/Drug Influence - Knife as Weapon -- - Weapons - Sexual Misconduct	- 8 Days OSS/Parent Conference/Long Term Suspension Notify Law Enforcement - Full Restitution - Meet Federal Law Requirements and pursuant to Weapon Policy 6.9-CMSB	- Long Term Suspension/Expulsion	

DEFINITION OF TERMS IN THE DISCIPLINE MATRIX

LEVEL 1

UNEXCUSED TARDIES - Students are expected to be on time for all classes.

PROFANITY - Using language that is crude, offensive, insulting, or irreverent- Language that demonstrates contempt or disrespect. This includes words that are intended to be “sound-alikes” and are disruptive to the educational setting.

PUBLIC DISPLAY OF AFFECTION - Any affectionate contact between students.

PROHIBITED ITEMS (CONTRABAND) - Radios, cassettes, CD players, audio/visual electronic devices, Nintendo-style video games, electronic toys, food and non-factory sealed beverages other than water in the hallways, headphones, skateboards, roller blades, matches, lighters, publications i.e. Teen/Hot Rod, etc., and that are not a part of an assigned classroom curriculum, and other items as declared by the Principal.

Cell phones must be turned off at all times except at lunch unless the Teacher has approved use for educational purpose during class time.

DISRUPTIVE BEHAVIOR/EXCESSIVE HORSEPLAY - Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process, and those Teachers have attempted to deal with in the classroom prior to office referral.

CLASS PREPARATION - Going to class unprepared, i.e. no books, paper, or pencil.

LEVEL 2

DRESS CODE - Non-compliance with the dress code rules as outlined in the Parent/Student Handbook.

TRUANCY TO CLASS - Truant either from one class or all day.

INSUBORDINATION - Complete failure to follow the directions of school staff and to exhibit a total lack of cooperation with school staff.

MUTILATION - Self-mutilation or mutilation to others in any form, including the use of matches or lighters to burn the skin of self or another student.

DRIVING VIOLATION - Careless and reckless driving on or around school property at any time. Speed limit on campus is 5 mph.

PETTY THEFT/DAMAGE TO PROPERTY - The theft of any personal belongings or school property less than \$50.00 in value.

LEVEL 3

CHEATING/PLAGIARISM – **Cheating** is committing fraud on a record, report, paper, computer assignment, examination or other work or other course requirement. **Plagiarism** is taking someone else’s ideas, words or statements or other works as one’s own without proper acknowledgment.

BULLYING/HARASSMENT/CYBER-BULLYING - The act of troubling, worrying, or tormenting as with careless or repeated words, actions or attacks. Comments, gossip, gestures and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest.

RACIALIZED AGGRESSION - Defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided on the District Website located at www.capitantigers.org.

HAZING – The act of subjecting a student to a dangerous, painful, offensive or demeaning conduct for any purpose, including condition of membership, or initiation into any class, team, group or organization operating under the auspices of the District.

THREATS / VERBAL ABUSE - Using threats and gestures of physical harm and/or causing a present fear of danger through verbal assaults to another student.

TRUANCY TO SCHOOL - Non-compliance with the New Mexico Compulsory School Attendance Law. Students who are absent during a regular academic day without consent of their parents/guardians. This includes students 18 years or older.

DANGEROUS AND RECKLESS BEHAVIOR - any behavior that places others at risk.

DIRECTED PROFANITY - The use of offensive, abusive or profane language and gestures or threats toward the school community.

GANG-RELATED BEHAVIOR/INDICATORS - Wearing clothing, jewelry, symbols, and other indicators determined by the administration to be evidence of or reference to gang membership. Use of speech, gestures, symbolism, and noises as a means of communication; determined to be evidence of gang affiliation. The solicitation for membership through direct recruitment and subtle means of other students.

LEVEL 4

FALSE ALARMS - Interfering with the proper functioning of a fire alarm system or giving a false alarm using the fire alarm system or other means.

THEFT: PERSONAL/SCHOOL PROPERTY - The theft of any personal belongings or school property in excess of \$50.00 in value.

SEXUAL HARASSMENT - It is sexual harassment for a student to subject another student to unwelcome conduct of a sexual nature.

FIGHTING - Employing hostile contact in which at least one party has contributed to a situation by verbal or bodily means. Less severe actions and intent than assault and battery.

ASSAULT ON STAFF (VERBAL) - the use of insulting language toward another impugning his/her honor, delicacy or reputation.

KNIFE AS POSSESSION - Possession of any knife, including pocket knives, regardless of length of blade, regardless of circumstances, with no harmful intent.

LEVEL 5

BOMB/SECURITY THREAT - Falsely and maliciously stating that a bomb or other explosive / substance / condition exists or has been placed in such a position that persons or property are likely to be injured, threatened or destroyed.

VANDALISM - Damage to school property consists of intentionally damaging or defacing personal property of the school or of school personnel without the consent of the school or school personnel.

BATTERY (PHYSICAL) - the unlawful, intentional touching or application of force to the person of another, when done in a rude, insolent, angry or attacking manner.

ALCOHOL / DRUG DISTRIBUTION AND POSSESSION - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time. This includes attendance at a school event held off campus as well as travel to and from that event.

ALCOHOL / DRUG INFLUENCE - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time.

KNIFE AS WEAPON - any knife, if the purpose of keeping or carrying the object is for use, or threat of use as a weapon. Showing, flashing, or presenting a knife will be considered a threat and intent to use as a weapon.

TOBACCO - Federal law prohibits use or possession of tobacco in any form on the school campus.

DRUG PARAPHERNALIA - Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

E-CIGARETTES/VAPES - E-cigarette/Vape means any electronic oral device, such as one composed of a heating element, battery, and/or. electronic circuit, which provides vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking.

WEAPONS -The Capitan Municipal School Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board that no student will bring a weapon onto a school, nor carry or keep any weapon, knife, gun, or explosive device on school property or while attending or participating in any school activity. This includes during transportation to or from such activity. Nor shall any student threaten school Personnel either with or without a weapon or any explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, in or similar device. Any other item or device which may be used as a weapon, including all pocket knives or other knives, or other objects even if manufactured for a nonviolent purpose, that have a potentially violent or destructive use, including, but not limited to, air guns, paint guns, nun chucks, Chinese stars, or any "look-a-like" objects that resemble objects that have a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object(s) is for use, or threat of use, as a weapon.

For purpose of this policy, and for purposes of compliance with the federal Gun Free School Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the

frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device such as fireworks of any kind are prohibited.

Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of Capitan Municipal Schools. Any student who brings a firearm, fireworks, or weapon to a school or school-sponsored activity shall, if penalties are imposed under this policy, be referred to appropriate law enforcement authorities for prosecution. Any student found to be in violation of this policy will be subject to long-term suspension and expulsion for at least one year. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA). In accordance with the provisions of 20 U.S.C. Section 1415 e (3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school while under this jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

SEXUAL MISCONDUCT - Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation in the form of Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Sexual misconduct can also occur between two consenting individuals in an inappropriate location or circumstance within a school or during a school sanctioned activity or location. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct includes, but is not limited to, sexual assault, sexual harassment, sexual exploitation, sexual intimidation or coercion.

COMMUNITY SERVICE

NOTICE: In certain circumstances, community service may be substituted for ISS with parent and administrative agreement and approval.

TECHNOLOGY POLICY – ACCEPTABLE USE

This policy applies to the student's possession, maintenance and use of district-provided technology resources and equipment, including but not limited to, District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

The District prohibits harassment through electronic means regardless of the device, network or locations of such use. Electronic means includes any and all electronic devices and applications available on such devices.

Inappropriate use of District technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action available under District policies and procedures and/or state and federal law.

Rules for Responsible Use of Technological Resources:

1. You will be held responsible for proper use of District technology resources at all times, and your violation of these rules, or any other District responsible and acceptable use policies, may result in the suspension or revocation of your access to such resources.
2. If you are issued a username and password, it is a violation of this policy to share or change the username and/or the personal password issued to you by the District.
3. It will be considered a violation of this policy if you fail or delay in reporting the advertent or inadvertent disclosure of your username and/or password.
4. You should keep personal information about yourself private, including name, address, photographs or other information that may lead to your identity.
5. District technology resources are to be used for instructional and educational purposes. Limited personal use is permitted only if the rules in this agreement are followed, and so long as such limited personal use does not interfere with schoolwork.

6. E-mail messages with the school address may be construed as representative of a District position or opinion; thus, if you are e-mailing (or otherwise electronically transmitting a message), the message should clearly state that it is your personal position or opinion.
7. Communications via electronic means must use appropriate and respectful language.
8. Students are not permitted to sign up for online resources or applications without prior written approval from their Teacher or site administrator.
9. Students must acknowledge the work of others when such work is referenced in their own work.
10. Students must respect the intellectual property rights of others, including the download or use of copyrighted materials without permission of the copyright holder.
11. Responsible use of technology resources requires employees to immediately report any suspicious conduct or misuse of technology to the Teacher or site Administrator.
12. You will be held responsible for the proper use of your account, and violation of this policy may result in the suspension or revocation of your access to District technology resources and devices.

Inappropriate Uses of Technology Resources Include but are Not Limited To:

1. Illegal purpose, including threatening school safety.
2. Knowingly alter, damage or delete District property or information.
3. Breaching electronic equipment, network or electronic communications systems in violation of the law or District policy.
4. Breaching electronic communication systems or equipment by knowingly or intentionally introducing a virus to a device or network, or by failing to take proper security steps to prevent device or network vulnerability.
5. Disabling or attempting to bypass Internet filtering systems or devices.
6. Encrypting communications.
7. Absent verifiable emergency, using another person's account, even with permission.
8. Pretending to be someone else for posting, transmitting and/or receiving electronic messages.
9. Using electronic resources in a manner that may reasonably be construed to harass, bully or threaten others.
10. Posting, transmitting or receiving abusive, obscene, pornographic, sexually-oriented, sexually-explicit, threatening, harassing, damaging or disparaging, illegal and/or materials that may reasonably be construed to harass others or constitute "sexting."
11. Profanity, vulgarity, discriminatory and/or inflammatory language.
12. Posting information about yourself or others, for example, addresses, phone numbers, photographs or any other information that may lead to your identity or the identity of others.
13. Make arrangements or appointments to meet persons met online. If you receive such a request, the request must be immediately reported to a Teacher or Administrator.
14. Sending spam or other waste of school resources.
15. Gaining or attempting to gain unauthorized access to restricted information or resources.

Reporting Obligations:

Immediately report known violations of this and other District Responsible and Acceptable Use Policies. Report problems, malfunctions or damage and any other relevant issues to the Teacher IMMEDIATELY during student possession. Failure to report any issues may result in liability regarding the devices repair/return.

As a student, I must adhere to the following:

- Only access educational websites or websites that have been approved, that day, by the Teacher
- Be responsible for safe handling, retrieval and return during the class period in which it is being used.
- Students who damage equipment will be responsible for its repair or replacement.
- Headphones/earbuds may only be used at Teacher direction.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.

POLICIES AND NOTICES

Equal Educational and Employment Opportunity Policy Statement

In accordance with Title VI of the Civil Rights Act of 1964, it shall be the policy of the Capitan Municipal School District (District) to assure

that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Further, in accordance with Title VII of the Civil Rights Act of 1964, it shall be the policy of the District to prohibit job discrimination because of race, color, religion, sex, or national origin. Further, in accordance with the Age Discrimination Act of 1975, it shall be the policy of the District to prohibit discrimination based on a person's age. Further, in accordance with Title IX of the Education Amendments of 1972, it shall be the policy of the District to provide adequate educational opportunities for students and equal employment opportunities for staff, thus prohibiting discrimination in education based on sex. Further, in accordance with the Section 504 of PL 92-112, the Rehabilitation Act of 1973, it shall be the policy of the District to provide equal education opportunities for students with disabilities and equal employment opportunities for applicants with disabilities and staff, thus prohibiting discrimination in education or employment based on disabling condition(s). The District has designated the Superintendent as the person for the District's compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and Section 504 of PL 912-112, the Rehabilitation Act of 1973. The responsibility of this position shall be directed toward the assurance that no barriers exist in equal educational opportunities, in programs and activities for students, nor in equal employment, development, advancement or treatment of employees on the basis of sex or disability. Concerns complaints, and requests for information should be directed to the Superintendent, P.O. Box 278, Capitan, NM 88316, (575)354-8500. Further, in accordance with the Americans with Disabilities act (ADA), the District does not discriminate on the basis of disability in the admission or access to, or treatment of employment in its programs or activities. The District has designated the Superintendent as coordinator for the District's compliance with the nondiscrimination requirements of ADA. Information concerning the provisions of the Americans with Disabilities ACT (ADA), and the rights provided thereunder (including grievance procedures) is available from the District coordinator.

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**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.

- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Grievance Procedure for ADA, Section 504, and Title IX

The Capitan Municipal School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title IX, Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794). Section 504 and Title II state, in part, that "no otherwise qualified of his/her disability/handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." ADA complaints should be addressed to the Superintendent, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designated to coordinate ADA compliance efforts. Section 504 complaints should be addressed to the appropriate Special Education Director/Coordinator, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designed to coordinate Section 504 compliance. Title IX Grievance Procedures and can be found at <https://www.capitantigers.org/Title-IX>.

Megan's Law

It is the policy of the Capitan Board of Education to support the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") by providing notification to parents and guardians of District students of the availability of public information concerning the presence of registered sex offenders residing within the District. The New Mexico Department of Public Safety (DPS) regularly publishes information on registered sex offenders. The Board of Education urges all parents and guardians of District students to check the listing of registered sex offenders residing within the District so that they may take appropriate precautions for the safety and welfare of their children / charges. The listings include addresses of registered sex offenders in most cases, so parents and guardians may determine if registered sex offenders live near their children's or charges schools, school bus stops, or their walking routes to school. Parents and guardians may review the listings on the DPS's website: www.nmsexoffender.com. The listings may be searched by city, county, and by other categories. If you do not have a computer in your home through which you can access the DPS website, you can access the website through the computers in the Capitan High School Library or any public Library. Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date. The integrity and accuracy of the information provided by DPS is based on the information provided at the time a sex offender registers. Address information is subject to frequent change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal; however, you are cautioned that the information contained on the DPS's web page may not reflect the current residence, status, or other information regarding the offender. If you believe there is a question regarding the accuracy of the information provided, please notify DPS at (505) 827-9193. Please contact your school Principal if you have any

questions.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

“Bullying behavior by any student in the Capitan High School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of: Placing a student in reasonable fear of physical harm or damage to the student’s property; or Physically harming a student or damaging a student’s property; or insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. There are multiple forms of bullying, direct- in which there is physical violence or name-calling, and indirect- exclusion from an activity, rumor spreading, or cyber-bullying, are the most common versions. To learn more about various types of bullying, how to prevent it and advocate for yourself and others, go to <https://www.stopbullying.gov/>.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.” Complete policy adopted July 2007. Please refer to Board Policy.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Capitan Municipal District to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of

members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Principal of the school where the records are kept by 5 working days following enrollment or reenrollment, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right of complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 600
Independence Avenue, SW
Washington, D.C. 20202-4

Student Assistance Team/504

The purpose of the Student Assistance Team (SAT) is to assist students, Teachers and parents in dealing with the following areas: Remedial Plans; Learning problems; Drug/Alcohol Problems; Curriculum adaptations; Home School Communications; Retention; Homebound/hospital instruction; Instructional Support Programs-Bilingual Education, Special Education and 504s; Health related issues.

A student who may need special services or programs within the intent of Section 504 is one who: Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or has a record of such impairment; or is regarded as having such impairment.

CO-CURRICULAR ACTIVITIES

High School Student Council

The Student Council is representative of the entire student body. Officers (president, vice-president and secretary/treasurer) are elected each school year. There are two representatives each from the ninth through twelfth grade classes. Selections of representatives are made during the first few weeks of school in the fall when class officers are elected. The council represents the highest student organization in the school. Its success depends, to a very large extent, upon the quality of its membership. Class officers will operate under the direction of the student council and class sponsors. All fundraisers at the high school will need to be coordinated through the student council and approved by school administration. The requested fundraiser must be sent to the Superintendent for final approval, which will include conflict resolution when needed.

National Honor Society

Membership in the National Honor Society is both an honor and responsibility. Students elected to membership are expected to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character. The procedure for selection into the society is available to those who feel they can qualify. Please see the Counselor for academic standing. Students selected must maintain standards, or dismissal may be forthcoming. The student must be academically eligible. Academic eligibility includes the following: There must be no semester D's. Grades for P.E./Aide cannot be averaged in to achieve the (3.5) cumulative average. This cumulative average pertains to the last three consecutive semesters. The academically eligible students must verify their eligibility through the Counselor. Members must maintain a 3.5 grade point average to remain in National Honor Society. If a student drops below the 3.5 grade point average, then they will be placed on academic probation for one semester. The student will receive a letter from the advisor at the beginning of the following semester stating that the student has one semester to raise grades to a 3.5 cumulative average or will be suspended the following semester from membership in the NHS. Any senior member who fails to maintain a 3.5 grade point average during the final spring semester will not be suspended from membership in the NHS. However, the student will not be eligible for a National Honor Society scholarship or be able to wear the National Honor Society collar at graduation.

FFA & FCCLA

FFA and FCCLA play an important role in preparing the students for post-school endeavors. FFA and FCCLA are youth organizations

designed to serve students who have high goals and standards. There are many awards and benefits available to the FFA and/or FCCLA member who wants to achieve. There are activities to enlighten the student through travel around New Mexico as well as other states. Listed below are aims and purposes of FFA and FCCLA to show what the high standards of the organization are:

- To develop competent and aggressive leadership.
- To strengthen student's confidence.
- To create interest in agricultural occupations.
- To encourage students to improve the home and its surroundings.
- To develop character, citizenship and patriotism.
- To participate in cooperative effort.
- To improve scholarship.

Band

Marching Band exists during the first semester only. The Marching Band's active schedule includes: football game, marching festivals, parades, and special events. All members are required to attend one special evening rehearsal per week.

Concert Band exists during the rest of the school year. The Concert Band performs at least two concerts per year along with contests and festivals. Students may be required to compete in individual contests as well. Extra rehearsals are rare but may be required. This group travels to an out of state contest every second or third year. Attendance at all performances, sectionals, and rehearsals is required. All students must meet all state, school, and departmental eligibility requirements in order to remain performing in this group.

Choir

The Choir will perform no less than two concerts each year and may perform much more. The first semester the choir will sing in the traditional choral setting and perform on risers. The choir may go to a large group contest in the first semester. Members may be required to compete in individual contests as well. The second semester the group will sing more contemporary music and will be expected to put on a show using dance and choreography. The choir may compete as a show choir as well. Choir students are expected to attend all performances and extra rehearsals. All students must meet all state, school, and departmental eligibility requirements in order to remain performing in this group.

Knowledge Bowl

Teams travel to competitions within the Region IX member-districts. A specific Knowledge Bowl Contract outlining rules and expectations is required to be signed by each participant and their parent/guardian before a student is allowed to participate. Students are expected to follow all policies and rules contained in the contract. Criteria for joining and/or remaining on a Knowledge Bowl team are:

- Student must have and maintain a GPA of 2.75 or more.
- Student must have no more than 3 absences from school between KB meets.
- Student must have no disciplinary suspensions from school between KB meets.

(Cut below the line and give to your Advisor)

STUDENT RESPONSIBILITY

By signing the below, I am agreeing to abide by the above rules and guidelines for use of technology, facilities, and to accept financial responsibility for the repair or replacement of the equipment/devices in the event that I am found to be responsible for such equipment/devices being lost, stolen, or damaged while in my possession.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

Student Grade: _____ **Advisor:** _____ **Date:** _____

PARENT NAME: _____

PARENT SIGNATURE: _____ Date: _____

(Required for all students)