

Carlsbad Intermediate School *P. R. Leyva Campus*

Student Handbook 2019-2020

800 W. Church Street
Phone: (575) 234-3318
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ADMINISTRATIVE PERSONNEL

Principal..... Andrea Edmonson
Assistant Principal Derek Clark
Assistant Principal.....Vicky Collis
Social Worker.....Constance Medley
Social Worker/Guidance.....Kyla Stephens
Secretary to the Principal..... August Loya
Registrar Audrie Navarrette
Secretary to Guidance Counselors.....Christina Acosta
Receptionist Veronica McDonald

Carlsbad Municipal School District Mission Statement

Challenge and inspire students to develop the skills and aptitudes necessary to make a living, succeed in post-secondary education, and positively impact their world.

District Beliefs

- Preparing students with the skills necessary to succeed in career, college, and life will take courageous leadership.
- Creativity, instructional risk-taking and collaboration are a daily part of school life.
- Success is achieved through the application of learning, not through test taking.
- Student interests are a critical component of instructional design.
- Partnerships with families, local business, the Carlsbad community and regional industries are crucial for the success of our students and teachers.

CMS Vision Statement

Excellence Today, Opportunity Tomorrow

CIS School Vision: All students and staff will uphold the values of TRUE BLUE while pursuing academic excellence. We promise to model and teach the ideals of TRUE BLUE, to strive to maintain a safe and supportive school climate, consistently engage students in the classroom through meaningful instruction, provide academic and social support, and help our students achieve their learning goals to be prepared to succeed at and graduate from Carlsbad High School.

TRUE BLUE

TRUSTWORTHY

- Be reliable, honest, deserving of others' confidence

RESPECTFUL

- Treat everyone as you want to be treated, talk to everyone the way you want to be talked to, take care of your environment-your school, your community

USEFUL

- Serve a good purpose, help others

EXCELLENT

- Strive for perfection, settle for excellence

BE YOURSELF

- Be authentic and inspire others to improve

LOYAL

- Be committed to what is good and right

UNITED

- Support your teammates, classmates, & teachers

EMPOWERED

- Make GREAT choices to receive GREAT outcomes-encourage, challenge and invite peers to make a positive difference-Always leave things better than you found them

2019-2020
A lunch - 7th Grade
CIS Bell Schedule

8:05 First Bell Rings

8:15 Tardy Bell (For walkers and car riders)

8:20 Tardy Bell (For all Bussers, Instruction Begins)

1st Period 8:15-9:11 (56 minutes)

2nd Period 9:15-10:06 (51 minutes)

3rd Period 10:10-11:01 (51 minutes)

A Lunch 11:05-11:35 (30 minutes)

4th Period 11:39-12:30 (51 minutes)

5th Period 12:34-1:25 (51 minutes)

6th Period 1:29-2:20 (51 minutes)

7th Period 2:24-3:15 (51 minutes)

All Passing Periods are 4 minutes long, and no students are allowed to leave class the first 10 or last 10 minutes of class. Please value instructional time to accommodate the schedule.

Notice of Nondiscrimination

The Carlsbad Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Section 504, ADA and Title IX.

2019-2020
B Lunch - 8th Grade
CIS Bell Schedule

8:05 First Bell Rings

8:15 Tardy Bell (For walkers and car riders)

8:20 Tardy Bell (For all Bussers, Instruction Begins)

1st Period 8:15-9:11 (56 minutes)

2nd Period 9:15-10:06 (51 minutes)

3rd Period 10:10-11:01 (51 minutes)

4th Period 11:05-11:56 (51 minutes)

B Lunch 12:00-12:30 (30 minutes)

5th Period 12:34-1:25 (51 minutes)

6th Period 1:29-2:20 (51 minutes)

7th Period 2:24-3:15 (51 minutes)

All Passing Periods are 4 minutes long, and no students are allowed to leave class the first 10 or last 10 minutes of class. Please value instructional time to accommodate the schedule.

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Student Rights & Responsibilities

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct this is subject to disciplinary action.

A primary responsibility of both middle schools and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school district is a community, and the rules and regulations of a school are the laws of that community. All persons enjoying the right of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administration and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

Visitors

All visitors are required by law to check in at the main office, state their reasons for being on campus, and receive the principal's or the assistant principal's approval prior to visiting any other part of the school. A Visitor's Badge is required. Students from other schools are not permitted to visit during the regular school day.

Outside Deliveries

All commercial food/drinks, All flowers, balloon bouquets, etc. will not be delivered to the student during school hours. Parents will not be allowed to deliver or request any items be delivered to students for lunch or any occasion. If a parent wants to bring food and eat with their student on campus, they may eat with their student in the office area only. No one is allowed to bring food, drinks or other items for any student other than their own child. *This is a safety concern*

Security Cameras

Security Cameras have been installed to monitor activity on both middle schools' campuses. Students and visitors should be aware that their actions may be monitored and recorded at all times.

Parent/Adult Volunteers

CIS actively encourages and recruit parent/adult volunteers to assist us with some of the daily procedures/routines of the school as well as for special events/activities. If you are available to assist us, please contact the building administrators.

Student Assistance Program

When a student shows signs of needing some type of special help, the student may be referred to the building Student Assistance Team (SAT). The SAT is composed of the Principal, Assistant Principal(s), counselor(s), teacher(s) and other personnel as needed. The student may be referred to the SAT by the school staff or a parent. Parents who wish to make a referral to the SAT may contact a classroom teacher, counselor or the principal.

Accident insurance

Accident insurance, which can be obtained for a nominal fee, is available to all students. All students who participate in athletics will be required to either carry the school accident insurance or some form of personal health/accident insurance.

Fire Drills

Fire Drills are scheduled at regular intervals and are required by state law. They are important safety precautions and should be taken seriously. It is essential that, when the alarm rings, everyone obey the teacher's directions. Stay with your class at all times, be quiet so that you can hear directions, exit the building quickly, and assist any students who may need help. If you are separated from your class, find it as quickly as possible after exiting the building.

Lock Down Drills

Students and Staff are to quickly get into their classroom, lock the doors, move away from doors and or windows and remain quiet and await further instructions.

Honor Roll

Students are eligible for the honor roll at the end of each 9-weeks grading period. The **Principal's Honor Roll** is for students who have grades between 90% and 100% (all A's). The **Academic**

Honor Roll is for students who have grades between 80% and 100% (all A's and B's).

Grades

Middle school students will receive a report card every nine weeks in grades 7-8. Letter grades correspond numerically as follows: A+ = 98-100, A = 94-97, A- = 90 – 94, B+ = 87-89, B = 83-86, B- = 80 – 82, C+ = 77 – 79, C = 73-76, C- = 70-72, D+ = 67 – 69, D = 63-67, D- = 60-62, F = 0-59. The average of the two grading periods in each semester, as well as a semester exam, account for the student's final semester grade. A minimum of two grades per-week should be recorded, per-class, for each grading period. At least one major test will be given each nine-weeks period. A student must be enrolled and present a minimum of twenty (20) days during a grading period to qualify for a grade. Exceptions may be made by an administrator for unusual circumstances.

Honors classes

The Accelerated Program gives the student an opportunity to take middle school accelerated classes (fast paced grade level classes) in Language Arts, Science, Social Studies & Mathematics. The requirements of the program are as follows: (1) Student must be in an appropriate grade level for the accelerated classes. (2) Receive recommendation from the teacher of the previous course.

For students taking Algebra I, Geometry and Health the semester exams account for 10% of the student's final semester grades. These grades will be put on the students High School transcript. If a student and/or parent want to withdraw from these classes, they must do so prior to the end of the first semester to prevent a grade from being posted on the transcript. A student cannot retake these classes in the future to try to get a better grade on their H.S. transcript.

National Junior Honor Society

CIS is proud to be a member of the NJHS, a national organization established to recognize the accomplishments of students. Leadership, citizenship, character, service and academics are the qualities recognized and emphasized by the NJHS. Requirements for membership in the NJHS concern grades and behavior at school. Students must have attended their respective middle school for one semester and earned a 3.7 GPA for the first semester and the 3rd and 4th-weeks of the second semester of their 7th grade year. Students should

not have any disciplinary referrals to be considered for NJHS.

Guidance

Services are available for every student in the school. These services include assistance with grades, educational planning, and interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students may contact the guidance office to arrange for an appointment.

Appointments with parents are encouraged, with or without the child present.

Media Center and Library

Students are welcome to come to the Library before and after school to read, check out books, or use the computers. If it is during class, they must have a pass from their teacher to be admitted to the Library or Media Center. Reference material may be borrowed overnight at the end of the last period of the regular school day, and must be returned the following morning, before school.

Internet Services

Internet will be available to students who complete the Internet Use Policy. **School Board Policy IJNDB.**

Cafeteria

1. Do not leave campus during lunch.
2. Stay away from off-limit areas.
3. Get your food, enjoy your meal in the Cafeteria, clean up your area and bus your tray, then go outside.
4. Do not cut in food lines.
5. Follow the directions of the duty teacher.
6. No food or drink cups are allowed outside of the cafeteria. Birthday parties are not appropriate during lunchtime. Ordering food to be delivered to the school is not permitted.
7. Parents may bring outside food for their child only. The food must be eaten in the front office and not allowed in the cafeteria.

School Nurse and Medications

A school nurse is assigned to our school on most school days. If a student is injured and a physician's assistance is needed, an attempt will be made to call the parents. If they cannot be contacted, the emergency contact person listed on the emergency form will be called. If that person

cannot be reached, school staff will call 911 for emergency medical help.

Students taking any medication must:

1. Have parent/guardian complete, and have on file in the nurse's office, the Medical Consent Form.
2. Bring the medication, in individual doses, labeled with the student's name, to the nurse's office for storage.
3. Bring no more than a week's supply.
4. Be responsible for coming to the Nurse's office and taking his/her medication at the prescribed time. Personal use of drugs authorized by a physician shall not be considered a violation of the school drug policy. Any prescription drug brought from home should be checked in with office personnel or with the nurse as soon as possible in the morning.

Attendance Policies

Regular class attendance by school age children at all grade levels is not only an essential component in the learning process, in the development of self-discipline, in preparation for post-secondary training, education and employment, it is also a requirement of the Compulsory Attendance Law of the State of New Mexico (NMSA 1978 22-12-1). Unless excused by the Compulsory Attendance Law of the State of New Mexico, all school age children shall attend school until attaining the age of majority for at least the length of time of the school year that is established in the District in which the person is a resident.

Any parent of a school age child subject to the Compulsory Attendance Law of the State of New Mexico is responsible for the school attendance of that child.

The Carlsbad Municipal School District is responsible for enforcement of the Compulsory Attendance Law of the State of New Mexico. The following rules are intended to support parents and educators in carrying out their responsibilities in preventing truancy, identifying students who may require intervention, and assisting other agencies which may have law enforcement responsibilities under the Children's Code (NMSA 1978, 32A-1-1) or other laws. The state law also requires the schools to report violations of the law to the Juvenile Probation Office of the judicial District where the student resides for further investigation to determine whether the student is neglected or is a child of a family in need of services under the Children's Code.

Parents may be subject to criminal sanctions for violation of the law. In addition, the law contains provisions authorizing the Children's Court to order a suspension of a habitual truant driver's license for up to 90 days on the first determination of habitual truancy and up to one year for any subsequent finding.

A child subject to the provisions of the Compulsory Attendance Law of the State of New Mexico shall attend school for at least the length of time of the school year that is established in the school District in which the child is a resident. Any parent of a child subject to the provisions of the Compulsory Attendance Law is responsible for the school attendance of that child.

The Compulsory Attendance Law of the State of New Mexico (NMSA 1978, Section 22-12-1), states that after continued unexcused absences or habitual truancy by a student, it shall be reported to the Juvenile Probation Office of the Judicial District where the student resides for an investigation. After review by the JPO, that office may forward the habitual truant referral to the Office of the District Attorney or law enforcement agency having jurisdiction, for the filing of charges under the compulsory school attendance laws.

Definitions

Habitual Truant: A student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

Unexcused Absence: An absence from school or a class for which the student does not have an allowable excuse pursuant to the law or rules of this Board.

Attendance Record

A record of student attendance shall be made for each class taken for every instructional day in every public school or school program in the district.

Each school will provide for early identification of students with unexcused absences and habitual truants and provide intervention strategies that focus on keeping truants in an educational setting and prohibit out-of-school suspension and expulsion as the punishment for truancy.

- The principal will be responsible for maintaining the accuracy and consistency of school attendance records. Each teacher must keep accurate and consistent school records for every student in his/her class.

Parent Notification of Excused/Unexcused Absences

A parent shall notify the school where the student attends, each day the student is absent, and provide the reason(s) for the absence. If the school has been notified, and the parent anticipates the absence will extend beyond one school day, the parent may provide a written explanation of the reason(s), signed by the parent, to be presented on the first day of the student's return to school. The principal or his/her designee may, in addition, require a written verification from the student's licensed health care provider if a student is absent due to the student's health. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reason(s) for the absence.

The school will record the absence whether it is excused or not, and the reason for the absence.

Prolonged/Chronic Health Conditions

If the student's health condition is chronic or reasonably expected to last fifteen (15) days or more and the student's condition does not prevent him/her from completing school work, the parent shall provide a written statement from the student's licensed health care provider, including a prognosis, as to the length of the student's absence and the student's ability to complete school work. On receipt of the healthcare provider's written statement, the student will be placed in a homebound school program until he/she is able to return to school. Regular education students assigned to homebound will receive three hours of homebound instruction per week; special education students assigned to homebound will receive five hours of homebound instruction per week.

Official Absence (OA) -- Athletic/Extra-Curricular Activities

Eligible students who are participants in school-sponsored extra-curricular activities may be absent from school for such activities as provided in 22-12-2.1 of the law, provided further that such excused absences from school for school sponsored extra-curricular activities shall not exceed 15 days per semester and no class may be missed in excess of 15 times per semester.

The Director of Athletics/Activities will keep track of student days missed due to excused sports and/or extra-curricular activities. Extra-curricular and co-curricular participants must be in school the day prior to the scheduled activity when the activity

falls on a non-school day. If the activity is on a school day, the participant **must** be in school seven (7) periods prior to leaving for the activity (i.e. If a student/athlete is leaving for a game/competition at 1:00pm, the student must have attended periods 5, 6, & 7 the previous day and attend school the day of the game/competition for periods 1, 2, 3, & 4).

Other Excused Absences include:

- (1) If the parent calls or sends a note to excuse a student for family emergency or death in the family;
- (2) extenuating circumstances as approved by the school principal.

Missed Assignments During Excused/Unexcused Absences

A student will be given one day for each day missed upon return, on excused or unexcused absences, to complete or make-up missed assignments and tests. If a student fails to complete or make-up missed work, the teacher shall enter the grade as a "zero".

The teacher will identify and date assignments in the grade book.

Students who are absent and miss assignments and/or tests at the end of a grading period, will receive an incomplete and have one day upon return for each day missed to make up the work.

If the absence occurs immediately preceding an extended holiday (i.e., Christmas Break), the student must make up the work during the first week upon return.

Students who are suspended will have one day for each day missed, to complete and make-up missed assignments and tests.

Procedures for Notification to Parents

- If a student accumulates three (3) unexcused absences, the school will notify the parent(s) using **FORM LETTER I**.
- If a student accumulates five (5) unexcused absences, the school will notify the parent(s) using **FORM LETTER II**, notifying of the need to meet in Truancy Court.
- If the student accumulates ten (10) unexcused absences, the parent(s) will be notified by certified mail or letter hand-delivered by the Home/School Liaison Officer, using **FORM LETTER III**.
- If a parent fails to meet after he/she have been notified that the student is a habitual truant and not in compliance with the provisions of the law, the school will notify the parent(s) that the district will take action. Notification will also be served to the JPO, Children/ Youth/Families Department, and the Income Support Division.

- If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper agencies for investigation as to whether the student shall be considered a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code. The school will complete the "Probable Cause" form, which must be attached to the notification to the court.

Parent's Failure to Meet

If a parent fails to arrange or attend a meeting within 10 days following written notice that the student has been determined to be a habitual truant, the Principal shall provide the Juvenile Probation Office with written notification of such failure and shall cooperate with any subsequent determination by the JPO as to whether the parent has knowingly allowed the student to continue to violate the Compulsory Attendance Law of the State of New Mexico.

If the parent has not complied with correcting the violation of the Compulsory Attendance Law of the State of New Mexico, the principal will contact the Home/School Liaison Officer to file this violation with the Magistrate Court.

Distribution of Policy/Acknowledgement of Receipt

Each school shall distribute this policy to each student with an "acknowledgement of receipt" form to be signed by the parent. The signed form will be returned to the school within five days.

If a returned "signed acknowledgement" is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form.

Limitation on Disciplinary Action for Truancy

Other disciplinary actions and strategies that focus on keeping truants in an educational setting, including but not limited to, the reassignment of a student to another school environment, may be imposed. No out-of-school suspension or expulsion shall be imposed on a student as a penalty for truancy.

Medical Absences

Parents are requested to provide documentation of all medical absences.

Excessive Excused Absences

If the principal determines that a parent is calling to excuse his/her student's absences excessively, non-medical excused absences (5 or more per semester), the principal will require that a conference be held and that a contract be signed which states that further student absences could be determined to be unexcused.

Excessive student absences shall be monitored for patterns (i.e., every Monday or Friday).

Summer School Attendance

Summer School is an intervention program to remediate or to recover credit. Therefore, summer school attendance is critical and absences will be limited to three (3) days. Parents and students will sign a contract affirming that they understand that to earn credit from a summer school session, they cannot be absent more than three days. **Board Policy JEA**

Closed Campus

All schools in the Carlsbad Municipal Schools' district are closed campuses. All students are expected to remain on campus the entire day unless they have specific written permission from the principal or designee.

Checking Out of School

Only a parent, guardian, or authorized agent who is designated on the contact card for the specific student, may check a student out of school, through the main office, if the student is to leave campus for any approved reason. **Positive Photo Identification is Required of ALL persons checking out students.**

Attendance for Activity Participation

Out of school on day of or before event:

Being out of school any period on the day before a weekend event will result in the student not being allowed to participate in the (those) event(s). Students must be in school all periods on the day of an event or contest. Any deviation or exception (excused absences, Dr. Appointments, Funerals) must be approved by the Principal or Athletic Coordinator, before the event occurs.

Students suspended OUT-OF-SCHOOL may not compete, perform, practice, or workout with the team during the time of suspension or be on the field/court during any of the above activities. If a student is suspended IN-SCHOOL, he/she will be able to compete, perform, practice or work. Being TRUANT results in the student not competing,

practicing, performing, or working out with the school team on the day of the truancy.

Truancy - What is it?

- *Missing part or all of any class period without permission.
- *Missing part or all of any class day without permission.
- *Leaving school campus at any time during a regular school day without permission.
- *Going off school campus after unloading from a bus or personal vehicle.
- *Leaving school campus and returning to load on a school bus.
- *Being in a restricted area without permission.

Tardy - What is it?

A student is tardy if he/she is not seated in an assigned classroom desk when the bell stops ringing. Any student who is tardy more than 12 minutes will be considered absent or truant.

Tardy 1 = Teacher records tardy, is responsible for any disciplinary action, and explains rules.

Tardy 2 = Teacher records tardy, is responsible for any disciplinary action, and explains rules.

Tardy 3 = Teacher records tardy, is responsible for any disciplinary action, explains rules, and notifies parents by phone, if possible, by letter if there is no phone, of the student's chronic tardy problem and of the penalty for any further tardies.

Tardy 4 = Teacher writes referral indicating the dates of the prior tardies; student assigned one (1) day of detention to be served at lunch or after school hours.

Tardy 5 = Teacher writes referral, student is assigned three (3) days of detention to be served at lunch or after school hours.

Tardy 6 = Teacher writes team referral, student is assigned one (1) day TOC, parents notified.

Tardy 7 = Teacher writes team referral, student is assigned one (2) days TOC, parents notified

Tardy 8 = Teacher writes team referral, student is assigned one (3) days TOC, parents notified

Tardy 9 = Teacher writes team referral, student is assigned one (5) days TOC, parents notified

Tardy 10 = Teacher writes administrative referral, student is assigned 1-3 days Out of School Suspension and referred to school SOS program, parents notified

Tardy referrals from two or more teachers and for different periods may be added together and may result in the student advancing to the next tardy penalty.

First period tardies are handled the same as other period tardies except students will go to the main office to sign in to the building. They will then go to class without a tardy slip. First semester tardies will be dropped at the beginning of the second semester resulting in a new beginning for every student.

Hall Passes

Students must have a teacher signed hall pass (student agendas) when in the halls before school, and during classes. Teachers will issue hall passes only when they feel that there is an established need.

Dress Code

A student dress code is established to ensure that every student has a safe environment in which to learn, promote good grooming and hygiene, instill discipline, prevent disruption or distraction, avoid safety hazards, and encourage respect for authority and each other. The District prohibits appearance and dress, which in the building administrator or designee's judgment, may reasonably be expected to violate the purpose of the student dress code. This dress code will be enforced during regular school hours and when participating in activities where students represent the school. **This includes, but is not limited to: Dances, Sporting Events, and School Activities.**

****Please note that if a student arrives to school in violation of the dress code, or if they change into clothing that violates school dress code after arriving to campus, the student is still in violation and will receive a referral. Progressive discipline will be administered each time a student violates the dress code, regardless of the offense or possession of appropriate clothing.**

Violations of this Code include, but are not limited to:

1. Clothing which promotes gang affiliation or In Memory of....
2. Shorts and skirts shorter than four inches above the knee or fingertip length, whichever is the longer.
3. Shirts longer than wrist length must be tucked in.
4. Sheer or see-through clothing (unlined net, gauze, lace, etc.) or any shredded/torn jeans or other clothing where skin is visible more than 4 inches above knee or fingertips, whichever is

longer. **Tape, paper, or any other temporary means of “patching” the hole(s) is not allowed. Leggings or tights may be worn under the torn pants**

5. Spandex or form fitting clothing (this includes leggings and tights that are not covered by appropriate length dress, shorts, skirts, etc. (see above).
6. Clothing exposing the navel, midriff, cleavage, or underwear.
7. Clothing with pictures, emblems, or writings that are sexually suggestive, obscene or offensive.
8. Clothing which promotes the use of drugs, tobacco, alcohol or weapons.
9. Tank tops (boys or girls), spaghetti-strap dresses or blouses, tube tops or halter-tops. (All tops should have straps across the shoulders that are at least three inches across.)
10. Drug paraphernalia jewelry.
11. Headgear (boys or girls) in the building. (This includes bandanas).
12. Bare feet.
13. Clothing, accessories and jewelry that presents a hazard to the student’s safety or causes a disruption of the learning process. Example: Body chains (other than necklaces or bracelets), spiked jewelry, gloves.
14. Heelies (shoes with wheels).
15. Pajamas/House Slippers (unless authorized for special days).
16. "Sagging" and/or wearing excessively large or baggy pants/shorts. Definition of “excessively large or baggy”: If the pant/short can be pulled more than six inches away from the thigh.
17. Students may not wear piercings/jewelry on their body other than the ear(s).
18. No offensive or large tattoos that are visible.

Multiple Dress Code Violations will result in increased discipline. School Board Policy JICA

Coaches and Activity sponsors may impose additional dress code standards that insure safety and/or higher standards required for the integrity of their programs. Any additional requirements will be published to participants. NOTE: Students wearing clothing that is determined to possibly be concealing contraband are also subject to search. The student shall be given an opportunity to correct dress code violations at school. Until corrected

students will remain in the office or be assigned to TOC. Students may request parents to bring appropriate clothing or wear alternative clothing loaned by the school in order to return to their regular classes.

Lost and Found

Students who have lost or found an item should report it to the main office staff immediately. Efforts will be made to locate the lost item or to return a found item to the proper owner.

Deliveries for Students

Delivery of gifts, flowers, balloons, and other items, most often in association to holidays, birthdays etc. are discouraged. Should a delivery be received for a student during school hours, the student will not be provided the opportunity to receive said delivery until the end of the school day. Any deliveries made to students will NOT be accessible to the student until school is dismissed at end of day.

Prohibited Items

Students are not allowed bring drinks from home, commercial or otherwise, other than water in a clear bottle with a lid. Fidget spinners, or any other item that is considered disruptive to the educational environment is not allowed at school. Any prohibited item brought to school will not be kept for parent pick-up. It will be thrown away.

Vehicle Parking

Visitor parking is limited to the front campus and tennis courts area. The motorcycle and bicycle parking area at Leyva, it is located south of the west wing of the main building. For safety reasons, do not ride motorcycles or bicycles on school grounds, walk them! There may be a few students who, by the end of the school year, have a driver’s license. If you drive a vehicle to school, you are to report the license plate number to the Assistant Principal’s Office. For those who do drive to school, the student parking area is in the parking lot on Mesquite Street. Be certain to lock all vehicles! Chain all cycles!

Tobacco and Smoking

The use or possession of tobacco is forbidden on the school grounds, in school buildings, at a school-sponsored activity or in school vehicles. Any student possessing or using tobacco or electronic devices will be subject to disciplinary action and may be suspended from school. E-Cigarettes, etc.

will be confiscated from the student and will not be returned. **School Board Policy GBED,JICG,KFAA**

Vandalism

Any student who destroys school or personal property will be charged for all expenses incurred in replacing or repairing the damage, regardless of cost. A student guilty of vandalism will face appropriate disciplinary action including being remanded to the police, if the value is thought to be over \$10.

Substance Abuse-Intoxicants

Students are prohibited from using, misusing, abusing, possessing, selling, dealing and/or giving away alcohol, controlled substance(es), solvents/inhalants, and/or drug paraphernalia, or items which are "look-a-likes" or represented as drugs while at school, on school property, in school vehicles, or at a school sponsored activity. Any student who violates this regulation shall be suspended from school, and/or recommended for expulsion, and remanded to the police. Personal use of drugs authorized by medical prescription from a registered physician shall not be considered a violation of this policy. **Board Policy JICH**

Bus Service

Bus service is provided for those students who are eligible for transportation. The bus contractors establish bus routes. Information about bus routes may be obtained from the school secretary or the individual bus contractors. Parents may, on occasion, request that their child ride a bus home with a friend. Parents must do this in writing. Both the hosting and the guest's child's parent must write notes and include phone numbers where they may be reached to confirm the notes' validity. It is the students' responsibility to get the parent note turned in to any secretary (at A.V., to the secretary in the Assistant Principal's office at Leyva) in a timely fashion and should not wait until the end of the day. Only confirmed notes will be signed. To ride the bus home, the signature of an administrator must be present.

Restricted Areas and Out of Bounds Areas

At Leyva – the front campus, shop building, football bleachers, football field north of goal post unless playing ball, cafeteria (except for lunch participants), the area just north of room 302 and mechanical room (boiler room), and walkway between gyms are off limits to students before school and at lunchtime.

There are areas outside for playing ball and areas for standing and visiting. To avoid injury, students need to stay in these respective areas when engaged in these activities. Boundary lines designate restricted areas.

Display of Affection

Personal contact of any form (hugging, kissing, hand-holding, cuddling, touching/patting any private areas...) is not allowed and will result in a discipline referral. School grounds, during the instructional day, at any events, or at any time is never the place for displays of affection.

Sexual Harassment

Sexual Harassment is unwelcome sexual behavior. Is identified based on how the person being harassed is affected, not the Harasser's intent. Sexual harassment may include, but is not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons. Any act of sexual harassment of a student or employee should be reported to the counselor or building administration immediately, and if established, disciplinary action will be taken (up to and including discharge/expulsion and reporting the harassment to law enforcement). **Board Policy ACA**

Suspended Students

Suspended students are not allowed on any school campus during their suspension. Suspended students may not participate in any extra curricular activity during their suspension. This includes, but is not limited to Athletic Games or practice, Band or Chorus performances or practice.

Detention

Students assigned to detention will be allowed 24 hours to make transportation arrangements. Students must have work from a class to complete in detention. Failure to attend detention will result in the student being considered truant.

Fighting

DON'T!! Fighting is not tolerated. Any student involved in fighting, or in promoting or encouraging a fight will face disciplinary action and may be suspended from school.

Hazing

Student hazing, bullying, harassing, or grouping with the intent to intimidate is forbidden. All students, regardless of class, rank, or position are treated equally and welcome on our campus.

Fireworks

Students are prohibited from bringing fireworks to school. Fireworks will be confiscated and the student will be subject to disciplinary action.

Cell Phone and Other Electronic Devices- Updated

Cell phones and other personal electronic devices are **prohibited throughout the school day**, and must be placed and kept in the student's locker if brought to school. The only access allowed will be upon parent check out or at end of school day.

1. The school and school staff is not responsible for any missing, lost, or stolen phones or devices.
2. If a cell phone or device is taken from a student that belongs to another student, both students will receive consequences.
3. Students who need to contact a parent will be required to use a school phone, or if ill, must use the nurse's phone.
4. Failure to surrender a device will result in defiance of authority consequences.
5. Parents must retrieve all confiscated cell phones and devices, which are only available after 3:30 on school days.

Throwing items

Throwing items such as rocks, snowballs, or any article, which may injure someone, is not permitted. For the safety of everyone, throwing of anything is forbidden. Students who throw items will be subject to disciplinary action.

Selling Merchandise

Students are not allowed to bring merchandise from home to be sold to other students. The principal must approve fund raising activities by school groups, and merchandise may be sold before and after school and during lunch. Funds will be directed toward school projects.

Schedule Changes

Students and parents should study the schedule offerings closely each year. Teachers are hired and classes formed based on those requests. Every effort is made to allow the student to take the classes they request. Schedule changes will be

made to balance classes and on the need for such changes. No student may request schedule changes without parent approval. Not all requests will be honored. Schedule change request must be made prior to the end of the second week of each semester.

Lockers

Students may go to their locker during all passing periods and on their way to and from school and lunch. Lockers are for the storage of materials needed during the school day. Teachers may send students to their lockers when they deem it necessary. Each student must have a hall pass.

Locker rules include:

- 1 Do not share your locker with anyone.
- 2 Do not give your combination to anyone.
- 3 Do not set your combination to open without running the combination.
- 4 Lockers may be inspected at any time and without warning. **School Board Policy JIH**
- 5 The school is not responsible for items in your locker, and will pay for nothing!
6. Report all inoperable lockers or problems to the main office staff immediately.

Backpacks

Students may use backpacks to tote items to and from school only. Backpacks are not allowed in the classrooms or at lunch.

Physical Education

Physical education students will be required to dress out daily in blue shorts, white top, and tennis shoes. Students are required to have their names on the shorts and tops. Do not leave valuables in your locker.

School Property and Textbooks

Students are responsible for the proper care of all books, supplies, and furniture that belongs to the school. All basic texts are supplied to the student. Students are asked to sign as receiving each book, and are responsible for all their assigned books. Fees will be assessed for damaged, lost, or unaccounted texts at the end of each semester, or at the end of the school year. Report cards will be held until all fines and fees are paid.

Extra Curricular Activities

All students are encouraged to participate in extra curricular activities. Eligible students must have a 2.0 GPA average during the semester grading period immediately preceding participation, and not have any "F" grades. At semester, nine

weeks or semester grades may be used. All students participating in Co- or Extra-Curricular Activities must sign and abide by the Athletic & Activity Code of Conduct (**Board Policy JJJ-E**) that includes a Code of Behavior and Random Drug Testing. Students participating in extra-curricular activities must be in attendance for the seven periods prior to an event or contest. Any exception to this rule must be approved in advance by a school administrator or athletic coordinator. Failure to abide by this attendance rule for participation will result in the student being ineligible for the contest or event. All 7th and 8th grade boys and girls are encouraged to participate in our sports program. CIS is proud of our athletic tradition. Extra activity sports are football, basketball, volleyball, wrestling, track, cheerleading. **Clubs:** All students are encouraged to participate in the clubs and other activities that are offered. Some examples of the clubs are: BPA, Computer Club, MESA, and others.

PARENT NOTIFICATION

TEACHER LICENSURE: In accordance with the NCLB Act, Title I, Part A, Section 1111, Parents Right to Know”, the parent has the right to request information about the licensure and other qualifications, teaching assignment, and training of their child’s teacher and any paraprofessionals (instructional assistants) who may work with their child. The parent may contact the building principal for this information.

SUBSTITUTE TEACHERS: If a substitute is in a classroom for four consecutive weeks with a sub-standard license, parents must be notified of the certification of the substitute. The parent may contact the building principal for this information. (NMSA 1978, 22-10-16)

ADEQUATE YEARLY PROGRESS: After the second grading period, parents will be notified regarding students who will not make adequate yearly progress. Parent conferences will be held in February regarding student progress and possible retention. (NMSA 1978, 22-2A-6)

TUTORIAL SERVICES: If a school does not make Adequate Yearly Progress and is qualified for Title I services, based on its reduced and free lunch, participants are also eligible for Title I Supplemental Educational Services (SES). These services provide free tutoring to help students do well on the required New Mexico achievement test and to succeed in school. Tutoring is provided on a priority basis with those students having the greatest academic need serviced first.

PUBLIC SCHOOL CHOICE: Under NMSA, Chapter 22 and Title I of the NCLB, the option of

school choice must be made available for all New Mexico students attending a school with a NCLB designation. Public School Choice is the option for a student to attend another public school that is outside the student’s school attendance area.

All students enrolled in any Title I school identified under NCLB as in School Improvement, Corrective Action, or Restructuring qualify for a transfer under Public School Choice. A school district must provide all students in the school the option to transfer to another public school, including charter schools, that is not in school improvement.

To and from school transportation shall be provided until the student’s resident school is no longer identified for school improvement or if the receiving school is placed on school improvement. However, a student may continue to attend the receiving school until he or she has completed the last grade in the school.

Districts may not use lack of capacity to deny students the option to transfer, but may consider capacity when deciding which choices to make available. Health and safety of students can be considered.

There may be situations in which choice is not practicable. The distance to another school with the appropriate grade span, for example, may be excessive. School districts must, however, make good faith efforts to determine whether such choice is practicable. Factors considered should include travel distance, existing transportation boundary agreements, available grade spans, and other appropriate factors.

ACCESS TO SCHOOL RECORDS /

INFORMATION: Access to educational records is governed by the requirements of the Amended Family Educational Rights and Privacy Act of 1974 and district policy. Under this act and policy, non-custodial parents have the right only to academic and attendance records. Parents must inform the school principal in writing, on a form provided in the principal’s office, if they wish to limit media access to their student’s pictures, honors, or other recognition as outlined in Policy 6.41.

MILITARY RECRUITER ACCESS TO INFORMATION/SCHOOL RECORDS: Both the NCLB Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107), entitle military recruiters to receive the name, address, and telephone listing of juniors and seniors in high school. Parents may make a written request to the building principal to opt out of having the school provide directory information to military recruiters. The Carlsbad Municipal School District will allow military recruiters

(i.e., Army, Navy, Air Force, Marines, Coast Guard, National Guard) to be available on the high school campus for job fairs, as well as to visit with interested students -- at the student's request during his/her lunch periods.

Family Educational Rights & Privacy Act/Protection of Pupil Rights Act (FERPA/PPRA): In compliance with the NCLB Act, the parent has the right to:

- (a) Inspect surveys created by third parties before such surveys are administered or distributed to students.
- (b) Inspect and the right of students to refuse to participate in any surveys designed to collect private information about, among other things, students' or their families' political affiliations, sexual behaviors and attitudes, mental problems, illegal behavior, income, and religious practices or beliefs.
- (c) Inspect, upon request, any instructional material used in the educational curriculum for the student.
- (d) Be informed of the administration of physical examinations or screenings that the school may administer to students.
- (e) Know of the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling such information. Inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes.

The PPRA now obligates schools to provide parents reasonable notice, at least once annually at the beginning of the school year, of the adoption and implementation of the policies required by the Act. This notice must offer an opportunity to parents to opt the student out of participation of any instructional material used as part of the educational curriculum. The PPRA now requires schools to provide notice to parents of:

- (a) Activities involving the collection or disclosure of personal student information for marketing purposes.
- (b) The administration of any survey designed to gather private student information in the various categories listed under the PPRA.
- (c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

PESTICIDE SPRAYING NOTIFICATION: As per the New Mexico Public Education Department

Regulation 9.13.4, a written request for advance notice of pesticide spraying prior to application may be made by a parent or guardian. This written request for notification should be turned in to the building principal.

CORPORAL PUNISHMENT/NOTIFICATION: All school personnel are encouraged to practice a high standard of professional ethics in regard to discipline. The administration of corporal punishment, although legal in New Mexico, will not be administered by staff of the Carlsbad Municipal Schools. Additionally, Carlsbad Municipal Schools will not permit nor be a witness to the use of Corporal Punishment by parents/guardians on school premises.

ANTI-BULLYING: Bullying behavior by any student in the Carlsbad Municipal School District 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 or may 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.
- Physically harming a student or damaging a student's property.
- 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.

Students and parents may file verbal complaints concerning suspected bullying behavior with 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. [NMAC-N, 6.12.7.7, 11-30-06]

NEW MEXICO SEX OFFENDER REGISTRATION & NOTIFICATION: 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 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 web page may not reflect the current residence, status, or other information regarding the offender.

The Department of Public Safety (DPS) manages an Internet web site that provides the public with registration information regarding sex offenders. The registration information provided to the public does not include a sex offender's social security number or place of employment, unless the sex offender's employment requires him or her to have direct contact with children. The web site is available at: <http://www.nmsexoffender.com>, and can be searched by name, zip code, city, and county. [NMSA 29-11A-5.1(E)]

CODE OF CONDUCT (DISCIPLINE CODE)

STUDENT SUPERVISION – ON CAMPUS – (In

Loco-Parentis): Parents must send their children to school under New Mexico's compulsory attendance laws. Schools stand in *loco parentis* as regards discipline, supervision, and custody issues. This means that schools are responsible for students "in place of the parents" while students are in school. School personnel should exercise due care in guarding the health, safety, and welfare of students enrolled in their schools. All school officials, employees and authorized agents of the public schools whose responsibilities include supervision of students shall stand in *loco parentis* with regard to students they are required to supervise at any time the responsibility of supervision exists. Whenever students are lawfully subjected to the school's control, public authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school's authority. Principals must assume responsibility and leadership with regard to the discipline of students. The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligations to abide by the lawful rules of the school and community until and unless the rules are changed through lawful processes.

MIDDLE SCHOOLS' DISCIPLINE GUIDE

Listed below are violations, which might occur at our school, but is not intended to be a complete list. For each violation, suggested corrective steps have been outlined. Corrective action may begin at any step. Some violations are less serious than others even when they fall within the same category. When appropriate, a step may be repeated. It shall be the responsibility of school authorities to investigate violations and determine corrective action to be taken. Depending on severity and circumstances, more than one action may occur. Continued unrelated offenses will be dealt with progressively.

School authorities will make every effort to contact a parent when it is necessary to suspend a child. A student will not be sent home until the end of a school day if a parent cannot be reached. Administrators may refer to local police if a student becomes disruptive and/or fails to cooperate with school personnel and/or as needed for serious infractions.

SELF-DEFENSE: An attempt must be made to remove oneself from the situation. A person must use no more force than appears reasonably necessary to repel the attack. Beyond this, any additional engagement will be considered equal participation in a public-affray/fight.

FIREARM: The term "firearm" shall include pellet gun, BB gun, "zip" gun, "antique" gun, "air soft" gun, "paint-ball" gun, and any device or action that causes the discharge of a bullet/projectile. This applies whether the firearm is loaded or unloaded.

POSSESSION: A person is in possession of (name of object) when, on the occasion in question, he/she knows what it is, he/she knows it is on his/her person or it is in his/her presence and he/she exercises control over it (even if the object is not in his/her physical presence). He/she is in possession if he/she knows what it is and where it is and he/she exercises control over it. (A person's presence in the vicinity of the object or his knowledge of the existence or the location of the item)

GANG-RELATED ACTIVITY: Gang-Related Activity can be any behavior that is intimidating to students or faculty/staff or is disruptive to the educational process. It can be any activity/behavior attempted/accomplished with the intent to increase a gang's size, membership, prestige, dominance, or control in any way. Although this list is not all-

inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights, or initiation rituals, wearing gang attire, or "colors." A "gang" can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal. Gang-Related indicators which will be considered include: Student(s) displaying gang hand-signs or signals to others. Student(s) talking about gang activity to others. Any violation of the Code of Discipline which can be linked to Gang-Related Activity will include a penalty/consequence enhancement. Example: An incident of Hazing may result in suspension. An incident of Hazing that is Gang-Related may increase the days of suspension (up to and including a recommendation for Expulsion) depending upon the circumstances of the incident.

SUPERINTENDENT'S STUDENT APPEALS

COMMITTEE (SUPSAC): A committee appointed by the Superintendent of Schools to examine evidence concerning the nature of the disciplinary action that is any removal of the right to education which may include an alternative educational setting or expulsion. SUPSAC is only convened for incidents involving Suspension of 10 days or more and upon a written appeal by the parent(s)/guardian(s) within 10 days of notification of action taken for a violation of the disciplinary code. Other disciplinary action may be appealed at the building level. Appeals of due-process may be made to the Elementary or Secondary Director of Curriculum and Instruction.

NOTE: Students receiving Special Education services, whose behavior or abilities may be in question, should have a determination meeting with relevant school personnel and parents if considering long-term suspension or expulsion.

ELECTRONIC DEVICES-Please Read Carefully

➤ *Includes, but not limited to, cell phones, IPODs, cameras, Smart-Watches and any other personal electronic devices.*

Electronics Referral	
1st Offense:	1 Day Lunch D. Device may be retrieved by student after school.
2nd Offense:	2 Days Lunch D. Device may be retrieved by parent after school
3rd Offense:	*2 Days ASD. Device is confiscated for five (5) days.
	-OR- *2 Days ASD. Device may be retrieved by parent by paying \$5.00
4th Offense:	*3 Days ASD. Device is confiscated for six (6) weeks.
	-OR- *3 Days ASD. Device may be retrieved by parent by paying \$30.00
5th Offense:	*1 Day TOC. Device is confiscated for remainder of semester.
	-OR- *1 Day TOC. Device may be retrieved by parent by paying \$50.00
6th Offense:	*2 Day TOC. Electronic device may only be retrieved by a parent after the last day of school

