

# **Tularosa High School 2018-2019**

**Johnny Joe Marrujo, Principal**

**504 – 1<sup>st</sup> Street  
Tularosa, NM 88352**

**School Phone: (575) 585-8866  
Attendance Office: (575) 585-8871  
Gymnasium: (575) 585-8877  
Field House: (575) 585-8880  
FAX: (575) 585-8112  
[www.tularosak12.us](http://www.tularosak12.us)**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**Tularosa High School  
Student Handbook**

**Approved and adopted by the  
Tularosa Board of Education  
2018-2019**

**Tularosa High School Philosophy**

The mission of Tularosa High School is to provide learning and support for all. Each student will receive the skills, both tangible and intangible, that will enable the student to become a productive and successful member of society. Faculty and staff members will continue to develop themselves both personally and professionally. Students will develop their individuality and enhance their self-esteem while participating as an integral part of a larger society -- the school. This quality environment will create a sense of pride in our school and in our community. Working together, we will strive to make Tularosa High School the most inviting place in our community.

**Accreditation**

Tularosa High School is accredited by the New Mexico Public Education Department. All faculty members, curriculum offerings, activities, and school facilities meet the requirements of this agency.

**Educational Plan for Student Success**

1. The percentage of students who scored proficient or above in reading will increase to a proficient range of 75-90% proficient based on results from the predictive short-cycle assessment administered three times per year.
2. The percentage of students who scored proficient or above in math will increase to a proficient range of 75-90% proficient based on results from the predictive short-cycle assessment administered three times per year.

### **National Honor Society**

To become a candidate for the National Honor Society, a student must possess the four qualities of scholarship, leadership, service and character as displayed in and out of the classroom. Sophomores, juniors, and seniors are eligible to be inducted into the National Honor Society. The scholarship requirement is a 3.5 cumulative grade point average. Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of scholarship, leadership, service and character. The faculty council is composed of Department Heads, Counselor, Assistant Principal, Principal, NHS sponsor, and NHS student representatives. Those students selected are notified by a letter to attend the induction banquet. Once inducted into National Honor Society, a student must maintain a 3.5 cumulative GPA and continue to provide evidence of leadership, service, & character in order to remain a member of National Honor Society.

### **Academic Awards**

The senior awards night will recognize the Valedictorian, Salutatorian, honor graduates, and 4-year attendance rope selections within the Senior Class as well as the recipients of scholarships.

An academic assembly will recognize students for their outstanding achievements in several categories at the end of the school year. Awards are given to students who achieve high standards in academics, attendance, and school improvement. Awards have been standardized throughout the Departments. Within their respective departments, teachers will recognize academic achievement and top cat.

In addition to the above-mentioned Department awards, academic letters will be awarded. The criterion for this award is based on academic achievement (3.5 GPA for spring and fall semesters) and career-readiness skills as evidenced by attendance (no more than 10 days of absences for both spring and fall semesters).

### **GUIDANCE SERVICES/STUDENT ASSISTANCE**

The purpose of the Student Assistance Office at Tularosa High School is to provide students with assistance in making realistic decisions toward an effective education and producing a lifestyle of meaningful production. The Student Assistance Office will be open to students daily from 8:00 am until 3:30 pm. **The Counselor is available to meet with students for any information or student assistance.** The Student Assistance Office provides information, materials, and alternatives in the following areas:

- 1) Graduation requirements;
- 2) Vocational school admissions' requirements;
- 3) College admissions' requirements;
- 4) Financial aid information for post high school educational development;
- 5) Printed information concerning colleges, vocational schools, careers, ACT/SAT testing, and some placement services;
- 6) Scholarship application assistance;
- 7) Career transitions; and,
- 8) Problematic counseling services and mediation.

To make an appointment with the counselor, contact the secretary in the Student Assistance Office before or after school, during lunch or between classes.

### **Schedule Changes**

Academically relevant schedule changes will be made through the Student Assistance Office only with administrative approval. All student-initiated schedule changes must be made prior to official posting of grades (progress reports).

A student cannot be permanently removed from a class by a teacher unless the action is approved by the Principal. Approval of a student's request for permission to make a routine visit to the counselor will be decided by the teacher and the nature of the classroom work in progress. A student claiming an urgent need to see the counselor because of a pending crisis or emergency will be permitted to leave class; however, routine follow-up and verification should be made by the teacher with the Student Support Office.

### **Enrollment Procedures**

All new enrollees must have a birth certificate, proof of current immunizations required by the state of New Mexico, withdrawal papers from the previous school attended, an unofficial transcript, a proof of residence in the form of a utility bill, parent conference with administrator if enrolling any time other than fall registration, and social security card.

Transfer and new students will be required to complete a questionnaire regarding their disciplinary history at their prior school(s) before enrolling at Tularosa. The district may deny admission to a student who has been expelled from another school district for an offense that threatens the safety or well-being of the school. In the event that enrollment in required core classes reaches State limitations, out-of-district students will be placed on a waiting list. (Reference Open Enrollment Policy)

### **Change of Address, Name, or Other Information**

Please notify the high school office if there is a change in the home address or telephone number. Parents are encouraged to help keep this information current in the event of an emergency. Any name change must be accompanied by legal evidence of the change.

### **State Testing**

Students entering high school in 2013-2014 and subsequent years will be required to achieve a state-mandated proficiency level on the PARCC or portfolio assessment in order to receive a state of New Mexico high school diploma. H3's will also be assessed in Science. The testing windows will be established by the Public Education Department. All freshmen, sophomores, juniors, and seniors will complete the high school's predictive short-cycle assessments three times a year in reading, language arts, science, and math. The assessment results will be used to measure learning and make any necessary adjustments to improve teacher and student performance throughout the year.

### **Textbooks**

Students are responsible for textbooks or other materials issued to them by the school. In case of loss, damage, or destruction of instructional materials, arrangements will be made for replacement costs.

### **Report Cards**

Report cards are issued every nine weeks. These quarterly reports are indicators of achievement to that point. Report cards are not mailed, but are given to the parents at teacher conferences or students in their advisory class. Progress reports are available for students during the third and sixth week of each nine-week grading period. All students and parents will have passwords to access their grades and attendance directly from the internet utilizing the Power School parent portal.

### **Commencement**

Participation in commencement exercise is a voluntary privilege. Information for ordering caps and gowns will be available in the high school office. Students are responsible for ordering and paying for their own cap and gown.

Appropriate attire, as determined by the administration, will be required of all graduates participating in the commencement ceremony. Further information on graduation will be issued from the Principal's office.

### **Graduation Policies**

One-half credit is given for each subject successfully completed each semester, or one credit is given per subject per year. Students who fail a required course are expected to make up requirements.

### **Diploma Requirements for graduating classes of 2017 and 2018**

English	4 credits
Mathematics	4 credits (1 credit + to or > than Algebra 2)
Science	3 credits (2 w/lab)
Social Science	3.5 credits (includes US History & Geography, World History & Geography & Government & Economics and .5 credit in NM History.
Physical Education	1 credit
Foreign Language	1 credit (includes career cluster, workplace readiness)
Health Education	.5
College class or Online course	1 credit
Electives	6.5

One of the above credits must be honors, advanced placement, dual credit, or distance learning. To graduate a student must meet the cut score for high school graduation on H3 SBA or use a portfolio alternate demonstration of competency.

**Credits for Graduation:**

**24 credits are required for students entering high school in school year 2016-2017 or later**  
**Credits for Grade Classification**

Grade 9 =	0.0 - 5.5
Grade 10 =	6.0 - 11.5
Grade 11 =	12.0 - 17.5
Grade 12 =	18 – 24

**Credit Recovery/Dual Enrollment/Summer School/Transfers**

A. Coursework completed through Plato Credit Recovery Courses and/or correspondence from accredited schools may be counted toward graduation. Correspondence courses for seniors should be completed by April 1st to insure verification arrives in time for graduation. Correspondence work with approval by the principal or counselor may be undertaken for credit to meet graduation requirements. Students with 17 or more credits and at least one semester at THS are eligible for the Credit Recovery Program.

B. Credit may be granted or accepted on the transcript for attendance in summer school, 0 hour, or after school upon approval of the administration.

C. A student may participate in dual enrollment with an accredited university. With the prior approval of the administration, the student may earn one credit for each three hour college class. A student's GPA and present level of performance will be considered when granting permission to participate in dual enrollment college courses. The university requirements for attendance, instructional time, and grading will prevail over the high school student requirements for credit.

**The Next-Step Plan**

In selecting a program of studies, the student should consider his/her previous work, present interests, abilities, and the job opportunities available prior to deciding on the courses they want to select. If a student plans to go to college (four year), it is strongly recommended that they identify the courses that are required for admission to that particular school. The same holds true for specialized schools. The course selection should be the result of a carefully thought-out program leading to a definite end. The Next-Step Plan is created in the ninth grade, and is reviewed and updated annually at the high school level

during Parent/Advisory meetings, with parent and student signature required in order to advance to the next grade level.

### **General Progression of Classes**

#### **H1 (9th Grade)**

English 9  
New Mexico History/Health  
Mathematics  
Science  
Physical Education  
Elective

#### **H3 (11th Grade)**

English 11 (prerequisite Eng 10)  
Science  
Mathematics  
U.S. History/Geography  
College course  
Foreign Lang. I

#### **H2 (10th Grade)**

English 10 (prerequisite English 9)  
World History/Geog.  
Mathematics  
Science  
Elective  
Elective

#### **H4 (12th Grade)**

English 12 (prerequisite Eng. 11)  
Mathematics  
U.S. Government/Econ  
Foreign Language II  
College course  
Science or Career Course

### **Grades**

Finals count for 10% of the semester grade. Nine-weeks grades each count for 45% of the final grade. Grades of .5 or better will be rounded up. Students receiving modified coursework will have final grades recorded as a "P" or "F".

Numerical	Letter	Numerical
<u>Percentage</u>	<u>Grade</u>	<u>Weighted Value</u>
89.5-100	A	4.0
79.5- 89.4	B	3.0
69.5- 79.4	C	2.0
59.5- 69.4	D	1.0
	F	0.0
	P	2.0
	NC	0.0



### **LIBRARY/MEDIA CENTER**

The library is here for your personal and academic information needs and for recreational reading. The library is normally open from 8am to 3:30pm. The librarian is happy to help you locate information and materials. Some reference books may not be checked out, but a copier is available for your use, free of charge. The fine for overdue books is \$.05 per school day. No books may be checked out until overdue books are returned and fines are paid.

The library has computers for your research needs and personal use. Students using computers for their personal use may be bumped by students needing to do research for a school class. Any inappropriate computer use will result in suspension of privileges.

Respect for people, equipment, and library materials is important to promote a pleasant atmosphere for reading and studying in the library. Food and drinks are not permitted anywhere in the library. Before you leave the library, please push chairs into place and return library materials to their designated places. If you don't know where to return a book or other library materials, return them to the library circulation desk. Inappropriate language will not be tolerated in the library. Students using inappropriate language will be asked to leave the library and will lose future library privileges.

Students are encouraged to suggest subjects or titles of books and magazines they want to have in the library. The library will take these suggestions into consideration when ordering new books and other library materials.

### **SCHOOL NURSE**

1. It is required that you fill out a THS Medical Referral Card annually. It is your (parent's) responsibility to keep this form up-to-date. Any change of address, telephone number (including unlisted numbers), doctor/dentist, or friend/neighbor who can be contacted in the event of your absence during an emergency should be sent attendance office immediately! This is for your safety and welfare.

2. New Mexico State Law requires that all students have up-to-date immunization records in order to attend school. Medical and/or Religious Exemptions are recognized. It is the responsibility of the parent to provide the school with such information. The school nurse will send letters to parents through their children when boosters are needed. Parents must provide written documentation of same when received or their child will not be allowed to attend classes until compliance with the law has been satisfied. Any time your child receives an immunization, provide the school nurse with an updated record of same.

3. Our school nurse is scheduled to be in the district at all times. In her absence, a contingency plan will be in effect to meet your child's needs. The school nurse's office is used for assessing your child's current health status to

determine whether he/she may return to class after evaluation or whether he/she needs to be sent home or on for further medical treatment. No sick students can be sent home to an empty house. It is the responsibility of the parent to see the school has the information to carry out proper procedures.

4. Our school nurse maintains an open-door policy at all times and is available as a reference/resource person to you regarding any area of health. Should you have any questions or concerns, please do not hesitate to call her at the High School or Mid School Office (high school 585-8866, mid school 585-8803).

5. Non-prescription and prescription medications need to be in compliance with Tularosa School Board policy requirements.

#### **ATHLETICS/ACTIVITIES/CLUBS**

##### **Athletics:**

Baseball	Football	Softball
Volleyball	Basketball (Boys/Girls)	
Track (Boys/Girls)	Spirit Force – Cheer/Dance	

**NMAA Sanctioned Sport:** Rodeo

##### **Activities:**

FFA	Yearbook
Knowledge Bowl	

##### **Clubs:**

National Honor Society	Student Council	Native Hope
Science Club	Spanish Club	

#### **Tularosa Municipal School Scholastic Eligibility Standards Related To Extra-curricular and Co-curricular Activities**

##### **A. Extra-curricular Activities**

Extra-curricular activities which include practice, meetings, events, performances, or scholastic competition are school-sponsored activities which are not required by law or Educational Standards for New Mexico schools. These activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the

school's curriculum, extra-curricular activities do include direct instruction of the state-required student competencies established in Educational Standards for New Mexico schools.

**B. Co-curricular Activities**

Co-curricular activities are activities that are an extension of classroom instruction which are required by law, Educational Standards for New Mexico Schools, or local board policy which should require no more than 20 hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students are absent from class other than the sponsoring class for practice, meetings, events, or performances.

GPA and attendance requirements of the Public School Code may apply to co-curricular activities.

**C. Interscholastic and Extra-Curricular Eligibility (NMAA) School Sponsored**

**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 (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 9 week marking period, they are eligible immediately and will undergo an additional check on the next 9 week marking period as well. **FALL 2018 eligibility will be based on 2<sup>nd</sup> semester grades from 2017 -2018 school year.**

**NO Fs:** 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.

**Summer Course:** 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.).**

**Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9<sup>th</sup> grade year. **This provision may be used if the student has no more than one F grade at the semester.**

D. **Insurance**

Tularosa High School does not carry insurance on any student. Students participating in athletics must provide their own coverage. Students will be provided with an opportunity to purchase insurance at the beginning of the school year. Accident insurance is available for students through an insurance agency. Application forms are available in the high school Student Assistance Office and Administrative Office. The completed forms should be returned by mail to the insurance provider.

**NCAA Requirements for Athletes**

Not all courses at Tularosa High School will meet NCAA core requirements for athletes at Division I or other schools. Be sure to check with the Athletic Director to be informed of all NCAA acceptable courses if you are interested in college level competition.

## **SPORTSMANSHIP CODE**

1. BE COURTEOUS TO OPPONENTS, FANS AND CHEERLEADERS.
2. BE REPRESENTATIVE IN YOUR BEHAVIOR TOWARD EVERYONE PRESENT.
3. RESPECT AND ABIDE BY THE OFFICIAL'S DECISION.
4. EXERCISE SELF CONTROL AT ALL TIMES; NEVER BOO AN OFFICIAL, COACH, CHEERLEADER OR PLAYER.
5. DISPLAY CHARACTER IN YOUR EVERY ACTION.
6. LEARN TO WIN AND LOSE WITH DIGNITY AND CHARACTER.
7. DISPLAY APPRECIATION FOR A GOOD PERFORMANCE OR PLAY REGARDLESS OF THE TEAM.

Athletic events are learning experiences for students. A spectator's ticket is a privilege to observe athletic tests of skill, not a license to verbally assault others or be generally obnoxious. Audiences may forget that high school athletes have not reached mature physical performance, so errors can be expected. Moreover, audiences who learn the rules of the sport are less likely to criticize officials, players, or coaches. Additional information on New Mexico Activities Association rules, regulations, and sportsmanship guidelines can be found at [www.nmact.org](http://www.nmact.org).

### **ATTENDANCE POLICY: Compulsory Attendance Law**

All students shall be expected to attend school as many days as school is in session in accordance with the Compulsory Attendance Laws as found in the New Mexico Statutes Annotated 22-12-2 and 22-12-7 NMSA 1978 (Being Laws 1967, Chapter 16, Section 170 and 175 as amended), and in accordance with Tribal Law: 10-4-4, pg. 60.

Regular attendance is of the utmost importance in providing our students with the best education opportunities possible and for the teaching of the skills of responsibility and reliability which are so necessary for success in all areas of today's world. Students with documented chronic health conditions that would preclude them from meeting the attendance criteria are required to meet with the Principal to determine the appropriate educational plan and necessary course modifications. Parents who fail to ensure the attendance of their children may be subject to legal sanctions under state and tribal law. Students acquiring five undocumented absences within a twenty-day period will be considered a habitual truant. To encourage regular attendance in accordance with the State of New Mexico Attendance Laws, the following policy will be in force at Tularosa High School.

#### **Procedure**

A. **All absences, excluding absences for school-sponsored activities must be documented by a written note from parent/guardian upon a student's return to school. The note must include student's name, the date and periods of absence, the reason for the absence, the parent/guardian signature and daytime telephone number. The note MUST be signed by the parent/guardian.** The student must bring the note to the office for a notified absence. Absences that are NOT notified will be considered unexcused. When a student is absent from class, parents will receive automated telephone messages indicating that their child was not in the regularly scheduled classroom. **Notes will verify an absence; however, the absence will still be included in the 10 day absence policy.**

B. After the fifth (5) absence during the current semester, parents/guardians will be notified by mail stating the dates of absences and the risk of receiving no credit status.

C. Upon acquiring seven (7) absences in any one class a semester, a parent will be notified by mail regarding excessive absences and the risk of receiving no credit status. The student will be notified by the administration so that any extenuating circumstances can be addressed.

D. Upon acquiring ten (10) absences in any one class a semester, a student will be placed on "no credit" status in the class affected. Students not attending the required number of days, with qualifying documentation, will be placed on "P" or "F" grading status for the semester. The "P" status indicates that the required amount of classroom instructional time was not attained due to illness or extenuating circumstances. If the student is placed on "no credit"

status, a copy of the decision will be sent to the Children's Court and/or the Tribal Education Office. Failure to send children to school falls under the Educational Neglect and/or Tribal Law 10, Section 4-4. The no-credit decision may only be appealed to the Superintendent, whose decision will be final.

E. Upon acquiring 10 consecutive absences without notification or documentation the student will be dropped and the parent will be notified.

**Excessive absences, (10 or more) excused or unexcused, may result in a loss of credit per class per semester. Ten absences in four or more classes with a failing grade may result in the student being withdrawn from school.**

#### **School-Sponsored Activities/Religious Holidays**

A. School-sponsored, "official", activities or religious holidays are EXEMPT and shall not be counted toward the total ten (10) days absences. "School-sponsored" or "official" means any activities in which a staff member is involved and school transportation is provided, or sanctioned and approved by the school administration. Students are limited to ten (10) absences per semester for activities.

B. Students who are absent from school for any of his/her classes (without prior approval) on the day of a contest will be cause for disciplinary action by their respective coach/sponsor. Students' must be in attendance for all classes on the next school day following a contest. Failing to be in attendance will be cause for disciplinary action by respective coach/sponsor. Students and parents should understand that the students' commitment to extra-curricular activities does not preclude their obligation to attend classes on a regular basis.

C. The school does not sanction or condone a Senior Skip day.

D. Snow days are not counted toward the total ten (10) days absences.

#### **Leaving the Grounds and Check-Out Procedures**

A. Students must have permission from parents/guardian and the office before checking out of school. In case of an emergency, students who are 18 or older and not living at home may check themselves out if the proper paperwork is on file with the office.

B. If a student goes home for lunch and becomes ill, the office must be notified as soon as possible.

C. No students are permitted to leave the grounds during school hours without the permission of the Office and their parent/guardian. **Students must sign in and out with the Attendance Office.**

1. The lunch period is an exception.
2. Sponsored-class activity is an exception. Sponsors MUST provide a list for the office the Friday before the event.

3. Leaving the grounds without **PRIOR** permission constitutes a **truancy**.
4. During breakfast, the student parking lot will be secured and cars will NOT be allowed to enter or exit the campus.
5. After entering the building, students enrolled in on-campus college classes, must report to the library and not loiter in halls during school hours.

#### **Tardies**

- A. Any student who is late checking into school must report to the Attendance Office to sign into school.
- B. Staff members should not detain a student without prior permission from the teacher involved. This practice jeopardizes the consistency of the tardy policy.
- C. Excessive tardies will result in discipline. (See discipline regulations)

#### **Homework for Absences**

- A. If a student is absent, he or she should request make-up work upon returning to class.
- B. If a student is absent for more than three consecutive days, the parent, guardian, or student should communicate with the high school administration and the teachers.
- C. Students will have one day for each day absent to make up work.

#### **Dress Code**

It is the intention of Tularosa High School to display to the public at all times a proper standard of moral conduct, dress, attitudes, courtesy, and friendliness on the part of the students which will be above reproach or criticism. Dress and grooming within the bounds of propriety, decency, and social acceptability is part of each student's education. Parents have the primary responsibility for teaching this and for establishing moral values and attitudes toward public appearance and conduct. Parents should see that their children meet these values and attitudes. However, the school has the right at all times to regulate any students' dress that creates a problem, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard.

- A. Attire or accessories, which advertise, display and/or promote any drug, alcohol or tobacco: sexual activity, violence, disrespect and/or bigotry towards any group or person not allowed.
- B. Dress, jewelry and other accessories the present risk to the health, safety, and general welfare of the students, or which express

obscurities, immodestly expose the chest, abdomen, legs or buttocks are prohibited. (NO BBBB ie: breast, bellies, backs, or butts).

- C. Spaghetti straps, tube tops, halter tops, razor back or dresses without over the shoulder straps are not acceptable forms of attire. Low cut or see-through shirts, underwear worn as outerwear.
- D. Pants must be pulled up to the hip level and secured tightly to ensure that undergarments are not exposed and that pants are not dragging on the ground, cut offs, muscle tee's, spiked jewelry and /or wallet chains are examples of clothing which are not permitted to be worn at school.
- E. Shoes must be worn. House slippers or shoes with soles similar are deemed unsafe and not school appropriate.
- F. Sunglasses and hats may not be worn in the classroom.
- G. Pajamas are prohibited
- H. No bandanas or doo rags are allowed at school or school activities
- I. The school has the right at all times to regulate any aspect of students dress or appearance that is a distraction to learning and/or creates a health or safety hazard.

On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final decision to determine that the garment or accessory meets the dress code. Dress code policies will be displayed on and around campus. Any student violating this policy is subject to disciplinary action including, but not limited to, warning, parent conference, in-school suspension, short term suspension or long-term suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, the student or the parent, depending upon the circumstances.

**Violations of this dress code will be subject to disciplinary actions:**

- 1<sup>st</sup> offense – disciplinary referral, change clothing
- 2<sup>nd</sup> offense – disciplinary referral, 1-day RTC, change clothing
- 3<sup>rd</sup> and any subsequent offenses – disciplinary referral, 1-day OSS, change clothing, Parent notification.

**Petitions**

All petitions must be approved by the principal.

**Teachers Lounge**

Students are not permitted in the teachers lounge.



### **Telephones**

Students will not be taken from class to answer a phone call except in emergency situations. Only messages from parent(s) or guardians will be delivered to students. **Students may not leave class to use the telephone.**

### **Advertising**

Tularosa High School will not be an advertising agent for outside groups. Carrying signs at school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted, unless approval is received from an administrator. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal or Assistant Principal. Signs will not be put on office windows and painted surfaces without permission from the office.

### **Policy Statement For Publication**

All school related publications must be cleared by the Principal.

### **Married Students**

Married students are subject to the same regulations as other regularly enrolled students.

### **Students Visiting Other Classes**

Currently-enrolled students must have prior WRITTEN permission from the teacher involved to visit any classes other than those in which they are enrolled during class time. The classroom visitation must have an educational purpose. Students may not have visitors on the high school campus at any time during regular school hours.

### **Homecoming**

Homecoming activities may include the following:

- A. Bonfire
- B. Dance - Middle school students may not attend.
- C. Spirit Games/Class Competitions
- D. Football game
- E. Parade - Floats will be assembled on designated area of campus, Friday morning before the parade. The parade will begin at 1:00 p.m. (after lunch). No float building activities prior to Friday are sponsored by THS.

### **Fundraising**

The office must approve all fund raising activities. Fundraising must be approved by the Central Office prior to the event. Allow 5 days for processing of paperwork.

#### **Parent Conference/Advisory Meetings**

Parents may arrange for conferences with teachers or principals during regular school office hours. Conferences should be prearranged (at least one day in advance) and scheduled during the teacher's conference period or during non-class hours, to the agreement of parent, teacher and/or administrator if requested. (<http://www.parentsreachingout.org>)

The Parent Advisory Council will meet three times a year during the months of September, January, and April to discuss school operations such as budget, funding, federal programs, EPSS goals, scheduling, accountability, school ratings, parent/community involvement, safety issues, remediation, acceleration, academic awards, scholarships, etc.. Individual letters will be sent to the Council members. Three council members will serve for each grade level. Assistant Principal/Athletic Director, Counselor and Principal will be in attendance.

#### **School Lunches**

The cafeteria is for the use of the educational community and is under such regulations as set forth by the Tularosa Administration, Tularosa School Board and State Department of Education.

- A. Students will eat breakfast and lunch in the cafeteria. **Sodas and food will not be allowed in the classroom except as part of a learning activity with prior permission. Clear plastic bottles of water are allowed in the classroom.**
- B. Students are expected to clean up their own trash by utilizing the trash receptacles. Food should not be brought into the building without prior approval.

#### **Debts**

All equipment and/or monies owed must be turned in or paid for by each student before he/she can participate in the graduation ceremony.

#### **Fire Drills**

There will be a fire/bomb drill every week for the first month of school and once a month thereafter. Student cooperation is expected.

**Visitors** (Notices Posted)

The 32nd Legislature of the State of New Mexico has passed a very strict law regarding trespass on school property. This law makes unwarranted trespass a criminal offense; therefore, all visitors will be required to have a pass from the Principal's office before visiting the high school area. Adults wishing to visit classes or individuals while school is in session must have permission issued from the ATTENDANCE office. (In accordance with Tularosa School Board Policy).

**Loitering**

- A. Non-students will not be permitted to be on the high school campus at any time. Police will be notified immediately, and the individual may be charged with criminal trespassing.
- B. High school students are prohibited from being on Tularosa Middle School, Tularosa Intermediate School or Tularosa Elementary School grounds or buildings at any time without permission.
- C. Loitering outside of school-sponsored activities is prohibited.

**Assemblies and Games**

Attendance at assemblies is required during school hours. Students are not to leave the assembly area until excused. Misconduct of any kind will be grounds for disciplinary referral. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, booing, and talking during a program. Remember, you are a representative of this school. Let's exhibit this with pride and positive participation. Practice good sportsmanship. At all times, students' behavior should be refined and courteous. An indication of the cultural maturity level of the school is the conduct of its student body at an assembly or a game. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole

**Campus Traffic Rules of Conduct**

A. Students planning to drive their cars to school and park in the school parking lot must do so in the designated areas. Students in violation of parking lot regulations will lose their on-campus driving privileges. If a student drives a vehicle on campus, he or she is responsible for that vehicle. If a controlled substance is in a vehicle, the student who brought that vehicle on campus will be considered the person responsible for the vehicle.

B. Students must park cars in an organized manner in the designated student area for parking.

C. **Students must not loiter in cars parked on campus.** Once the car is parked on campus in the proper manner, the student will exit the vehicle.

D. Students must exercise caution when operating their vehicle on campus and refrain from excessive speed and operate their vehicle in a correct and prudent manner when driving on or off campus. Depending on the seriousness of the violation, student violators will receive a disciplinary referral, police report, and may forfeit the right to drive on campus and/or be suspended from school.

E. Additional Parking lot rules:

1. Students must enter from 8th Street at the front of the school to the north side of parking lot and exit on the south side of the parking lot.
2. Speed limit on campus should not exceed five miles per hour.
3. Students must park within the designated area and lines.
4. All fire lanes are to be kept open and free of congestion.
5. No one is to ride on top of a vehicle or on the bumpers or hoods.
6. Seat belts should be secured prior to departure.

## **DISCIPLINE REGULATIONS**

### **Rules of Conduct**

#### **Discipline Philosophy**

As a school we are concerned with the development of attitudes, habits and behavior. We seek to provide a proper climate for learning, and strive to work in cooperation with parents in the student's development of self-discipline, responsibility and respect for other people. We want all students to learn, but our efforts can be thwarted by disruptive students. To insure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior:

#### **PARENTS SHOULD:**

- \*Keep in regular communication with the school concerning their student's conduct and progress.
- \*Insure that their student is in daily attendance and properly report and explain an absence.
- \*Bring to the attention of school authorities any problem or condition which affects their student or the school community.
- \*Discuss report cards and work assignments with their student.
- \*Maintain up-to-date telephone numbers and addresses.

**STUDENTS WILL:**

- \*Attend all classes daily and be on time.
- \*Be prepared to come to class with appropriate working materials.
- \*Refrain from profane and inflammatory statements.
- \*Be respectful to all individuals and property.
- \*Conduct themselves in a safe and reasonable manner.
- \*Be well groomed and clean.
- \*Be responsible for their own work.
- \*Abide by the rules and regulations of the school and individual teachers.
- \*Seek changes in an orderly and approved manner

**EDUCATORS WILL:**

- \*Use proper guidance procedures.
- \*Promote positive self-esteem.
- \*Maintain an atmosphere conducive to good behavior.
- \*Plan a curriculum to meet the needs of students.
- \*Promote effective discipline based on fair and impartial treatment of all.
- \*Develop professional working relationships among staff and students.
- \*Encourage parents to keep in regular communication with the school by keeping in regular communication with them.
- \*Endeavor to involve the entire community in the improvement of the quality of life within the school and the community.

The Tularosa Municipal School District provides safe, disciplined, and drug-free schools. Student, staff, parents, community members, patrons, and all visitors are hereby notified that our schools are designated school zones which are "Drug Free" (which includes illegal substances, alcohol and tobacco product use) and "Gun Free" (which includes all weapons.) Violators will face severe federal, state, and local penalties.

Prohibited by State Regulation: State Board Regulation SBE 81-3 sets forth certain prohibited acts in all New Mexico Public Schools and for students whenever they are subject to school control. Regulation SBE 81-3 is made a part of this policy by reference as is set forth in full. (Copies of this regulation are on file in the Administrative Office.) The prohibited acts can be classified as disruptive and/or criminal conduct.

### **DISRUPTIVE CONDUCT**

Disruptive acts will be subject to regular discipline. (Policy, page 17) At all times due process under SBE Regulation 81-3 will prevail.

1. **Flagrant Misbehavior:** Any behavior which creates a willful interference or interruption of the educational process. Flagrant misbehavior includes, but is not restricted to, the following behaviors:

- a. Water balloons, pink bellies, egg throwing, graffiti, etc., are prohibited within the school grounds or on school buses. Violation will result in discipline left to the discretion of the administration (and discipline will be carried over to the following semester if infractions occur during the final days of school).
- b. Head phones, CD'S, MP-3, i-pods, cell phones are not allowed in the classroom. Violation will result in confiscation.
- c. Skateboards, scooters, or skates are not to be used on school property. Violation will result in confiscation. Parents will be notified and disciplinary action will be taken.
- d. Excessive disciplinary referrals, within a semester, will result in the development of an individualized behavior plan.
- e. Any conduct which disrupts the educational process or constitutes a health or safety hazard is considered disrupting class. Students disrupting class to the extent that it affects other student learning will not be tolerated.

2. **Tobacco, Lighter/Matches,E-Cigarettes:** Tularosa High School has a tobacco free campus. Students are prohibited from the use of tobacco in any form, in the school buildings, or school grounds. This covers all school activities such as athletics, dances, homecoming, fundraisers, etc.

Infractions will be cause for disciplinary action. Automatic 1 day RTC for the first offense, and a 2-day RTC for the 2nd offense. The 3rd offense will result in a 1- day OSS suspension.

3. **Cheating/Plagiarism:** Whenever a student is found to be guilty of cheating, the teacher will collect the student's paper; mark a zero for the work. The parent shall be notified of any additional offenses.

4. **Insubordination:** Insubordination is the refusal to obey a direct and lawful order given by a member of the Tularosa High School staff (whether or not the staff member is one of the students' assigned teachers). Insubordination by a student will result in a minimum 1-day suspension in the RTC Room or long term suspension - follow discipline procedure

5. **Hazing/Initiation:** Hazing deprives students of their rights to dignity as individuals; therefore, hazing will not be allowed at Tularosa High School. Hazing will result in a 5-day OSS suspension or possible expulsion. No freshman initiation will be tolerated.

6. **Public Display of Affection:** Public display of affection is in poor taste and prohibited. Students who violate the norms of good taste such as, full-body contact, indiscreet behavior/gestures, etc. will be counseled and parents will be contacted. If inappropriate behavior continues, discipline at the discretion of the administration will be initiated.

7. **Regulations Governing Bus Students:** Student transportation is a privilege extended to qualified students. The busses are privately owned. They do not belong to the Tularosa Municipal School District. The bus is considered an extension of the classroom. Students must obey the rules and regulations or these privileges may be revoked and/or subject to disciplinary actions, as indicated by the student handbook. Complaints regarding bus services should be reported to the Transportation Director.

8. **Search and Seizure:** Lockers, desks, and other storage facilities are school property and remain at all times under the control of the school; however, students using these facilities are expected to assume full responsibility for the security of their lockers, desks, and other facilities. Random inspections of lockers, desks, and facilities may be conducted by school officials for any reason, at any time without notice and without consent. The district can contract with a Canine Drug Alert Unit to establish the presence of a controlled substance or paraphernalia in a student's locker or a vehicle located on school property. If the drug dog alerts on a student's vehicle, or student's locker, parents will be notified by telephone with a follow-up letter.

9. **Cell Phones and Electronic Devices:** Cell phones and electronic devices are NOT to be used during instructional time.

1 <sup>st</sup> Offense	Phone confiscated, disciplinary referral, returned at end of day to student
2 <sup>nd</sup> Offense	Phone confiscated, disciplinary referral, returned to parent, 1 day RTC
3 <sup>rd</sup> Offense	Phone confiscated, disciplinary referral, returned to parent, 1 day OSS
Any additional	Repeat 3 <sup>rd</sup> Offense

10. **Sexual Harassment:** Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. This conduct should be reported to a staff member who in turn must report the incident to the principal. Appropriate measures will be taken to eliminate this type of behavior.

## **DISCIPLINE PROCEDURES**

The intended effect of the following procedures at Tularosa High School is to create and sustain an educational climate conducive to learning responsible and considerate behavior, and one in which the safety of students and all other persons is assured.

Tardies, classroom disruptions, disrespect, harassment, truancy, and fighting will follow the established progression of discipline as defined below:

### **Tardies**

Students are considered tardy if they are not in the classroom when the tardy bell has completed ringing. The time frame to be considered a tardy is 15 minutes. After 15 minutes an Absence will be recorded.

### **Procedure**



Students must report to the office if they are tardy to any class period.

A pass will be given and student is sent to class if tardy is within the 15 minute time frame.

After the time frame, students will be sent to RTC for the rest of that class period.

Upon acquiring (3) Three tardies, student will be placed in RTC for the rest of the class period. On the fourth tardy a referral will be sent. On the 4<sup>th</sup> Tardy it will be 1 day RTC, 5<sup>th</sup> and subsequent tardies will be one day OSS

If a tardy is excused, student will be sent to class or RTC depending on the time frame. An "E" for tardy excused or an "N" for notified absence will be entered. **Student Disruptions/Classroom Management**

Every effort will be made to correct the problem with the individual student and teacher utilizing mediation & parent contacts/conferences prior to utilizing disciplinary referrals.

#### **Truancy**

A student considered truant or "ditching" will be given:

1 day in "RTC room" with credit and parent contact

#### **Disrespect**

Verbal abuse or use of obscene-offensive language or gestures toward a teacher or other school personnel will not be tolerated.

1 <sup>st</sup> offense	1 day "RTC room" with credit
2 <sup>nd</sup> offense	2 days suspension from school - no credit - parent conference
3 <sup>rd</sup> offense	3 days suspension from school – no credit - parent conference
4 <sup>th</sup> offense	Recommendation for suspension for the remainder of the semester - parent conference.

Actual carrying out of threats against school personnel will result in a 10-day OSS suspension with expulsion hearing.

#### **Student to student disrespect/harassment (including communication using electronic devices)**

1 <sup>st</sup> offense	1 day "RTC room" with credit
2 <sup>nd</sup> offense	2 days suspension-no credit-parent conference
3 <sup>rd</sup> offense	3 days suspension-no credit-parent conference

4 <sup>th</sup> offense	Recommendation for suspension for the remainder of the semester-parent conference.
-------------------------	--

#### **Fighting -Action Consequences\***

Fighting will not be tolerated. Any student involved in a fight will be suspended in addition to a police referral. The Principal, the Counselor, or the Student Assistance Team will be glad to assist in working through problems. Should a fight occur the following consequences will result.

1st offense	3 days OSS - no credit-parent conference
2nd offense	5 days OSS - no credit-parent conference
3rd offense	10 days OSS - no credit-parent conference
4th offense	Recommendation for suspension for the remainder of the semester

\*Students who instigate or promote the start or continuation of a fight by spreading rumors, carrying messages, crowding around, cheering, or other means are subject to disciplinary action.

**Corporal Punishment:** There will be no corporal punishment.

### **CRIMINAL CONDUCT**

1. **Physical Attack or Threat With a Weapon:** An assault or threat with a weapon with obvious intent to harm another person. For purposes of this policy, a weapon is defined as any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any "look-alike" object that resembles an object that has a potentially violent use. A physical attack is considered a belligerent or antagonistic assault by one person, or group of people, upon another. The victim did not wish to engage in the conflict and did not provoke the attack. Automatic 10-day OSS pending expulsion hearing and police referral.

2. **Possession of a Weapon:** It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone while attending or participating in any school activity.

A weapon is defined as any firearm, knife, explosive device (may or may not be firecrackers) or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use. The student will receive an automatic 10-days OSS pending expulsion for up to 1 year – no credit – parent contact, and police referral. (See also Tularosa School Board Policy 5.27, Weapons in School).

3. **Disruptive and Dangerous Behavior:** Any activities or behavior disruptive to the learning environment that is considered both disruptive and dangerous. The student will receive an automatic 10-day OSS pending expulsion hearing and police referral.

4. **Explosive devices:** These include the use, possession, or sale of explosive devices. Punishment will include an automatic 10-day OSS with Superintendent hearing, and police referral.

5. **Bomb Threats/Fire Alarm:** Any student found tampering with or setting off fire alarms or fire extinguishers or bomb threats will be automatically suspended out-of-school for 10 days and turned over to the police for possible prosecution (THIS IS A FEDERAL OFFENSE). An expulsion will be recommended for the remainder of the year and will result in a total loss of credit for the student.

6. **Possession or Use of Drugs or Alcoholic Substances:** The use or possession of illegal substances such as alcohol, marijuana or other drugs will not be tolerated. Any substance which is harmful to a student's health or welfare may be included in this category. Use of alcoholic beverages, drugs, or any controlled substance by minors is prohibited. Anyone caught having used or in possession of alcohol or other controlled substances on the grounds or during any school sponsored activity is subject to an immediate 5 days OSS, with school counseling, and police referral. All violators will be suspended from extra-curricular activities for the remainder of the season. Any additional infractions will result in a 10-day OSS pending expulsion hearing, and police referral.

7. **Distribution of Illegal Substance:** Any student distributing illegal substances will receive an automatic 10-day OSS suspension and police referral. Any further infractions will result in an additional 10-day OSS suspension and a Superintendent's hearing.

8. **Extortion:** The illegal taking of money or property by using threats or force. The solicitation of money, or something of value, from

another person, in return for protection, or in connection with a threat to inflict harm. Automatic 10-day OSS and police referral.

9. **Larceny and Illegal Entry:** Stealing property that belongs to the school, school personnel, or other individuals on school property. Illegal entry consists of unauthorized entering of any school building or any vehicle parked on the school premises. Punishment will include an automatic 10-day OSS and Superintendent's hearing and police referral.

10. **Criminal Damage:** Consists of damaging school or others personal possessions while on school property. Students who destroy or vandalize school property will be required to pay for losses or damages (this includes personal property of others). The restitution or arrangement must be made before the student is readmitted to school. The student will receive a minimum 5-day OSS. A police referral will be made.

11. **Arson:** Arson is defined as the burning of any property on school campus. An automatic police referral will be filed and the student will receive a 10-day OSS pending expulsion hearing.

12. **Forgery:** Forgery is defined as the writing or using the signature of another person. An automatic police referral and the student will receive a 5-day OSS.

## **SUSPENSIONS**

There are two forms of suspension:

1. ISS = In-School Suspension is in the "Responsible Thinking Classroom".
2. OSS = Out-of-School Suspension.

### **In-School Suspension - "RTC Room"**

1. Students will report to the RTC Room for assigned period or number of days. Students will remain in their assigned seats. Students must raise their hand for assistance from the RTC instructor.

2. Students will work on curriculum similar to the regular schedule; students are to work only on assignments given by the RTC room monitor.

3. Students will work in isolation from other students; this means no communicating with other students (talking, note writing, hand signals, etc.).

4. Students will have restroom breaks at different times than regular students; one in the morning and one in the afternoon. Students will not be issued passes to guidance, library, telephone, lockers or other classrooms.

5. Students will eat breakfast and/or lunch under supervision. No food or drinks will be allowed in the RTC room. Students may not leave the designated area in the cafeteria during lunch and/or breakfast.

6. The instructor will monitor whether students have satisfactorily completed their time in the RTC. This includes making sure there is no writing or graffiti in the assigned work area. Students should notify the monitor of any writing found in their work area when they report to the classroom.

7. If students fail to attend or are not completely cooperative throughout their suspension, the student will be removed from RTC and placed on OSS.

8. The RTC room is not a day-care center. It is to be used as an alternative setting for students that need additional supervision or time out because they are not being successful following the traditional class schedule.

#### **Out-of-School Suspension**

OSS constitutes time away from the school due to the results of a disciplinary action. During this time, the student will be allowed to make up work; but, will receive zero credit. OSS students are not allowed on school property and/or permitted to attend or participate in any school-related activities during the suspension.

#### **Student Rights and Responsibilities**

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